

The Richlands Town Council held a regular monthly meeting in the Richlands Council Chambers on January 8, 2019 at 7:30pm with the following present:

Mayor:	Paul Crawford
Town Manager:	Tim Taylor
Town Clerk:	Connie Allen
Council Members:	Richard Brown, Vickie England, Rod Cury, Rick Wood, Doug Ratliff
Council Member Absent:	Mary Ann Strong
Town Attorney :	Brad Ratliff

Mayor Crawford opened the meeting.

Cecil Hess gave the invocation and led the Pledge of Allegiance.

Mayor Crawford - For your information we had someone work on the sound system, we hope it has improved for our viewers tonight. I would like to ask that each person speak into the mic.

Mayor Crawford – Do we have any additions/deletions/corrections to the agenda?

Tim - Section XIV - Correction was made to add Richard Brown to the agenda and delete Larry Johnson. You should have a corrected copy in front of you.

Mayor Crawford- Do we have anyone who would like to speak that is not on the agenda?

Mayor Crawford – Please add Regina Sayers- Executive Director for AASC and Ginger Branton- Board of Director for AASC to the agenda.

Mayor Crawford - Any other additions/deletions/corrections to the agenda?

Mayor Crawford – Do we have a motion to approve the agenda as amended? Rod made the motion to approve the agenda as amended, Vickie seconded the motion.

Mayor Crawford – We have one (1) set of minutes for December 11. Are there any corrections, additions or deletions to the minutes?

Mayor Crawford - Do I have a motion to approve the minutes as presented?

Vickie- I make a motion to approve the minutes as presented. Richard seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford - Each year we must consider the "Rules of Order" that will be used for conducting official business. I would like the Council to consider adopting "Robert's Rules of Order" as the official rules for conducting Town business. We have used in the past.

Rod - I make a motion that the Council accept "Robert's Rules of Order" for the official rules for conducting Town business. Rick seconded the motion.

Mayor Crawford - We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries – 5/0.

Mayor Crawford - At this time I need a motion for the Mayor and Members of Council to convene in executive closed session for the purpose of discussion of personnel as permitted by Subsection (A)(1) of Section 2.2-3711 of the Code of Virginia.

Richard - I make the motion to convene, Vickie seconded the motion.

Mayor Crawford - We have a motion and a second, any further discussion? All those in favor of the motion say yes. Vickie- Yes, Rick – Yes, Doug-Yes, Richard- Yes, Rod – Yes. All those that oppose say no. Motion carries- 5/0.

Mayor Crawford – I now entertain a motion that the Members of Council reconvene in open session and accept the Certificate of Executive Session certifying that the matters discussed while in executive session were those both lawfully exempted from the open meeting requirements and identified in the motion by which the closed session was convened. Connie please call roll.

Rod - I make the motion for Council to return from "Closed Session", Rick seconded the motion.

Mayor Crawford - Connie please call roll

Connie - Vickie – Yes, Rick-Yes, Doug-Yes, Richard-Yes, Rod – Yes, Mayor-Yes

Rick – I make the motion to renew the Town's Attorney contract, Doug seconded the motion.

Mayor Crawford - We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Rod – No, Richard-No, Doug-Yes, Rick- Yes, Vickie- abstained.

Mayor Crawford - The motion fails 2/2/1 abstained.

Mayor Crawford – I have the tie breaker vote and I vote "No". We will not renew the contract beyond this month. We will put out an RFP for qualification statements that will be on the website and paper. Brad, you are more than welcome to apply.

Mayor Crawford - The motion fails 3/2

Brad Ratliff - Thank you very much.

Mayor Crawford – Corbin Stone, Roberson Farmer & Cox – June 2018 Annual Audited Financial Report.

Corbin - I have passed out cliff notes of the audit. You have already received the official financial report of 100 pages. The audit went very well; your staff does a great job. We didn't have many adjusting entries to your books. Please refer to page 1, the financial statement. The statement shows nine (9) years of data. The general fund balance is \$453,523. We typically like to see it a little bit higher. The enterprise funds, water and sewer funds and the electric fund net assets. We are looking at all the assets. Water and Sewer - \$9,997,323, Enterprise \$2,685,920. We implemented a new standard in 2014, you are required to post your pension liabilities to the books. Total Cash and Investments is \$4,914,887. Total outstanding debt for the general fund and enterprise fund is \$2,597,831. Pension liability \$6,872,489, over time your contribution rates will be a little bit higher than they normally would be. We don't have Debt per Capita at this time. In 2017 it was \$537; I think it will decrease in 2018. State average, total debt per capita for all Towns is \$2,135. Your debt for this size Town is low.

Rod - You talked about General Fund Balance 2013 to 2014 is that what you were referring to?

Corbin – No, just below that, it is Enterprise Assets.

Corbin - Prior to 2014, well really 2015, you did not have to book your pension liability. We implemented GASB 68; we had to book the liabilities. When we did that we had to reduce your net assets by those liabilities. They project your liabilities to pay your retirees.

Tim - So it is unfunded for that amount of money?

Corbin – Exactly, it is unfunded. That is not the total liability it is the unfunded portion.

Corbin - Please turn to page 57 – Pension Plan- The total liability in the first column, your investments are in the second column, the difference between the two is the third column. The balances are always a year behind, we must wait until the State gives us the numbers.

Richard - Is any portion of that when the Town came into VRS in 2010?

Corbin – Yes, it is, when they started, they started with a liability. They had to amortize that in.

Richard - How much of this is the liability from that, is it the majority?

Corbin - The majority of it is. Tim what year did you come in?

Tim - In 2006 or 2007, Sorry 2010.

Corbin – The bulk is from the initial startup. The market has been strong since 2010. I don't think the liability would have grown.

Doug - Has it went down?

Corbin - They amortize up to 30 years. As salary increases liabilities increase.

Doug - The number of employees you have drives it up, correct?

Corbin – Yes

Corbin - Please refer to Page 2 – Summary of Original Tax Assessments. Chart goes back to 2006-07. The annualized growth rates, real estate 1.206%, PSC Tax, 5.156% with a total of 1.417%.

Corbin – Please refer to Page 3 – Audit Recommendations – During the audit we noted certain matters involving the internal control structure and other operational matters. We have noted in your report and can assist you in implementing the recommendations. The two (2) that I would like to mention is “Inventory Control” - We would like to see the Rec Department begin an inventory process for goods that are sold and periodically reconcile changes in inventory to items purchased and sold. They need a tracking system.

Corbin - The new software that you have could not produce an accounts payable listing at year end. We would like for you to work with the company to see if they can help with getting the program to produce a report.

Corbin - Refer to Page 4 – VRS wants us to check to make sure the employees in your system are still working for the Town. The Town's payroll system does not produce reports that show VRS wages, employer retirement, and employer disability amounts, we were unable to reconcile these amounts to VNAV. We were able to reconcile employer VRS contributions to expenditures in the Town's books to within an immaterial amount.

Corbin - Refer to Page 6, 7 and 8. – Talks about the significant audit matters. We did not have any issues, very pleased with the Town.

Richard – In the original report on page 5 – explain the difference between the unrestricted amounts of \$1,460,716.

Corbin - If you look at page 18 - This is the full accrual financial statement. You have total assets and total liabilities which includes the Town Hall. The difference is going to be the “Net Position”. If you

were to liquidate today, you would end up with \$18,076,782. A large part of that is the net capital asset.

Richard - My question, is the \$1.4 million unrestricted another term for general fund?

Corbin - It is not, if you took all the long-term liabilities out, that is the general fund amount. If you go to exhibit 4, page 21. The fund balance \$453,523 we add to it the land, building and subtract liabilities, you will get the net position of \$5,393,539.

Richard - What can the \$1.6 million be used for?

Corbin – It is negative.

Richard - Does that contribute to passing the budget?

Corbin – When you are looking at the budget they are expenses for the next year. Unfunded pension liabilities will be paid off thru increase contribution rates for the next 20 to 30 years.

Mayor Crawford - Any more comments or questions?

Mayor Crawford – “Organization Structuring” – Election of Vice-Mayor

Doug - I would like to make a motion to nominate Mary Ann Strong to be Vice-Mayor. Rick seconded the motion.

Mayor Crawford - We have a motion and a second for Mary Ann Strong to be Vice-Mayor, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Doug-Yes, Rick – Yes, Vickie-No, Rod-No, Richard- No. Motion fails – 3/2.

Vickie - I would like to make motion to nominate Rod Cury to be Vice-Mayor. Richard seconded the motion.

Mayor Crawford - We have a motion and a second for Rod Cury to be Vice-Mayor, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Doug – No, Rick-Yes, Vickie-Yes, Richard-Yes, Rod- Yes. Motion carries 4/1

Mayor Crawford – “Organization Structuring” – Consideration of Confirmation of Town Manager/Town Treasurer.

Rod - I make the motion to retain Town Manager/Town Treasurer- Tim Taylor in his current capacity. Vickie seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford – “Organization Structuring” – Consideration of Confirmation of Town Clerk

Vickie - I make the motion for Connie Allen to be our Town Clerk, Doug seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford - Consideration of Conditional Use Permit Request at 1241 Kentucky Ave from Ronnie & Adrienne Cordle on behalf of Bobby and Barbara Jackson.

Tim – We have an application for a permit to place a single wide mobile home on 1241 Kentucky Ave. It has met all the zoning requirements. For any other activity based on the permit to be executed the Town Council is required to issue a Conditional Use Permit. It is in the process of being sold, that is why Ronnie & Adrienne have requested, will be transferred to Bobby & Barbara Jackson. They are relocating to our area.

Mayor Crawford - What is your recommendation?

Tim - Council gave a permit to another couple in 2011 but they did not follow thru. Already been approved before, I think it is OK to issue.

Richard - The Jackson’s are not going to come and ask for another permit, correct?

Tim - Correct, that is why we did it this way.

Richard - I make the motion to grant the “Conditional Use Permit” Rod seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford - We have no “Scheduled Public Comments”.

Mayor Crawford – “Unscheduled Public Comments” – Regina Sayers & Ginger Branton

Regina - I am Regina Sayers, Executive Director of AASC. Ginger is handing out a folder to each of you. I would like to bring your attention to the folder it is based on PACE – Art at Your Own which was a grant from Alzheimer’s Foundation - We now offer art projects and studies for our seniors. The folder was a project for the seniors and Teresa Reynolds PACE participant won the award. We wanted to show off accomplishments of our seniors. We have been in business since 1975. I wanted to share our Annual

Report. We worked very hard over the past eight (8) years to have a very healthy financial program. We have total revenue of \$13,833,000. We started out with only three (3) programs in 1975, we now have over 30 programs for our seniors in the community. One of our biggest programs is we serve home delivered meals, 125,000 meals every year into Buchanan, Dickenson, Russell and Tazewell County. We also provide pet food to those home bound individual, so they can keep their pets with them in their home. We have depleted our grant from "Meals on Wheels Program". We have a pet food bank. We will be having a "Paint and Potato Bar" on February 9. We would like to invite you to come and join us. Every dollar we raise will be matched from Banfield Charitable Trust. When you have an opportunity to look at our programs, please look at the success and the difference we make in our community. Four County Transit is part of our program; average age that uses the transit is age 20 yrs. to 40 yrs. They can't afford a car or insurance. Mr. Taylor has been working with AASC since last April; we purchase the Front Street property, the formal Eddie Davis Floral Shop. We did receive a grant and will start working on the building. This will become a Senior Center. We will have meals and a commercial kitchen. We will have office space upstairs that we can rent out. We must serve meals five (5) days a week but two (2) days a week our seniors can eat free. We will have a grand opening soon and will invite you to attend. If you know of anyone that may need our services, please give us a call. The Pace Program is our largest program, we have over 100 participates in that program. Our 3rd Adult Day Center is our next project which is in Tazewell County in the Falls Mills area. We appreciate your support and would love for you to come to our meetings. It is the first Thursday of every month at 12:00 noon, we serve lunch.

Rod - What time is the potato bar you are having?

Regina – February 9 from 1-4 pm - I will send an email to Connie and Adrienne. It will be at the agency.

Rod – The cover was created by one of your clients, correct?

Regina – Yes, Ms. Teresa Reynolds - We purchased a lot of art materials for our seniors. We have a day care center on site. Seniors and children are always doing Art. We have over 210 employees which the majority is from Tazewell County.

Rod - Was the PACE grant funded?

Regina – Yes

Mayor Crawford – "Council Member Reports" – Rod Cury

Rod – The Planning Commission met later in the month than we normally do. We had an update on Outdoor Venture Tourism from Rick Barton and Larry Johnson. He is on the Tazewell County Tourism Committee. He is very involved in the Outdoor Tourism Program. Rick is seeking a lot of different avenues to fund all the programs, not only kayaking and that kind of thing but Burkes to Breaks project Tazewell county all the way to Buchanan County and many other projects. He is involved in the whole program. Outdoor Tourism is very promising. The Planning Commission is very supportive. Our next

Planning Commission meeting will be February 5, first Tuesday of the month. In that meeting we will take up zoning issues that have been sitting on the table for a while. We try not to have spot zoning. As we progress with our research, I will report to Council on what we are doing.

Mayor Crawford - Do you notify us of the meeting and are we invited to the meeting?

Rod – Anyone is welcome. The meeting is on February 5, 7:30pm at the Town Hall.

Rod - I had a few citizens' concerns, addressed with Manager Tim Taylor and he has already taken care of. Thank you and the crew.

Mayor Crawford – “Council Member Reports” – Vickie England

Vickie – Mary Ann and I were notified by Pastor Marc Brooks about the man across the street from him concerning the leaves. The man is on dialysis. He had contacted me before. I think you have hired someone to take care of the leaf issue.

Tim - We have been behind on the leaf issue, so we contracted out to get it taken care of quicker. We have been working on all week.

Mayor Crawford - Vickie, where does he live?

Vickie - Directly across from Marc Brooks, I think it is 3rd Street in Lake Park. Evan is sick and can't do anything with the leaves. No one else has contacted me about anything else. I did notice on WVVA Cory Whited was student of the month from Richlands High School. Cory is an excellent young man. Very thankful he was nominated and chosen.

Rod - Cory Whited is an excellent student and excellent person, he has worked with so many things in the Town. Most recently the blood drive on Wednesday. He has also worked with the Section House Committee. I can't think of anything he is not involved in. He approaches with heart and a lot of soul; I want to thank Cory, thank you for mentioning. Cory, congratulations.

Mayor Crawford – “Council Member Reports” – Rick Wood

Rick – The only thing I have is the hole in the bridge above Hardees.

Tim - We have tried several products. We have not been very successful, we have chipped out a couple of times, but we will try something else. The bridge is on the list with VDOT to be repaired but a few years out. We will have to continue to do repairs.

Mayor Crawford – “Council Member Reports” – Doug Ratliff

Doug – I want to thank the Fire Department. They done a wonderful job saving the Town Center. We have a wonderful Fire Department.

Mayor Crawford - And a good job on Fairfax Avenue today.

Mayor Crawford – “Council Member Reports” – Richard Brown

Richard – I have keep track with the Council the last four (4) years. One of the things that really concerned me was when Council voted to remove fluoride from the water. I did follow up and did my own research with our local experts such as Dr. Addair, Dr. Buskill and Dr. Bays. The CDC as well as the Academy of Pediatrics both recommends fluoride to be placed in the water. I am not at the point right now until I talk to Mr. Taylor as far as the details, but at some point, I would like to make a motion to add the fluoride back into the water. I would like to have Mr. Taylor’s input in why it was taken out.

Tim - Some of the concerns as I best remember both staff and public was concern of health reasons. If you go on the web you can look at different opinions and different experts. The local Health Department supported it. Some of the concerns from staff were the type of product that we use. It is what started some of our issues. The product that we once purchased from the United States worked fine with the equipment that we had. The United States product came unavailable over the years. The powder product that we use with our type of equipment is from China. It keeps clogging the machine and not feeding right. We needed to try a different method. To use liquid type, it would require a bigger investment. There are issues of the staff handling it and dealing with the hazardousness of it. It is very poisonous in certain quantities. Before we spent money in putting equipment in, we wanted to make sure the community still wanted it. It is not a requirement for clean water not a requirement from Health Department. It is strictly an option for the community.

Doug - There are pros and cons for both. You can get the fluoride from the schools. It is free, and the schools can hand out. Council feels people should have their choice. If you do the history, one town in North Carolina made a mistake and overdosed the system. They had to shut their water system down for three (3) weeks. It is very hazardous to the public and to the workers. There have been several workers handling it that has gotten cancer. It is a proven fact. If the workers get cancer from handling it, what are we doing to the public dosing them with fluoride. That is one of the worries we had.

Richard - What concern me it sounded like it was a financial decision made because it was going to cost some money to put the fluoride back into the water.

Doug - That was not a reason from the Council.

Richard - I was just outside looking in.

Doug - I assure you that was never a consideration from Council, main aspect was health reasons. Half of the public wanted it and the other half did not. The compromise we come to was take out of the

system and let the school system handle it and they do. Children are not deprived they get from the school system.

Vickie - Not all of us agreed with that, 50/50 vote and Mayor broke the tie. In listening to the dentist, the fluoride provided by the school goes on the outside of the teeth, fluoride in the water system works from within.

Rod - I would like to add, I too was in favor of adding fluoride in the water system. There were people for and against it, probably needs some discussion with the Town Manager.

Tim - As far as the financial piece, Doug was correct, there was no financial issue we have the money for the equipment.

Richard - Was the financial piece regarding the safety of the employees? When you buy the recommended equipment, does that make it safe for the employees to use?

Tim – Hope it would be improved, we cannot use the same product, and it would not work with the equipment.

Doug – How long ago was that? Maybe a year?

Tim – Honestly, I don't remember.

Brad – Closer to two (2) years.

Doug – Let's do a study, I don't think in the last two (2) years we have had an influx of cavities.

Rod – Can I address, some of the dentists that were here talked about that. They said you won't notice for quite a while. It is a long-term affect. The positive effect of having fluoride in the system when you drink it, it is synthetic. You won't notice increase in cavities or problems for several years. It doesn't do a lot for adults but for children.

Doug - I did research with other dentist, Dr. Janet Hatcher Rice, she is against fluoride, Dr. Yallourakis teaches class for all the dentist in Bristol and Johnson City area and he did not recommend it. A lot of dentist against fluoride especially out of this area.

Richard – So you don't have any information in the past three (3) years whether the school supplies it, correct?

Doug - They do supplement.

Richard - My understanding, elementary school stopped, all up to 5th grade kids still have their baby teeth.

Doug – Fluoride not recommended up until 3 or 4 years, they get overdosed.

Richard – I’m going to make a motion for Mr. Taylor to start preparing quotes for the safest method for employees to put fluoride back into the water system. Rod seconded the motion.

Mayor Crawford - We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries- 3/2. Richard – Yes, Rod- Yes, Vickie-Yes, Doug- abstained, Rick – abstained.

Mayor Crawford – Motion for Tim to investigate cost and timing of putting fluoride back into the system.

Mayor Crawford - I just retired from a chemical compound industry where we handle some bad chemicals. If they are handled properly according to regulations it can be safe. Chlorine is as bad as a chemical as you can use anywhere or anytime, very poisonous. It could be overdosed into the water; these are the kind of things we need to consider. You can report back to us next month. We will put on the agenda for next month’s meeting.

Mayor Crawford – “Department Head Reports” - Does any of the Department Heads have comments?

Gordon – Over a year ago I put in for two (2) full-time employees at the Fire Station. We never could get in the budget. What happened today shows you why I have a desire to have two (2) full time Firemen. The fire came in, John and I were the only two (2) over there, both ambulances were on a Code. We had to call Cedar Bluff and Tazewell for a ladder truck. Today we got enough people to take care of it but what about tomorrow?

Rick - I thought it was in the budget.

Tim - I had as a request but have not figured out the money yet. We have done a study on the financial part of Fire & Rescue Department. We hope to discuss in next meeting, a little bit complicated. It is stressful when we don’t have enough resources. Keith has talked to me several times about the exposure and that we are lucky enough to have mutual aid but again we really need to look at it.

Rick - We are running out of time on the Fire Truck too.

Tim - Part of the plan, a large expenditure.

Tim - Keith, need to bring to attention of full Council.

Mayor Crawford - Later action to address.

Mayor Crawford – “Mayor’s Comments”

Mayor Crawford – “Consideration of Resolution R-2019-01-01: Black Lung Trust Fund – This Resolution has been made by several mining towns around our area, like Haysi, St. Paul, Big Stone Gap. What this is speaking to is the Black Lung Funds. Legislative right now before the Federal Government to cut per ton, coal companies pay from \$1.10 to \$0.55 per ton. Cuts funds in half. This Resolution states “NOW, THEREFORE, BE IT RESOLVED THAT the Town of Richlands urges U.S. Senators Tim Kaine and Mark Warner and Congressman Morgan Griffith to take action to ensure the solvency of the Black Lung Disability Fund by preventing the Black Lung excise tax from being reduced in 2019, the legislative solution should not make black lung benefits more difficult to acquire, nor should it include a tax payer bailout of the fund; so miners with black lung disease and their dependents are guaranteed to receive all benefits to which they are entitled. BE IT FURTHER RESOLVED, that an attested copy of this resolution, unanimously adopted on this the 8 day of January 2019, shall be recorded in the minutes of the official record of the Town of Richlands.

Rod - I make the motion to adopt Resolution R-2019-01-01, Vickie seconded the motion.

Mayor Crawford - We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries- 5/0.

Mayor Crawford - “Consideration to Appoint Advisory Committee Members” – We have four (4) Commissions by law which are Planning Commission, Zoning Appeals, Recreation Commission, Industrial Development Commission. These four (4) are not debatable. I would like to ask that you give me a month to talk to folks that are currently on these Commissions and Boards, so I can make a more educated decision on who I would consider placing on those committees. Water & Wastewater, Streets and Sanitation, Electric and Public Safety are all boards or commission that are not required. I ask Council and Tim to let me know if people either want to or don’t want to be on these commissions. I plan on being here at the Mayor’s office some of the time. Anybody can meet with me, call me or let Tim know. I would like to have some input. I will put on next month’s agenda, may put all aside at one time or may look at each one independently.

Mayor Crawford – Department Heads - I don’t see any need for department heads to come to Council meeting every month. I would like to say if any Council Member or I have a need or desire for the Department Head to be here we can let Tim know and he can have the Department Head to come to the meeting. I don’t mean to be an insult just don’t want to cost you time and effort. Do we need a motion?

Brad - You do by consensus, a general agreement.

Mayor Crawford - Does everyone consent? I don’t hear anyone saying we shouldn’t. Tim, work with your people and we will go from there.

Richard - What is the need for a standing committee?

Mayor Crawford – I don't know but someone must have seen a need at some time to have a committee. It is my responsibility to appoint people to them, I would rather do it correctly. I want to evaluate correctly.

Mayor Crawford – “Attorney’s Comments” – Brad Ratliff

Brad - I don't have anything for the public this afternoon.

Mayor Crawford – “Manager’s Report” – Tim Taylor

Tim - Thank you for reappointing me to the position of Town Manager/Treasurer. Since I will be the appointed manager for next cycle, I want to confirm some people that work for me. The code specifies to do ranking officers also. I would like to recommend that you consider for confirmation Jerry Gilbert for Chief of Police, Paul Little – Lieutenant of Investigation Division, Greg Reynolds- Lieutenant of Patrol Division, Sargent Crystal Stanley and Sargent Matthew Whited to serve in the same capacity they are serving.

Mayor Crawford - Do I hear a motion to reappoint?

Rod – I make a motion to support the recommendation of Manager Tim Taylor, Doug seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries – 4/1 (Richard abstained)

Tim - Please take a moment to look at the monthly check register. Check No. 59293 – American Carpet Care - \$18,050.00 – a tremendous amount of brush cutting, use out of VDOT funds, positive results. Check No. 59299 – Atlantic Emergency Solutions - \$3,712.55 - Annual fee, testing. Check No. 59332 Morton Salt, Inc. \$2,104.15 – 25 tons of salt.

Rick - I make the motion to allow Mr. Taylor to pay the bills, Vickie seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Tim – Power Cost Summary Report - Overall it is a pretty good report. Total sales came in 2.9% lower than forecast. It came in a little cheaper, but we sold less. If you will turn to page 4 – Year-to-Date, projected was \$94.67, the actual was \$88.72. It was \$5.96 less than what we expected to pay, energy rate less than what we expected to sell.

Doug - What is the reserve now?

Tim - Approx. \$1.8 million has not changed much.

Tim - Updates on Town projects – We have started the budgetary process with staff. We expect to discuss at the next scheduled meeting. I would like to discuss the auditor’s report and issues with Fire & Rescue. It would be a kick off meeting, what I would call “State of the Town” meeting.

Tim – We didn’t get the money from Cumberland Plateau but did get \$25,000 from “SERCAP” toward the study. We applied for grant funding to assist in the distribution issues we talked about last month. The staff and engineering department have already made improvements. The grant funding will help us resolve issues, our neighbors has issue due to the water traveling further thru the pipes. Will help with quality of water that we have. We hope to get funding thru the Health Department.

Mayor Crawford – Do I have a motion to adjourn until Tuesday, January 29? We will discuss the open attorney’s position and items that Tim has presented.

Rick - I make a motion to adjourn, Rod seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford - Adjourned - Next meeting January 29 at 7:30pm

Adjourned

Paul Crawford, Mayor

Connie Allen, Town Clerk

The Richlands Town Council held a Continuation of January 8 regular monthly meeting in the Richlands Council Chambers on January 29, 2019 at 7:30pm with the following present:

Mayor: Paul Crawford
Town Manager: Tim Taylor
Town Clerk: Connie Allen
Council Members: Richard Brown, Vickie England, Rod Cury, Rick Wood, Doug Ratliff
Mary Ann Strong
Town Attorney :

Mayor Crawford opened the meeting.

Mayor Crawford – “Approval of Agenda as Presented”

Rod - I make the motion to approve the agenda as presented, Vickie seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0. (Mary Ann late arrival)

Mayor Crawford –“ Consideration of Council Appointments (a) Council Representative to the Planning Commission (b) Council Representative to the Recreation Commission”.

Mayor Crawford - Rod Cury still wants to be on the Planning Commission, I will appoint Rod Cury to the Planning Commission. I know Mary Ann Strong is still interested in staying on the Recreation Commission. We will appoint Mary Ann to the Recreation Committee. Rick Wood is interested in staying on the Street and Road Committee. Is that correct, Rick?

Rick – Yes

Mayor Crawford - We will make all three (3) of these appointments. I am still waiting on Ben Cook and a few more committees that we have. We have some that we call standing committees which are action committees. They don't have regular meetings. If anyone has any input please give me a call and let me know.

Rod – I am honored to stay on the Planning Commission.

Mayor Crawford – “Presentation of Event Schedule for the Calendar Year 2019”

Connie - I have given each of you a list of scheduled dates that we plan on having activities in the Town of Richlands. I would like to have (4) Main Events- Spring Fest, Summer Fest, Fall Fest and Small Town Christmas. Starting in April we will have some type of activity going on in the Town each month.

The first event- Spring Fest – will be on April 13. I have already started the planning stages for this event. I have given you a draft of what I have planned so far. The activities at the Community Center are based around smaller children similar to what we did at Small Town Christmas. The “Easter Bunny” will be there to take pictures with the children and give them candy. I will be using volunteers (teenagers & adults) in the community to help with the activities. The afternoon activities from 4pm-9pm will be for all ages, which includes music, fashion show, health fair, vendors selling crafts, etc.

I also have the Town Wide Yard Sale and Craft and Vendor Show scheduled thru out the year. We will be able to raise additional money to help with our main events.

One of the main goals is to get the community and local business and schools involved with the activities of the Town. We have a scheduled meeting on February 6 at 12:00 noon here in the Council Chambers to discuss the activities of the Town and activities they have planned. I have invited the local business, which most of them I hand delivered the invite, Richlands Elementary, Middle and High Schools, SVCC, Chamber of Commerce, CART, CVMC, Rick Barton, Dr. Willis, Curt Breeding from RDA and several other people. We want to create an “United Vision” for the Town and work together as a “TEAM”. Fifteen people have already confirmed in the community that they are coming. I feel very confident the meeting will be beneficial to us and the community. My hope would be to create a community calendar.

I am very excited about what we have planned for 2019 and would like to have your blessings.

Rick - What time is the meeting?

Connie - February 6 at 12:00 noon, we will also be serving lunch. I have given each of you a letter inviting you to the meeting. We want to make an event calendar for the Town of Richlands including everyone’s events in the community. I think the meeting is a good way of getting new ideas for the events.

Vickie - Can things be added to the list of events?

Connie – Yes

Vickie - I know we had talked about having a lot of music thru the year in the area beside of the Post Office. Something on Friday or Saturday nights for people to come and gather around.

Connie - We will have music at the Post Office parking lot during Spring Fest.

Tim – We want to include any business organization, Rec Park, individual, Little League, schools, etc. It is a kick off meeting, so we can get ideas from everyone.

Connie - Once we get everyone’s dates we will try to make a community calendar.

Mayor Crawford - We did talk about sharing dates with Honaker and surrounding areas.

Connie - Once dates are finalized I plan on sending to the surrounding areas which includes Honaker, Tazewell, Cedar Bluff, etc.

Rod - I won't be able to attend, I will be working. The Section House is planning on having something every month. We are meeting now to establish what we plan on doing. As soon as we finalize we will let you know. One of the events we are doing in conjunction with the Honey Festival is the "Tea and Honey" which is very educational. Mr. Kirby is going to come and present an educational presentation about the health benefits of honey. This event is sold out. I want to personally thank Donna Altizer and Chairperson Lynna Mitchell and other active members. Thank you, Donna on behalf of the Section House Committee; we could not make it without you, a major asset along with Lynna who could not be here tonight. One thing we have not scheduled, we have an order of bricks that is here for the heritage patio. We are having a second round of sales for bricks. We have to sell a minimum of 100 bricks. It should not take us long. Once we have the second 100 bricks, we will be having a dedication of the patio. It facilitates the use of the patio, but people have purchased these bricks to honor or remember someone. That is very important. Once we schedule the event we will be in touch with you and the Town Administrators.

Mayor Crawford - Does anyone else have any questions on the events or dates?

Richard - I would like to suggest on the Trunk or Treat event, the merchants in town would like to see these types of events out in the streets instead of at the Police Department. They want to be involved with the Trunk or Treat and Christmas Parade. They used to stay open late at night and run specials. Instead of centering everything at the Police Department try to include the Town.

Connie - The only events that will be at the Police Department will be the Spring Fest and Small Town Christmas. Kids will need to be inside during those events due to the cold weather. We will have the other events on the main street. Tim will close the streets down and include merchants. People are willing to help.

Richard - Do we need a motion to approve?

Tim - We were looking for the Council's approval.

Mayor Crawford - We need a motion to accept the Calendar of Events for Year 2019 presented by Connie.

Richard - I make the motion to accept the Calendar of Events for Year 2019 presented by Connie. Rod seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 6/0.

Connie – Thank you very much.

Mayor Crawford –“Financial Status Report Fiscal Year-to-Date”

Tim – “Discuss request from Auditor of Public Accounts Commonwealth of VA” – Let me begin by saying you received the auditor’s report at the last Council Meeting. It is the financial condition of the Town. We have received and other communities in the State of Virginia received a letter from “Auditor of Public Accounts” concerning some articles that General Assembly passed in 2017. Basically in 2017 they established some criteria in the Legislature to look at the overall physical liability of the communities in the State, especially Towns and some of the areas like Southwest Virginia. Victims of economic downturn, coal industries and factories. That particular model has been produced with a financial assessment model. Two (2) years ago they produced the bench mark for the type of scoring which was 15 index number criteria which they score communities on. A couple of years ago Richlands ranked around 35. Since that time, I have called them on this letter Each community is based on geographics of their area or something particular to that area. They did away with that business model and produced another that didn’t have the type of scoring. That criteria would produce a different type of model. We went thru the model and got some numbers for the Town of Richlands. We did receive a letter stating that we could have some fiscal distress in our Town. They wanted to do a follow up and ask some additional questions. It is volunteer. We ask them to look at us pretty strongly to make sure we were OK. When you get a letter like that you do have some concern. We talked to the auditors about it. Other places have received the same type of letters. What we can figure out from the new model. If you look at the demographics in Southwest Virginia especially Tazewell County, we see a decline in population, you see school age kids going down, incomes lower and unemployment going up. Those indicators tie us to that particular model. The economics of our financial statement are different from that. We do have the liabilities from the retirement fund which we would like to see a little better, but that is long term. We don’t think that was one of the indicators. We think it is the declining from the governmental account, you already heard the auditors talk about that. We filled out the questionnaire and we have submitted. Basically, they can look at our books and check to see if we have been late on debt payments which we have very little debt, we are strong on that part. It also states in the letter if you are identified that you do have fiscal distress and your community does have those problems, then you would be on a list that may provide funding at a later date from State Legislature. We would miss a chance on getting funding if we didn’t fill out the application. I just wanted to bring to your attention that we did fill out the questionnaire and we sent it in. We are waiting on a response. I wanted you and the community to be aware. Short term I don’t think we have any problems. Obviously, we have concerns with our budget, we have made some adjustments. Once we get a response back we will share with Council.

Rod - Can we get a copy of that?

Tim - I can get you a copy. I will give everyone a copy.

Tim - "Report on Current Budget and Cash Fund Balances as of December 31, 2018" - Adrienne will go over the report with you.

Adrienne – The report you received is a summary where we stand half way thru the year, which would be July thru December. In the first column of the report are the budgeted revenues and the budgeted expenditures. They are broken down by department. The second column is the Year-to-Date. The revenues are a lump sum of town wide revenues. That would be your governmental revenues, grant funding if any and utilities. You will have your year- to- date expenditures broken down by department. The third column is what is left in the budget which has not been expended or received in revenues. The last column is the percent of the budget that we have received in revenue or we have expended throughout the year. Midterm we should have an average of around 50% on everything. It could be a little different depending on certain situations. For instance, the governmental revenue, most of those have already been received thru December 30. The only thing we will see coming in will be the bank stock taxes in May and the business licenses in March other than your normal food tax and monthly income. Property tax has already been collected as well as mobile homes and vehicle license fees. Your expenditures should be in the 50% range. Some will vary due to the time of year. Everything is pretty well on track, following what we did last year. Expenditures have not elevated very much, revenue is coming in about the same, we have not seen a decrease in our food tax. We did have the extra revenue in the cigarette tax, which is functioning well. As of Dec 30 for a 6-month period we collected \$47,000 almost \$48,000 Water consumption tax for a six-month period was \$38,000. Both of these have helped the general fund to maintain and be stable.

At the bottom you can see the year- to- date revenue \$7,551,015.19, our year to date expenditures we spent \$6,774,411.84. That is for the Town as a whole. As a whole we are showing \$776,603.35 in the black. Does anyone have any questions?

Doug – What is the electric?

Adrienne- Our reserve is \$1.6 million.

Doug - The electric is \$1.6 million.

Adrienne - That is cash.

Doug - Just want to know about the reserve, we only have \$1.6 in the electric fund.

Adrienne - Any questions on the revenue and expenditures? I will address Mr. Ratliff after those questions.

Mayor Crawford - Question on 1584.50% that is over at the top.

Adrienne - That is our workers comp and liability insurance. We pay those quarterly, we post the payments to non-departmental line item and then we do a journal entry to move and allocate to the departments that they belong. That number has not been allocated yet. The \$67,975.14 will be split between all the departments.

Tim - The bottom line will be the same.

Adrienne –Does anyone else have a question on Revenues and Expenditures? If not, I will address Mr. Ratliff’s questions. At the bottom of the worksheet you will see governmental cash fund balance and water/sewer cash fund balance that is actual cash we have in the bank that belongs to those funds. If you look at the governmental it is \$977,704 cash in the bank. Out of the \$977,704 we have \$640,000 that is VDOT monies that we receive quarterly that have not been expended on streets and highways. You have to keep in mind you can’t spend the \$977,704 on what you want to, there is funding that has to be spent on certain things.

Rod - What was the VDOT part of the \$977,704?

Adrienne - \$640,000 – As we go thru the year, they clean the streets, cut brush in the summer, mowed on the shoulders, all that is VDOT eligible will bring that cost down. In a year’s time we receive around \$940,000 from VDOT, to cover about 80% of the Town’s roads. That is the money that we have not used. The money cannot be used for things like the Section House, Events, etc.; it is allocated for streets and highways. It is broken down even further. Some of the other departments like Fire Department and Police Department have funding in that \$337,000. Some of the monies are for specific expenditures.

Mary Ann - \$640,000 has to be used on roads, correct?

Adrienne - Yes, street related and VDOT eligible.

Tim – It covers around 80 to 85% of the roads, some don’t qualify as state maintain roads. We get audited on how we spend the money.

Adrienne - Out of the \$640,000 sometimes we have that money in reserve, when we do big paving projects we use revenue sharing grant, we could use the VDOT monthly money for our match.

Mary Ann - Is it normal to have that balance half way thru the year?

Tim - Yes, we have to save up for paving, if we spend all the monies we would have to get the money somewhere else when doing big projects. We carry some of the money over when doing large paving projects. That is why we don’t pave every year.

Richard - The amount that is not allocated is that what you call general fund.

Adrienne – Yes

Adrienne - The electric has a cash balance of \$2,446,846. The reserve that is required is \$1.6 million out of the \$2.4 million. It leaves \$805,000 at this point that can be spent on electrical. It has done pretty well. The last couple of years we barely broke even in electric.

Tim - We were fortunate enough to have a summer peak in the last few years. We peaked in the winter last year, raised transmission cost.

Adrienne - If we have some reserve in the \$805,000 will keep us from having to purchase basically an insurance to cover those times when you peak, or the power rates are high or congestion. In case that happens, you have money put back; you are not purchasing more than you might need to take care of that.

Doug - Have we done any research with new power company?

Tim - I talked to the people we buy power off of the only way we can get that is a direct line; they are not willing to provide that. Priced thru Dominion, it is just not competitive. We meet today with some experts from Ohio trying to get diesel generator at the water plant outfitted for the catalytic converter useable for peaking times. We want to move pretty quickly, become a valuable asset. It didn't use to be due to all the regulations of EPA. The cost of capacity was not enough to justify the pollution control licenses on that, with the new transmission rates and how the market has driven the transmission rates up, it is a valuable opportunity. Example - In the morning we have made a public service announcement asking the Town to consider for volunteer reduction in load on Thursday from 7:00 am to 9:00 am. That is when we normally peak and APCO peaks too. We ask everyone to avoid washing clothes, using the dryer or electric appliances and to be conservative. If it offsets our peak one (1) megawatt based on the transmission cost next year we will save \$72,000.

Vickie - Is that going to be in the newspaper as well as Facebook?

Jim - It is too late to be in the newspaper but can put on Facebook.

Tim - There is not enough time for this week. It will save on rates. We can reduce the PCA if we continue to do things like this.

Richard - Is that what caused the rates to be lower this year?

Tim - We had a rate increase and PCA adjustment.

Doug – Would it be vital for you to look into buying a Peaker. It will only get worse as years go on.

Tim - We have some generators that we have, hospital has been very good about giving us some of their equipment. The problem we have with the generators is the pollution issues, EPA won't let us run them.

Doug - I know a couple years ago we looked into to buying one, could we look into the next few months and if we had to borrow \$3 million at a good rate it would pay for its self in the next 3, 4 or 5 years.

Tim - We are using the engineers from GDS.

Rick – So if we had a Peaker running plus everybody was saving it would really change it.

Tim – If we met the peak.

Tim - We use diesel fuel and until the cost of electricity gets above \$250-megawatt hour it is not cheaper to run it.

Doug - If we could get the gas there and buy a new Peaker, gas would be much cheaper than diesel we have ample supply of gas.

Tim - We will try to look at it, very complicated.

Doug - Would it help if we got a new Peaker?

Tim - Depends on the size.

Doug - We are paying \$600K or \$700K a year on transmission, we need to help our own selves with gas. We are in the gas fields and we are shipping to NY.

Tim – Right now we look at the market to see what the cost of electricity is, cheaper than gas.

Doug - Can we sell excess?

Tim - Only \$32.00

Doug - I am paying \$0. 80 a gallon in Abingdon; here I am paying close to \$2.00. We were promised all this from the gas lines, we were going to do all this years ago, nothing has ever happened. We never hear from them.

Tim - We will discuss when we get to the budget.

Adrienne – Water and Sewer \$2,654,572 in that balance there is \$382,000 and \$521,000 reserved funds that are combined monies from the Town of Richlands, Town of Cedar Bluff and Tazewell County PSA. We do have an agreement with them to supply capacity to their plants and pay into OM reserve that is

to help refurbish, keep the plant going and do the repairs. Tim has already talked about the PER study. Plants are old and need replacement and rehab; some will come from the reserve and help with some of that cost.

Rod - Water/Sewer/Cash \$2,654,572 and out of that \$382,000 and \$521,000 in reserve for Cedar Bluff, Tazewell County PSA

Adrienne - Some of it is ours, it is a combined pot of monies for the water/wastewater that we have collected.

Doug - Did we work out the problem with Cedar Bluff?

Tim - The flows at the Cedar Bluff interconnect over a period of 12 months was extremely high last year. We have video camera the entire lines to see if we could find any issues, we could not find anything. We have looked at some of their lines. They actually hired two (2) engineers to do a study of the inflow for Town of Cedar Bluff. I don't know the results of that. I met with Jim McGlothlin when he was there. We can't find anything wrong with the figures. We think there is a problem in the Cedar Bluff area, at least that is what we think, could be a break in the river, lots of things to cause that. It is hard to find. I don't know the status. I have talked to Tom Lester, still trying to find out the problem.

Adrienne - We will be making a few adjustments but will not change the bottom line.

Tim - The adjustments that you made in July helped a lot. We had salary adjustment to staff we have met that, and the additional hospitalization cost and still have a better look than we had last year than we had at mid-term. Those things helped. I think those things will help us with fiscal distress model when they see that the Council recognizes that we have issues and they are being addressed in some form or fashion. I'm not saying raise taxes, anything to control cost, gives us creditability.

Doug - How does our sales compare with the year to last years? How is our sales tax, are we losing population?

Adrienne - It has been pretty stable.

Mayor Crawford - "Fiscal Year 2019-2020 Proposed Budget Preparation Process"

Tim - I want to do a little different from what we have done in the past. I would like to meet some of the goals of Council. Mr. Ratliff would like to see us do something with gas, look at Peaker's, issues with Wastewater and aging process with that. An example, in order to get money you have to get thru a private sector or other programs which is the best option. Just to get monies to do a project you have to get thru the preliminary engineering and the studies, address and identify what they are and you design whatever it takes to meet those needs then you go after the funding cycle. The draft for getting the wastewater major upgrade you are looking at applying for money in 2020. It takes at least 18

months on these types of projects just to apply for money. We have a lot of things going on with the utilities and on the governmental side too. One of our major concerns is to address First Responders, Fire & Rescue with our contracts with the county. I have a report to give you; will have for the February meeting. We normally wait until we get the budget to you before we start these conversations. I would like to get the budget to you a couple weeks early. Get our proposed budget to you by the first two (2) weeks in March. After the March Council meeting we should be able to get to you. It will give you a couple weeks to look at it. In the first of April I would like to schedule budget work sessions that will give us a 30 day window, faster than what we normally do. That way we can address some of these concerns. The most important items are the Fire & Rescue Contract and the departments we have with the County. Hope to get the report to you 3rd or 4th week of February so we can have our budget works session. It would be nice if we could generate a calendar for the next three (3) months so the major of Council can be at most of the meetings. If Council has no problem with it that is how I would like to approach it.

Mayor Crawford - Any discussion? If you could get the three (3) month calendar for everyone we could start filling in dates and give us an idea time of what it is going to take at each meeting

Mayor Crawford - I know it is not on the agenda but before we go into closed session does any Council member have anything they need to bring up?

Mayor Crawford – “Council Member” -Rod Cury

Rod - No

Mayor Crawford – “Council Member”- Richard Brown

Richard – I want to clarify the motion I made at the last Council meeting in reference to the fluoride. I had a lot of public comments, some for and some against. The motion that I made was for Mr. Taylor to start preparing quotes for the safest method for employees to put fluoride back into the water system. It is my opinion that was too big of a decision for six (6) Council members to make based on information they gathered on their own or from the internet. I would challenge the public if they would be interested in putting fluoride back into the water to proceed with a Referendum similar with what we did with liquor by the drink. It does not take a motion from the Council. I just wanted to clarify the motion was not for the fluoride to go back into the water just to prepare quotes for the safest method.

Mayor Crawford – “Council Member” – Mary Ann Strong

Mary Ann – No

Mayor Crawford – “Council Member” – Doug Ratliff

Doug – No

Mayor Crawford – “Council Member” – Rick Wood

Rick – We looked at a sidewalk today with drain coming down the hill at the old Barnett’s building. Where we have paved over the years, we are flooding those people out. My recommendation that we raise the sidewalk by 100ft.

Tim - Which street? We have plans in the spring to do that.

Rick - The berm is in the wrong place; the berm just keeps it from coming over on the steps. It is coming down the sidewalk running in the door, he showed me pictures. The cheapest thing for us to do is raise the sidewalk.

Tim - We will put on the list.

Rick - Having problems at the old auto parts building water coming in there too that would solve the whole problems.

Tim - Just to be clear I will meet with you.

Rick – OK

Mayor Crawford - Just to help me, Tim if you said you will put on the list does that mean you are going to do it.

Tim - Yes, but we can’t pour concrete in the cold weather. We have some sidewalks that are dangerous that we have to get to. During the budget cycle we will get an idea of how many sidewalks we can do. If there seems to be a need and we can’t get done quickly enough we will address by using contract labor that is the way I see it.

Doug - I have a picture of a wall you might want to check, the bricks are falling in, it is a hazardous and they were complaining about it. I don’t know the street name.

Mary Ann - Valley Drive in Hidden Valley

Tim - We did put some drainage over there. The land owners have been notified but we need to revisit to see what his intentions are. It is not our responsibility, landowner’s responsibility. George, did you look at it to see if there was any danger?

George – Looks like some more has fallen out.

Mayor Crawford - Lets be sure and get that done, it is dangerous.

Mayor Crawford – “Council Member” – Vickie England

Vickie – No

Mary Ann – I want to apologize for missing the January meeting and being late tonight. I did want to say Town of Richlands, Fire & Rescue Department and the Police Department each will be receiving a very nice letter from our hospital, Clinch Valley Health. At our recent board meeting there was huge praise given to the Town, Police Department and the Fire and Rescue. Many examples were given, especially Chief Gilbert and Fire and Rescue. When they do the mock drills at the hospital Shannon Showalter Peter’s Assistant said he had never had cooperation like this from a Police Department. When they are invited to meetings, typically four (4) officers come. It made me very proud to be associated with Town Council. I saw the letters today that are forthcoming. Tim will be able to present at the February meeting.

Tim - You have a manual in front of you. There are listing of all the special commissions and boards. We need to get clarification on phone numbers. Contact numbers are for your use. People may not want published. We need terms of the recreation commission. Manual with Budget Reports, Rate Schedules and Riders, Financial Policies (we are developing), Personnel Policies, 2017 Comprehensive Plan (you should already have the copy of the plan), VA FOIA, Conflict of Interest, Public Records Act 2017-2018, Virginia Public Procurement Act, Understanding Wastewater Regulation in VA. A good reference document will make your job easier. We will add as time goes on.

Mayor Crawford – I have made a commitment to have office hours here at the Town Hall every Tuesday from 1:00pm – 4:30pm and meeting nights from 2:00pm to 6:30pm. I will maintain unless no one shows up I won’t continue to come on those days. I want to be available for the people.

Vickie- Please repeat hours you will be available.

Mayor Crawford - Office hours at the Town Hall every Tuesday from 1:00pm – 4:30pm and meeting nights from 2:00pm to 6:30pm.

Mayor Crawford – At this time I need a motion for the Mayor and Members of Council convene in executive closed session for the purpose of discussion of personnel as permitted by Subsection (A) (1) of Section 2.2-3711 of the Code of Virginia. (Application of Town Attorney)

Rod - I make the motion to convene, Mary Ann seconded the motion

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 6/0.

Mayor Crawford - We will not be taking any action tonight so if you chose you can go ahead and leave, the meeting will be over after we come back in from closed session.

Mayor Crawford - I now entertain a motion that the Members of Council reconvene in open session and accept the CERTIFICATE OF EXECUTIVE SESSION certifying that the matters discussed while in executive session were those both lawfully exempted from the open meeting requirements and identified in the motion by which the closed session was convened.

Rod - I make the motion for Council to return from "Closed Session", Vickie seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion?

Mayor Crawford - Connie please call roll.

Connie – Vickie-Yes, Rick-Yes, Doug-Yes, Mary Ann-Yes, Richard-Yes, Rod-Yes - Motion carries - 6/0.

Mayor Crawford – We are back in "Open Session", Do I have a motion to adjourn?

Richard - I make the motion to adjourn, Rod seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 6/0.

Mayor Crawford - Adjourned

Paul Crawford, Mayor

Connie Allen, Town Clerk