

TOWN COUNCIL MEETING MINUTES

September 20, 2022

The Clarksville Town Council met in regular session on Tuesday, September 20th, 2022 at 6:30 p.m. Council members present were Vice-Mayor Bruce Woerner, Carolyn Hite, Robert Dennis, Tammy Mulchi, and Danny Pittard. Mayor Kevin Allgood and Council member Chris Clarke were absent. Staff Members present were Town Manager Jeff Jones, Treasurer/Clerk Tara Murphy, Town Operations Director Richard Elliott, and Police Chief Ricky Wilkinson.

Call to Order

Vice-Mayor Bruce Woerner called the meeting to order and provided the invocation.

Approval of Minutes

The minutes of the August 16th, 2022 meeting were approved with no additions, deletions, or corrections with a motion by Council member Hite, seconded by Council member Pittard, and approved by all.

Presentation of List of Vendors Paid

The list of vendors paid for August 2022 was presented to Council. Council member Dennis motioned to approve the list of vendors paid for August 2022, seconded by Council member Hite, and approved by all.

Presentation of the Financial Statements

The July 2022 financial statements were presented to Council. Council member Dennis motioned to approve the July financial statements, seconded by Council member Pittard, and approved by all.

The August 2022 financial statements were presented to Council. Council member Dennis motioned to approve the August financial statements, seconded by Council member Hite, and approved by all.

Public Comment

Donald Koch of Buffalo Junction stated that he owns some properties in Clarksville and feels that he has been subject to selective enforcement in property maintenance. He stated that he was in the hospital for a couple of months and now the tenant has moved out. He stated that he was told that he needs to mow the ditch at one of the properties, but it does not appear that the neighbor was asked to do the same. He does not believe in selective enforcement and feels this is not right.

Presentation of Town Operation Reports

The Town Operations report was presented to Council.

Director Richard Elliott stated that the Water pump is in service but still waiting on parts for the variable drive. He stated that it will take 26 weeks to order, so they are going to talk to the engineer about another alternative. He informed Council that water and sewer parts are taking longer to get, so they have ordered some larger amounts recently. He stated that Mike Denton is helping with the issues at the Police Department with the doors. He stated that some other remediation is being done at the Police Department with the AC ducts.

Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Police Chief Ricky Wilkinson stated that Corporal Andy Elliott attended Field Training Officer school in Lynchburg. He stated that the Lake Life Live was well attended and they had no issues except some people tried to go out the wrong gate, but they closed it.

UNFINISHED BUSINESS

Planning Commission Update

Town Manager Jones stated that the Planning Commission met last Monday and worked on developing recommendations on regulations for short term rentals. He stated that the Planning Commission agreed to talk with Southside Planning District Commission about helping with the comprehensive plan update. He stated that they are getting information and pricing on that project.

Sewer Plant Improvement Project Update

Town Manager Jones stated that the staff, Dewberry and Southside Planning District Commission are waiting for Rural Development to complete their review of the plans and specifications. He stated that the Deed of Corrections has been signed and recorded. Town Manager Jones stated that Dewberry estimates going out for bid in October and starting the project in December or January.

Update Search Grant – Water Plant Expansion

Town Manager Jones stated that the PER and ER are funded by Rural Development and Rural Development has approved the environmental study, but not the PER at this time. He stated that Dewberry is working on the suggested changes from Rural Development. Town Manager Jones stated that Dewberry held a kickoff meeting for the assessment on August 31st. He stated that the staff is waiting to hear from the Virginia Dept. of Health on funding of the Water Plant upgrade. Vice-Mayor Woerner questioned if Microsoft has made any projections of what they will need and Town Manager Jones stated that nothing concrete has been presented.

Financial Software Implementation Update

Town Manager Jones stated that the staff had training on permits, licenses, and property maintenance. He stated that the staff is beginning to work with Edmunds on the test conversion for utility and training will begin for tax tomorrow.

Planters Warehouse Update

Town Manager Jones stated that the contractor has been at work since Friday and they are working on the front foundation. Council member Pittard asked what the contractor was going to do to address the compromised slopes. Town Manager Jones stated that they are going to install a retaining wall in the rear and they will share the design with the other property owners.

Upcoming Events

Town Manager Jones presented the 2022 events schedule and also the road closure schedule for the events. He stated that this weekend is the Lake Life Live two-day event from May and next weekend will be Harvest Days as well as the final Lake Life Live for this year and Cruise In.

Smart Scale Project Update

Town Manager Jones stated that the Southside Planning District Commission submitted the application and VDOT does a scope validation where they ask some questions. He stated that the staff and SPDC are working on the answers and then VDOT will begin the scoring process to determine who gets funded.

Property Maintenance

Town Manager Jones informed Council that the staff sent out 61 notices and 33 have been addressed and 28 still need to be addressed. He stated that they will continue to monitor this regularly due to grass growing so fast.

Marina Lease

Town Manager Jones stated that the consultant is 95% complete compiling the RFP for the marina lease and the next step is to have legal review the RFP.

Holiday Ornament Replacement Committee

Town Manager Jones stated that the Holiday Ornament Replacement Committee met and selected replacement wreaths and bows and agreed to include banners in the decorations this year. He stated that the items have been ordered at the cost of \$33,000, which is under budget. He thanked the members, Council member Hite, Vice-Mayor Woerner, Betty Norwood, Donna Pool, Heather Garnett from Hite's, Erika Romano, Sheila from the Chamber, and myself for the work on this process.

NEW BUSINESS

Street Light Request

Town Manager Jones stated that he received a street light request from the resident at 105 Altavista Drive. He stated that they asked for a secondary pole across from the existing pole. Council member Hite motioned to allow the Town Manager to proceed with contacting Dominion Power, seconded by Council member Pittard, and approved by all.

Budget Appropriation

Treasurer Tara Murphy stated that the Clarksville Police Department was awarded a Local Law Enforcement Block Grant for \$2,329. She stated that the department plans to use the grant for some needed equipment and a sign that is not in the current budget. Treasurer Murphy stated that if it pleases Council, we need to appropriate the grant funds as well as the offsetting expenditure into the current 2022-2023 budget.

Council member Hite motioned to appropriate the grant funds of \$2,329 as well as the offsetting expenditure into the current 2022-2023 budget, seconded by Council member Pittard, and approved by all.

Downtown Revitalization

Town Manager Jones stated that he is looking at an approach to try to enhance the downtown and fill the vacant buildings. He stated that the Town needs to work on business development and establish relationships with the business owners. He stated that the Town needs to develop the retail incentives for both new and existing businesses and also develop the tourism zone and incentives to go with that. Town Manager Jones stated that the Town could also develop a business incubator as well as become a member of the Main Street program as that provides information for business owners. He stated that the Town should make the business owners aware of the small business alliance organization and the information it has available. Town Manager Jones stated that the Town could also enhance the ordinances regarding vacant structures and contract an inspector for the safety and upkeep of the vacant buildings. He stated that the Town could also develop fines based on the health and safety of the structure per what's allowed by the Virginia State Code as well as registration fees for vacant buildings. Council member Hite feels the ideas for revitalization are excellent. Council member Mulchi questioned if a committee would be formed to research and work on these ideas. She stated that she has been doing research and looking at Cape Charles because of the similar population. She stated that Cape Charles website is very informative and business friendly and they are a member of the Main Street program. Council member Pittard stated that he is not sure how to approach the business owners about the issues. Council member Mulchi agreed that incentives should be developed as well as concepts for the consequences if things are not done to prevent the vacant buildings. She stated that currently there is a business that is having issues because the landlord will not take care of the property here in Town.

Adjournment

With no further business, the meeting was adjourned.

Kevin Allgood, Mayor

Tara Murphy, Treasurer/Clerk