

# TOWN COUNCIL MEETING MINUTES

October 18, 2022

The Clarksville Town Council met in regular session on Tuesday, October 18<sup>th</sup>, 2022 at 6:30 p.m. Council members present were Vice-Mayor Bruce Woerner, Chris Clarke, Carolyn Hite, Robert Dennis, Tammy Mulchi, and Danny Pittard. Mayor Kevin Allgood was absent. Staff Members present were Town Manager Jeff Jones, Treasurer/Clerk Tara Murphy, and Town Operations Director Richard Elliott.

## Call to Order

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

## Approval of Minutes

The minutes of the September 20<sup>th</sup>, 2022 meeting were approved with no additions, deletions, or corrections with a motion by Council member Mulchi, seconded by Council member Hite, and approved by all.

## Presentation of List of Vendors Paid

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

## Presentation of the Financial Statements

The September 2022 financial statements were not presented this month.

## Public Comment

There was no public comment.

## Presentation of Town Operation Reports

The Town Operations report was presented to Council.

Director Richard Elliott stated that two houses are being built on Carol Avenue, but the existing water line does not have any water. He stated that a 6" waterline extension is being done and should be complete after the testing is done. He stated that the Police Department work is almost complete. He stated that he has two bids for the sheetrock work. Director Elliott stated that the work will be for replacing the sheetrock in one area and painting all of the walls. He stated that the crews are still getting up brush from the storms. He stated that he hopes to have all of the brush done to be able to start leaf pick-up the first week of November. Town Manager Jones thanked Richard and the crew for the work on the waterline extension as that was not a planned project.

## Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Town Manager Jones stated that Chief Wilkinson is on vacation and he will fill in for him. He stated that Corporal Andy Elliott attended DCJS Training at the Gang Conference. He stated that the two-day Lake Life Live event was well attended and no issues to report.

He stated that the October Lake Live Life event was cancelled due to weather and Harvest Days was moved to the following weekend and it was very well attended. He stated that Chief Wilkinson, Corporal Elliott and Officer Wootton worked the event. Town Manager Jones stated that another event occurred on Oct. 8<sup>th</sup>, the Barktober Fest behind the Police Department to benefit the Lake Country SPCA. He stated that it was also well attended. He stated that Trick or Treat on the Avenue will be Oct. 31<sup>st</sup>. Town Manager Jones stated that there was an incident over the weekend where several buzzards were found dead at a couple of the roosting areas. He stated that the Police Department consulted with the VA Dept. of Game and Inland Fisheries and found out that the buzzards had the bird flu or HPIA. He stated that the sickness is very contagious for birds, but is not easily transferred to humans, but do not let your dogs or cats play with them if some are found. Town Manager Jones stated that a statement was posted on the Town website and the Police Department Facebook page of how to handle an incident if birds are found.

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## **UNFINISHED BUSINESS**

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### **Halloween Restrictions**

Town Manager Jones stated that each year the Council adopts Halloween restrictions. He stated that no one over the age of 12 is allowed to wear a costume mask and the curfew is 8 p.m. Council member Hite motioned to adopt the Halloween restrictions of the 8 p.m. curfew and that no one over the age of 12 is allowed to wear a costume mask, seconded by Council member Mulchi, and approved by all.

### **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 it may be January before the Town will be allowed to go out to bid due to the backlog at Rural Development.

### **Update Search Grant – Water Plant Expansion**

Town Manager Jones stated that Rural Development returned the environmental study with comments for Dewberry to address as well as the PER. He stated that Dewberry is working on the suggested changes from Rural Development. He stated that Dewberry has completed the field work for the conditional assessment. He stated that once the assessment is complete, the report will be presented to Microsoft, Mecklenburg County as well as the Town to review. Town Manager Jones stated that the staff is waiting to hear from the Virginia Dept. of Health on funding of the Water Plant upgrade. He stated that any funding will not be until 2023-2024 as this year's funds have gone to other projects.

### **Financial Software Implementation Update**

Town Manager Jones stated that the staff had training on the tax module. He stated that Edmunds has to perform a final data pull for business licenses as well as taxes. He stated the next step is to install the Utility test conversion.

### **Planters Warehouse Update**

Town Manager Jones stated that the contractor's ground work is ongoing. He stated that the contractor is having some issues with VDOT regarding the front wall but they are still working.

## Upcoming Events

Town Manager Jones presented the 2022 events schedule and also the road closure schedule for the events. He stated that the Veteran's Memorial event is at the memorial Nov. 11<sup>th</sup> and Open House is scheduled for November 20<sup>th</sup>. He stated that the Grand Illumination and the Christmas parade will be the final events of this year.

## Smart Scale Project Update

Town Manager Jones stated that the staff will not hear from VDOT until probably December if the project will be funded.

## Property Maintenance

Town Manager Jones informed Council that the staff sent out 64 notices and 48 have been addressed and 16 still need to be addressed. He stated that they will continue to monitor this regularly.

## Marina Lease

Town Manager Jones stated that the consultant compiled the RFP for the marina lease and it is under legal review.

## Holiday Ornament Replacement Committee

Town Manager Jones presented one of the new decorative banners that will be placed on the light poles along with one of the new wreaths with a new bow on it for Council's review. He stated the banners will be mounted and installed in early November. He stated that the wreaths will be installed the week of November 14<sup>th</sup> after the flags have been taken down. He stated that the community Christmas tree will also be put up the week of November 14<sup>th</sup>.

## Downtown Revitalization Update

Town Manager Jones stated that the consultant, Tara Tuck, is now helping with the Downtown Revitalization efforts and she began meeting with representatives for the Main Street Community program. He informed Council that Bargain Bins is opening up beside the vape shop and Tractor Supply will open later this year. He stated that the staff is not happy with the vacancies across the street from Town Hall and that will be a priority. Town Manager Jones stated that the Gilliland has been painted and the owner is working to improve the building. He also informed Council that a grant will be available to redo and update the Town's website.

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## NEW BUSINESS

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### EDA - Reappointment

Town Manager Jones stated that Allen Murray's term on the EDA is up and he has agreed to serve an additional four-year term from June 4, 2022 to June 3, 2026. He stated that the EDA wishes to reappoint Allen Murray. Council member Hite motioned to reappoint Allen Murray for an additional four-year term on the EDA, seconded by Council member Mulchi, and approved by all.

## Transportation Plan & Tobacco Heritage Trail Community Meeting

Town Manager Jones stated that there is a meeting at the Southside Planning District Commission in South Hill on the Southside Active Transportation Plan and the Tobacco Heritage Trail Master Plan next week. He stated that the meeting will give the public an opportunity to provide input on the improvements they would like to see in the area. He stated that the packet includes a link to provide comments.

## 2020-2021 Audit

Town Manager Jones presented the FY 2020-2021 audit for Council's approval. He stated that the auditor made a couple of suggestions to improve the internal controls at the Town, and it was a clean audit. He asked for Council's approval of the audit. Council member Hite motioned to approve the FY 2020-2021 audit, seconded by Council member Clarke. The motion passed with a vote of four in favor and Council member Mulchi abstained.

## Adjournment

With no further business, the meeting was adjourned.

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Kevin Allgood, Mayor

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Tara Murphy, Treasurer/Clerk