# TOWN COUNCIL MEETING MINUTES

# September 19, 2023

The Clarksville Town Council met in regular session on Tuesday, September 19<sup>th</sup>, 2023 at 6:30 p.m. Council members present were Mayor Bruce Woerner, Vice-Mayor Danny Pittard, Rick Buchanan, Robert Dennis, and Alexander Rawles. Council members Chris Clarke and Tammy Mulchi were absent. Staff members present were Town Manager Jeff Jones, Treasurer Tara Murphy, Public Utilities Director William Leonard, and Police Chief Ricky Wilkinson.

#### Call to Order

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

#### **Approval of Minutes**

The minutes of the August 15<sup>th</sup>, 2023 regular meeting were approved with no additions, deletions, or corrections with a motion by Vice-Mayor Pittard, seconded by Council member Buchanan, and approved by all.

#### Presentation of the List of Vendors

The list of vendors paid for August 2023 was presented to Council. Council member Buchanan motioned to approve the list of vendors paid for August 2023, seconded by Council member Dennis, and approved by all.

#### Presentation of Financial Statements

The financial statements for April 2023 were presented to Council. Council member Rawles motioned to approve the April 2023 financial statements, seconded by Vice-Mayor Pittard, and approved by all.

#### Opportunity for Public Comment

There was no public comment.

### Clarksville Community Garden Recognition

Council member Buchanan stated that the Clarksville Community Garden started 10 years ago and since that time, the group has been providing fresh food for families and individuals in need in our community through the Clarksville Food Pantry. He stated that this year marks the first year that their efforts were sponsored by the Southside Master Gardeners, which is led by President Isa Minner, Treasurer Lee Baldwin, and Secretary Janice Aulisio. Council member Buchanan stated that this year the group provided 4,833 lbs. of vegetables to the community. He stated that they are also the first community garden in Virginia to be recognized by the USDA Agricultural Research Service. He stated that the Town of Clarksville wishes to recognize and thank the Clarksville Community Garden and the Southside Master Gardeners for all of the work for the Clarksville community.

### **Presentation of Town Operation Reports**

The Town Operations report was presented to Council.

Town Manager Jones introduced Director of Public Utilities William Leonard. He informed Council that Pine Valley lift station is back online after the pumps were rebuilt. He stated that the crew performed a confined space entry at 4<sup>th</sup> Street lift station to repair the impeller there and that station is now back online. He stated that the carbon feeder is online at the Water Treatment Plant to help with water taste and smell issues that occur this time of the year. Director Leonard stated that the crew continues to flush water hydrants and work on the maintenance of the hydrants. Vice-Mayor Pittard questioned how often the hydrants are flushed. Director Leonard stated that they are done every two years and on an as needed basis. He stated that at the Waste Treatment Plant, the crew continues to run the press to prepare for the upcoming upgrades to the digester. He stated that the crew repaired the sewer camera trailer and upgraded equipment on the sewer machine. Director Leonard informed Council that a trash truck is down due to brake problems that they are working to repair. He stated that the crew is continuing to clear brush from the storms and keep that up to date. He also stated that the crew is cleaning easements of sewer lines to help locate manholes. Council member Rawles asked if the property owners are notified prior to the work being done. Director Leonard and Town Manager Jones stated that both the property owners and the COE are notified prior to any work being done.

#### Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Police Chief Ricky Wilkinson stated that Officer Darrick Dillon completed Intoxilyzer training last week and Officer Matt Flora completed the CIT training last week and is in Intoxilyzer training this week. He informed Council that Ronnie Lipscomb agreed to help the department part time after he completes the needed 40 hours of in-service training. He stated that the Lake Life Live went well and the cruise in had the most cars he's seen. He stated that the scavenger hunt was rescheduled to September 29<sup>th</sup>. Chief Wilkinson stated that the movie night is rescheduled to September 29<sup>th</sup> as well. Mayor Woerner asked how the speed limit signs were working. Chief Wilkinson stated that speed limit signs are working well. Chief Wilkinson stated that Sergeant Jenkins participated in a DMV audit today and that went well. Chief Wilkinson informed Council that Officer Darrick Dillon will attend K9 School in October and, he has met the dog he will be working with during the training and here in Clarksville.

### **Economic Development Update**

Economic Development Coordinator Tara Tuck presented a handout. She stated that there are some new marketing materials, the new Clarksville sticker and the insulated travel mug. She informed Council that the golf cart decals have been updated with the new logo and will be given out during the next renewal. She stated that the new social media platforms have been created on Facebook and Instagram and they are featuring a throwback picture once a week. She asked everyone to please like, share, and follow each platform. Mrs. Tuck stated that a vendor has been selected to utilize the \$5,900 grant to update the Town website. She stated that the work will continue on that until the first of the year with plans to go live in the first quarter of 2024. She stated that Clarksville had a new event last weekend, a polo cross tournament which is a mix of polo and lacrosse on horseback. She stated that the closest place to Clarksville for that sport is Loudoun County. Ms. Tuck stated that she is meeting with Justin Eubank, Heather Hite, and artist Christine Youman to collaborate on some art and signage on the brick wall facing 3<sup>rd</sup> Street. She informed the Council that the Town Main Street program was awarded both of the Department of Housing & Community Grants. She stated that the grants are a \$30,000 Virginia Community Vitality Grant: Clarksville Wayfinding Assessment Project and the \$100,000 Virginia Business District Resurgence Grant: Clarksville Façade Improvement Match Program. She stated that she and Town Manager Jones will develop the criteria for the grant and once the MOU is signed, the Town will have 12 months to spend the funds. Mrs. Tuck stated that they have already approached the businesses earlier in the year so that they would be shovel ready once the funds are available. She informed the Council that National Main Street will be in town September 26, 2023 for a tour and a work session and have asked to have a Town Council presence at some part of the day.

#### **UNFINISHED BUSINESS**

#### Marina Lease Update

Town Manager Jones stated that he received approval from the Soil & Water Conservation on 9/11/23 for the land disturbance application. He stated that the staff is now working on the RFP.

#### Sewer Plant Improvement Project Update

Town Manager Jones stated that Rural Development is working to provide the closing instructions and the Town, SPDC, and Dewberry are working toward meeting all of the closing instructions. He stated that Rural Development has approved the contractors and given WACO and Harman Saunders Construction a notice to proceed as of 10/23/23. He stated that WACO is working on the Sewer Plant Improvements and the construction time is 390 days until substantial completion and 420 final days. He stated that Harman Saunders Construction will be upgrading the Kinderton Pump Station and slip lining the sewer lines and has 180 days to complete this part of the project.

#### Update – Water Plant Expansion

Town Manager Jones stated that Dewberry, the Utilities Committee, Microsoft, and Mecklenburg County continue to work on the engineering and plans for the water plant expansion and the water and sewer line replacement projects that include pump station upgrades and the construction of the water tank farms. He stated that the design for Lakeside and Boyd's corner pump stations is 95% complete and they are still working to finalize the easement with 7Eleven and the property owners at Boyd's Corner. He stated that the design for the elevated tanks and the tank farm is 95% complete. He stated that the preliminary meetings with VDOT and VDH are complete for the Hwy 58 Business water and sewer line replacement. He stated that structural engineers continue to work on the loading models with VDOT to replace the utilities on the bridge. He stated that once VDOT approves the models, Dewberry can begin the full design process. He stated that the anticipated bid process will be March 2024 and the construction time is 18 months. Town Manager Jones stated that the preliminary meetings for the Water Plant expansion are complete. He stated that the team has been gathering information on the needed vendors and equipment and the survey and geotechnical investigation is complete. He stated that the bid process is projected for June 2024 and a 24-month construction time. Town Manager Jones stated that Microsoft and Mecklenburg County are coordinating the final approval of the funding for all of the enhancements and the expansion projects.

# Financial Software Implementation Update

Town Manager Jones stated that the issues have been worked out with the financial software and Treasurer Murphy is working to finish the outstanding months now that some other items are finished. He stated that as each month is complete, the statements will be sent out so the Council will not have to review so many at one time.

#### **Upcoming Events**

Town Manager Jones presented the schedule of events. He stated that the last Lake Life Live is coming up as well as Harvest Days and the last of the Cruise Ins. He stated that the annual Fall Pole-decoration event starts 9/29 until 11/01. He stated that the Double Nickel players are planning their next mystery dinner theater October 20, 21, and 22<sup>nd</sup>. He stated that the Veteran's Day observance is November 10<sup>th</sup> and the Clarksville Players will hold Hallelujah Girls later in November.

#### Planters Warehouse Update

Town Manager Jones stated that the contractor plans to come this week to dig the final footings for the building and then come back to dig out the final foundation for the last building.

### Fire Truck Update

Town Manager Jones informed the Council that the fire truck is here. He stated that the Rural Development loan is in process and, the Town is now working with a different representative as the previous person retired. He stated that since the Town paid for the truck in lieu of the loan being finalized, he requested that a supplemental appropriation of \$664,000 be made for the fire truck expenditure and a supplemental revenue appropriation of the same amount to receive the offsetting loan funds. Vice-Mayor Pittard motioned to appropriate \$664,000 for the fire truck expenditure as well as the same amount for the offsetting loan funds, seconded by Council member Buchanan, and approved by all.

#### **Cove Project Update**

Town Manager Jones stated that the Town was awarded the DCR grant of \$435,088.78 towards the total \$543,860.98 of project costs. He stated that Mecklenburg County and the Town will use ARPA funds for the additional cost. He stated that SPDC is working on the RFP to secure an engineer for this project.

#### **NEW BUSINESS**

### **Planning Commission Appointment**

Town Manager Jones stated that Leslie Wood has been serving on the Clarksville Planning Commission and has agreed to serve an additional term to expire January 31, 2027. He stated that the Planning Commission requests to reappoint Leslie Wood for an additional term. Council member Rawles motioned to reappoint Leslie Wood for an additional term on the Clarksville Planning Commission, seconded by Councilmember Dennis, and approved by all.

## **EDA Appointment**

Town Manager Jones stated that the staff requests the reappointment of Justin Eubank to the Eda for an additional four-year term from June 4, 2023 to June 3, 2027. Council member Dennis motioned to reappoint Justin Eubank to serve on the Clarksville EDA for an additional term expiring June 3, 2027, seconded by Council member Buchanan, and approved by all.

### Adjournment

With no further business, the meeting was adjourned.		
Bruce F. Woerner, Mayor	Tara Murphy, Treasurer/Clerk	