

TOWN COUNCIL MEETING MINUTES

November 21, 2023

The Clarksville Town Council met in regular session on Tuesday, November 21st, 2023 at 6:30 p.m. Council members present were Mayor Bruce Woerner, Rick Buchanan, Chris Clarke, Robert Dennis, Tammy Mulchi, and Alexander Rawles. Council member Vice-Mayor Danny Pittard was 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 October 17th, 2023 regular meeting were approved with no additions, deletions, or corrections with a motion by Council member Clarke, seconded by Council member Buchanan, and approved by all.

Presentation of the List of Vendors

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

Presentation of Financial Statements

The financial statements for July 2023 were presented to Council. Council member Clarke motioned to approve the July 2023 financial statements, seconded by Council member Dennis, and approved by all.

The financial statements for August 2023 were represented to Council. Council member Clarke motioned to approve the August 2023 financial statements, seconded by Council member Rawles, and approved by all.

Opportunity for Public Comment

There was no public comment.

Presentation of Town Operation Reports

The Town Operations report was presented to Council.

Public Utilities Director William Leonard informed Council that the Town contracted out to repair sidewalks from 6th to 8th Street. He stated that the Public Works crew began leaf pickup on 11/13 and is making the way around Town following the same route process as last year. He stated that Truck #7 brakes are repaired and it is back in service. Director Leonard stated that a leaf box needs a new door. He stated that a new chain saw and a leaf blower were added to the equipment. He also stated that the crew put up the Christmas wreaths and bows to get ready for Holiday Open House, and the tree is up to get ready for the holidays. Director William Leonard informed Council that the ball park water tank is ready to be out of service for painting next week. He stated that the staff kicked off the lead & copper inventory program and the staff has a year to complete this program. He stated the staff is working to airline the digester. He stated that he is continuing to check water quality in town and flushing hydrants. He stated that they continue to search and interview for an operator to replace the individual that retired.

Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Police Chief Ricky Wilkinson stated that Trick or Treat on the Avenue has good weather and a lot of people. He stated that the Open House had a moderate crowd. He stated that 5th Street on the north side will be closed during the Grand Illumination on 11/26 at 6 p.m. He stated that he has lined up extra help from the Sheriff and the State Police for the Christmas parade on 12/1. Chief Wilkinson stated that he will attend CIT training from 12/4 to 12/8, Officer Wootton will attend Intoxilizer training 12/13-12/15 and Officer Dillon will be done in 2 weeks with K9 training.

Economic Development Update

Economic Development Coordinator Tara Tuck informed the Council that the note cards and postcards are in and for sale in the Town Hall and the booth at the mall. She stated that she attended the VA-1 Governor Summit and attended some really good information sessions and told many people about Clarksville. She stated that she attended a speed networking session at the Wake Forest Chamber of Commerce and talked with them about Clarksville being featured in CIRCA Magazine, a Wake County publication. She stated that it will be a 2-page spread about what Clarksville has to offer in the Drivable Destination section. She stated that the criteria and the MOU for the façade grant have been done and the Town has already received one application. Mrs. Tuck stated that the grant will be a 1 to 3 match or \$5,000 in investment with \$15,000 in grant funds and the minimum investment is \$1,000 to get the match. She stated that all of the work has to be done by September 2024. She stated that Clarksville had a visit from VA Main Street and planning consultants they use; all of the help they give saves Clarksville so much money. Mrs. Tuck stated that phase I of the Wayfinding grant process is for a consultant to come into Town and evaluate the area and see where the Town needs signage. She stated that a Wayfinding taskforce will come in the first quarter of next year.

UNFINISHED BUSINESS

Marina Lease Update

Town Manager Jones stated that the architect is still working on the design and developing the RFP for the engineering consultant.

Sewer Plant Improvement Project Update

Town Manager Jones stated that the attorney is working to get everything in order because Rural Development doesn't want any cash flow issues with a smooth closing. He stated that they hope to close in January and then the contractors will be able to begin work. He stated that WACO was in the area looking at the site and they will mobilize some equipment soon.

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 complete and they are still working to finalize the easement with 7Eleven and the property owners at Boyd's Corner. He stated that this part of the project is being bid and a pre-bid meeting is scheduled for December 8, 2023. Town Manager Jones stated that two bids were received for the elevated tanks and the tank farm and Dewberry is reviewing the bids.

He stated that Dewberry and VDOT continue to work on the structural design and work on the load models to replace the utilities on the Hwy 58 Business bridge as well as implementation strategy. He stated that the anticipated bid process will be summer 2024 and the construction time is 18 months. Town Manager Jones stated that Dewberry is gathering information on needed vendors and equipment; the survey and geotechnical investigation is complete and the design process is in-process.

Financial Software Implementation Update

Town Manager Jones stated that Edmunds provided some assistance to close out the year and Treasurer Murphy is working to finish the outstanding months now that some other items are finished. Treasurer Murphy stated that the tax data has been loaded and sent to the printers, so the taxes will go out on schedule this year and she hopes to have all of the financials caught up by the next meeting.

Upcoming Events

Town Manager Jones presented the schedule of events. Town Manager Jones stated that the Clarksville Parade is December 1st and he asked if the Council wanted to ride in the parade. He reminded the Council to RSVP if they planned to attend the Chamber of Commerce Christmas Social on December 7th and the Town Christmas luncheon on December 13th.

Planters Warehouse Update

Town Manager Jones stated that the contractor has made a lot of progress on the construction. He stated that the developer feels the project will move more quickly now and plans for a May or June 2024 completion.

Fire Truck Update

Town Manager Jones informed the Council that the Town closed on the loan of \$664,000 with Rural Development for the fire truck. He stated that the staff and the Fire Department signed a MOU regarding the Fire Department paying half of the loan payments each month.

Cove Project Update

Town Manager Jones stated that the Town and the SPDC completed the RFP for engineering services and plan to start soliciting next week. He stated that DCR has awarded the Town an additional \$3,724.52 for the project.

NEW BUSINESS

Audit 2021-2022 Approval

Town Manager Jones stated that the Council received a copy of the FY2021-2022 audit for review and approval. Council member Clarke motioned to approve the FY2022 audit as presented, seconded by Council member Dennis, and approved by all.

2024 Holiday Schedule

Town Manager Jones presented the 2024 Holiday closings schedule to the Council.

Acceptance of Easement

Town Manager Jones presented a resolution to approve a deed of easement for the utilities on the property being purchased in VLCP. Council member Clarke motioned to accept the deed of easement for the utilities, seconded by Council member Mulchi, and approved by all.

Salary Review

Town Manager Jones stated that he is working on a salary review process to see where the Town measures up in comparison to other local municipalities.

Closed Session

Mayor Woerner received a motion from Council member Clarke that Clarksville Town Council convene in Closed Session pursuant to Virginia State Code section 2.2-3711(A) (1 & 3) to discuss items pertaining to personnel and property, seconded by Council member Dennis, and approved by all.

After ending the Closed Session, Mayor Woerner took a roll call vote, as follows, verifying that Council only considered items that are lawfully exempt from the Freedom of Information Act and only items identified in the motion for the closed session.

Council member Clarke	Aye
Council member Mulchi	Aye
Council member Dennis	Aye
Council member Rawles	Aye
Council member Buchanan	Aye

Adjournment

With no further business, the meeting was adjourned.

Bruce F. Woerner, Mayor

Tara Murphy, Treasurer/Clerk