

# TOWN COUNCIL MEETING MINUTES

December 17, 2024

The Clarksville Town Council met in regular session on Tuesday, December 17, 2024. Council members present were Mayor Bruce Woerner, Vice-Mayor Danny Pittard, Pat Charles, Chris Clarke, Robert Dennis, and Alexander Rawles. Council member Rick Buchanan 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 Woerner called the Town Council meeting to order and provided the invocation.

## Approval of Minutes

The minutes of the November 19<sup>th</sup>, 2024 Town Council meeting were approved with no additions, deletions, or corrections with a motion by Council member Dennis, seconded by Council member Clarke, and approved by all.

## Presentation of List of Vendors Paid

The list of vendors paid for November 2024 was presented to Council. Council member Clarke motioned to approve the list of vendors paid for November 2024, seconded by Council member Charles, and approved by all.

## Presentation of Financial Statements

The financial statements for November 2024 were presented to Council. Council member Clarke motioned to approve the financial statements for November 2024, seconded by Council member Dennis, and approved by all.

## Public Comment

There was no public comment.

## Town Operation Reports

The Town Operations report was presented to Council.

Public Utilities Director William Leonard stated that Walter Terry's department have been busy with water and sewer line repairs for leaks. He stated that between the trash collection and leaf collection, the Public Works Department has been very busy. He stated that the department also had some equipment repairs and sold some older vehicles. Public Utilities Director William Leonard stated that they continue to perform lift stations maintenance and this work has led to less calls for issues at night. Director Leonard stated that he continues with hydrant flushing. He stated that they continue to work with the contractor on the Waste Plant project. Director Leonard stated that the letters to the customers caused confusion. He stated that the letters are supposed to help gather information about what types of pipes are in persons houses and the Town has to come up with a plan of how to change the lead and copper out. He stated that this process has to be done by 2037. Director Leonard stated that the letters have to be sent out each year until all of the lines are identified and he is trying to find grant funds to help with the cost.

## Police Activity Report

The Police Activity Report was presented to Council.

Chief Ricky Wilkinson stated that the department is now event free until the spring. He stated that Open House had a steady crowd and the tree lighting had a good crowd and everything ran smooth. He stated that the parade was cold and had a moderate crowd and everything went smooth. He thanked the Sheriff's Department and the part time officers for the help. He stated that Officer Wendy Wootton is doing the General Instructor apprenticeship training now and Officer Kenny Johnson has on-line in-service training. He stated that he had FTO training and Officer Wootton also attended an interview and interrogation class. Town Manager Jones stated that he included a letter in the packet to let VDOT know that the Town will pay the cost of the Glen Lawson memorial signs. He stated that VDOT has the resolution and informed him that information was needed indicating who would be paying the cost. Chief Wilkinson presented the Clarksville Police Department calendar to the Council.

## Economic Development Update

Town Manager Jones stated that Mrs. Tara Tuck was not able to attend. He stated that the new tourism film was previewed last night at Woodbine Vineyards and it was a really nice event. He stated that the Southern VA Craft Beverage Micro-shuttle was a great success this year and a new route is planned for this Spring. He stated that Ms. Tuck finished her training in the Virginia Rural Leadership Cohort and is still working on the capstone project for the EV chargers. He stated that Mrs. Tuck met with Chris McNamara with DHCD to discuss grant opportunities for mixed-use development of the Gino's building and that there are some new elements available. He stated that she attended a Virginia Tech professional development class in November and she continues to revise and modernize the Town website to be ready in January. Town Manager Jones stated that the HDC is still waiting to hear from the Advancing Main Street application. He stated that the HDC received \$45,000 additional grant funds to be used for the Façade Improvement project and the cap will be \$10,000 match this time. He stated that the report from the Wayfinding Implementation consultant has been received and they have a lot of information on signage and the potential costs for the changes. Town Manager Jones stated that the Town received \$60,000 for the Small Area Revitalization Project and two firms responded to the RFP. He stated that the evaluation team recommend awarding the bid to Hill's Studio for a cost not to exceed \$50,000. Council member Clarke motioned to award the bid for the Small Area Revitalization Project to Hill's Studio for \$50,000, seconded by Vice-Mayor Pittard, and approved by all. Town Manager Jones stated that the \$45, 000 additional funds for the Façade Improvement project need to be appropriated into the 24/25 Budget. Council member Clarke motioned to appropriate the additional \$45,000 in grant funds as well as the offsetting expenditures for the remaining Façade Improvement project, seconded by Council member Rawles, and approved by all.

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## UNFINISHED BUSINESS

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## Marina Building Update

Town Manager Jones stated that the contractor has installed pillars, decking and poured concrete floors for the second-floor balcony. He stated that the contractors also installed the metal for the roof porch overhangs. Ground level sidewalks, stairs, and walkways are underway as well as the roof construction. Town Manager Jones stated that the workers have installed electrical, plumbing, insulation and sheet rock on the first-floor and rooms. He stated that the bathroom and shower areas are under construction and the tile is being installed in the bathroom and shower areas. He stated that the final grading and compaction of the rock are complete in the parking area and the contractors are paving the asphalt parking lot. He stated that the curb and gutter, drop inlets, and underground storm water pipes are complete.

## Sewer Plant Improvement Project Update

Town Manager Jones stated that the Town exhausted the project loan funds and began using the grant funds. He stated that the DEQ grant funds have also been exhausted, and the new Kinderton lift station part of the project is complete. He stated that currently WACO and the sub-contractors completed installation of the aeration system in the new reactor and the new blowers have been installed in the new blower room. He stated that work continues on connecting the new reactor to the other areas of the plant. He stated that back filling and compaction of the site are still in process as well as work on related electrical and plumbing for the project. He stated that WACO and the sub-contractors completed the preparation and cleaning of the round digester and the grit collector. He stated that WACO is currently replacing the aeration system in the round digester. He stated that the Town staff, WACO and the sub-contractors are working through an electrical configuration problem with the digester blowers and have put the square digester back on-line and in production. He stated that the Town staff and Harman Saunders are working on a control system issue at the new Kinderton Pump Station and the pump station remains in operation.

## Update Water Plant Expansion & Distribution System Upgrades

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 WACO began the site preparation for Boyd's Corner lift station and continues to work on the installation of a pre-fabricated building at the Lakeside pump station site. Town Manager Jones stated that the piers for the elevated tank are complete and construction is scheduled for January 2025. He stated that the contractor completed the grading for the property for the tank farm and the perimeter tank foundation steel rebar is installed and they poured the tank slab and the footings and all site pipe work is complete. He stated that installation of the bypass is complete and the meter to finalize the water connection arrived. Town Manager Jones stated that the tank assembly will begin with the roof, then raised and one ring will be installed at a time. He stated that Dewberry continues to work on the redesign of the Hwy 58 water and sewer lines and will submit them to the Corps of Engineers and VDOT for final approval.

## Enterprise Zone

Town Manager Jones stated that the application on the Enterprise Zone map changes and the incentive changes was approved by DHCD and the changes will be retroactive to January 1, 2024.

## Planters Warehouse (Royster Project) Update

Town Manager Jones stated that the contractor is installing siding, windows, doors, and gutters on the exterior and installing cabinets, countertops, sinks, toilets, tubs, painting and finish work on the interior. He stated that the contractor continues the installation of the external siding, electrical, and the framing of the interior for the commercial space. He stated that the contractor and the developer continue to work on the utilities hookups installing a storm water drainage system for the whole site, is preparing the site for paving and sidewalks have been framed and poured. He stated that Pointe Realty has been contracted to handle the marketing and managing of the leases. Town Manager Jones stated that the developer plans the rentals in phases and getting certificates of occupancy building by building.

## Cove Project - Update

Town Manager Jones stated that Dewberry is still working on permitting. He stated that Dewberry will be in the area to meet with the property owners and residents in January.

## Holiday Schedule

Town Manager Jones presented a list of the holiday schedule showing the days the Town offices will be closed during the holidays and any possible changes to the garbage schedule.

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## NEW BUSINESS

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### Planning Commission Reappointment

Town Manager Jones stated that Todd Jones term on the Planning Commission will expire at the end of January and he has agreed to an additional term from February 1, 2025 to January 31, 2029. Council member Clarke motioned to reappoint Todd Jones to the Planning Commission from February 1, 2025 to January 31, 2029, seconded by Council member Dennis, and approved by all.

### 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 Charles, 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 Rawles	Aye
Council member Dennis	Aye
Council member Clarke	Aye
Vice-Mayor Pittard	Aye
Council member Charles	Aye

### Adjournment

With no further business, the meeting was adjourned.

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Bruce F. Woerner, Mayor

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Tara Murphy, Treasurer/Clerk