

1 Workshop Meeting
Tuesday, May 24, 2011

The Appomattox Town Council held a workshop meeting on Tuesday, May 24, 2011 at 7:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey presiding.

Members present: Timothy W. "Timmy" Garrett, C. Lewis McDearmon, Jr., Mary Lou Spiggle, N. H. "Jimmy" Mayberry, Steven T. "Steve" Conner and Joyce B. Bennett.

Others present: Bill and June Goodrich, Cliff Harvey, Lucy Harvey, Benny Harvey, Stephanie James, Jeff Elder, Carlton Duck and Alive TV Crew, Stacy Wilkes, Town Treasurer; Rhonda Guill, Deputy Clerk; and Roxanne Paulette, Clerk of Council.

Mayor Harvey called the meeting to order

Discussion of possible committee structure changes

Mayor Harvey explained the possible committee structure changes discussed during the May 9, 2011 Regular Council Meeting. The Finance & Planning Committee would take the place of the current Personnel, Finance and Ordinance Committees. The Physical Development Committee would take the place of the current Utility, Street & Property and Fire & Safety Committees. If changed, the Council will need to hold a public hearing to hear citizen comments and then vote to amend and reenact Section 5-3 and 5-4 of the Code of the Town of Appomattox, Virginia.

Possible schedule of events:

- May 24, 2011 – Council consensus to advertise for public hearing.
- June 13, 2011 – Public Hearing to hear citizen comments on the amendments of Section 5-3 and 5-4 of the Town Code.
- June 13, 2011 – Council consideration to amend and reenact Section 5-3 and 5-4 of the Code of the Town of Appomattox, Virginia with an effective date of July 1, 2011.

These code changes would be effective on July 1, 2011 and the Mayor would appoint three (3) members of Council to each committee and denote a committee chair. The Mayor will serve as the ex-officio of each committee.

Ms. Bennett asked would these committees mean fewer meetings.

Ms. Spiggle asked would this mean longer meetings. She thinks we should go a little slower with this process.

Mr. Mayberry thinks we should look at it from a financial standpoint, this would help control the finances and we will still accomplish the same thing.

Mayor Harvey explained this would mean fewer meetings; the goal is to have committee meetings the same night as regular council and workshop meetings. The meetings may last a little longer but staff would have more time to prepare for them which should help them to run smoother.

It is the consensus of Council to move forward with the Public Hearing. Mayor Harvey instructed Ms. Paulette to advertise for a Public Hearing to be held on June 13, 2011.

Update on 2011 Curbside Waste Collection Contract

Ms. Paulette explained the current contract with BFI – Allied Waste is set to expire on June 30, 2011. The contract for curbside garbage collection services was advertised on Sunday, April 10, 2011. Bid packets were mailed to three (3) contractors. Bids were due on Tuesday,

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May 10, 2011. One (1) bid was received by the deadline and was opened on Friday, May 13, 2011 by Bill Gillespie, Jeff Elder and Roxanne Paulette. The bid received is from BFI Waste Services, LLC d/b/a Allied Waste Services of Lynchburg for \$239,436.00. This equates to \$79,812.00 per year for each year of the 3 year contract. The amount includes a 3% CPI amount. There is an increase of approximately 50 carts from the original contract to the new contract.

Staff will be asking for consideration to award the bid to BFI Waste Services, LLC at the June 13, 2011 Regular Council meeting.

Update on Appomattox Town Shop property

Paul explained that the Town solicited a request for proposals under the Basic Ordering Agreement with all five (5) engineering firms. Three (3) proposals were received and B&B Consultants was awarded the project to survey all five (5) parcels and present a plat for recordation with one (1) parcel for the Public Works Department (Town Shop lots). The Town Attorney has been authorized to conduct a title search of the parcel at the Town Shop lot on Linden and Church Street. Attorney Frank Wright was advised we needed the title searches done by May 31, 2011.

Update on Preliminary Engineering Report – Wastewater Treatment

Paul reported the contract between Reid Engineering and the Town of Appomattox was executed by him and returned to Reid Engineering. A financial arrangement was reached with Reid Engineering for the PER for \$39,000.00 and if an Environmental Review is needed and the Town decided to move forward with one, it will cost an additional \$1,000.00.

Update on Phase II of the STAG project – Sewer to the Museum of the Confederacy

Roxanne reported the Parkview Holdings, LLC easement has been signed and recorded in the Appomattox County Circuit Court Clerk's Office. The DEQ offered "safe advertising" instructions for May 2011. WW Associates will advertise the project May 29, 2011 and bids will be due on June 20, 2011. Council will award the project at the July 11, 2011 Regular Council meeting.

Jeff Elder said the project will be done within 6 months and a deadline date will be in the contract.

Timeline:

Sunday, May 29, 2011 – Advertisement

Thursday, June 30, 2011 – Bid due date – opening

Monday, July 11, 2011 – Council award

Update on Sidewalks projects within the Priority & Initiatives Plan

Roxanne reported the Street & Property Committee visited the areas of concern identified specifically as Highland Avenue, Church Street, Burke Street, Red House Road and Patterson Street. The three (3) sidewalks in desperate need of repair are Church Street, Burke Street and Highland Avenue. Hearing no objection, Mr. Gillespie will be advertising approximately 600 square yards of sidewalk and 100 linear feet of curbing on May 29, 2011. This amount should keep the Town in line with the budgeted amount for FY 2012 and the amount identified in the Priority and Initiative Plan. There will be a mandatory pre-bid meeting on Thursday, June 9, 2011 at 11:00 a.m. and bids will be due on June 23, 2011 and publicly read aloud. Council can then discuss this matter further at the June workshop and award the contract on July 11, 2011. The contractors will be taken to the sites to look at the sidewalks in need.

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Timeline:

Sunday, May 29, 2011 – Advertisement
Thursday, June 9, 2011 – 11:00 a.m. – Mandatory Pre-Bid meeting
Thursday, June 23, 2011 – Bids due date – opening
Tuesday, June 28, 2011 – Workshop
Monday, July 11, 2011 – Council award

Updates from Standing Committees

Finance – Mr. McDearmon reported the budget will be voted on at the June 13, 2011 meeting.

Fire & Safety – Ms. Bennett reported the Fire & Safety Committee will have a meeting on June 7, 2011 to discuss blighted buildings. She and Mr. Garrett also discussed the possibility of putting the old fire alarm behind Subway to use as a tornado warning alarm.

Ordinance – Mr. Conner reported the Ordinance Committee will have its next meeting on May 31, 2011 to continue discussing the Sign Ordinance.

Personnel – Nothing to report

Street & Property – Ms. Spiggle reported the pavilion should be 100% complete by next week.

Utility – Mr. Garrett reported the sewer project discussed in the meeting early is all they have going on right now.

Council Concerns

Ms. Spiggle said she has been approached by some citizen asking if the Town of Appomattox could start using budget billing for the water and sewer bills. She has talked to Stacy, Town Treasurer about this and Stacy will look into it.

Mayor Harvey met with the Chamber of Commerce about the Community of Candles. They would like to have a synthetic ice skating rink set up in the parking lot between County Charm and the Visitors Center on the Sunday of the Community of Candles events. They would also like to move the stage to the center of Main Street. After the events on Sunday they would like to possibly move the ice skating rink to the Jamerson Library Parking Lot. It is the consensus of Council not to allow the Stage to be moved to the center of Main Street for safety reasons. Paul suggested they move the rink to the Liberty Baptist Church Lot where the basketball court is. Paul will talk to the Chamber of Commerce to ask the following questions: (1) What is the Town's liability? (2) Will the rink be manned during the week it is at the Library Parking Lot?

On a motion by Councilmember Mayberry, seconded by Councilmember McDearmon, Council voted to adjourn the meeting at 7:50 p.m.

Rhonda W. Guill, Deputy Clerk

Paul D. Harvey, Mayor

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