

The Rural Retreat Town Council held regular meeting on March 22, 2011, at 7:00 p.m. in the Rural Retreat Town Hall Council Chambers.

**PRESENT RURAL RETREAT TOWN COUNCIL MEMBERS**

Mayor Timothy Litz, Vice-Mayor Keith Crigger, Ed Schaack, Dale Yontz, Jerrell Hall, Peggy Hash

**ABSENT**

Scott Mecimore

**ADMINISTRATION PRESENT**

Raymond Matney, Town Manager; Lori Guynn, Clerk/Treasurer; Scott Mitchell, Police Chief

**ADMINISTRATION ABSENT**

NONE

**OTHERS PRESENT**

Wilma Justus; Sarah Justus; Vicar Matthew Day – Grace Lutheran Church

**DETERMINATION OF A QUORUM**

Mayor Litz called the meeting to order and determined a quorum was present.

**INVOCATION**

The invocation was given by Vicar Matthew Day.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litz.

**APPROVAL OF MINUTES**

A motion was made by Councilmember Yontz, seconded by Councilmember Hall to approve the minutes of the March 8, 2011 regular meeting as written. The motion passed by a vote of four (4) for: Crigger, Hall, Hash, Yontz; zero (0) against; one (1) absent: Mecimore; one (1) abstention: Schaack.

**CITIZEN'S TIME**

NONE

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### **CORRESPONDENCE**

NONE

### **POLICE REPORT**

Chief Mitchell explained he had spoken to Mr. Matney about the trucks en route to Mid-Atlantic Manufacturing. He had contacted Mid-Atlantic and was told they couldn't change their address due to the cost to do so. Upon speaking with a representative with Star Transportation he was told they are using an alternate address for drivers because they do not want another truck hit by a train. Mayor Litz asked Mr. Matney if he had heard from Norfolk Southern about the Greever Street crossing damage. Mr. Matney responded no, he had not. Chief Mitchell addressed the traffic issues at Staley Crossroads. He stated he gave a verbal warning to an individual for cutting through the parking lot at the gas station earlier in the day.

### **UNFINISHED BUSINESS**

**AERIAL PHOTOS** – Mayor Litz asked Mr. Matney to address this item. Mr. Matney explained he had presented the information on the aerial photos at the previous meeting. He added he hoped everyone had taken the opportunity to review the proposal. Mr. Matney commented the photos would be taken after the foliage has returned which will result in better photography. The consensus was to proceed.

**GAMMONS PROPERTY** – Councilmember Schaack asked for an update on the Gammons property. Mr. Matney explained an advertisement for sealed bids had been published in the *Wytheville Enterprise* and on the town's website. He then read the notice as published. Mr. Matney added the deadline is April 1 at 2:00 p.m.

### **NEW BUSINESS**

Councilmember Schaack commented he has been noticing advertisements wrapped in plastic bags being distributed around town approximately once a week. He added while walking, him and his wife have been picking these up because they are littering the streets. Councilmember Schaack asked Mr. Matney to look into this and possibly send a letter asking the advertisements be delivered properly. Mr. Matney advised he would follow up on this.

### **COMMITTEE REPORTS**

**HERITAGE DAYS** – Chairman Yontz stated he had distributed a plan for the Heritage Days advertising and donation/sponsorship campaigns. He added he hopes to have all sponsorships lined up by May 1 and all packets have been delivered. Chairman Yontz explained Rose Lester and Cleta Roberts have given him a drawing of the Dr. Pepper bottle ornament and the depot building model that is being done by Wytheville's Department of Museums. He added Mrs. Roberts reported to him that Jack Weaver had helped them with providing information for the

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depot building which was appreciated. Chairman Yontz asked Mr. Matney if he had received a response from the Town of Wytheville concerning the use of their busses for transportation during the festival. Mr. Matney responded he had not. Mr. Matney added Mary Kegley has completed the story she is writing for Heritage Days. Ms. Kegley has agreed to share this with Mr. Matney upon finalization.

**FINANCE** – Chairman Crigger asked the councilmember's if they had any questions concerning the annual audit. He asked Mr. Matney if he would invite the auditors to the next council meeting to discuss the audit. Mr. Matney responded he would contact them. Chairman Crigger also addressed the upcoming work on the budget for next year which will begin soon.

**PERSONNEL** – Chairman Schaack reported the committee has copies of the resumes for the town manager's position received to date. Following discussion of a meeting date, Chairman Schaack scheduled a meeting for Monday, April 11 at 6:00 p.m. Mr. Matney encouraged the committee members to review and rank the applications prior to this meeting. Mayor Litz asked Mrs. Guynn to send them a reminder of the meeting.

### **TOWN MANAGER'S REPORT**

The Town Manager's report is attached and hereby made a part of these minutes. The following items were discussed and/or acted upon:

**AEP LIGHTING AUDIT** – The town office, town shop, water treatment plant and wastewater treatment plant were included in the AEP lighting audit. The total cost to retro-fit all lighting fixtures including materials and labor is \$8,684.19, the AEP incentive is \$2,040 with \$6,644.19 being the total cost to the town. The estimated return on the investment to reduce the town's lighting costs is 1.61 years. We did meet the application deadline on March 15. Mr. Matney added this is a great opportunity to save and reduce energy costs. He explained LED bulbs have been ordered for ten Christmas decorations to reduce the lighting cost since the decorations burn 24 hours a day. Vice-Mayor Crigger made a motion to replace the lighting fixtures in the town facilities based on the application submitted to AEP. The motion was seconded by Councilmember Yontz and passed by a vote of five (5) for: Crigger, Hall, Hash, Schaack, Yontz; zero (0) against; one (1) absent: Mecimore.

**ADVERTISEMENT FOR BIDS** – The advertisement for bids for the Gammons lot was previously addressed. An advertisement for bids has also been posted for a 1994 GMC pickup, 1996 Ford pickup and a 1978 International tractor. To date no inquiries have been received. If no bids are received the items will be posted on Govdeals.com.

**WASTEWATER TREATMENT PLANT** – Due to the prior electrical issues at the wastewater treatment plant we have been looking into adding electrical power surge protection. Two proposals have been received to add this protection to the treatment plant for a cost of \$3,500 - \$4,000. Mr. Matney suggested considering this upgrade during the upcoming budget work since the new fiscal year is three months away.

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**WELLNESS / FITNESS CENTER** – The Wythe County Board of Supervisors did not appoint a committee for a wellness / fitness facility as reported at the last meeting. This is to be done at their meeting today. Mr. Matney reported Steve Sage, Rick Hilton, Gary Houseman, Cellell Dalton and he are to be on this committee to organize a plan to pursue funding agencies. Public meetings will be held to notify people of the status and to get the word out about the facility.

**OUT-OF-TOWN WATER PROJECT** – The restoration of ditch lines and driveways are being worked on. This project should be concluded in the very near future. Councilmember Hall asked Mr. Matney to make sure the contractor repairs the ditches in people's yards because he has had several people to contact him about this. Mr. Matney added the main contractor asked for the retainer to be released at the last progress meeting. He commented he told them he would not because there was too much restoration work that needs to be completed. He stated he also explained to the contractor that he has to live here they do not.

**IN-TOWN WATER PROJECT** – The contractor is back on schedule due to the break in the weather. Work is continuing on replacing valves. They will soon be working on Frye Avenue and then will move to Cherry Street and back to Rt. 11.

**TEA-21 SIDEWALK PROJECT** – The storm sewer is near completion. The curbing and guttering is being poured on East Railroad Avenue.

**BOARD OF ZONING APPEALS** – The Board of Zoning Appeals met at 6:00 p.m. this evening to hold a public hearing and to consider the request for a rear yard variance to lot #5 in the Rolling Acres Subdivision. The Board granted the variance request for the rear yard setback.

**NORFOLK SOUTHERN** – Norfolk Southern requested the maintenance easement on the south side of the depot be removed from the property being conveyed with the exception of the portion of the building that encroaches on the remaining Norfolk Southern property. Pillar Engineering revised the plan and legal description which has been forwarded to Norfolk Southern for their consideration.

**STORM DRAIN ISSUE AT RANDY'S INC** – VDOT replaced the storm water drainage structure between the drop inlets in front of the Randy's building. They are scheduled to replace the storm drainage structure on East Railroad Avenue near the Roy Williams and Gerald Musser properties. Work is also to be completed on Milk Plant Road behind Klöckner.

### **TREASURER'S REPORT**

The bills for March 22, 2011 were read and approved.

### **TALK OF THE TOWN**

Mr. Matney stated he may attend the *Talk of the Town* radio program at the WYVE/WXBX radio station on Wednesday morning if his schedule allows.

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**ADJOURNMENT**

There being no additional business for discussion, the meeting was adjourned upon a motion by Vice-Mayor Crigger and was duly seconded and approved.

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Mayor

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Clerk