

The Rural Retreat Town Council held a regular meeting on November 13, 2007, at 7:00 p.m. in the Rural Retreat Town Hall Council Chambers.

### **PRESENT RURAL RETREAT TOWN COUNCIL MEMBERS**

Mayor Timothy Litz  
Ed Schaack  
Scott Mecimore

Keith Crigger  
Jerrell Hall  
Dale Yontz

### **ABSENT**

Vice-Mayor Jim Lloyd

### **ADMINISTRATION PRESENT**

Raymond Matney, Town Manager  
Robert Lewis, Police Chief  
Lori Guynn, Clerk/Treasurer

### **OTHERS PRESENT**

NONE

### **DETERMINATION OF A QUORUM**

Mayor Litz called the meeting to order and determined the presence of a quorum.

### **INVOCATION**

The invocation was delivered by Rev. Ed Schaack.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litz.

### **APPROVAL OF MINUTES**

Personnel, Ordinance and Legal Matters Committee Chairman Ed Schaack stated the committee did meet prior to the October 23, 2007 council meeting. The minutes incorrectly stated the committee had not met. Following the correction, a motion was made by Councilmember Jerrell Hall, seconded by Councilmember Ed Schaack to approve the minutes of the October 23, 2007 meeting and the motion passed unanimously. Councilmember Scott Mecimore abstained from the vote.

### **CITIZEN'S TIME**

NONE

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### **CORRESPONDENCE**

Mr. Matney read a letter from the Rural Retreat Community Center Board thanking the Town Council for their annual contribution of \$2,000. Mayor Litz stated he attended the reception that was hosted by the Community Center Board the previous evening. The Board had outlined future projects and was very appreciative of the Council's support.

### **POLICE REPORT**

Chief Lewis explained his monthly activity report.

Chief Lewis stated he had ordered the 2008 motor vehicle decals. The background color will be red and will again feature the Town seal.

Senator Webb's office had contacted Chief Lewis and asked that he fax the information from Federal Signal for the siren warning system. The representative stated he felt there was funding available in the Appalachian Regional Commission and possibly through Homeland Security.

Chief Lewis stated he had contacted Norfolk Southern Railway concerning the Veteran's Day Parade in which they enacted a 5 mph speed limit.

Councilmember Schaack asked Chief Lewis if there were any problems on Halloween in which Chief Lewis stated there were none. Councilmember Crigger stated he had been asked about restricting traffic on Sherwood Avenue to pedestrians only. Chief Lewis stated it would be difficult to do that because VDOT has a five minute time limit on blocking a street and Sherwood Avenue is a VDOT maintained street.

### **UNFINISHED BUSINESS**

**TOWN RECOGNIZED HOLIDAYS** - Councilmember Schaack made a motion to change the holidays recognized by the Town in the Employee Personnel Policy to reflect those that are recognized by the Code of the State of Virginia. Councilmember Hall seconded the motion. Councilmember Crigger asked if the time off allowed by the Governor would also be recognized. Mr. Matney said that it would be and time given by the President. Mayor Litz stated the significant change will be Christmas Eve. Mr. Matney stated the Governor generally gives this day. There being no additional discussion the motion was passed unanimously.

### **NEW BUSINESS**

**THANKSGIVING TRASH COLLECTION** - Councilmember Crigger asked if notification will be issued concerning the trash collection the week of Thanksgiving. Mr. Matney stated it will be placed on Rural Retreat Cable T.V., WYVE/WXBX, and in the *Wytheville Enterprise*. Trash collection will be on Wednesday due to Thanksgiving Day being on Thursday.

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DECEMBER 25, 2007 MEETING – Councilmember Crigger asked if the second council meeting in December will be canceled due to it being on Christmas Day. Mr. Matney stated this meeting is generally cancelled. Councilmember Crigger made a motion to cancel the December 25, 2007 meeting and authorize bills to be paid by the treasurer. The motion was seconded by Councilmember Schaack and was passed unanimously.

WEB SITE UPDATES AND ADDITIONS – Councilmember Mecimore stated that most localities include their zoning and subdivision ordinances, comprehensive plan, codes and planning commission minutes on their websites. Mr. Matney stated the Web GIS site will offer the zoning and property information with some restrictions on what can be accessed. Currently, Lori Guynn is working with Jeff Hooper to restructure the website. Councilmember Crigger asked if the new site could include information about motor vehicle decals and trash pickup.

Councilmember Mecimore stated he would like to include photographs of Town Council and employees. Chief Lewis expressed concern about posting the employees photographs especially the office personnel.

### **COMMITTEE REPORTS**

NONE

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

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

2006 WATER FLUORIDATION QUALITY AWARD – Chief Water Operator Gerald Musser has been awarded the Virginia Department of Health Water Fluoridation Award for the second consecutive year.

WASTEWATER TREATMENT PLANT – Last week a meeting was held with Hayward Company which is a distributor and Parkson Corporation which is a manufacturer to get details worked out on the installation of the in-channel fine screen system. Currently they are working on engineering design plans. There is a twelve week lead time from the time the order is placed until the equipment is delivered. Tentatively it will be spring before the new screen system will be installed.

NORFOLK SOUTHERN RAILWAY – Mr. Matney spoke to Frank Irby with Norfolk Southern Railway in which he informed Mr. Matney that they are currently taking bids to remove abandoned wires and poles in Rural Retreat, Atkins and Emory. The contract is expected to be awarded soon.

ANNUAL AUDIT – We are under agreement with Albano and Associates. There have been several employees that have left the firm therefore Michael Albano has contracted out the auditing work to a firm in Danville, Johnson Certified Public Accountants in which the cost is

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significantly higher. Upon speaking to area towns, Johnson CPA is asking localities to box up information and mail the information to them. Mr. Matney expressed concern over mailing the information. Due to this concern, it was recommended to seek another auditing firm.

Following discussion, it was the consensus to seek another auditing firm to conduct the 2006-2007 fiscal audit. Robinson, Farmer and Cox, whom has previously audited the Town's books, tentatively stated they would be available in mid to late January. Councilmember Crigger made a motion to engage Robinson, Farmer and Cox for the prior year audit and to waive any procurement requirements. The motion was seconded by Councilmember Yontz and was passed unanimously.

**WATER SYSTEM INSPECTION** – The Virginia Department of Health conducts an annual inspection of the water system. In return they submit a report outlining areas that need to be addressed. Mr. Matney stated some recommendations mirror the Preliminary Engineering Report compiled by Anderson and Associates in which some of the items have been corrected.

**WATER TANK ATTACHMENT AGREEMENT** – The agreement was received today for the blue water tank. US Cellular has agreed to pay \$900 per month in which the Town will net \$630 per month. This agreement will increase by 4% annually. Mr. Matney stated the money received annually for the monthly space rental will pay for the annual tank maintenance.

**ABSTRACT OF VOTES** – An abstract of votes was received from the last general election. If any member would like to review this information it is available.

**TEA-21 SIDEWALK PROJECT UPDATE** – To date the Town of Rural Retreat has been awarded \$798,000. The Town's matching funds of 20% totals \$199,500 plus \$363,000 of open container funding that does not require a match. This totals \$1,360,500 invested in the TEA-21 project.

### **TREASURER'S REPORT**

The bills were read and approved for November 13, 2007.

### **TALK OF THE TOWN**

Councilmember Yontz is to attend the Talk of the Town radio program at WYVE/WXBX radio station on Wednesday morning.

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**ADJOURNMENT**

There being no additional business, the meeting was adjourned upon a motion by Mayor Litz.

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Mayor

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Clerk