

The Rural Retreat Town Council held a regular meeting on January 13, 2009, 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  
Scott Mecimore

Jerrell Hall  
Dale Yontz  
Kristie Osborne

### **ABSENT**

There were no members absent.

### **ADMINISTRATION PRESENT**

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

### **OTHERS PRESENT**

Pastor Geary Jonas and Jason Litz

### **DETERMINATION OF A QUORUM**

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

### **INVOCATION**

The invocation was given by Pastor Geary Jonas.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litz.

### **APPROVAL OF MINUTES**

A motion was made by Councilmember Scott Mecimore, seconded by Councilmember Dale Yontz to approve the minutes of the December 9, 2008 meeting as written. The motion passed by a vote of six (6) for and zero (0) against.

### **CITIZEN'S TIME**

The citizens present did not wish to address the council.

Mayor Litz added that Jason Litz is completing an internship with Chief Mitchell.

## **COUNCIL MEETING MINUTES – JANUARY 13, 2009 – PAGE 2**

### **CORRESPONDENCE**

Mr. Matney read a thank you card sent to the Town Council and employees from Scott and Lorrie Mitchell in appreciation of the sympathy expressed and the flower arrangement sent to them during to loss of Mrs. Mitchell's brother.

### **POLICE REPORT**

Chief Mitchell stated he had provided two reports to council. One report is for the month December in which there was little activity. Chief Mitchell pointed out the activity on December 16 was assisting the Wythe County Sheriff's Office with calls due to their personnel being involved in a manhunt on the eastern end of the county.

The second report is an annual report. He stated the department activity was average for the 2008 year and previous years. Chief Mitchell explained he had driven more miles than in the past but he is trying to be more visible in the community.

### **UNFINISHED BUSINESS**

There was no unfinished business to be addressed.

### **NEW BUSINESS**

**CHURCH STREET ISSUES** - Councilmember Mecimore explained he had been informed by the Rural Retreat Post Office that North Church Street doesn't exist and the street is Church Street. He stated he had always understood that Rural Retreat had a North Church Street and South Church Street. Mr. Matney explained to Councilmember Mecimore that 911 mapping shows the street as Church Street. Councilmember Mecimore stated the street signs show North Church Street and South Church Street. Mr. Matney stated he would look at how other homes and businesses are addressed so that the issue can be resolved.

**POTENTIAL SCAM** – Councilmember Mecimore explained that he had noticed charges being made on his debit card to Netflix, Credit America and a cyber defense company. He contacted his bank and they stopped his debit card. Today when he checked his mail, he had received items from the companies where charges had been made. Councilmember Mecimore further explained he felt that the person who made the charges was possibly going to check his mailbox tonight expecting to find those items that were purchased. He advised the council members and citizen to be careful with their debit cards around town.

**GPS DIRECTIONAL DEVICES** – Councilmember Schaack explained to the council he had noticed the guardrail on North Greever Street and East Railroad Avenue had been damaged again so he called Garmin, a manufacturer of GPS devices. The person he spoke to directed him to a website that contained a form to be completed and returned and advised him to send pictures with the form. Councilmember Schaack took pictures and is going to complete the form and

## **COUNCIL MEETING MINUTES – JANUARY 13, 2009 – PAGE 3**

submit the information to the manufacturer in hopes of redirecting heavy truck traffic to Gienow Road.

### **COMMITTEE REPORTS**

**PLANNING COMMISSION** – Councilmember Schaack stated the Planning Commission met the previous night. Michelle Richmond of Dutton Enterprises was present to request a change in the sign ordinance. Ms. Richmond had been placing small directional signs at Parkway Gas to guide customers to her business. However, Mr. Matney had told Ms. Richmond the signs were not legal so she promptly removed them. Councilmember Schaack continued by stating the Planning Commission has decided the sign ordinance should be reviewed due to the number of requests being received from businesses. Information is being gathered from other localities for distribution.

**PERSONNEL COMMITTEE** – Chairperson Schaack stated the Personnel Committee will be meeting following the conclusion of the next Council meeting on January 27<sup>th</sup>.

**HERITAGE DAY COMMITTEE** – Chairperson Yontz reminded the Council of the Heritage Days Committee meeting to be held on Tuesday, January 27<sup>th</sup> at 6:30 p.m.

### **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:

**WATER ACCOUNTABILITY ISSUES** – The water accountability for November was 57%. The maintenance guys walked the water lines and checked water services that were turned off for possible leaks. A leak was noticed on North Main Street above Donnie Widner’s residence. The line was dug out and it had cracked and separated. Upon repairing the line, the number of gallons of water pumped at the water plant dropped from 400,000 per day to 211,000 per day. The accountability for December will be high due to this leak. The ground microphone has been received but it was not used to detect this leak.

Councilmember Schaack asked what state agency regulates our water accountability. Mr. Matney responded the Virginia Department of Health regulates the water accountability and a plan had been submitted to them over a year ago that stated we would get our accountability below 30% before December 2008. This percentage wasn’t met and the Virginia Department of Health has sent the town a notice of violation. A response letter was sent stating the water distribution project was being designed and would bring the accountability below 30% before December 2009.

Councilmember Schaack asked what the Virginia Department of Health would do if the 30% requirement wasn’t met. Mr. Matney stated the VDH could force the town to issue a boil notice to all customers on the water system.

## **COUNCIL MEETING MINUTES – JANUARY 13, 2009 – PAGE 4**

**KLÖCKNER PENTAPLAST SEWER METER** – Klockner Pentaplast has expressed concerns that they were being charged erroneously on their sewer discharge based on the meter readings we reflect on the bills and the reading they are getting from their own meters. We removed the sewer meter and returned it to the manufacturer to have the meter rebuilt and calibrated to ensure the meter was working properly. The meter was returned and reinstalled. However on December 23 we began to receive an unusual discharge. Due to the high discharge, we made Klöckner shut down their operations and jet clean their sewer lines to the manhole. Mr. Matney added the plant personnel did comply with the request. Thus far the discharge has returned to normal.

The same day we took discharge samples for testing. Mr. Matney stated he had spoken to the test lab technician and the person expressed to him concerns they had with the things found in the samples. He also stated he had not yet seen the test results.

**KLÖCKNER PENTAPLAST WATER USAGE** – Klöckner has also expressed concern about their water bills. Klöckner's personnel read the town's meter daily to monitor water consumption. They are concerned because the amount of water going into the plant that we are billing them for is significantly less than the amount of sewer that is being billed. A meeting was held with Klöckner in December in which Mr. Matney, Tony Wright and Brenda Maxey attended to discuss the billing concerns.

**ANDERSON & ASSOCIATES MONTHLY STATUS REPORT** – The monthly status report has been received and distributed.

**LOCAL GOVERNMENT ATTORNEY'S ASSOCIATION** – Mr. Matney recommended the membership dues of \$220.00 for Michael J. Sobey be paid to this association because this would be an asset to Mr. Sobey while representing the Town of Rural Retreat. Councilmember Yontz made a motion to pay the Local Government Attorney's Association membership dues of \$220.00 for Michael J. Sobey. The motion was seconded by Councilmember Schaack and was approved by a vote of six (6) for and zero (0) against.

**WATER DISTRIBUTION PROJECT (OUT-OF-TOWN)** – We are continuing to meet with the letter of conditions that was received for the out of town project. The engineers are working on their portion. Once the engineers are finished then we must address the land rights and easements which will involve the town attorney and the land owners.

Until the letter of conditions is met, we can not close on the Rural Development loan. Interim financing is needed to meet outstanding obligations. This financing can be borrowed from a local bank or we can borrow reserve funds that are with the LGIP which currently has an interest rate of 1.84% and repay the money to the reserve fund upon loan closing. Vice-Mayor Crigger asked how much money would be needed to meet the current need. Mr. Matney explained that \$100,000 is needed now but in order to have enough money to cover expenses until closing we would need approximately \$200,000.

## **COUNCIL MEETING MINUTES – JANUARY 13, 2009 – PAGE 5**

Vice-Mayor Crigger made a motion to allow Mr. Matney to check interest rates at local banks in comparison to the interest rate at LGIP and to make the most economical decision for the Town. The motion was seconded by Councilmember Yontz and was approved by a vote of six (6) for and zero (0) against.

TEA-21 SIDEWALK PROJECT – The final design is complete and has been received. The next step is to obtain the necessary easements and right-of-ways in which there are three ways to do this. The three ways are: to go through the federal requirements and receive full reimbursement, go through part of the requirements and pay the 20% local match or obtain the easement with a low cost and expedite the process. Mr. Matney recommended the last option because of conversations he has had with the property owners to date he feels the easements will be obtained easily.

Councilmember Mecimore asked Mr. Matney to refresh the council on the location of the next TEA-21 project. Mr. Matney stated sidewalks will be built down East Railroad Avenue to North Greever Street, Catron Street and both sides of East Buck Avenue from Main Street to North Greever Street. He further explained the sidewalk on East Buck Avenue will be five feet wide which will require reducing the roadway on each side by one foot in order to avoid rebuilding the retaining walls. Utility poles will also need to be relocated on the south side of East Buck Avenue.

DR PEPPER PROPERTY – The signed deed and closing statement has been received. The property is scheduled to close Thursday or Friday of this week. A cashier's check is required from the town at closing.

PERSONNEL UNIFORMS – Mr. Matney informed the councilmember's that the personnel uniforms have changed. The uniform shirts and jackets now have the reflective striping on them. The town is now serviced by Cintas. Cintas has also provided the town with the town's seal free of charge on the rented floor mats.

### **TREASURER'S REPORT**

The bills for January 13, 2009 were read and approved by a vote of six (6) for and zero (0) against.

### **TALK OF THE TOWN**

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

**COUNCIL MEETING MINUTES – JANUARY 13, 2009 – PAGE 6**

**ADJOURNMENT**

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

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Mayor

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Clerk