

The Rural Retreat Town Council held a regular scheduled meeting on April 28, 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  
Scott Mecimore

Dale Yontz  
Jerrell Hall  
Kristie Osborne

### **ABSENT**

Ed Schaack

### **ADMINISTRATION PRESENT**

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

### **OTHERS PRESENT**

Jack Weaver 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 Raymond Matney.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litz.

### **APPROVAL OF MINUTES**

A motion was made by Vice-Mayor Crigger, seconded by Councilmember Jerrell Hall to approve the minutes of the April 14, 2009 regular meeting as written. The motion passed by a vote of five (5) for and zero (0) against.

### **CITIZEN'S TIME**

Jack Weaver addressed the council concerning an issue that he has previously brought before them. He stated four windows have been broken out of one of his buildings. In the past he had replaced windows in the Southern States building due to the glass being broken six times therefore the windows are now covered with boards. Mr. Weaver stated the cost to replace the

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windows totaled \$3,000 and he does not wish to put boards over the windows of this building; however he said he may not have a choice. Mr. Weaver asked for this issue to become a part of the meeting minutes.

Mayor Litz told Mr. Weaver he was sorry that this had happened and the town does not condone this type of behavior. Chief Mitchell asked Mr. Weaver when the windows had been broken out. Mr. Weaver stated this had happened about two weeks ago. Mr. Matney told Mr. Weaver when this happens he needs to contact the dispatcher so an officer can file a report. Mayor Litz reiterated Mr. Matney's comment and stated this would also help him with insurance. Mr. Weaver stated the cost of the glass is slightly less than the insurance deductible. Mayor Litz thanked Mr. Weaver for his time.

### **CORRESPONDENCE**

Mr. Matney reported a request had been received from the Rural Retreat Head Start to waive the motor vehicle decal fees for their buses. Mayor Litz asked what the council has done normally. Mr. Matney stated historically the fees have been waived as they also are for churches. Councilmember Hall made a motion to give the Rural Retreat Head Start two motor vehicle decals for their buses at no charge. The motion was seconded by Councilmember Yontz and passed by a vote of five (5) for and zero (0) against.

### **POLICE REPORT**

Chief Mitchell stated April had been a slow month to date however; he had attended court in reference to the truck driver that damaged the fence on South Greever Street. A plea agreement was reached. Chief Mitchell added he had arrested a subject for a DUI on Friday night. The subject was traveling from Parsonage Avenue and continued across South Main Street and ended up in the bushes at Dr. Holly Smith's office.

Mayor Litz asked Chief Mitchell to check Mr. Weaver's property because this has been an ongoing issue.

### **UNFINISHED BUSINESS**

Councilmember Mecimore explained a citizen had approached him concerning the house on North Greever Street that had caught on fire several months ago. The person stated there are things blowing into his yard from the house. Chief Mitchell stated he had spoken to Wendy Wingo who owns the property and she informed him that her mortgage has been settled and she is waiting to receive the money to tear the house down. Councilmember Mecimore stated he would notify the person who approached him.

### **NEW BUSINESS**

There was no new business to be addressed.

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### **COMMITTEE REPORTS**

HERITAGE DAY COMMITTEE – Chairman Yontz stated the meeting held prior to the council meeting was very positive. The entertainment lineup is almost finalized, the Girl Scouts are organizing the parade and work is continuing on building a community stage regardless of Dr. Pepper's participation, Chairman Yontz added. He suggested scheduling the next Heritage Day Committee meeting for Tuesday, May 26, 2009 at 6:00 p.m.

Mr. Matney explained authorization from the council would be needed to proceed with the construction of the stage project. Vice-Mayor Crigger asked if the committee had an estimated cost to build the stage. Mr. Matney responded approximately \$6,000 for materials based on an estimate from David Maxey and several volunteers have offered to build the facility. Mayor Litz explained the stage will be built over the gravel storage bin located behind the Rural Retreat Fire Department Building. He added the town may be able to purchase the materials cheaper than estimated.

Councilmember Mecimore asked if sponsorships would be accepted if Dr. Pepper chooses not to participate. Mr. Matney responded yes.

The consensus of the councilmember's was to pursue this project in which more information will be brought back to the council.

PERSONNEL COMMITTEE – In Chairman Schaack's absence, Mayor Litz stated a draft copy of the job description of the town manager had been distributed. He asked that all members review the draft and bring any questions or comments to the next meeting. Mr. Matney explained the draft was compiled by combining the job descriptions for the town manager and assistant town manager positions.

### **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 – The water accountability for March has increased to 50%. Some progress has been made but the water distribution improvement project will help in decreasing the water loss.

USDA-RD OUT-OF-TOWN WATER PROJECT – The Virginia Department of Health (VDH) has reviewed the project plans and commented on the water line crossing a sewer line and verifying that the line was composed of water line materials and tested at 30 psi. A response will be submitted to the VDH on their concerns. Rural Development is now reviewing those plans and once land and rights are secured this project will be closer to being placed for bids.

VDH-RD IN-TOWN WATER PROJECT – Applications are on file with the VDH and USDA Rural Development for this project and one can be withdrawn at any time. Mr. Matney said he is

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looking forward to talking with Travis Jackson with USDA Rural Development and finding out what the anticipated interest rate will be. A rate less than 3% with Rural Development will be very beneficial even though it would be for a 40 year term, Mr. Matney added.

**VDH STALEY SPRING WATER PROJECT** – VDH has reviewed the preliminary engineering report for this project. There were comments on the availability and treat ability of the water. The Lane Group is the engineering firm for this project and will be responding to the comments. Once the preliminary engineering report is completed, the key to the Staley Spring project is the water interconnect project with Smyth County.

**VDH PHILLIPPI SPRING #2 WATER PROJECT** – VDH has reviewed the preliminary engineering report and had very few comments. A resolution was adopted in order to apply for funding from the VDH. Mayor Litz asked how the water flow was holding up at this point and with the water loss is the well being used. Mr. Matney responded the spring is the only water source being used however the well was used to expedite refilling the tank when a wash out on the storage tank was done.

**TEA-21 SIDEWALK/BIKEWAY PROJECT** – The land and rights are being signed by some of the property owners and for those who are unable to come by the office, arrangements will be made to meet with them at their residences to explain the project and review the plans. Once all land and rights are signed and recorded, everything will be submitted to VDOT for certification and will then be ready to be bid out.

**WATER/WASTEWATER OPERATOR** – Mike Whalen has been hired as the new water/wastewater operator and will be joining the town on May 11. Mr. Whalen is coming to Rural Retreat from Wythe County. Mayor Litz stated he has known Mr. Whalen for many years and he will be a valuable asset. Councilmember Mecimore asked how much time Mr. Whalen will have to work with Gerald Musser. Mr. Matney responded he will be working with Tony Wright because Gerald has already left.

Mr. Matney informed the council that he has made Tony Wright the Chief Water and Wastewater Operator and will be increasing his salary to the same level that Gerald Musser was at. He stated that Mr. Whalen has a Class III Wastewater license and when he obtains his Class III Water license he will receive compensation.

Councilmember Mecimore asked if the town's benefit package was a factor in Mr. Whalen becoming a town employee. Mr. Matney said it did some. Mayor Litz added mileage was a factor also.

Mayor Litz asked if plans had been made for a retirement reception for Gerald Musser. He stated there are personnel from the Virginia Department of Health who are interested in attending. Mr. Matney responded he will talk with Gerald and see what he is interested in having.

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2010 BUDGET – Mr. Matney explained he has been working on the new fiscal year budget and has almost completed the departmental expenses but the revenues haven't been addressed yet. He stated last year the council decided to give employees a one step pay increase annually. Mr. Matney asked if this was still the consensus of council because he is looking for guidance in order to prepare a draft budget. Vice-Mayor Crigger asked if there were any employees that the Personnel Committee should consider giving more than one step. Mr. Matney stated he would talk to the Personnel Committee and he would concentrate on the cost of living increase for now then address merit increases later. Councilmember Mecimore asked what the cost of living increase is for this year. Mayor Litz responded it is around 5%.

Vice-Mayor Crigger asked if Mr. Matney was considering funding the health savings accounts this year. Mr. Matney said he has included this item in the budget. He added the medical insurance per employee is increasing 4% - 12% which is age driven, due to employee changes such as age or replacing older employees with younger employees.

**TREASURER'S REPORT**

The bills for April 28, 2009 were read and approved by a vote of five (5) for and zero (0) against.

**TALK OF THE TOWN**

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

**ADJOURNMENT**

There being no additional business, the meeting was adjourned upon a motion by Councilmember Osborne.

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Mayor

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Clerk\_\_\_\_\_