

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON TUESDAY, NOVEMBER 13, 2007, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., William B. Weisiger, H. Judson Lambert

Members absent: None

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon P. Hackler, Town Attorney Robert P. Kaase, Police Officer Tommy Lester, Police Officer Kenneth Akers, Becky Grubb, Pat Snapp, Agnes Eades

RE: CALL TO ORDER, QUORUM, INVOCATION, PLEDGE

Mayor Crewe called the meeting to order and established that a quorum of Council members was present. The invocation was given by Councilman Weisiger followed by the Pledge of Allegiance led by Councilman Lambert.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of October 22, 2007, and the special meeting of October 29, 2007. A motion was made by Councilman Jones and seconded by Vice-Mayor King to approve the minutes of the regular meeting of October 22, 2007, and the special meeting of October 29, 2007. Mayor Crewe inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., William B. Weisiger, H. Judson Lambert. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe stated the next agenda item is Citizens' Period. He advised that he did not see anyone who was signed up to address Council during Citizens' Period. Mayor Crewe noted he will open Citizens' Period to allow anyone to address the Council. There being no one who desired to address the Council during Citizens' Period, Mayor Crewe proceeded with the agenda. He advised if someone comes in later to the meeting, he will allow them to address the Council if they so desired.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The Budget and Finance Committee and the Public Works Committee will both meet tomorrow morning, November 14, 2007. This will be the only Committee meeting this week.
2. The Planning Commission, on Thursday evening, November 8, 2007, had a continued public hearing with regard to the development proposed by BW Real Estate Holding, for the rezoning of property to the rear of what was previously known as Birdmont. The Council received a letter when they arrived at this meeting from the developer withdrawing that request, and there will not be any other action required by the Council at this point in time. Mayor Crewe noted this was on the Council agenda to be considered at this meeting, and it will come off the agenda.
3. The Council may have noticed that WVVA is doing a broadcast with information about Wytheville each night on the 6:00 p.m. news. The Town learned today that WVVA will actually broadcast the 6:00 p.m. news on Friday evening from the Community Center. Mayor Crewe stated it will be a live broadcast.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Vice-Mayor King, reporting for the Budget and Finance Committee, reported that later in the meeting, the Council will consider an ordinance that amends the Town's Personnel Regulations' current policies with regard to employee expenses while traveling and, secondly, that authorizes the Town's insurance carrier to review employees' driving records. She explained that the amendment with regard to employee expenses involves meals that employees eat because of attendance at a special conference, seminar, or in-service training where they cannot dine in the regular fashion. Vice-Mayor King stated that currently, the Town has certain limits established

for each of the daily meals, but often, depending on the location of the meeting, these amounts are inadequate. She indicated that in reviewing this matter, the Committee found that other communities and the State reimburse these employee expenses on a per diem basis. Vice-Mayor King advised that as such, it would be the Committee's recommendation that the reimbursement for out of town meal expenses be amended to the extent that the Town will pay the actual cost of meals up to \$50.00 per diem, provided, however, that on the first and last day of travel, the Town will only pay up to \$30.00 per diem. She stated the Town will, however, continue to require employees to provide receipts to verify the amount of reimbursements to be made by the Town. Vice-Mayor King noted that, secondly, the amendment to the Town's driving policy merely reflects the Town's current practices. She remarked that the Town's insurance carrier has, for many years, conducted a motor vehicle report on all employees who will use a Town vehicle. Vice-Mayor King noted that this report verifies that the employees using a Town vehicle do not have a driving history that would place the Town's insurance in jeopardy. She commented that, again, the Committee thinks this is a worthwhile housekeeping amendment and would recommend that both of these be adopted later in the meeting when the ordinance is considered. Mayor Crewe advised that this will be considered later in the meeting.

Vice-Mayor King also reported that this week, the Committee received a letter from the Agape Food Pantry, which is located at 1355 West Spring Street. She noted that the Agape Food Pantry is a local, non-profit organization, whose mission is to provide food products to those persons in need in Wythe County. Vice-Mayor King explained that the Agape Food Pantry occupies space that is leased from Mr. George and Mrs. Helen Keck for \$1.00 per year. She indicated that they had a purchaser's agreement to buy the property for \$10.00 in April, 2006, but since this property was owned by private persons on January 1, 2006, it was still subject to real estate taxation. Vice-Mayor King noted that the Agape Food Pantry has now acquired the real estate and would again seek relief for the real estates taxes. She advised that this year, the value of the real estate taxes is \$289.28. Vice-Mayor King stated the Agape Food Pantry has paid these taxes and is seeking reimbursement for the amount they have remitted. She noted that after reviewing this matter, it is the belief of the Committee that the Agape Food Pantry provides a valuable service to the community, and the Town's donation to them in an amount equal to their real estate taxation is worthwhile. Vice-Mayor King stated that as such, it would be the recommendation of the Budget and Finance Committee that the Council make a donation in the amount of \$289.28 to the Agape Food Pantry. A motion was made by Vice-Mayor King and seconded by Councilman Jones that the Council make a donation in the amount of \$289.28 to the Agape Food Pantry. Mayor Crewe inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., William B. Weisiger, H. Judson Lambert. Against: None.

Vice-Mayor King reported that at the Committee meetings over the past month, they have discussed certain improvements that are needed in the Oakwood Cemetery and, also, the West End Cemetery. She advised that the Committee believes it would greatly improve the appearance of the Oakwood Cemetery to place an attractive fence around the perimeter of the cemetery. Vice-Mayor King noted that the cost of this project is approximately \$25,000.00. She indicated that secondly, the Committee believes that there is the need to plant certain trees and/or vegetation on the easternmost boundary of the West End Cemetery that abuts the U. S. Forest Service property. She explained that previously, there had been a fence and vegetation in this area which have been removed. Vice-Mayor King stated that the cost to place the trees along this boundary is approximately \$6,000.00. She noted that additionally, there is a need for a lift device and certain scaffolding to be used in the mausoleum at West End Cemetery. Vice-Mayor King remarked that the cost of this equipment is approximately \$25,000.00. She noted that finally, there is a need for a small excavator to be used for digging graves at a cost of approximately \$40,000. Vice-Mayor King advised that the funding for these projects can be drawn from the Perpetual Care Cemetery Trust Fund upon an action by the Town Council. She noted that given that the Committee does not know the exact cost of these improvements, it would be the recommendation of the Committee that they authorize the Town's staff to receive bids on these projects and to proceed with beginning these improvements. Vice-Mayor King stated that once the bids have been received and the projects are complete, it would be the recommendation of the Committee that the Council take action to request funds from the trust fund. A motion was made by Vice-Mayor King and seconded by Councilman Jones that the Town Council authorize Town staff to receive bids on the cemetery projects and proceed with the improvements, and once the bids have been received and the cemetery work is complete, the Council take action to request funds from the Perpetual Care Cemetery Trust Fund. Mayor Crewe indicated that the motion is to get the bids and begin the work, and then ask for the money to be moved afterward. Vice-Mayor King advised that is correct. Mayor Crewe inquired if the Council would vote after the bids are in. Town Manager Sutherland explained that the thinking is that Town staff knows the approximate cost, but it might be off, and once the Council receives the bids, they can appropriate the exact amount. Mayor Crewe noted that the motion is

simply to get the bids and proceed with the improvements, and the Council will worry about the funding after the bids are received and inquired if that is correct. Vice-Mayor King noted that is correct. Mayor Crewe noted he will take this as a motion from the Committee to receive the bids and begin the improvements knowing that a request for the budget amendment will have to be made later. He inquired if there is any discussion on the motion. Councilman Jones inquired if in the meeting discussions it was not discussed that it would be three sides of Oakwood Cemetery and not the backside. Vice-Mayor King answered that the Committee decided to do the backside too because it would not look right. Town Manager Sutherland advised that the backside would be fenced if possible. Councilman Jones noted that he thinks the Council needs to make sure that people understand that. Town Manager Sutherland noted that is correct because Town staff is not sure exactly what they are going to find on the back boundary. Councilman Jones noted that is correct. Vice-Mayor King advised that there is a little building at the Oakwood Cemetery on the backside and inquired if this building could be torn down. Town Manager Sutherland indicated that this has been discussed, and the building either needs to be improved or torn down. Vice-Mayor King inquired as to the benefit of this building. Town Manager Sutherland advised that the Town could store things in this building for the cemetery, but it is currently ugly. Vice-Mayor King pointed out that the building is just sitting there. Mayor Crewe indicated that the building also leaks if he understands correctly. Town Manager Sutherland noted that is correct. Mayor Crewe explained that the Town does not want to store things in there in its current condition. Town Manager Sutherland advised that Town staff will give the Council an assessment of the building's current condition and present it at the Committee meetings next week. Vice-Mayor King noted that is acceptable. Mayor Crewe inquired if there is any further discussion on the motion to receive the bids for these projects and begin the improvements. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., William B. Weisiger, H. Judson Lambert. Against: None. A copy of the Budget and Finance Committee report is attached and made part of these minutes. ([Attachment](#)).

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Weisiger, reporting for the Public Works Committee, noted that at a meeting this week with the Virginia Department of Transportation, the Committee learned that the Town has \$1,219,041.83 in an account that is available to be used for a new project. He advised that according to the VDOT representatives, the Department reconciled all the accounts of all outstanding projects since 1995. Councilman Weisiger explained that in doing that reconciliation, it was determined that there had been monies left from previous projects that were still remaining in the budget of those projects, which have long been closed out. He noted that as a result, it was determined that the Town has approximately \$1.2 million available for a new project. Councilman Weisiger stated that these funds are unrelated to the funds for the extension of Community Boulevard. He indicated that one project that has been identified and can reasonably be accomplished is the improvement of Peppers Ferry Road from a point near Nye Road eastwardly to the corporate limits. Councilman Weisiger stated that this section of roadway is curvy and narrow and is now carrying a tremendous volume of traffic associated with Progress Park. He indicated that this section of roadway could be realigned somewhat and would greatly enhance the flow of traffic on Peppers Ferry Road. He explained that in order to get this project into the system, it is necessary for the Council to conduct a public hearing to get citizens' comments on the proposal to make this a project, and, subsequently, to adopt a resolution authorizing the Virginia Department of Transportation to proceed. Councilman Weisiger remarked that it would be the recommendation of the Public Works Committee that the Council conduct a public hearing on December 10, 2007. He explained that thereafter, the Council would be in a position to consider the adoption of the resolution, which would ultimately result in the project being placed in the VDOT schedule. A motion was made by Councilman Weisiger and seconded by Councilman Lambert that the Council schedule a public hearing on December 10, 2007, to consider adopting a resolution authorizing the Virginia Department of Transportation to proceed with the project. Mayor Crewe noted the motion is to schedule a public hearing for December 10, 2007. He inquired if there is any discussion on the motion. Town Manager Sutherland noted this will greatly expedite getting the improvement of Peppers Ferry Road going. Town Manager Sutherland advised that VDOT will evaluate this, and they know the Town would like to get all of Peppers Ferry Road improved. Councilman Weisiger indicated that the Town has to start somewhere. Councilman Weisiger inquired if this is a section that involves the pond. Town Manager Sutherland answered that this would not involve the pond. Councilman Weisiger noted that the improvements involving the pond would be a major roadblock. Town Manager Sutherland advised that he thinks any realignment of Peppers Ferry Road would reasonably be on the Crockett property. Mayor Crewe remarked that there are two issues with that including the grade and the width. He stated not only does the road have to be expanded, but the curve has to be straightened out, and there is an incline that has to be addressed, so it is not going to be a cheap project. He pointed out that every time the Council has looked at this, the idea has been that it is going to be an expensive piece of

roadway to build. Vice-Mayor King inquired if the curve is on Town right of way, and where the dirt would have to be removed if this is Town right of way. Mayor Crewe answered that it depends on which side and how far, and there is right of way on both sides of the road. Vice-Mayor King inquired that if a person is going that way on the right if that would be Town right of way. Mayor Crewe noted the Town owns some of that. Town Manager Sutherland indicated that, obviously, the Town would want that removed when they did that. Mayor Crewe explained that the Town owns right of way on both sides of the road. He noted it is not a lot, but it is probably 20 feet from what the Town has figured. Town Manager Sutherland advised that is correct. Councilman Jones remarked that in some cases, it is probably not 20 feet. Mayor Crewe noted that it depends on where the realignment goes and what the grade requires. He advised that there can only be a three percent grade on new construction. Mayor Crewe indicated that if he remembers correctly, there is some requirement that it cannot be steeper than a certain percent. Town Manager Sutherland stated that is correct, but advised he is not sure what these figures are, but there are limitations. Mayor Crewe noted that the Town will have to look at the entire matter, and this is why the Town does not think it is not going to be cheap, but this will at least get it started. Vice-Mayor King inquired if it will come off on both sides of the road or if the Town does not know. Mayor Crewe answered that he guesses VDOT will have to decide where it will come off. Vice-Mayor King noted it is going to be bad either way and inquired if that is correct. Mayor Crewe stated that is correct and advised that there is a lot of rock on one side and a pond on the other side depending on which way it goes. He indicated that the land will not be donated. Vice-Mayor King stated that is correct. Mayor Crewe noted that the Town did not get far with those discussions earlier, and reiterated that he does not think it will be donated property. Mayor Crewe inquired if there is any further discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., William B. Weisiger, H. Judson Lambert. Against: None.

Councilman Weisiger also reported that during the past year, \$25,000.00 was appropriated to make improvements to the traffic signalization at Fourth and Main Streets and at Fourth and Monroe Streets. He stated that both of these intersections are very busy, and for some time, the Town has looked at the potential to synchronize these two intersections. Councilman Weisiger remarked that previously, the technology would require the installation of wiring between the two traffic control boxes. He noted that until now, this has not been practical. Councilman Weisiger explained that with today's technology, the traffic control devices can communicate wirelessly with both of them giving the other information about the number of vehicles that are waiting for the traffic signal to turn. He indicated that, unfortunately, the cost of the equipment needed to synchronize the two intersections is about \$11,000.00 more than was originally anticipated. Councilman Weisiger stated the Committee believes this is a worthwhile project and would request the Budget and Finance Committee to determine if there are funds available for the additional appropriation that will accommodate this synchronization. Councilman Jones advised that he did not think there would be any problem. Mayor Crewe noted that this does not require any Council action, but just for the Budget and Finance Committee to volunteer to take this assignment. A copy of the Public Works Committee report is attached and made part of these minutes. ([Attachment](#)).

RE: APPOINTMENTS – RECREATION COMMISSION

Mayor Crewe stated the next agenda item is the notification of appointments to the Wytheville Recreation Commission to fill the expiring terms of Mr. David Harrison, Mr. Danny Sowers, and Mrs. Kelly Sisti whose terms expire December 31, 2007. Mayor Crewe stated he has a memo from the Recreation Commission recommending Mr. George James be appointed to fill the unexpired term of Dr. Chris Pile that expires December 31, 2009, and that Mr. David Harrison be reappointed. He explained that Mr. Harrison is eligible for reappointment. He noted that there are two other openings for which the Town is asking for people to apply to be on the Recreation Commission. Mayor Crewe advised that all the appointments can be made at the December 10 meeting or the Council can make the two appointments that have been recommended at this meeting. A motion was made by Vice-Mayor King to reappoint Mr. David Harrison and appoint Mr. George James to the Recreation Commission. She indicated that Dr. Pile has already resigned as of this month, and this way Mr. James can begin serving. The motion was seconded by Councilman Lambert. Mayor Crewe inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., William B. Weisiger, H. Judson Lambert. Against: None. Mayor Crewe stated this will leave two more vacancies to fill on the Recreation Commission, hopefully at the next meeting.

RE: APPOINTMENTS – WYTHEVILLE INDUSTRIAL DEVELOPMENT AUTHORITY

Mayor Crewe stated the next agenda item is the notification of appointments to the Wytheville Industrial Development Authority to fill the expiring terms of Mr. Joe Salerno and Mr. Ron Boone whose terms expire December 12, 2007. He advised that the Council will need to appoint someone to fill these expiring terms. Mayor Crewe explained that Mr. Salerno and Mr. Boone are not eligible for reappointment. Mayor Crewe noted that, again, if the Council has any ideas of someone to appoint, they could do it at this meeting or they could wait until the December 10 meeting. Mayor Crewe inquired if there is a motion to appoint someone at this meeting or if the Council would like to wait to appoint someone. Vice-Mayor King suggested that the Council wait to make the appointments. Mayor Crewe stated he would hope that anyone who is interested in serving would apply.

RE: ORDINANCE NO. 1222

Mayor Crewe presented Ordinance No. 1222, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations, and Policies, of the Town of Wytheville, Virginia, so as to include revisions to Section 7, Employee Expenses, and Section 6, Driving Policy, of the Safety/Risk Management Program, of the Ordinance, on first reading. He noted this is a recommendation from the Budget and Finance Committee to make what is referred to in their report as the housekeeping amendments to the Town's Personnel Ordinance regarding the annual checking of employees' driving records for the policy and then the changes in the employees' expense account for charges for per diem cost. A motion was made by Vice-Mayor King and seconded by Councilman Jones to suspend the rules and adopt Ordinance No. 1222, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations, and Policies, of the Town of Wytheville, Virginia, so as to include revisions to Section 7, Employee Expenses, and Section 6, Driving Policy, of the Safety/Risk Management Program, on first and final reading. Mayor Crewe noted the motion from the Budget and Finance Committee is that Ordinance No. 1222 be adopted on first and final reading. He inquired if there is any discussion on the motion. Councilman Jones indicated that it is not clear if the Council is talking about overnight travel. Mayor Crewe noted the ordinance does not state this. Town Clerk Hackler explained that this is what it normally is, and this is how the ordinance was written previously. Councilman Jones noted that is acceptable, and he just wanted to make sure. Mayor Crewe noted for the first and last day of travel, the per diem is only \$30, and if it is not overnight, it would either be the first or last day of travel. Mayor Crewe inquired if Councilman Jones is stating the employee would not get paid anything unless it is for overnight travel. Town Clerk Hackler inquired if Councilman Jones is stating that if an employee attends a seminar in Roanoke, the Town would not pay for anything. Councilman Jones advised that the State does not pay anything since the employee would have to eat lunch any way whether the employee is at a seminar or at work. Mayor Crewe noted that possibly this is what the ordinance means if the employee cannot eat in their regular fashion or usual place, and if they are in Roanoke, they cannot go home for lunch. Town Clerk Hackler noted that a person would be able to go home if they were at their job locally. Vice-Mayor King suggested that the Council adopt the ordinance the way it is written. Councilman Jones noted the ordinance does not state all of this. Mayor Crewe stated the way the ordinance is written is for the actual cost of the meals, whether it is overnight or not. Councilman Jones noted he is just stating this. Mayor Crewe indicated the way he interprets the ordinance does not have anything to do with overnight travel. Mayor Crewe inquired if the Town sent the employee to a meeting why should the Town not pay for their meals. Vice-Mayor King noted that these are her feelings. Mayor Crewe stated the way this is written, the Town would be paying for the employee's lunch, but it is for the actual cost up to \$30 per day. Vice-Mayor King inquired if the Council felt that if the Town sent an employee to a meeting out of town, they should pay for their meals. Town Manager Sutherland noted that if an employee is going to Roanoke to a meeting, it would be the \$30 limitation. Councilman Lambert advised that this is his understanding. Mayor Crewe noted the ordinance states the actual cost of the meal, and the employee could not pay for a \$3.00 lunch and collect \$30.00. Councilman Weisiger noted that is correct. Mayor Crewe advised it would be the actual cost with the maximum of \$30.00 per day. Town Clerk Hackler stated that this is what the Town does currently. Councilman Jones noted the Council members are liberal, and inquired if the Council is glad that the State does not spend the taxpayers' money that way. Vice-Mayor King stated she disagreed, and inquired as to why the State does not have any money. Councilman Lambert noted the State has other ways to spend the money. Councilman Jones noted that the other Council members will keep raising taxes. Mayor Crewe inquired if there is any further discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition:

FOR: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., William B. Weisiger, H. Judson Lambert

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1222 was adopted on first and final reading. Mayor Crewe stated the ordinance is effective immediately.

Councilman Weisiger stated he thought Councilman Jones would vote against the ordinance. Councilman Jones explained that he just wanted to make sure everyone understood that there are two ways to look at it, and as far as he is concerned, people are going to eat lunch, and a lot of people do not go home for lunch. He noted that the ordinance is acceptable.

RE: CERTIFICATES OF PUBLIC CONVENIENCE AND NECESSITY

Mayor Crewe stated the next agenda item is setting a date for a public hearing to consider renewing the Certificates of Public Convenience and Necessity during 2008 for Premier Tax Service, LLC, and City Cabs of Wytheville, LLC, for the operation of taxicabs, and LifeCare Medical Transports, Incorporated and Guardian Ambulance Service for the operation of public vehicles. He noted the Council is aware that every year, they have to conduct an annual public hearing to determine the number of taxicabs and public vehicles for which Certificates of Public Convenience and Necessity shall be issued. Mayor Crewe advised that the Council can meet the advertising requirements to hold the public hearing on December 10. He inquired if anyone has any objections to scheduling the public hearing for December 10. There being no concerns, it was the consensus of the Town Council to set a public hearing for the December 10, 2007, Council meeting to consider renewing the Certificates of Public Convenience and Necessity during 2008 for Premier Tax Service, LLC, and City Cabs of Wytheville, LLC, for the operation of taxicabs, and LifeCare Medical Transports, Incorporated and Guardian Ambulance Service for the operation of public vehicles.

RE: BW REAL ESTATE HOLDING

Mayor Crewe noted that BW Real Estate Holding has withdrawn their application to rezone property located on the north side of Holston Road between Van Mar Drive and Cove Road (area of Carrington Place Cottages) from MA-1 Medical Arts to R-2 Residential. He stated that this is no longer an issue for the Council to consider.

RE: DISPENSING OF MEETING

Mayor Crewe stated the next agenda item is to consider dispensing with the regular meeting scheduled for December 24, 2007, due to the Christmas holiday. He noted that in the past, the Council has not met on Christmas Eve. A motion was made by Vice-Mayor King and seconded by Councilman Weisiger to dispense with the regular meeting scheduled for December 24, 2007, due to the Christmas holiday. Mayor Crewe inquired if there is any discussion on the motion. He noted that the Council can always call a special meeting if needed. There being no further discussion, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., William B. Weisiger, H. Judson Lambert. Against: None.

Vice-Mayor King inquired as to how many public hearings will be held at the December 10, 2007, meeting. Mayor Crewe stated there would be at least two public hearings. Vice-Mayor King inquired if there is some other issue that required a public hearing. Town Clerk Hackler noted that the BW Real Estate Holding public hearing would have been held if they had not withdrawn their application. Mayor Crewe remarked that BW Real Estate Holding will not be able to reapply and a public hearing be scheduled by December 10. Councilman Jones advised that the Planning Commission also dispensed with their meeting for December.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded, and carried to adjourn the meeting (7:30 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon P. Hackler, MMC, Clerk of Council

BUDGET AND FINANCE COMMITTEE REPORT

NOVEMBER 13, 2007

1. Later this evening, the Council will consider an ordinance that amends the Town's Personnel Regulations' current policies with regard to employee expenses while traveling and, secondly, that authorizes our insurance carrier to review employees' driving records. The amendment with regard to employee expenses involves meals that employees eat because of attendance at a special conference, seminar, or in-service training where they cannot dine in the regular fashion. Currently, we have certain limits established for each of the daily meals, but often, depending on the location of the meeting, these amounts are inadequate. In reviewing this matter, we found that other communities and the State reimburse these employee expenses on a per diem basis. As such, it would be our recommendation that the reimbursement for out of town meal expenses be amended to the extent that the Town will pay the actual cost of meals up to \$50.00 per diem, provided, however, that on the first and last day of travel, the Town will only pay up to \$30.00 per diem. We will, however, continue to require employees to provide receipts to verify the amount of reimbursements to be made by the Town. Secondly, the amendment to the Town's driving policy merely reflects our current practices. The Town's insurance carrier has, for many years, conducted a motor vehicle report on all employees who will use a Town vehicle. This report verifies that the employees using a Town vehicle do not have a driving history that would place our insurance in jeopardy. Again, we think this is a worthwhile housekeeping amendment and would recommend that both of these be adopted later this evening when the ordinance is considered.

2. This week, our Committee received a letter from the Agape Food Pantry, which is located at 1355 West Spring Street. The Agape Food Pantry is a local, non-profit organization whose mission is to provide food products to those persons in need in Wythe County. The Agape Food Pantry occupies a space that is leased from Mr. George and Mrs. Helen Keck for \$1.00 per year. They had a purchaser's agreement to buy the property for \$10.00 in April, 2006, but since this property was owned by private persons on January 1, 2006, it was still subject to real estate taxation. The Agape Food Pantry has now acquired the real estate and would again seek relief for the real estate taxes. This year, the value of the real estate taxes is \$289.28. The Agape Food Pantry has paid these taxes and is seeking reimbursement for the amount they have remitted. After reviewing this matter, it is the belief of our Committee that the Agape Food Pantry provides a valuable service to the community, and our donation to them in an amount equal to their real estate taxation is worthwhile. As such, it would be the recommendation of the Budget and Finance Committee that we make a donation in the amount of \$289.28 to the Agape Food Pantry.

3. At our Committee meetings over the past month, we have discussed certain improvements that are needed in the Oakwood Cemetery and, also, the West End Cemetery. We believe that it would greatly improve the appearance of the Oakwood Cemetery to place an attractive fence around the perimeter of the cemetery. The cost of this project is approximately \$25,000.00. Secondly, we believe that there is the need to plant certain trees and/or vegetation on the easternmost boundary of the West End Cemetery that abuts the U. S. Forest Service property. Previously, there had been a

fence and vegetation in this area which have been removed. The cost to place the trees along this boundary is approximately \$6,000.00. Additionally, there is a need for a lift device and certain scaffolding to be used in the mausoleum at West End Cemetery. The cost of this equipment is approximately \$25,000.00. Finally, there is a need for a small excavator to be used for digging graves at a cost of approximately \$40,000. The funding for these projects can be drawn from the Perpetual Care Cemetery Trust Fund upon an action by the Town Council. Given that we do not know the exact cost of these improvements, it would be the recommendation of our Committee that we authorize the Town's staff to receive bids on these projects and to proceed with beginning these improvements. Once the bids have been received and the projects are complete, it would be the recommendation of our Committee that the Council take an action to request funds from the trust fund.

Jacqueline K. King

John W. Jones, Jr.

PUBLIC WORKS COMMITTEE REPORT

NOVEMBER 13, 2007

1. At a meeting this week with the Virginia Department of Transportation, we learned that the Town has \$1,219,041.83 in an account that is available to be used for a new project. According to the VDOT representatives, the Department reconciled all the accounts of all outstanding projects since 1995. In doing that reconciliation, it was determined that there had been monies left from previous projects that were still remaining in the budget of those projects, which have long been closed out. As a result, it was determined that we have approximately \$1.2 million available for a new project. These funds are unrelated to the funds for the extension of Community Boulevard. One project that has been identified and can reasonably be accomplished is the improvement of Peppers Ferry Road from a point near Nye Road eastwardly to the corporate limits. This section of roadway is curvy and narrow and is now carrying a tremendous volume of traffic associated with Progress Park. This section of roadway could be realigned somewhat and would greatly enhance the flow of traffic on Peppers Ferry Road. In order to get this project into the system, it is necessary for the Council to conduct a public hearing to get citizens' comments on the proposal to make this a project, and, subsequently, to adopt a resolution authorizing the Virginia Department of Transportation to proceed. It would be the recommendation of the Public Works Committee that the Council conduct a public hearing on December 10, 2007. Thereafter, the Council would be in a position to consider the adoption of the resolution, which would ultimately result in the project being placed in the VDOT schedule.

2. During this past year, \$25,000.00 was appropriated to make improvements to the traffic signalization at Fourth and Main Streets and at Fourth and Monroe Streets. Both of these intersections are very busy, and for some time, we have looked at the potential to synchronize these two intersections. Previously, the technology would require the installation of wiring between the two traffic control boxes. Until now, this has not been practical. With today's technology, the traffic control devices can communicate wirelessly with both of them giving the other information about the number of vehicles that are waiting for the traffic signal to turn. Unfortunately, the cost of the equipment needed to synchronize the two intersections is about \$11,000.00 more than was originally anticipated. We believe that this is a worthwhile project and would request the Budget and Finance Committee to determine if there are funds available for the additional appropriation that will accommodate this synchronization.

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