

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JULY 24, 2017, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

Others present: Town Manager C. Wayne Sutherland, Jr., Town Clerk Sharon G. Corvin, Assistant Town Manager Stephen A. Moore, Marie B. Bishop, Becky Grubb, Mike Forrest, Rhonda Sechrest, Danny Gordon, Police Officer Jonathan Lackey

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Crewe called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Councilwoman Taylor.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of July 10, 2017, and the request of Downtown Wytheville, Incorporated to conduct a Downtown Art Walk activity on the sidewalks of Main Street, from First Street to the Heritage Walkway. He inquired of the Council if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Councilwoman Taylor and seconded by Councilman Hand to approve the consent agenda consisting of the minutes of the regular meeting of July 10, 2017, and the request of Downtown Wytheville, Incorporated to conduct a Downtown Art Walk activity on the sidewalks of Main Street, from First Street to the Heritage Walkway, as presented. Mayor Crewe inquired if there was 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, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe thanked the citizens for attending the Council meeting. He stated that no one had listed on the sign in sheet that they wished to address the Council, however, if anyone has changed their minds, they may address the Council at this time. There being no one who wished to address the Council, he proceeded with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. A Council Work Session will be held on Tuesday, July 25, 2017, at 7:00 a.m., in the Council Conference Room, and a Council Work Session will be held on Thursday, July 27, 2017, at 7:00 a.m., in Conference Room A of the Municipal Building.
2. The Joint Industrial Development Authority of Wythe County will meet on Thursday, July 27, 2017, at 3:00 p.m., in the Council Chambers.
3. The Willow Brook Jackson/Umberger Homestead Museum Advisory Board will meet on Thursday, July 27, 2017, at 10:00 a.m., in Conference Room A of the Municipal Building.
4. The Public Works Committee will discuss the near completion of the Freedom Lane Project later in the meeting. The Wytheville Redevelopment and Housing Authority's Executive Director, Mr. Randy Martin, has asked that the Council RSVP to the Housing Authority in regard to the Governor's invitation to attend the ribbon cutting. Councilwoman Taylor advised that she would attend the ribbon cutting. Mayor Crewe advised that he could not attend the ribbon cutting, and Town Clerk Corvin responded on his behalf.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilwoman Taylor, reporting for the Budget and Finance Committee, stated that at the last meeting, the Budget and Finance Committee discussed that there was potential that under the Town's Brush Disposal Program, the Town could acquire a piece of equipment that would assist in the disposal of brush collected. She remarked that it was noted that one of the major problems associated with the program was the burning process that often creates smoke that is objectionable by the citizens. Councilwoman Taylor commented that as a result of the Town's

research, Town staff has found that there is a piece of equipment available that would eliminate this offensive smoke situation. She remarked that this piece of equipment, known as a Refractory Lined Firebox, is manufactured by Air Burners, Incorporated, of Palm City, Florida, and is used extensively by various agencies of the Federal government. Councilwoman Taylor explained that it has, also, been approved by the Environmental Protection Agency (EPA) and the Department of Environmental Quality (DEQ) for its environmental efficiency. She stated that Fire Burners, Incorporated has provided the Town with information showing that they are a sole source provider of this piece of equipment. Councilwoman Taylor explained that this piece of equipment, including attachments and shipping charges, costs \$159,368.00. She advised that after the Council's continued review of this equipment and the Town's desire to reduce the environmental impact of its burning process, it would be the recommendation of the Budget and Finance Committee that the Town proceed with the procurement of the Refractory Lined Firebox from Air Burners, Incorporated, and the Committee would also move that the Town Manager be authorized to execute all documents and purchase orders necessary to purchase this equipment. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to approve the purchase of a Refractory Lined Firebox at a cost of \$159,368, and to authorize the Town Manager to execute all documents and purchase orders necessary to purchase this equipment. Mayor Crewe inquired if there was any discussion on the motion. Councilman Hundley thanked Town Manager Sutherland and other Town staff for finding a solution to the burning process. Mayor Crewe inquired if there was 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, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

Councilwoman Taylor, also, reported that during the May 22, 2017, meeting of Town Council, the Council approved an action that provided a Hazardous Duty Supplement under the Virginia Retirement System to the Town's Public Safety personnel. She noted that during the Council's deliberation of this added coverage, there were certain agreements made between the Police and Fire Department and the Town Council. Councilwoman Taylor stated that in terms of the Police Department, it was agreed that the maximum number of sworn officers would be established at 24 and the normal work period for all police personnel, with arrest powers, would be established at 171 hours per 28 consecutive day period. She explained that in a similar situation for the Fire Department, it was agreed that the maximum number of firefighters would be established at six, and, likewise, the normal work period for non-exempt firefighters would be established at 212 hours per 28 consecutive day period. Councilwoman Taylor commented that both of these work periods are the same as established by the Fair Labor Standards Act. She remarked that as in most situations, a change in the number of personnel requires the Town Council's approval. Councilwoman Taylor stated, also, it was agreed that the personnel eligible to receive the Hazardous Duty Supplement would not be eligible to receive the Retiree Benefit Program provided to other Town employees. She noted that later in the meeting, the Council will consider an ordinance, which is an amendment to the Town's Personnel Policy, that will revise these sections of the policy. Councilwoman Taylor advised that it would be the recommendation of the Budget and Finance Committee that this ordinance be adopted on first and final reading, and become effective immediately. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Hundley, reporting for the Public Works Committee, stated that construction has commenced on East Main Street on a \$2.7 million improvement project, which is funded one half by the Virginia Department of Transportation and one half by the Town of Wytheville. He explained that the section of highway between Cassell Road and the interstate will be completely transformed with new curb and gutter, sidewalks, streetlights and extensive landscaping. Councilman Hundley remarked that the median will contain new landscaping, as well as new streetlighting and drainage structures for the project. Councilman Hundley noted that to accommodate the work to be performed on the median, it was necessary to remove the trees in that area, however, new trees will be planted as a part of the project. He commented that East Main Street, when completed, will provide an esthetically pleasing roadway to serve business properties on the east end of Wytheville, as well as leading visitors to the downtown area. Councilman Hundley stated that the Public Works Committee would like to note that the Town is working with Wythe County and The Retail Coach to recruit businesses into the town. He explained that, hopefully, this new section of roadway will help entice these activities to occur. Councilman Hundley advised that there is no action required of the Council at this time, but the Public Works Committee did want citizens to understand what was taking place in this roadway project and the purpose for which it was being performed. He noted that in the long term, the Council thinks that this will be a great benefit to the community.

Councilman Hundley, also, reported that the Public Works Committee is pleased to announce that the Freedom Lane Project, undertaken by the Wytheville Redevelopment and Housing Authority, is near completion. He stated that the concept for this project, which began over two years ago, was a 24-unit housing complex designed to benefit veterans. Councilman Hundley advised that the Town of Wytheville applied for, and received, funding from a Community Development Block Grant in the amount of \$505,625.00, which was used toward the Freedom Lane site development and infrastructure installation. Councilman Hundley expressed that the project located on Peppers Ferry Road is adjacent to the existing Wytheville Redevelopment and Housing Authority Hedgefield site. He noted that the project is very close to completion, and a ribbon cutting ceremony is scheduled for August 16, 2017. Councilman Hundley stated that Governor McAuliffe is scheduled to be the featured speaker at this ceremony. He commented that one of the final remaining actions that needs to be taken by the Council on this project is the official naming of the street and the designated house numbers for the project. Councilman Hundley explained that the Public Works Committee has received a request from the Housing Authority asking that the street into the complex be named "Freedom Lane" and the units be designated with a number range of 101 to 125 Freedom Lane. He advised that the Council thinks that this request is appropriate, and it would be the recommendation of the Public Works Committee that the Council approve the request to name this portion of roadway Freedom Lane and to designate the units within this complex the numbers between 101 and 125. A motion was made by Councilman Hundley and seconded by Councilman Hand to approve the request of the Wytheville Redevelopment and Housing Authority to name the street in the Freedom Lane Housing Project as Freedom Lane and to approve the addresses ranging from 101 to 125 Freedom Lane. Mayor Crewe inquired if there was 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, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: ORDINANCE NO. 1323

Mayor Crewe presented Ordinance No. 1323, 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 amend Section 2. Employment, Subsection 2.10 Hours of Work, and Section 6. Benefits, Subsection 6.4 Retirement Benefits, on first reading. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to adopt Ordinance No. 1323, 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 amend Section 2. Employment, Subsection 2.10 Hours of Work, and Section 6. Benefits, Subsection 6.4 Retirement Benefits, on first and final reading. Mayor Crewe inquired if there was any discussion on the motion to adopt the ordinance on first and final reading. 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, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1323 was adopted on first and final reading. He noted that it is effective immediately.

RE: ORDINANCE NO. 1324

Mayor Crewe presented Ordinance No. 1324, an ordinance amending and reenacting Chapter 2, Administration, Article IV. Town Attorney, by removing Section 2-177. Compensation Generally, and Section 2-178. Reimbursement for Expenses, of the Code of the Town of Wytheville, Virginia, on first reading. A motion was made by Vice-Mayor King and seconded by Councilman Hand to adopt Ordinance No. 1324, an ordinance amending and reenacting Chapter 2, Administration, Article IV. Town Attorney, by removing Section 2-177. Compensation Generally, and Section 2-178. Reimbursement for Expenses, of the Code of the Town of Wytheville, Virginia, on first and final reading. Mayor Crewe inquired if there was any discussion on the motion to adopt the ordinance on first and final reading. There being none, the motion was approved with the following voting results:

FOR: Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

AGAINST: Trenton G. Crewe, Jr.

ABSTENTIONS: None

Mayor Crewe advised that he voted against the ordinance because he does not think the Town needs a fulltime attorney. He noted, however, the ordinance is adopted on a four to one vote. Ordinance No. 1324 was adopted on first and final reading. He noted that it is effective immediately.

RE: PLANNING COMMISSION RECOMMENDATION – PROPOSED ZONING ORDINANCE AMENDMENTS

Mayor Crewe advised the next agenda item is a recommendation from the Planning Commission regarding amending the Zoning Ordinance to include revisions to the definitions of “Automobile Graveyard” and “Junkyard.” He noted that it is necessary to set a public hearing for the proposed Zoning Ordinance amendments. Mayor Crewe stated that the Council has before them a request from Mr. Bill Smith that the item be tabled. He noted that, technically, the recommendation is not before the Council for any action to be taken at this meeting, other than to set a public hearing, therefore, he does not think the Council can table the item because there is nothing to vote about. Mayor Crewe reiterated that the Council is only setting the public hearing at this meeting. He inquired if the Council had any objection to scheduling the public hearing for the August 14, 2017, meeting. There being no objection, it was the consensus of the Council to schedule a public hearing for the August 14, 2017, Town Council meeting at 7:00 p.m., in the Council Chambers, to consider amending the Zoning Ordinance to include revisions to the definitions of “Automobile Graveyard” and “Junkyard.”

RE: WYTHE COUNTY RESCUE SQUAD

Mayor Crewe advised that Mr. Danny Gordon arranged for the new Wythe County Rescue Squad to be at the Municipal Building for the Council’s review following the meeting. He congratulated the Wythe County Rescue Squad for receiving a new squad, and, also, for receiving the funding that made it possible to receive without large expenditures by the Wythe County Rescue Squad.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:15 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

JULY 24, 2017

1. At our last meeting, we discussed that there was potential that under our Brush Disposal Program, we could acquire a piece of equipment that would assist in the disposal of brush collected. It was noted that one of the major problems associated with the program was the burning process that often creates smoke that is objectionable by the citizens. As a result of our research, we have found that there is a piece of equipment available that would eliminate this offensive smoke situation. This piece of equipment, known as a Refractory Lined Firebox, is manufactured by Air Burners, Incorporated, of Palm City, Florida, and is used extensively by various agencies of the Federal government. It has, also, been approved by the Environmental Protection Agency (EPA) and the Department of Environmental Quality (DEQ) for its environmental efficiency. Fire Burners, Incorporated has provided us with information showing that they are a sole source provider of this piece of equipment. This piece of equipment, including attachments and shipping charges, costs \$159,368.00. After our continued review of this equipment and our desire to reduce the environmental impact of our burning process, it would be the recommendation of the Budget and Finance Committee that the Town proceed with the procurement of the Refractory Lined Firebox from Air Burners, Incorporated, and we would also move that the Town Manager be authorized to execute all documents and purchase orders necessary to purchase this equipment.

2. During the May 22, 2017, meeting of Town Council, the Council approved an action that provided a Hazardous Duty Supplement under the Virginia Retirement System to our Public Safety personnel. During our deliberation of this added coverage, there were certain agreements made between the Police and Fire Department and the Town Council. In terms of the Police Department, it was agreed that the maximum number of sworn officers would be established at 24 and the normal work period for all police personnel, with arrest powers, would be established at 171 hours per 28 consecutive day period. In a similar situation for the Fire Department, it was agreed that the maximum number of firefighters would be established at six, and, likewise, the normal work period for non-exempt firefighters would be established at 212 hours per 28 consecutive day period. Both of these work periods are the same as established by the Fair Labor Standards Act. As in most situations, a change in the number of personnel requires the Town Council's approval. Also, it was agreed that the personnel eligible to receive the Hazardous Duty Supplement would not be eligible to receive the Retiree Benefit Program provided to other Town employees. Later in the meeting, the Council will consider an ordinance, which is an amendment to the Town's Personnel Policy, that will revise these sections of the policy. It would be the recommendation of the Budget and Finance Committee that this ordinance be adopted on first and final reading, and become effective immediately.

Jacqueline K. King

Beth A. Taylor

PUBLIC WORKS COMMITTEE REPORT

JULY 24, 2017

1. Construction has commenced on East Main Street on a \$2.7 million improvement project, which is funded one half by the Virginia Department of Transportation and one half by the Town of Wytheville. The section of highway between Cassell Road and the interstate will be completely transformed with new curb and gutter, sidewalks, streetlights and extensive landscaping. The median will contain new landscaping, as well as new streetlighting and drainage structures for the project. To accommodate the work to be performed on the median, it was necessary to remove the trees in that area, however, new trees will be planted as a part of the project. East Main Street, when completed, will provide an esthetically pleasing roadway to serve business properties on the east end of Wytheville, as well as leading visitors to our downtown area. We would like to note that we are working with Wythe County and The Retail Coach to recruit businesses into the town. Hopefully, this new section of roadway will help entice these activities to occur. There is no action required of the Council at this time, but we did want citizens to understand what was taking place in this roadway project and the purpose for which it was being performed. In the long term, we think that this will be a great benefit to our community.
2. We are pleased to announce that the Freedom Lane Project, undertaken by the Wytheville Redevelopment and Housing Authority, is near completion. The concept for this project, which began over two years ago, was a 24-unit housing complex

designed to benefit veterans. The Town of Wytheville applied for, and received, funding from a Community Development Block Grant in the amount of \$505,625.00, which was used toward the Freedom Lane site development and infrastructure installation. The project located on Peppers Ferry Road is adjacent to the existing Wytheville Redevelopment and Housing Authority Hedgefield site. The project is very close to completion, and a ribbon cutting ceremony is scheduled for August 16, 2017. Governor McAuliffe is scheduled to be the featured speaker at this ceremony. One of the final remaining actions that needs to be taken by the Council on this project is the official naming of the street and the designated house numbers for the project. We have received a request from the Housing Authority asking that the street into the complex be named "Freedom Lane" and the units be designated with a number range of 101 to 125 Freedom Lane. We think that this request is appropriate, and it would be the recommendation of the Public Works Committee that we approve the request to name this portion of roadway Freedom Lane and to designate the units within this complex the numbers between 101 and 125.

Thomas F. Hundley

Joseph E. Hand, Jr.