

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JANUARY 14, 2019, AT 7:00 P.M.**

Members present: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Christopher R. Menerick, Becky Grubb, Jeffrey Kyle, Police Officer Chastity Russell

RE: CALL TO ORDER, QUORUM, PLEDGE

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

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of December 10, 2018; the request of Bland County High School for issuance of a Special Exception Facility Use Permit to conduct their After Prom activities at the Wytheville Recreation Center on April 13 and 14, 2019; and, the request of Rural Retreat High School for issuance of a Special Exception Facility Use Permit to conduct their After Prom activities at the Wytheville Recreation Center on April 27 and 28, 2019. Mayor Taylor inquired if there is a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to approve the consent agenda consisting of the minutes of the regular meeting of December 10, 2018; the request of Bland County High School for issuance of a Special Exception Facility Use Permit to conduct their After Prom activities at the Wytheville Recreation Center on April 13 and 14, 2019; and, the request of Rural Retreat High School for issuance of a Special Exception Facility Use Permit to conduct their After Prom activities at the Wytheville Recreation Center on April 27 and 28, 2019, as presented. Mayor Taylor inquired if there was any discussion on the motion to approve the consent agenda, as presented. There being none, the motion was approved with the following voting results: For: Jacqueline K. King, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None. Abstentions: Beth A. Taylor. Mayor Taylor abstained from voting due to her absence from the December 10, 2018, meeting.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that no one indicated on the sign in sheet that they wished to address the Council during Citizens' Period, therefore, she would proceed with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The Council Work Session will be held on Tuesday, January 15, 2019, at 7:00 a.m., in the Council Conference Room.
2. The Council Personnel Committee will meet on Friday, January 18, 2019, at 8:15 a.m., at the Town Shop.
3. The Town of Wytheville Municipal Offices will be closed on Monday, January 21, 2019, in observance of Martin Luther King Day, and all services will be curtailed.
4. The Joint Industrial Development Authority of Wythe County will meet on Thursday, January 24, 2019, at 3:00 p.m., in the Council Chambers.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Vice-Mayor King, reporting for the Budget and Finance Committee, stated that Town Clerk Sherry Corvin recently provided the Council with new standardized guidelines developed by the Library of Virginia with regard to records management. She noted that the State law is very specific on what records should be destroyed and under what timetables, and, also, as to what records should be retained and their associated timetables. Vice-Mayor King explained that there are also standards with regard to where the records are stored and who has access to these materials, as well as regulations as to how the records may be destroyed. She stated that

attached is a draft of the Records Management Policy that the Budget and Finance Committee has reviewed, and the Committee believes that it should be adopted by the Council and implemented immediately. Vice-Mayor King advised that it would be the recommendation of the Budget and Finance Committee that the Council adopt this Records Management Policy and that it be implemented immediately. She stated that the Committee would also recommend that Town Clerk Corvin be appointed as the Records Officer. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to adopt a Records Management Policy and to appoint Town Clerk Sherry Corvin as the Records Officer. Mayor Taylor inquired if there was any discussion on the motion to adopt a Records Management Policy and to appoint Town Clerk Corvin as the Records Officer. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

Vice-Mayor King, also, reported that the Town is a recipient of State and Federal funding, and the Council must provide certain assurances to the State and Federal governments that the Town is complying with various facets of law. She explained that one of the assurances that the Town Council must provide is that the Town endorses the concept of fair housing and calls upon the citizens of Wytheville, along with those in the banking and housing industries, to join and work together in observance of free and equal housing treatment for all. Vice-Mayor King advised that later in the meeting, a resolution will be considered by the Council endorsing these concepts, and it would be the recommendation of the Budget and Finance Committee that it be adopted. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Bloomfield, reporting for the Public Works Committee, stated that the Town's Personnel Policy currently provides that employees can voluntarily donate vacation leave to another employee, who, because of illness or injury, has insufficient leave time to accommodate the situation. He explained that in situations where employees do not have sufficient leave time, it can cause hardships, and that is the reason that this section of the Personnel Policy was created. Councilman Bloomfield remarked that the Council continues to believe that it is beneficial to allow employees to dedicate leave time to assist another employee, who, through no fault of their own, is in a bad situation. He stated that it occurred to the Council that it may be reasonable to allow employees to donate either sick leave or vacation leave for this program. Councilman Bloomfield noted that later in the meeting, the Council will consider an ordinance that would amend the Personnel Policy to allow that an employee can donate either vacation leave or sick leave to another employee. He commented that the Public Works Committee would note that this program is not intended to facilitate employees who unreasonably use their leave time. Councilman Bloomfield advised that when this ordinance is considered, it would be the recommendation of the Public Works Committee that the ordinance be adopted on first and final reading, and that it become effective immediately.

Councilman Bloomfield, also, reported that there were a number of pieces of equipment identified in the current year's budget that have either been ordered or have been placed into service. He expressed that this past week, the Town took the delivery of a new street sweeper. Councilman Bloomfield explained that the Town's old street sweeper was completely worn out, and the new street sweeper will be utilized immediately. He stated that the cost of the new street sweeper was approximately \$252,000. Councilman Bloomfield noted, also, in the current year's budget was the appropriation for the purchase of a new firetruck pumper rescue vehicle. He remarked that the cost of this extensive piece of equipment is \$615,000. Councilman Bloomfield stated that this vehicle has been ordered, and the Town anticipates receiving the piece of equipment within the next 30 days. He commented that the Public Works Committee would also like to note that the Town has ordered, but not yet received, a new backhoe and a new dump truck. Councilman Bloomfield noted that later in the year, the Town will be purchasing a new excavator that will be used in the cemeteries for digging graves, once the Town has received its funding out of the Perpetual Care Fund. He explained that it is important that the Town maintain its equipment, and the Town has a very rigorous maintenance schedule to try to maintain the equipment for as long it possibly can. Councilman Bloomfield advised that there is no additional action required by the Council, but the Committee did think it would be informational for citizens to be aware that this new equipment had been purchased and would be placed into service in the near future. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: ORDINANCE NO. 1352

Mayor Taylor presented Ordinance No. 1352, 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 5. Leaves of Absence, Subsection 5.5 Leave Sharing, Subsection II. Purpose of Policy and Subsection III. Procedures, on first reading. She noted the revisions to this ordinance to the Council members. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to suspend the rules and adopt Ordinance No. 1352, 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 5. Leaves of Absence, Subsection 5.5 Leave Sharing, Subsection II. Purpose of Policy and Subsection III. Procedures, on first and final reading. Mayor Taylor 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: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1352 was adopted on first and final reading.

RE: RESOLUTION – FAIR HOUSING ACT

Mayor Taylor advised the next agenda item is a resolution regarding the Federal Fair Housing Act. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to adopt the annual resolution regarding the Federal Fair Housing Act. Mayor Taylor inquired if there was any discussion on the motion to adopt the Federal Fair Housing Act resolution. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: PUBLIC WORKS

Vice-Mayor King stated that she would like to thank the Public Works Department for the long hours they have been working and for the good job they have been doing during the inclement weather. Discussion ensued regarding how the Public Works Department spread salt, cleared sidewalks, etc.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:09 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk