



**AGENDA**  
**TOWN COUNCIL/PLANNING COMMISSION**  
**TUESDAY JANUARY 9, 2024**  
**INDEPENDENCE, VIRGINIA**  
**6:00 PM**  
**INDEPENDENCE VOLUNTEER FIRE DEPARTMENT**  
**329 DAVIS STREET, INDEPENDENCE, VA 24346**

- Public Hearings
  - Water & Sewer Code - Amending the Water and Sewer Code language to eliminate specific rate charges and make the setting adjusting of such charges at the discretion of Town Council as they see fit from time to Time
  - Town Events – Regarding what events the Town will sponsor during the upcoming fiscal year.
- Call to Order
  - Welcome/Decorum
  - Approval of Agenda, Consent Agenda, Meeting Minutes
- Reports, Presentations or Requests
  - Independence Fire Department Updated - Gary Hash, Chief
- Old Business
  - Police Department Roof – Capital Request – Town Manager
- New Business
  - Approval 2024 Fire Department Officers
  - Adopt Ordinance Changing Water and Sewer Connection Fees
  - Adoption of 2024 Water and Sewer Connection Fees
  - 2025 Town Events
- Town Staff Report
  - Town Manager – Introduction of New Reporting Format
  - Town Clerk/Treasurer
  - Police Report
  - Utility Directors Report
  - Special Events Report
- Town Manager’s Report
  - 2023 Town Review – Power Point Presentation
  - Programs, Projects and Updates
- Mayor’s Report
- Town Attorney’s Report
- Committee Updates

- Personnel Committee – Councilman Cassell
  - Finance Committee – Councilman Meier
  - Infrastructure – Councilman Cassell
  - Community Development Committee - Councilwoman Marshall
  - Informational Items
  - Community Matters – Registered Speakers and Public Comment
  - Closed Session
    - Personnel
    - Litigation
    - Contract Negotiation
    - Economic Development
  
  - Adjourn
- 

**-Meeting Decorum-**

**All official meetings are to be observed by the following decorum:**

- Behavior during all official meetings shall be consistent with the behavior exercised in any court or legislative room found within the Commonwealth of Virginia; and,
- There shall be no outbursts, heckling or other forms of disrespectful behavior by any individuals present within these chambers; and,
- Persons wishing to speak shall do so respectfully and in accordance with the applicable Rules of Procedures and/or at the specific direction of the presiding official; and,
- Out of respect for the official business being conducted, for those conducting the official business and for those present for same purpose, there shall be no private conversations taking place in the audience or other forms of distractive behavior or nuisance; and
- Please turn off cell phones and other such devices before entering the meeting room.



**TOWN OF INDEPENDENCE  
REGULAR SCHEDULED COUNCIL MEETING  
TUESDAY DECEMBER 12, 2023  
INDEPENDENCE, VIRGINIA  
6:00 PM  
INDEPENDENCE VOLUNTEER FIRE DEPARTMENT  
329 DAVIS STREET, INDEPENDENCE, VA 24348**

**COUNCIL MEMBERS PRESENT:** Mayor Ronald Sexton, Vice Mayor Jim Meier, Jason Cassell, Buddy Halsey, Mark Miller, Joan Collins, and Kit Marshall.

**COUNCIL MEMBERS ABSENT:** None.

**TOWN STAFF PRESENT:** Laura Ratcliffe, Town Manager, Roger Brooks, Town Attorney, Matthew Adams, Police Chief, Kim Farmer, Town Clerk, Terry Osborne, Public Works Director, and Mary Ann Halsey, Special Events Coordinator.

**CITIZENS & GUESTS:** Michelle Pridgen, Independence Farmer's Market, Amelia Bland Waller, Jennifer Snow, Tom Simpson, and Anita Simpson.

- Public Hearings
  - Public Hearing for Town Code. (minutes attached)
- Call to Order
  - Welcome/Decorum-Mayor Sexton called the meeting to order this 12<sup>th</sup> day of December 2023, and declared a quorum present.
  - Approval of Agenda, Consent Agenda, Meeting Minutes-Mayor Sexton asked for approval as presented. Town Manager Laura Ratcliffe stated there was an amendment to the agenda for new business. This is to update the water/sewer connection fees. **VICE MAYOR JIM MEIER made a motion to approve the agenda with the amendment, consent agenda and meeting minutes as presented. COUNCILMAN JASON CASSELL seconded; motion carried with all ayes.**
- Reports, Presentations or Requests
  - Michelle Pridgen, Independence Farmer's Market, and Grayson Land Care. Presented council with a handout which showed the progress the businesses had made. Ms. Pridgen stated the Farmer's Market started in 2007 by Carol Lungdred along with Taphane Valinkus. In 2013 Farmer's Market hired Ms. Pridgen. Since then, they have added other community projects including a permaculture garden at the Church of the Good Shepherd, Food Independence, the Free Market, and the garden at the elementary school.
  - Tom Simpson, Food Independence, stated that the idea came when his great nieces and nephews were getting laid off during the pandemic. Mr. Simpson stated that there was more of a need in the community than anticipated when the program started. The program has over 60 volunteers. The program also works with the Police and Department of Social Services to provide emergency boxes if there is a need. In 2020 they gave out under 100 boxes. In April 2023 there were 441 boxes given out right after SNAP benefits were taken away. The month of December 2023 they are anticipating giving away 450 boxes. On average

in 2023 the program gave out 375 boxes per month. Mr. Simpson stated that the program has done great with volunteers and the program is in good financial status. The Town has been very helpful with getting funding for the refrigerators through a grant in the amount of \$150,000. The Independence Police Department helped with traffic control. Mr. Simpson stated that him and his wife are getting older and are looking at options for others to take over the program.

- Amelia Bland Waller stated her agency handed out hot chocolate at the Christmas Parade. At the event Mrs. Bland Waller asked people to put on a board what a need was in the community. Mrs. Bland Waller stated that one need was the feral cat issues in Town. The main places the cats are in Town are Aunt Bea's, Elliott Place, and Hilltop. Mary Ellen Rhudy with the humane society can get help rounding up the animals. They did a program in Buchanan County in which 200 animals were done. Mrs. Bland Waller's son is a veterinarian in Smith County, and he can give input for this. The program will be at a low cost to spay and neuter the cats. Mrs. Bland Waller stated she would get in touch with Town Manager Laura Ratcliffe if the program goes through. Councilwoman Joan Collins stated that advertising the project would be good.

- Old Business

- Town Code Adoption Ordinance Approval (Roger Brooks, Town Attorney):
  - Mr. Brooks stated that at the end of every year there is a semiannual code update with an amendment to the traffic section, which Town Attorney Brooks presented. **COUNCILMAN BUDDY HALSEY made a motion to approve the amendment to the Town Code as presented by Town Attorney Roger Brooks. COUNCILMAN JASON CASSELL seconded, motion carried with all ayes.** Town Attorney Roger Brooks also stated that American Legal did a Town Code recodification on March 10, 2020. Town council has not taken official action on accepting the recodification. Since then there are a few things the Town Council has adopted that will need to be updated in the new Town Code. **COUNCILMAN JASON CASSELL made a motion to accept the Town Code recodification with the amendments as presented. COUNCILMAN BUDDY HALSEY seconded; motion carried with all ayes.** Town Manager Ratcliffe stated that part of the recodification was to get the Town Code online. Town Manager Ratcliffe hopes to get finalized in the next couple of weeks.
- Town Council Committee Responsibilities (Town Manager Laura Ratcliffe):
  - Town Manager Ratcliffe provided a list committee members and committee responsibilities.
- Virginia Outdoor Foundation Grant (Councilwoman Kit Marshall and Councilwoman Joan Collins):
  - Councilwoman Kit Marshall stated that at the October Council meeting council discussed the grant for the Town Park. Councilwoman Kit Marshall stated she went to Asheville, NC and noticed how well persevered the Town was. Councilwoman Kit Marshall stated that the grant is an opportunity for the Town to be preserved for the future. Councilwoman Joan Collins stated that one of the stipulations for the grant was to preserve one acre of land to have a green space in Town. Councilwoman Collins stated this stipulation would be a waste to give up the \$65,000 for the grant to landscape the Town Park. **COUNCILWOMAN KIT MARSHALL made a motion to move forward with accepting the Virginia Outdoor Foundation Grant as presented. COUNCILWOMAN JOAN COLLINS seconded; COUNCILMAN BUDDY HALSEY AND VICE MAYOR JIM MEIER voted no.** Town Attorney Roger Brooks stated that the grant would require a deed. **Mayor Ronald Sexton asked for a roll call vote:**
    - Councilwoman Kit Marshall aye
    - Councilwoman Joan Collins aye
    - Councilman Mark Miller aye
    - Councilman Buddy Halsey no
    - Councilman Jason Cassell aye
    - Vice Mayor Jim Meier no
  - Mayor Sexton stated vote carried with the majority of ayes.

- New Business

- Capital Improvements-Roof Repairs (Town Manager Ratcliffe):
  - Sawyer Roofing replaced the roof at the Town Hall, Wastewater Building, and Cassell Well. Town Manager Ratcliffe asked them to look at the Public Works Building, the Police Department Building, and the other well houses. Town Manager Ratcliffe stated the roofer said there was a significant problem at the Police Department due to the roof not being taken all the way to the edge. The water was coming in especially at the side close to the funeral home. The screws need to be replaced at the Public Works building. That building is metal and does not have any guttering or down spouts. Town Manager Ratcliffe stated one way to pay for the roof upgrades would be to take the budgeted money for the pole barn at the public works shop to use toward the roof repairs. The public works crew has done an amazing job at cleaning up the shop and getting a majority of the items inside the shop. Council agreed to use the \$40,000 budgeted for the pole barn to go toward the Public Works roof repairs and asked Town Manager Ratcliffe to get other repair options for the Police Department before making their decision on that building.
- Water/Sewer fees (Town Manager Ratcliffe):
  - Town Manager Ratcliffe presented a recommendation to amend the Water and Sewer connection fees as the current fee structure is over five years old and does not cover current costs. Councilman Buddy Halsey asked what the process was for updating the fees. Town Attorney Roger Brooks stated that a public hearing would need to be held to make code changes. Councilman Buddy Halsey asked what the commercial fees were? Town Manager Ratcliffe stated there was not one yet. Public Works Director Terry Osborne stated the cost for commercial would be higher due to bigger equipment. Town Manager Ratcliffe recommending having a public hearing at the January meeting to make the appropriate code change. **COUNCILMAN JASON CASSELL made a motion to hold public hearing at January meeting for water/sewer fees updates. COUNCILMAN BUDDY HALSEY seconded; motion carried with all ayes.**

Town Staff Report

- Town Clerk/Treasurer (Kim Farmer)
  - Town Clerk, Kim Farmer, stated that tax bills were sent out.
- Police Report (Chief Matthew Adams)
  - Chief Adams stated that his written report was included in council packets. Chief Adams stated the new police car was in service. The reserve on the Eco Sport on Gov Deals has not been met yet. The Police Department spent 14 hours at the intersection of 58/21 the only issue was people not using the crosswalk.
- Utility Directors Report- (Terry Osborne)
  - Utility Director Terry Osborne stated that there was trouble at the WWTP with the digester. Bogg's pulled the pumps both were stopped up one was bad. The communication for Pioneer was changed to US Cellular instead of using radios. Project Manager Osborne stated that he received a cyber attack alert however the Town's system was not affected. One of 20 test were completed at the water plant which consist of 8 hours per test. Project Manager Terry Osborne completed a 30 hour OSHA class.
- Special Events Report- (Mary Ann Halsey):
  - The Christmas parade and Tree Lighting was good. Special Events Coordinator Mary Ann is looking forward to 2024 events.
- Town Manager's Report- (Laura Ratcliffe):
  - Programs, Projects, and Updates
    - Community Development Committee met after finance committee regarding the Town Park. The committee requested a variance from VDOT to not have to move the HWY21 entrance. VDOT granted the request with the stipulation that the site would not be used for public parking. The only vehicular traffic would be Farmer's Market/Festival vendors and the Town employees for maintenanc. The Committee is working on getting the site where it is usable. Town Manager Ratcliffe spoke with Hurt & Proffitt regarding

doing a simple grading plan with no electrical and using the current sediment trap as part of the drainage. Town Manager Ratcliffe spoke with Project Manager Terry Osborne regarding putting in frost free spigot at the front to have some form of water on the site. In order to take this approach, we would have to have a survey of the current site done so that the engineers could do an updated grading plan. The estimated cost of the work was \$5,000 and should be done by the end of January. . Town Council needs to make a decision on the Rural Development money to be used toward this project. If council decides to use the money, the project will need to be rebid. If council does not want to use the RD money, they need to decide that at sometime in the future. Mayor Ronald Sexton asked for a motion. **COUNCILWOMAN JOAN COLLINS made a motion to authorize Town Manager Laura Ratcliffe to move forward with the new proposed plans for the Town Park and to send the money back to Rural Development. COUNCILWOMAN KIT MARSHALL seconded; motion carried with all eyes.**

- Hugh Chatham Family Health is closing December 29<sup>th</sup>.
- The state of Virginia has created a VA250 Committee. Grayson County Tourism has asked Town Manager Laura Ratcliffe to be on the committee.

- Mayor's Report

- Mayor Sexton stated that the last of the Town tours was done yesterday, which were the Town Hall and Police Department. Mayor Sexton stated tours would be done next year too.
- Mayor Sexton stated that he was supposed to attend a meeting in Wise County to discuss homelessness in the area. It was rescheduled due to the weather.
- Mayor Sexton recommended holding a public hearing in January to discuss festivals and other events for the Town.
- Independence Cares has been active for 15 years. It originally started out with a toy/coat drive. The program is to help people throughout the county. The funding for this year has been down due to not being able to do fund raisers. The program was not able to help all the kids this year. A fund raiser for the raffle of a kayak is in the works.

- Town Attorney's Report:

- Town Attorney Roger Brooks nothing for open session.

- Committee Updates

- Town Park Special Committee – Councilwoman Collins-Council approved to get the new planters starting at the 1908. Councilwoman Kit Marshall got in touch with the company that are going to make these for the Town. It will be next spring before they will be placed.
- Personnel Committee – Councilman Cassell nothing for open session.
- Finance Committee – Vice Mayor Meier- wants to see graphical charts for the Town.
- Sewer Committee – Councilman Halsey-Nothing to report.
- Water Committee - Councilman Halsey-Nothing to report.
- Beautification Committee – Councilwoman Collins already reported.
- Traffic and Safety Committee-Councilwoman Collins stated nothing else besides meeting with VDOT regarding concern with people crossing at the intersection of 58/21.
- Streets, Sidewalks, and Lights Committee – Councilman Miller nothing to report on.
- Broadband Special Committee – Councilman Halsey nothing to report on.

- Community Matters – Registered Speakers and Public Comment-

- None.
- Town Manager Ratcliffe stated that the Town looks nice at night with the Christmas decoration and lights up.
- Councilman Jason Cassell stated that several years ago the Town helped pay for the sign at the High School. As part of the agreement the Town could use the sign. Councilman Cassell stated it would be a good way to get things out to the public. Special Events Coordinator Mary Ann Halsey stated she had used it several times. She stated she spoke with Will Anders who handles the sign.

- Closed Session
  - Personnel
  - Litigation
  - Contract Negotiation
  - Economic Development

**COUNCILMAN JASON CASSELL made a motion for Council to go into closed session citing VAFOIA Section 2.2-3711, to discuss personnel and contract negotiation asking the Town Attorney Roger Brooks and Town Manager Laura Ratcliffe to stay. COUNCILMAN MARK MILLER seconded; motion carried with all ayes.**

**Councilman Jason Cassell made a motion for Council to go into open session citing VAFOIA Section 2.2-3712 that only matters in closed session were convened for and permitted under was discussed. Mayor Sexton asked for a roll call vote:**

**Jim Meier-I So Certify  
 Buddy Halsey-I So Certify  
 Mark Miller -I So Certify**

**Jason Cassell-I So Certify  
 Joan Collins-I So Certify  
 Kit Marshall-I So Certify**

No other business, Mayor Sexton adjourned the meeting.

- Adjourn

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**-Meeting Decorum-**

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**Town of Independence, VA**

**To: Mayor Sexton and Town Council**

**From: Laura Ratcliffe, Town Manager**

**Date: December 12, 2023**

**RE: Water and Sewer Connection Fees**

**Situation:** Current water and sewer connection fees do not cover the cost of the Town’s labor and materials to perform the work and need to be changed. Additionally, an out-of-town sewer amount needs to be established.

**Background:** Current in-town water connection fee is \$950 and sewer is \$250. Out of town water is \$1425, there is no out of town sewer, and out of town/VCWA is \$2925. These rates have not changed in over 5 years and are not current with today’s pricing.

**Assessment:** A “regular” connection project takes 6-8 hours and involves three public works employees, materials and equipment. This does not include projects that involve boring or hauling materials. Below is a summary of costs for each type of project:

Water Materials	\$1125.00
Labor (6 hrs)	\$ 360.00
Equipment (6 hrs)	\$ 490.00
<b>Total Water</b>	<b>\$1975.00</b>

Sewer Materials	\$100.00
Labor (6 hrs)	\$360.00
Equipment (6 hrs)	\$490.00
<b>Total Sewer</b>	<b>\$950.00</b>

**Recommendation:** Town Council should increase the water and sewer connection fees immediately to the following rates:

<b>In Town Water</b>	<b>\$1975.00</b>
<b>In Town Sewer</b>	<b>\$ 950.00</b>
<b>Out of Town Water</b>	<b>\$2375.00</b>
<b>Out of Town Sewer</b>	<b>\$1150.00</b>
<b>Out of Town Water/VCWA</b>	<b>\$3875.00</b>

The above rates do not include projects that includes boring, material hauling or other complicating factors. In those situations, the connection fee will be higher to cover those costs.





# Trended Data January 2024



# Finance

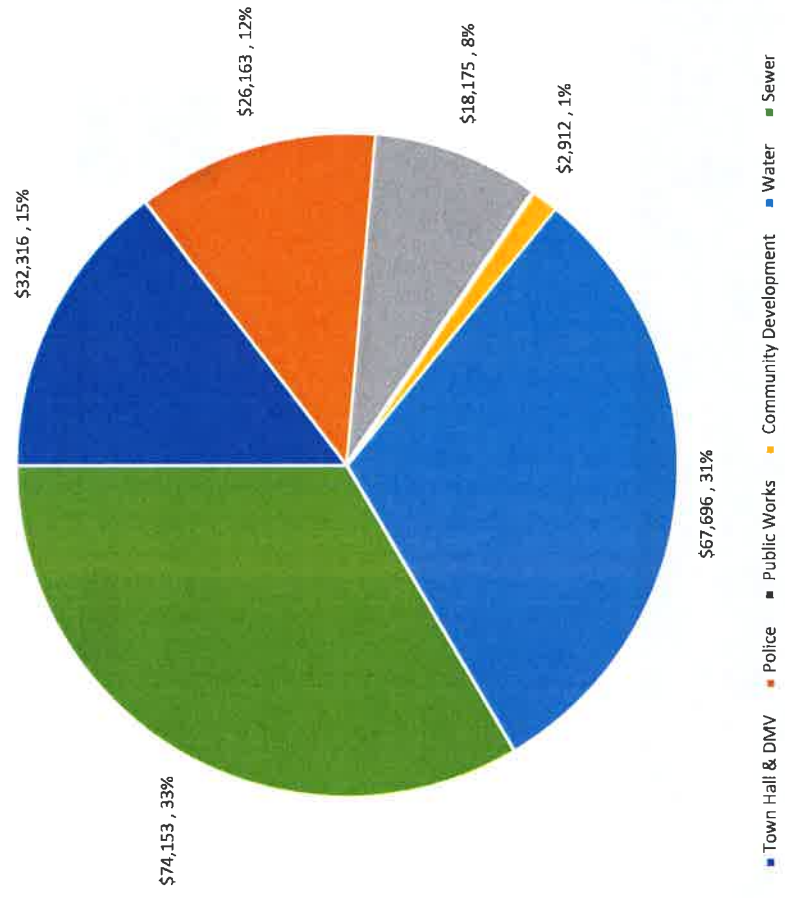


# December 2023 Expenses



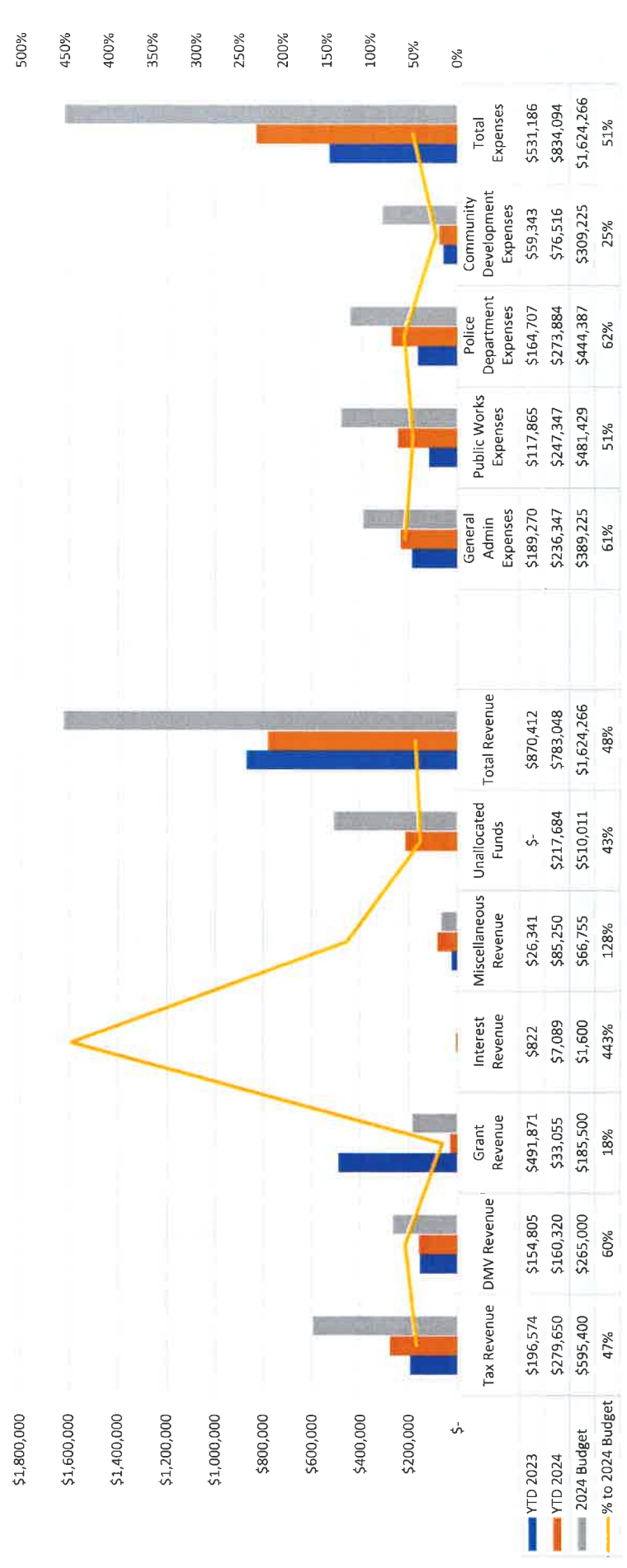


# December 2023 Expenses by Department



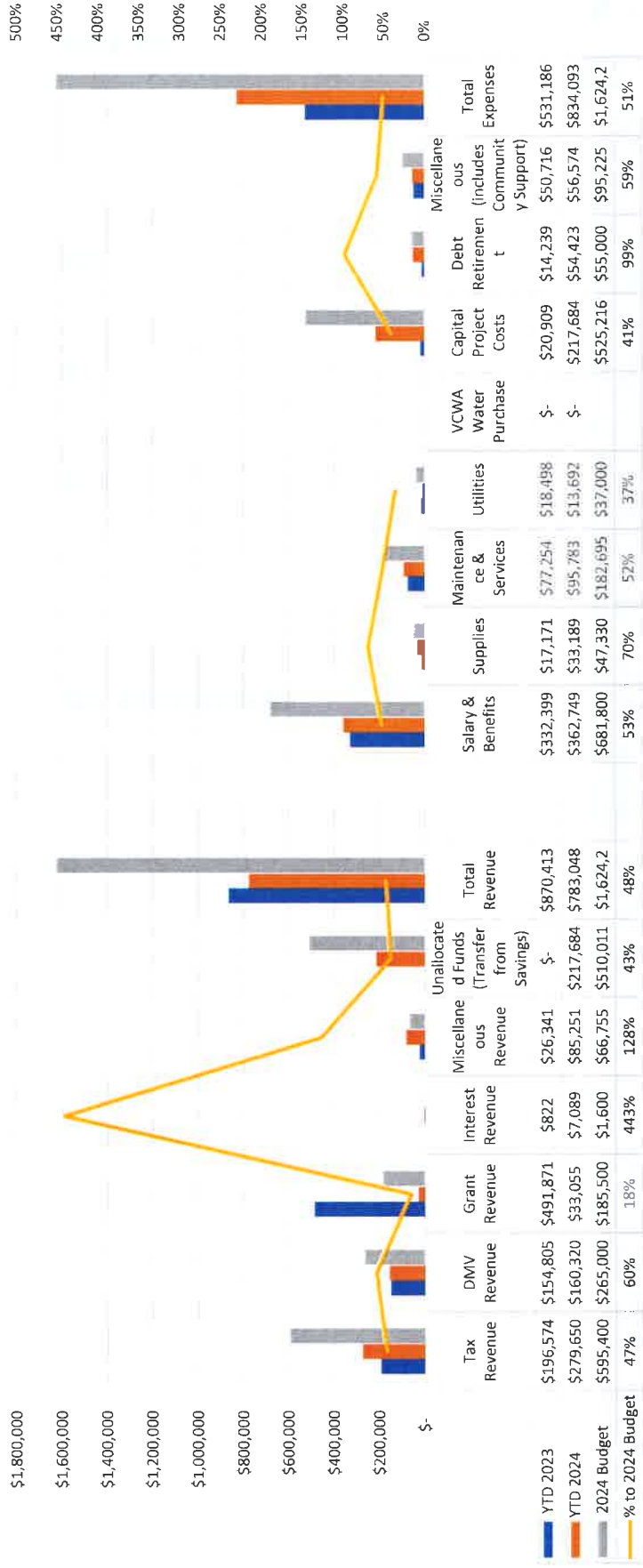


# General Administration





# General Administration

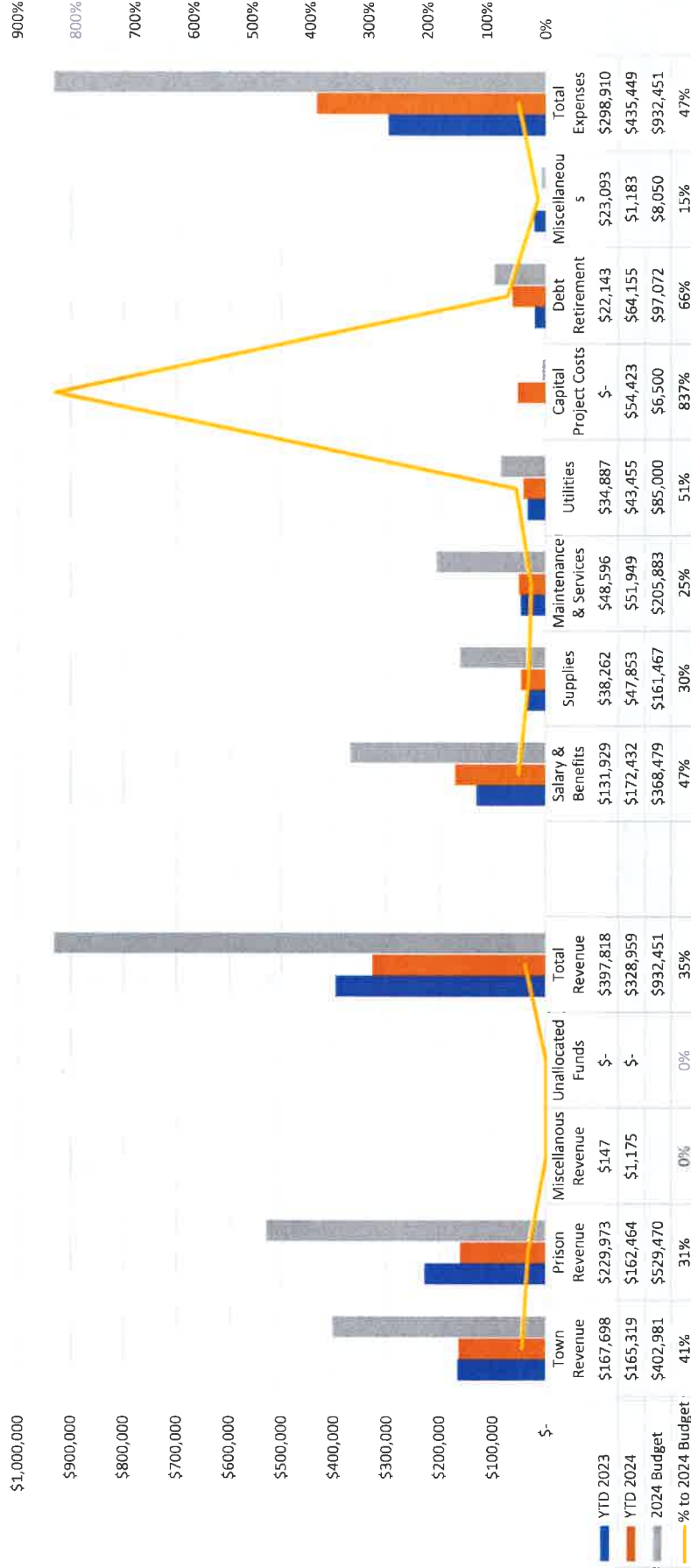




# Water



# Sewer



# 18 Month - Revenue and Expenses by Fund



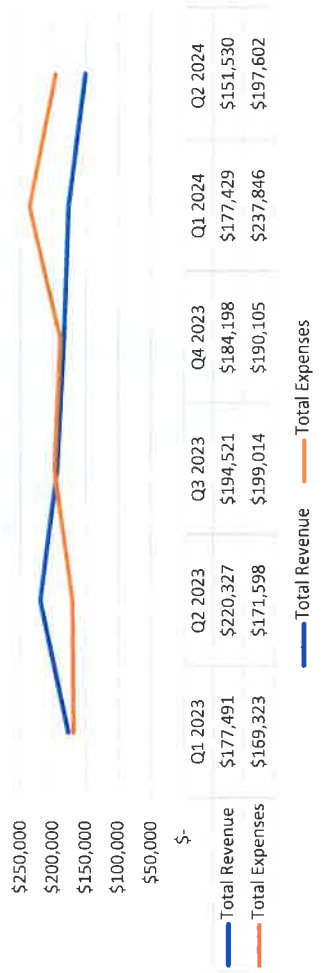
General Administration Fund



Water Fund



Sewer Fund





# Police Department



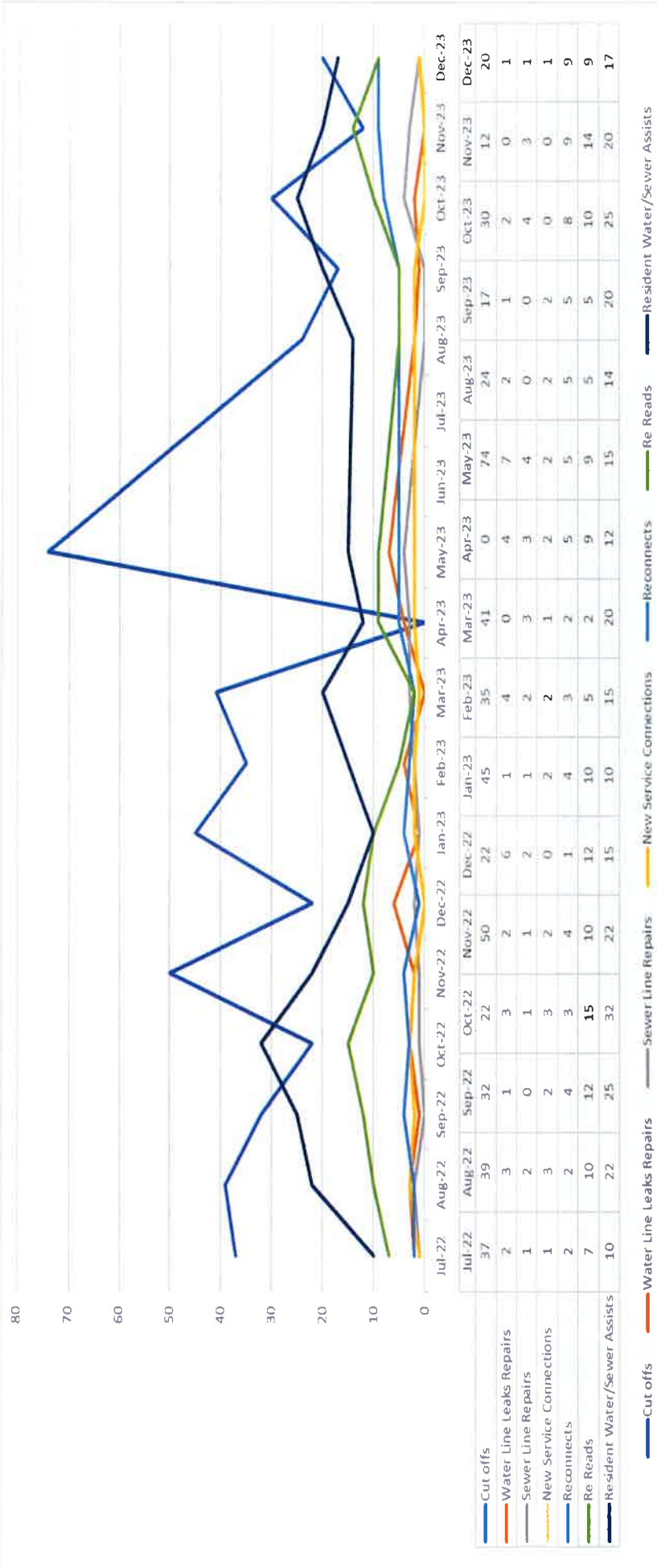


## Public Works





# Public Works Service Data



# Water Usage

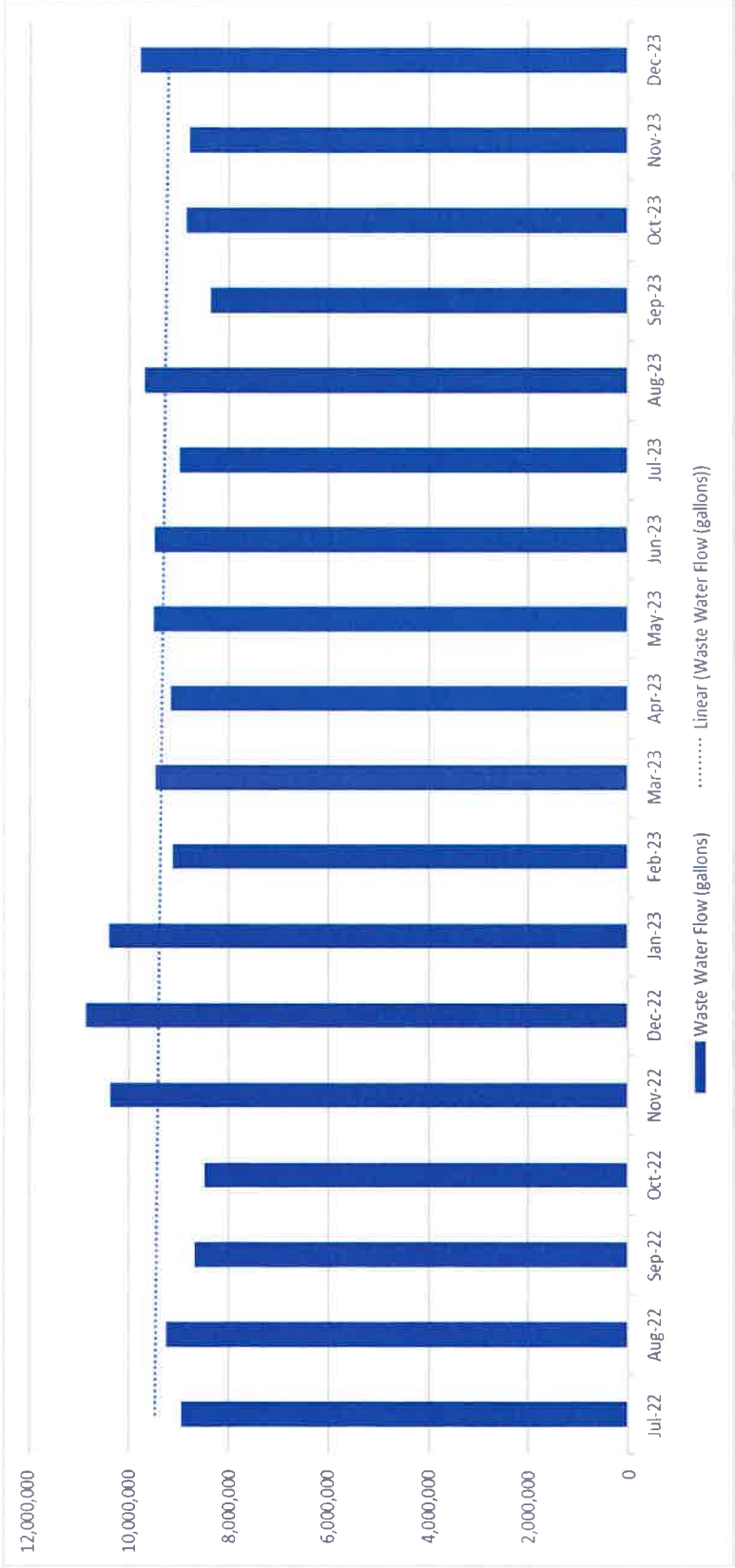


Note: December 2023 data not included as billing process not complete at 1/4/2024. Updated version will be provided.





# Sewer Volumes





**INDEPENDENCE POLICE DEPARTMENT  
MONTHLY PATROL SHIFT STAT SHEET**

**DATE: December 1 2023\_ TO: December 31 2023\_\_**

<b>ARREST</b>	<b>TOTAL</b>	<b>INVESTIGATION</b>	<b>TOTAL</b>	<b>ROUTINE</b>	<b>TOTAL</b>	<b>SPECIAL DUTY</b>	<b>TOTAL</b>
DOMESTIC		MISDEMEANOR	8	B & E FOUND		WORK OTHER	1
DRUNK IN PUBLIC		FELONY		OPEN BUILDING FOUND	1	PRISONER TRANS.	
DRUG		TRAFFIC ACCIDENT	2	FUNERALS	7	COURT ON DUTY	3
GAME		FOLLOW UP	22	PRISONER		COURT OFF DUTY	
LARCENY	1	CLOSED	1	DMV NOTICE	1	INSTRUCTION	3
B & E		PROPERTY RECOVERED		OPEN BUSINESS CHECK	152	TRAINING	1
SHOP LIFTING		INFO ONLY	40	CLOSED BUSINESS CHECK	267	ECO/TDO TRANSPORT	
DEST/VAND		REC STOLEN VEHICLE		CHURCH CHECK	34	SPECIAL EVENTS	6
WEAPONS CHARGE		JUV INVESTIGATED	1	PAPER SERVICE	2	COUNCIL MEETING	1
OTHER ARREST	1	INVESTIGATION @ SCHOOL	1	HOUSE CHECK	1	COMMUNITY SERVICE	3
ASSAULT				DIRECTIVE PATROL	202	SAFETY TALKS	
POSS ALCOHOL				ASSIST OTHER LAW ENFORCMENT	16	STREET LIGHTS	7
DUI	1			B / A TEST	1	ROAD SIGNS	1
DUID				OPEN BANK CHECK	39	TOWN CODE	
REFUSAL				MOTORIST ASSIST	6	ASSIST PUBLIC WORKS	6
RECKLESS DRIVING	1			WARRANT SERVICE	3	ASSIST IVRS/IVFD	8
DRIVE SUSPENDED		SHIFTS	50	CALLS FOR SERVICE	98	SCHOOL TRAFFIC	21
ELUDING POLICE				SUBSTANCE SEIZURE			
ASSAULT ON POLICE		Adams	17	ECO/LE ECO		Called Out	1
JUVENILE ARREST		Shaffner	2	TDO			
		Mullins	14	EPO			
TRAFFIC SUMMONS	8	Watson	4	VEHICLE/SEARCH	1		
MILES DRIVEN	3090	Miller	2	TRANSPORT ORDER	1		
		Holderfield	11	CHILD SEAT INSTALLED			
				PBT/FIELD SOB TEST COND	1		
				TRAILER INSPECTION			
				Vehicle Unlock	6		





**Town of Independence, VA**

**To: Mayor Sexton and Town Council**

**From: Laura Ratcliffe, Town Manager**

**Date: January 2, 2024**

**RE: Manager's Report**

**Following is a summary of the status of various projects and other activities since the last update in December 2023:**

**1) Personnel**

- a. **Retirement** – We honored Billy Cornett at lunch on December 14<sup>th</sup>. As a reminder, Billy's last day as a full-time employee was December 31<sup>st</sup>; however, he will continue to work for us on a part-time as needed basis.
- b. **Upcoming activities** – We will start the annual review process by the end of January. Additionally, I will perform the annual pay grade review in February.

**2) Finance/General Administration**

- a. **Audit** – The audit should be presented next month. Our auditors are behind and could not meet the January reporting date. We have provided all requested information.
- b. **Grants** – No new grants were applied for or received during December.
- c. **FOIA** – There were no FOIA requests in December
- d. **Trended Data** – Your packet includes a new reporting packet which I developed to help you see the trends in our operations. This packet includes financial and public works data. The police trended data is in development and will be provided in the February packet.
- e. **Real & Personal Property Tax Billing Dates** – As of the writing of this memo, we have received approximately 35% of the budgeted real property tax revenue and 25% of the budgeted personal property tax revenue. This is a slower pay rate than last year when tax bills were due March 5<sup>th</sup>. Several town residents have suggested changing the due date to the spring may be better for all residents. I recommend the Finance Committee consider this during their review of the taxation code.
- f. **Meals Tax** – We've implanted a new tracking system to quickly identify which restaurants have paid their monthly meals tax. Additionally, we are now sending notices

of unpaid taxes. At this time, we have two restaurants/food trucks who are not current on their meals tax.

- g. **Department of Corrections Contract Audit** – I submitted the audit for the 2023 year in November and reviewed with our contact at the DOC in mid- December. They are agreeable with the format and content. The 2023 audit resulted in \$15,704 due to the Town. I will submit the 2022 audit by mid- January. The net of the two audited periods will be the amount owed to or due from the DOC.
- h. **Utility Billing Surveys** – We finished the survey process on December 31, 2023. Approximately 10% of customers participated in the survey with the following results:

	Yes	No	No Answer	Total
Receiving bill via email	31	23	5	59
Online bill pay	39	17	3	59
Auto draft	31	26	2	59
As of 12/31/23				

We’ll begin discussions with our software vendor to understand how to enable the bill email and auto draft options and their recommendations for online bill pay providers. Our goal will be to implement these services by the end of the fiscal year, June 30<sup>th</sup>.

### 3) Infrastructure

- a. **Penn Court** – Closeout is still pending.
- b. **Sewer I & I** – Project will bid in January after the bond closing. Bond closing is expected to occur in February 2024. We have a concern that the funds raised by the bond will not be enough to complete the project. We were not successful in our grant application to MRPDC for additional project funds. If this happens, a decision will have to be made to move forward with the project or scale the scope of the project back.
- c. **Lead & Copper Assessment** – No updates since the last report. We are awaiting a project manager to be assigned to our project by the State.
- d. **Roof Projects** – As discussed at Town Council in December, the police department roof needs repairs. The quote presented in December was to install new membrane and other repairs and would be warranted work. The contractor has provided two additional options:
  - i. **GacoFlex S42 and Mule hide 150** – Cover the existing EPDM and cut/patch along side the eaves and up the walls. \$24,000
    - 1. **This option deals with the cold and weather better and would/should stop more leaks around the main interior of the membrane**
  - ii. TPO and spray adhesive on eaves with termination bar going up the walls. \$19,600

Both options would be non-warranted work but are suggested to last 5-7 years.

The quote to for replacement is \$33,000.

At the last meeting, Town Council voted to use the \$40,000 approved for the new public works building to make the \$17,200 repairs to the current Public Works building, leaving us with \$22,800 in the capital budget. The well house repairs will have to come out of operations as they do not meet capital definition.

- e. **Public Works Reports** – Beginning this month, the report is graphical and includes historical data.

4) **Community Development**

- a. **Town Park** –As directed at the last Town Council meeting, I approved Hurt and Proffit to move forward with the survey and revised plan. The survey work was completed before Christmas and the revised plans should be completed by mid- January. This is ahead of the original time frame provided. After reviewing the revised plans, we'll determine how much of the work can be completed in house by Public Works and what will need to be outsourced.
- b. **Economic Development Authority** – The EDA did not meet in December due to weather. The EDA will meet on January 30<sup>th</sup> to finalize a new grant program.
- c. **Mass Communication** – The Town's Everbridge Mass Communication site is enabled and configured. All Town Council and Town employees have been added and we are testing the system. We need to continue to collect and load resident and business data to the site; however, we plan to go live with the site by the end of March.

**Reminders:**

**COIA training and disclosures required by February 1<sup>st</sup> for certain board members.**

**Upcoming Meetings and Events:**

1. Businessowners Meeting – January 11<sup>th</sup> @4pm
2. VCWA Board Meeting – January 11<sup>th</sup> @10 am
3. Infrastructure Committee – January 16<sup>th</sup> @ 6pm
4. EDA Meeting – January 30 @ 6 pm
5. Town Council Meeting – February 13<sup>th</sup> @ 6pm
6. Community Development Committee – February 20<sup>th</sup> – Time & Place TBD

**Upcoming Town Closures:**

1. Monday, January 15<sup>th</sup> – Martin Luther King Day
2. Monday, February 19<sup>th</sup> – Washington's Day

