

**TOWN OF ELKTON
TOWN COUNCIL RETREAT
APRIL 3, 2023
4:30 p.m.**

The Elkton Town Council Retreat was held on April 3, 2023, at 4:30 p.m., at EAUS located at 15386 Old Spotswood Trail, Elkton, Virginia, with Mayor Joshua J. Gooden presiding.

Present: Mayor Joshua J. Gooden, Vice-Mayor Phillip Workman II, Council Member Jan Hensley, Council Member Virginia Fulginiti, Council Member Rachel Michael, Council Member Aaron Napotnik, and Council Member Louis Heidel.

Also Present: Town Manager Greg Lunsford, Chief of Police Dave Harris, Sergeant Mike King, Public Works Director Gaither Hurt, Economic & Community Development Director Delores Hammer, Town Treasurer Donna Curry, and Clerk of Council Denise Monger.

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Mayor Gooden opened the meeting and the clerk was asked to call the roll.

Mayor Gooden recessed the meeting to hold a public hearing. At the conclusion of the hearing, he reconvened into the retreat. Upon agreement of Council, the action item would be placed on the agenda before the architectural presentations.

ACTION ITEM

Recommendation by the Elkton Planning Commission to deny a request for a special exception permit from Sean Gorman for short-term rentals at 252 Kensington Drive, Elkton

Council member Hensley moved, seconded by Council member Fuginiti, and carried to approve the request.

It was clarified that the motion was to approve the special exception permit, not the recommendation made by the Planning Commission.

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, and A. Napotnik

NAYS: None

ABSTENTION: L. Heidel

VOTE: (5 – 0 roll call with 1 abstention) Motion carried

PRESENTATION

Proposals from architects for police department relocation

Three architectural firms made presentations regarding the new police station. They were as follows:

John R. Mather, AIA, President, and Rebecca Penrod, Director of Marketing and Business Director from Mather Architects, 37 Paul Street, Harrisonburg, Virginia 22801.

Pennie Zinn Garber, President, Principal Architect, and Jonathan F. Garber, Vice-president, Principal Engineer from Lineage Architects, PC, 98 Lee Highway, Verona, Virginia 24482.

Mike Wittig, Senior Project Leader, Architect, and Welby Lehman, Senior Project Leader from Blueline, 126 W. Bruce Street, Suite 102, Harrisonburg, Virginia 22801.

COUNCIL PLANNING SESSION

Change Committee Name

Council member Fulginiti moved, seconded by Council member Michael, and carried to change the Community Center and Recreation Committee name to Parks and Recreation Committee.

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Items from Vice-Mayor Workman

1. Water
2. Storm water
3. Farmer's Market
4. Police station
5. Reorganization of community center
6. Pham Chopra owned properties

Mr. Lunsford would contact the Town of Timberville regarding the actions they took regarding blight and vacant properties.

Brief discussions took place as follows:

- Step-by-step process for Town projects
- Next step for farmer's market would be to receive bids
- Need architect firm to be at the project during the build process
- Town would choose an employee to be an on-site supervisor for project
- Review the advertisement to see if scope of design was listed

Accept bids for the new police station project

Council member Michael moved, seconded by Council member Fulginiti, and carried to accept bids for the new police station project.

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Drinking Water

- VDH Office of Drinking Water performed their annual drinking water inspection which included a review of the Town's meter readings and audit numbers from producing wells which determined the amount of water loss to the Town.
- In 2010 an engineering firm provided the Town a drinking water proposal. At that time, the project estimate was just over \$5 million. In 2023, the same project cost was over \$8 million.
- Water issues had been a problem for the Town for many years.
- Mr. Lunsford submitted applications for the project to VDH and USDA for assistance with the project cost.

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- Additional engineering information was required for USDA which would cost the Town another six figures.
- The proposed tower would be located near the in-ground tank on campground road. The Town would need to purchase additional land around the tower to comply with regulations.
- An environmental study was required due to the number of endangered animal species in the area.

Storm water

- The Town had drawings/plans from 2006 regarding the downtown triangle flooding area.
- The scope of the project changed with the addition of the farmer's market such as site grading and paving.
- Engineering firm updated the drawings/plans and recently surveyed the area.

Farmer's Market

- Topography survey being prepared in order to review the storm water issues.
- Site work plans would be the next step for the market project.
- Project not expected to be completed in time for Autumn Days.
- Formal ARPA project list to be voted on in the future.

New Police station

- Town could advertise for the architect bid at any time, then next step would be the construction bid.
- Estimate about three months once the bid was awarded to allow time for measurements, reviews, inspections, etc...
- The County's fire and rescue project estimated time for completion was about one and a half year. They would not move their equipment out of the Town's building until project was finished.
- Inner agency office would be included in the new police station.

General

- A policy was needed on contacting the Town Attorney. Also, if one Council member was updated on an issue, the attorney needed to copy all Council members.
- New appliances were needed at the community center.
- New visual and sound system needed for the Council chambers in the community center.
- Request to be informed on issues/matters in real time and not after the fact; issues that were impactful to the Town.
- Suggestion the Town Manager send out a report/informational summary every two weeks to Council.
- Police department updates.
- Seven candidates qualified for the EACC Director vacancy.
- Special Council Meeting scheduled for April 13, 2023 at 4:00 p.m. at Town Hall for interviews of at least three candidates.
- Compile a list of code amendments that needed to be changed and send to Town clerk.
- Drinking water project estimated cost \$8 million; maybe half could be funded by grants.
- Over \$16 million in debt for the Town after the drinking water project.

- Utility rates for the Town were extremely low, especially water. The proposal for the new budget year was a 16% increase to water user rates, an 8% sewer user rate increase.
- Purchase power increased \$700,000 for the Town and electric rates would also need to be increased.
- First FY24 budget proposal to be given to Council on April 17 would include substantial utility rate increases.
- Discussion that out-of-town rates need to be higher than what Town citizens pay and a re-definition of categories should be reviewed.
- Five or ten year rate increase plan needed.
- No new connections for anyone out of Town.
- Town provided same call-out services for out-of-town customers as in-town customers, but in-town citizens pay the bills for those services.
- Plans for street lights, sidewalks, etc... Needs to be planned for new annexed areas.
- Town water lines were too small and overextended.
- Previous Koogler project discussed which the Town denied at the time due to capacity issues at the plant.
- Study would be done on the Town's utilities.
- Out-of-town utility increases would be included in the budget.

CLOSED SESSION

Council member Hensley moved, seconded by Vice-Mayor Workman, and carried that council go from Regular Session in to Closed Session pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body" and pursuant to Virginia Code 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

OPEN SESSION/MOTION TO CERTIFY CLOSED MEETING

Vice-Mayor Workman moved, seconded by Council member Napotnik, that Council go from Closed Session back into Regular Session and Council certify pursuant to Virginia Code § 2.2-3712(D), that to the best of each member's knowledge, as recognized by each Council member's knowledge, as recognized by each Council member's affirmative vote, that only such business matters lawfully exempted from Open Meeting requirements under Virginia Code § 2.2-3711, as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of the Town Council.

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Approve amended boundary line agreement

Vice-Mayor Workman moved, seconded by Council member Hensley, and carried to approve the agreement to change the boundary line for the Town of Elkton as amended.

It was determined that the Monger Hill Subdivision and the Millbank/River Road section would not be included in the agreement.

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

Approve agricultural lease

Council member Heidel moved, seconded by Council member Fulginiti, and carried approve the agricultural lease for the eighteen (18) acres +/- adjacent to the Town's wastewater treatment plant.

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Solicit proposals for Town legal services

Council member Napotnik moved, seconded by Council member Heidel, and carried to solicit proposals for Town legal services.

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Motion to adjourn

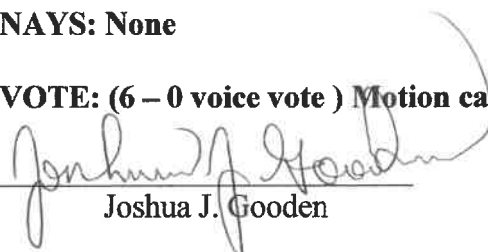
Vice-Mayor Workman moved, seconded by Council member Heidel, and carried to adjourn the meeting.

YEAS: J. Hensley, V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Mayor:


Joshua J. Gooden

Recorder:


Denise R. Monger, Clerk