

TOWN OF ELKTON



VIRGINIA

Elkton Town Council

Town Community Meeting

EAUS – 15384 Old Spotswood Trail - Elkton, VA 22827

March 4, 2024 – 5:30 p.m.

Unless otherwise indicated or unless relocated by the Council, agenda items will be taken in order. The Council reserves the right to remove, add, and/or relocate agenda items as necessary. Public Hearings will begin promptly at the advertised time.

1. CALL TO ORDER – ROLL CALL
2. ADOPTION OF AGENDA
3. UNFINISHED BUSINESS
 - a. WW Associates proposal for design of drinking water lines
 - b. Zach Elder, Director of Massanutten Regional Library, to give update on the library and a proposal for an outdoor story time space
4. NEW BUSINESS
 - a. Recommendation to approve Lambert Cleaning for EACC
5. PROJECTS UPDATE
6. 24/25 BUDGET PREPARATION
 - a. Budget schedule
7. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 4, 2024

SUBJECT/TOPIC: Adoption of Agenda

BACKGROUND: Council may add items to the agenda.

ACTION REQUESTED:

- Information Only
- Action Item
- Discussion
- Public Hearing
- Reports
- Closed Session

FINANCIAL IMPACT:

- Budgeted: YES
- Amount: N/A
- Budget Line Item: N/A
- NO
- No Financial Impact

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council adopt the Agenda as presented.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 4, 2024

SUBJECT/TOPIC: WW Associates proposal for design of drinking water lines

BACKGROUND: Town Manager to discuss.

ACTION REQUESTED:


- Information Only
- Discussion
- Reports
- Action Item
- Public Hearing
- Closed Session

FINANCIAL IMPACT:

- Budgeted: YES
- NO
- No Financial Impact
- Amount: N/A
- Budget Line Item: N/A

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STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: Proposal

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February 12, 2024

Mr. Greg Lunsford
Town Manager
Town of Elkton
173 West Spotswood Avenue
Elkton VA 22827

Ref: Engineering Services Fee Proposal – Water Distribution Improvements Design Phase Services

Dear Mr. Lunsford:

We are pleased to submit this engineering fee proposal for the design of the following improvements in accordance with the Preliminary Engineering Report prepared for the Town's water improvement project. Estimated construction cost for these waterline improvements at this facility is approximately \$ 2,700,000. A summary of these waterline improvements are as follows:

- Water Street – 3,270 feet of 12 inch diameter piping
- Rockingham and Jackson Street – 6,188 feet of 12 inch diameter piping
- Route 33 – 6,550 feet of 12 inch diameter piping

We propose to provide field survey and design phase services for these waterline improvements. The design will be submitted for review and approval by the Town. Our proposal also includes progress meetings with the Town and other stakeholders as needed.

We also propose to provide construction specifications and bidding documents suitable for public bidding. In addition, we will provide a final construction cost estimate for the project. We will submit the design of the tank project to the Virginia Department of Health for review and approval. We will also submit plans to VDOT for review and approval. Design will include plan and profile sheets, utility details, and erosion and sediment control.

We propose to provide design engineering services for a lump sum fee of \$ 250,000. We anticipate a design phase schedule of 180 days for this project, which will allow for bidding this project in 2024.

P.O. Box 4119 ▪ Lynchburg, VA 24502 ▪ (434) 316-6080
968 Olympia Drive, Suite 1 ▪ Charlottesville, VA 22911 ▪ (434) 984-2700
Lynchburg ▪ Charlottesville

This proposal is based on the following considerations:

1. It is anticipated that these waterline improvements will be in roadway right of way, which will not require plats. Plats will be prepared, however, for waterline routing and access easements from Route 33 to the new storage tank.
2. Wetland and stream delineations, archaeological resources, and other onsite environmental studies are not included in this proposal.
3. Stormwater management plans are not included in this proposal.
4. Roadway improvements are not included in this proposal.
5. This proposal does not include construction phase services. We will offer construction phase services following the design of this project upon the request of the Town.

Invoicing for this project will be monthly based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the invoice is issued by WW Associates, Inc.

We are available to proceed upon execution of this proposal. Should this proposal be deemed acceptable, please sign below and forward an executed copy to this office. Your signature will be considered our Notice to Proceed.

Sincerely,

WW Associates, Inc.



Herbert F. White, III, P.E.
President

Greg Lunsford
Town Manager
Town of Elkton

Date



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 4, 2024

SUBJECT/TOPIC: Zach Elder, Director of Massanutten Regional Library, to give update on the library and a proposal for an outdoor story time space

BACKGROUND: Town Manager to discuss.

ACTION REQUESTED:

- Information Only
- Discussion
- Reports
- Action Item
- Public Hearing
- Closed Session

FINANCIAL IMPACT:

- Budgeted: YES
- NO
- No Financial Impact
- Amount: N/A
- Budget Line Item: N/A

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STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: Fact Sheet

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Library Fact Sheet

Mission, Vision, and Values

Mission: Massanutten Regional Library is an engaged community partner providing programs and services that bring people together, foster creativity, and encourage lifelong learning.

Vision: To be the welcoming heart of our community where all come to learn, discover, create, and connect.

MRL Values:

- Being a warm, welcoming, and safe space for community members to gather.
- Being actively engaged in the life of the community.
- Committing to robust outreach programming that serves underserved populations.
- Pursuing innovative partnerships that extend MRL resources.
- Employing a collaborative, creative, and enthusiastic staff committed to outstanding customer service and responsiveness.
- Ensuring ready, equal, and equitable access to a comprehensive and balanced collection of materials, programs, and technology.
- Protecting confidentiality of library patron records.
- Championing everyone's right to intellectual freedom.

2023 Highlights

- Growing usage of Online Resources, especially Learning Express, BrainFuse JobNow and VetNow products. Multiple online resources provide tutoring and educational support to students within Harrisonburg, Rockingham and Page County Schools and homeschool populations.
- New online resources: FinancialFit, providing financial literacy information; Kanopy, providing video streaming of hundreds of films and series as well as children's educational entertainment content through Kanopy Kids.
- Automated renewals for items without holds, improving convenience for patrons.
- Summer Reading: Adults and teens read nearly 13,000 books and children recorded nearly 1.3 million minutes of reading—helping to combat “summer slide” amongst our students. This was the highest number of adult participation.
- Elkton programs: Novel-Tea Book Club (adults--monthly), Fantastic Family Fun (weekly), and afterschool Lego Club and Crafty Kids (monthly).

Annual Statistics

- Marked increases across the board from the last fiscal year.
- Over 705,000 items circulated systemwide; an increase of 17.8% systemwide; 29.9% at Elkton.
- Door count: systemwide increase of 43,702; to 218000; Elkton increased 32% to 6906, thanks to the great efforts of Beth Hildebrand.
- Computer use: systemwide 9802, increase of 17%; Elkton also increased 29%.

- Program participants nearly doubled systemwide from 22845 to 44283. This is partially due to an increase in programs, from 1272 to 2064.

Current MRL Funding

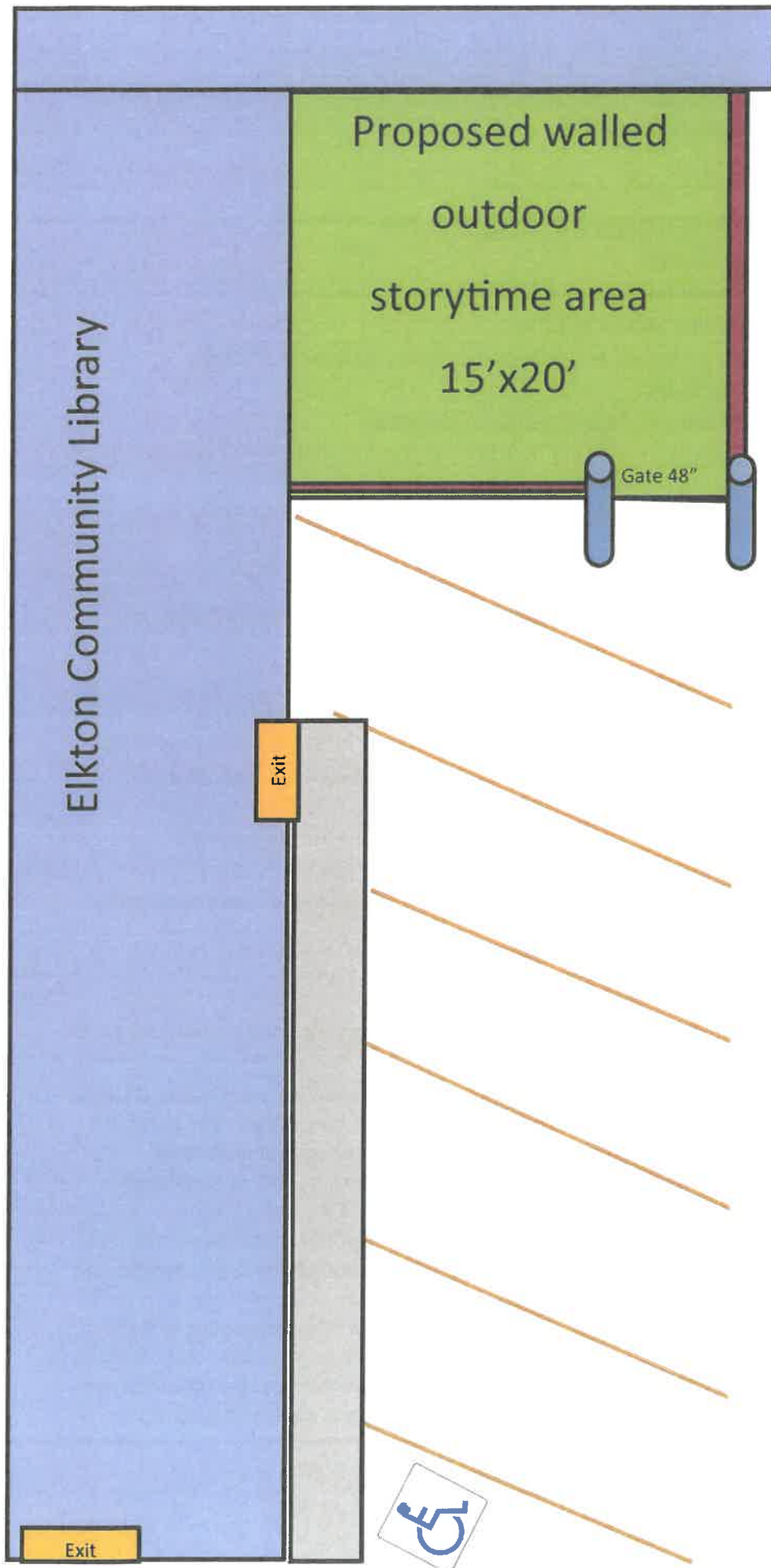
- 1) Per-capita library investment by total government expenditure
 - Median in VA: \$25.01 (FY2022)
 - Rockbridge Regional Library (Lexington): \$35.39
 - Montgomery-Floyd Regional Library: \$21.01
 - **MRL: \$12.25* (FY2022); ranked 92 out of 94 public library systems in FY2022).**
 - In terms of governmental funding,
*all figures come from Library of Virginia Bibliostat reporting.
- 2) As a non-profit entity, we have to provide our own infrastructure such as payroll processing, accounting and auditing, human resources, marketing, and information technology.

With additional funding, MRL can:

- Retain and recruit dedicated staff
- Increase outreach to underserved populations and have a dedicated outreach staff and vehicle(s)
- Expand operating hours to serve public needs
- Market and communicate our services
- Renew/refresh our spaces to welcome and accommodate the diverse needs of our patrons
- Study/consider the addition of a library branch in the Penn Laird community, on either current land holding or another location
- Meet the growing demand for technology, e-books and online resources that our community requests
 - Average cost of an e-book license for a library is \$53; average e-audio book is \$70. Most licenses last 24 months

Community Surveys

- 1,571 responses, not including those who attended in-person community input meetings. 65 responses from the Elkton zip code.
- Operating hours: 35% stated that current operating hours do not meet their needs. Of those who responded to reasons why they have not used the library, 60% stated, "the hours are not convenient for me." The highest number of comments (166) suggest expanding Saturday hours at Central; another 97 mentioned "weekend" hours, and 76 mentioned hours were inconvenient for workers or working families;
- Additional services/collections: many commented that they wanted a broader selection of e-books and online resources; 80 mentioned increasing the e-book budget, and another 25 mentioned Hoopla or other e-content providers.
 - a. This is a challenge, as the cost of these items continues rising, outpacing inflation. While a hardback book might cost us \$20-25, an e-book license might cost \$80-100, and an e-audiobook license \$120-150. Typically, these would be for 2-year licenses only. In some cases, we are only allowed to purchase one electronic copy of the item.



Walls: brick or stone, 4 to 5 feet high; one gate, opens inward, with lock. Area will not impede alley traffic. We will not lose any marked parking spaces. No above- or below-ground utilities affected. Inside flooring will be covered with artificial grass turf and furnished with seating and planter boxes. Mural to be painted on inner walls. Steel bollards at corner will ensure safety of users from traffic.

Alley

Terrace Ave.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 4, 2024

SUBJECT/TOPIC: Recommendation to approve Lambert Cleaning for EACC

BACKGROUND: RFQ was published in the Daily News Record on February 14, 2024 and February 21, 2024. A recommendation was made from the estimates received.

ACTION REQUESTED:

- Information Only
- Action Item
- Discussion
- Public Hearing
- Reports
- Closed Session

FINANCIAL IMPACT:

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STAFF RECOMMENDATION: That Council accept the agreement from Lambert Cleaning for the EACC.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

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TOWN OF ELKTON REQUEST FOR QUOTES FOR JANITORIAL SERVICES

The Town of Elkton is accepting quotes for Janitorial Services for a one (1) year contract beginning March 4, 2024 for the cleaning of the Elkton Town Hall, located at 173 W. Spotswood Avenue, Elkton, Virginia and the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia. This Request for Quotations (RFQ) is to identify the most suitable organization to manage the Town departments, services, and their cleaning needs. Please visit our website at www.elktonva.gov for a full list of the services request. Quotations should be submitted via email to dhammer@townofelkton.com by 12:00 pm on Monday, February 26, 2024.

2/14, 2/21

FY25 BUDGET SCHEDULE

MARCH 4, 2024: Town Council Community Meeting/Budget Worksession

- Pre-budget discussion and ARPA review

APRIL 1, 2024: Council Worksession:

- Presentation of the Town Manager's recommended FY25 Budget

APRIL 15, 2024: Council Meeting

- Council Final Review of FY25 Budget for advertisement

APRIL 16, 2024: Advertisement

- Clerk of Council advertises proposed Utility Rate increases

APRIL 24, 2024: Advertisement

- Clerk of Council advertises the proposed FY25 Budget and proposed Utility Rate increases (2nd time)

MAY 6, 2024: Council Worksession:

- Public hearings for the proposed FY25 Budget and Utility Rate increases

MAY 20, 2024: Council Meeting

- Town Council adopts and appropriates the FY25 Budget and approves the FY25 Utility Rate increases

