



Minutes of Council Meeting  
Work Session  
Buchanan, VA

April 7, 2022

Present: Mayor Craig Bryant  
Vice-Mayor Chris Witt  
Councilmember James Manspile  
Councilmember Chris Petty  
Councilmember Marlon Rickman

Mayor Craig Bryant opened the April 7, 2022 Council work session at 7:00 p.m. Mayor Craig Bryant requested Town Manager Susan McCulloch take roll call to establish a Quorum. Town Manager McCulloch took roll. With all Council members present, a quorum was established.

Next on the agenda was to amend the agenda to remove item H: Southview Maintenance Agreement. Town Manager McCulloch requested the amendment because the agreement has not been returned from Town Attorney Puvak's office. Mayor Bryant made a motion to amend the agenda with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the agenda was amended with a vote of 5 – 0.

Next on the Agenda was Discussion of a Request for Council to set the 2023 Civil War History Weekend (April 28-30, 2023). Town Manager McCulloch stated that one of the challenges with planning this event this year was that there was no definite event date set, so it could not be promoted. Town Manager McCulloch requested that Council set the same weekend next year as this year barring any major events, April 28-30 2023. This will help market next year's event at this year's event in a few weeks. All Councilmembers agreed. Councilmember Manspile asked Town Manager McCulloch to have a Resolution drawn up for the next Council Meeting. Vice Mayor Witt stated he would like to have the entire special events calendar ready a year in advance. Town Manager McCulloch stated that would be great. Vice Mayor Witt stated that way we could promote all of them. Mayor Bryant stated that is a good idea. Town Manager McCulloch stated that is a good goal. Vice Mayor Witt asked if it is possible to do the special events calendar for 2023. Town Manager McCulloch stated that the hardest part is hammering down the dates, but a draft without the budget amounts can be done.

Next on the Agenda was the Veteran's Banner Program Update. Town Manager McCulloch stated that she reached out to Dominion Power to find out what the cost would be for engineering and the inspector. Mr. Boblett proposes that Town pay for it since the permits would be in Town's name. The

permit would list all the poles. There are approximately 50 poles on the Dominion side of Main Street. A rough estimate to inspect the poles, review the collected data, and evaluate the sustainability of each pole to hold a banner would be between \$2,000.00 and \$2,400.00. That is \$40.00 to \$48.00 per banner. This does not include any engineering design for pole replacements or upgrades needed to attach the banners. It would be strictly to evaluate. Town Manager McCulloch stated that there could be more costs down the road. Mr. Boblett has been informed of her findings. Town Manager McCulloch stated that Mr. Boblett has started to fill out the permit application. Town Staff time has not been included in the cost of this project. Councilmember Manspile stated that if Town starts doing the engineering study and all, we have talked about upgrading our Christmas lights, maybe we can do both at the same time. Town Manager McCulloch stated that would probably double the price because it is 2 projects. Councilmember Manspile stated that it won't hurt to ask. Town Manager McCulloch stated that as part of the master planning, the electrical lines may be buried. A whole different light pole would be installed as an upgrade. That is something that may need to be considered. These banners will be suitable for the Dominion poles only, not to any new poles that may come. Vice Mayor Witt stated they had a really good Planning and Zoning Commission meeting. Vice Mayor Witt asked that since these are veteran banners, are there any federal or private grants available to help fund this project? Town Manager McCulloch stated that she is not sure. She has not checked into it. Usually, banner programs are considered advertising. It could be part of a branding program for downtown. That has been done with CDBG money, but that features the logo of Town. That is not a veteran topic it would be the community itself. Mayor Bryant stated that Councilmember Manspile has brought up a valid point. The other thing we have looked at is the flag placement on the poles and that project. There is concern about the longevity of that project. Mayor Bryant asked if this should be done as part of the master planning process. We need to start thinking about what we want this corridor to look like instead of working on singular projects. Vice Mayor Witt stated that was part of the comprehensive plan that Planning and Zoning Commission started before I was on the Planning and Zoning Commission. Vice Mayor Witt stated that Town Manager McCulloch identified that it is great that Town has a comprehensive plan, that is your broad net. Town needs a master plan to hone in on things. David Hill from Hill Studios came to the Planning and Zoning commission to discuss master plans. Vice Mayor Witt stated that Mr. Hill discussed 4 different master plans. Town Manager McCulloch stated that Mr. Hill stated that you should start with your downtown. She said that is your living room. You want your downtown to look nice. Then you work out to the neighborhoods. That is low hanging fruit for grant money. As you build upon the success of the downtown area, you can expand with VHDA neighborhood planning grants, which will turn into grant money for each neighborhood. Then VDOT money can tie in with the other funds to bury the poles, the corridors, the wayfinding, gateways and trails. Vice Mayor Witt stated that although Mr. Hill works internationally, he gave a great presentation of small communities and river towns, Roanoke, the signs and sidewalk projects in Fincastle, and small towns in southwest Virginia. Vice Mayor Witt stated that potentially, doing a corridor project, being able to go through and rip up the sidewalks, doing a sewer line project at the same time, put in new sidewalks, and decorative light posts are a possibility. Everyone on the Planning and Zoning commission is in the mind set of laying those bricks or pavers down. It will be designed the way we want it. I think everyone on the Planning Commission wants to be able to do this. Councilmember Petty stated asked with that being said, is that something we can talk to Mr. Boblett about postponing the banner project if we are going to make these changes? Town Manager McCulloch stated that she would recommend it personally because he may be upset if we change it and he has to go back and change everything.

Especially if he has to go back to donors and ask them to donate for another banner. Mayor Bryant stated that there are several things that need to be put together for a large project along with this. We all support veterans and their efforts, but the decision making of this group needs to be as best as we can make it for all the factors to come to fruition. Councilmember Petty stated that he would hate to see the money be wasted. Councilmember Manspile asked if Mr. Boblett has a count of how many banners. If push comes to shove, could you put them all on the Verizon side. Put 2 banners per pole, one street side and one sidewalk side. Verizon is much easier to work with than Dominion. Councilmember Petty stated that would get rid of the fees on the Dominion side. Town Manager McCulloch stated that Mr. Boblett did not mention any fees on the Verizon/ Shentel side. Mr. Boblett is able to work with Verizon/ Shentel directly to install banners. Vice Mayor Witt stated that he thinks that would be a happy medium. This is what we have going on, this is the very beginning of the project, Verizon has already given us the green light, let's put them on the telephone side. Council and Planning Commission will keep this in mind when it comes to the master plan with the corridor coming through here. We support this and want to do this, but we don't want to spend the money when we know that there will potentially be massive changes in the next 2 to 3 years. Vice Mayor Witt stated that the banners do not have to be just between the bridge and Groendyk. They can go from Town limit sign to Town limit sign. Mayor Bryant stated that Council needs to get more information about doing the banners on the Verizon/Shentel side. Councilmember Petty asked if Town Manager McCulloch would speak to Mr. Boblett about focusing on the Verizon/Shentel side. Town Manager McCulloch stated that she would speak to Mr. Boblett. Vice Mayor Witt stated that regarding the flags, by having the banners on one side of the street, Town could display flags on the other side of the street. Councilmember Manspile stated that is how it was done years ago. Everything was on one side of the street. Councilmember Manspile stated that Verizon has always been easier to deal with than Dominion.

Next on the agenda was the fire department roof quotes. Town Manager McCulloch stated that she and Mayor Bryant had met with Jason Ferguson about a month ago to discuss the warehouse space, needs for the fire department, and the carnival money. It was suggested that the building that the fire department uses will be consistent. The Town will be in charge of maintenance and insurance. The County will not have to worry about adding it to their inventory and maintaining it. The suggestion is that all future carnival monies are used for the building itself. Town Manager McCulloch stated that she has toured the building. There is a lot of damage from the roof leaking. The burning request from the Buchanan Fire Chief as well as Jason Ferguson is to fix the roof and the cupola, and fix the gutters and down spouts. The fire department got three quotes for fixing the roof and gutters. The best quote is for \$17,107.00 for the roof, and to replace the gutters and down spouts for \$1,118.00. This is proposed to be the carnival allocation from last year (2021). The delay from their first request was because Ray submitted one quote to Jason Ferguson and left soon after. They only supplied 1 quote for the 3 items, and we heard nothing after that. Town approached them about using the funds for the building because that will serve both fire and EMS. Vice Mayor Witt asked if they had said what the cause of the leaks were. Town Manager McCulloch stated that it is the cupola. It was because it had vinyl siding covering it instead of getting repaired and having the wood replaced. The rain would leak through the vinyl siding and down. They originally thought it was a bathroom and stopped using it, but it was the roof. It is leaking towards the electric box. Councilmember Manspile stated that the cupola holds the siren. Town Manager McCulloch stated that removing the cupola does not include removing the siren. That was not quoted because it is cheaper to repair the cupola than replace it. Councilmember Petty stated that he cannot remember anything being done to that building. Councilmember Manspile stated

that the roof was re-shingled close to 30 years ago. The flat roof was done several times. Vice Mayor Witt asked if this is the working siren. Town Manager McCulloch stated she thought it was a tornado siren. Councilmember Petty stated that it was off and on for a while. Mayor Bryant stated that it has been disconnected because of the damage, citizen complaints about it going off at night, and with today's technology, and the electronic notifications it isn't necessary. Vice Mayor Witt asked if the cupola is still required? If that is the cause of the leaks, maybe it should be removed. Town Manager McCulloch stated it would be repaired, it would have a new roof. Vice Mayor Witt stated it would still be a hole in the roof. Councilmember Manspile stated that there would be a crane involved to remove the siren, it is a big siren. Councilmember Petty stated that is a huge siren. The supports and structure are not small either. Mayor Bryant stated that he would support repairing the roof and cupola appropriately. That is part of our community image, and the firehouse and cupola should be repaired. Councilmember Petty stated that it would look odd without the cupola. Mayor Bryant stated that the cupola is part of the image of the building. We own the building and it is our job to maintain it. Councilmember Manspile stated that some things have slipped through the cracks since 2012. That building has not been set up for 24-hour staff. Having staff there 24 hours requires more maintenance than volunteer staff. Town Manager McCulloch asked if Council wanted to add the alternate for the gutters and downspouts? Council agreed to that. Vice Mayor Witt requested that Town do diligence to use companies that operate in Town. Town Manager McCulloch stated that Jason Ferguson probably used procurement to get his bids but she would ask him. Vice Mayor Witt stated there is a new roofing company, and an established siding and guttering company. Since we will be signing the checks, we should at least give them the opportunity to bid on the project. Councilmember Manspile stated that some of these companies are the power hitters on the list. Mayor Bryant asked what are the next steps for this process. Town Manager McCulloch stated that there could be a resolution ready for Monday. Then, if local companies had not been asked, we can rebid the job. Vice Mayor Witt stated that if it was available to local companies, put it on the docket. If it wasn't offered to local companies, it needs to be revisited. Town Manager McCulloch stated she would find out before Monday. Councilmember Manspile stated that the County being bigger probably got the better price than what we could get in Town. Vice Mayor Witt stated that he is surprised by how low the quote is. He is just saying the local companies should have the opportunity to bid. Councilmember Manspile stated that if Town waits to long, this company could pull their bid and rebid again, giving a price increase. The bid was given March 10, how long is this quote guaranteed? This is almost a month old. Mayor Bryant stated that it needs to be double checked. It can be ready to go on Monday if need be. Councilmember Manspile stated that he prefers single source pricing. He prefers that it stays that way so that there is one place to contact with everything instead of several different contractors doing the job. Vice Mayor Witt stated that there are multiple contractors doing different parts of the job. There are 3 different quotes. The guttering was bid separately from the roof. Mayor Bryant asked if Town Manager McCulloch would contact Jason Ferguson. Town Manager McCulloch stated she had just texted Mr. Ferguson and that he may respond by the end of the meeting.

Next on the agenda was ARPA update and projects. Town Manager McCulloch stated that there are ideas to repair and replace the pump to do the Water Street lift station overhaul. We have purchased the new jetter. The Main Street piece was about the Groendyk building, LES has almost finished the lights at the wastewater treatment plant. More grant programs have been released since we originally received the ARPA money. We are asking SERCAP to find a PER to run water and sewer to exit 162. That was something Council wanted to explore. SERCAP will pay for that instead of the Town. There is

another SERCAP grant application to fund a PER for the drawings for the Groendyk development. Town Manager McCulloch stated that she met with John Simmons and Doug Hudgins from CHA on Monday. Doug had some ideas. One is to go straight across the street from Groendyk down to Lowe Street and hook onto the 8-inch sewer line. That would be the quickest way to get it to a line that has capacity. He will explore that and will have options if we cannot acquire an easement from the church. It can also hook Williams Lane onto it and cap it off at the Doctors Office because the pipe is going uphill from Groendyk to the doctor's office. This way would take it down hill to Lowe Street. Williams Lane could be tied in because the pipe is crushed underground. Public Works went back there today. There was still an issue. It had been fixed. The pipe had bent and had to be fixed. It is not leaking anymore. A lot of the water was from jetting the line. Town Manager McCulloch stated that there is a new loan or grant. Depending on our demographics, we don't want to get a loan; we want a grant for the clean water funds. The Health Department contacted us and asked us to apply. Mr. Hess who used to work in Lisa Bailey's place had some suggestions, but Mr. Manspile and Joe Morris had some suggestions as well. They meshed. Mr. Hudgins from CHA is going to see what will score the highest in the ask. We want to write a winning grant application, so the needs we have replacing well one that is ancient are met. Councilmember Manspile stated that it would be a new well house. The upgrade that was done was to put a small tank outside the pumphouse. All the old infrastructure is still there. It wouldn't affect the well itself. It would improve the well house, the pump house, we have a hard time keeping heat in there. Town Manager McCulloch stated that we have to keep moving the generators to keep the heat going. Security is also a priority with the way things are going around the country. Mayor Bryant agreed. Councilmember Manspile stated that the 8-inch line on Lowe Street is not very deep. The 6-inch pipe doesn't have the capacity. But, to come down through the church, by the time you come under Lowe Street, you will be deeper than the 8-inch pipe. That still does not alleviate the problem we have had from Lowe Street to the river. That is where we have capacity issues. There isn't but 8 inch going to the river. You have 15<sup>th</sup> Street going by Vice Mayor Witt's house, turns and goes down the alley by Ms. Hayslett's, it goes to 8-inch to Lowe Street and picks up a six and two or three other houses. When it crams into the eight going across Lowe Street toward the river, that is where we have had capacity issues long before I came to Council. If you dump 22 more apartments and a brew pub, this is where it doesn't matter how much education you have or how many degrees you have on the wall, ground experience trumps it, you are going to blow manhole covers off again. Town is at capacity at peak flow on that lateral going to the river. Town Manager McCulloch stated that Public Works Andy Newcomb thought that there was another line on the other side of Lowe Street. Mayor Bryant stated that we are still trying to figure this all out. Everyone who has experience should be talking and making suggestions. The last thing we want is a capacity issue on top of a capacity issue. Councilmember Manspile stated that has been his fear all along. The usage high flow is from 3:20 to 6:40 every evening. Mayor Bryant asked Town Manager McCulloch to keep gathering information for Council and working on a solution for this. Council is relying on her to figure it out. Town Manager McCulloch stated that the Preliminary Engineering Report (PER) has been sent to USDA Rural Development. That is another pot of money that Mr. Hudgins has spoken about. Mayor Bryant stated that he would like to go back to something Councilmember Manspile brought up. Barring that is not the direction we want to go with Groendyk, we have identified there is an issue in the area that we are discussing. Where are we at in priorities of getting that fixed? If it is a problem now, what do we need to do to fix it? Councilmember Manspile stated that what has kept us in compliance is that is a dry hollow. What spills and backups we have had when it is dry is different from when it is water, you have the same size lateral that was part of

the remedy of capacity that direction. That comes back almost at 15<sup>th</sup> Street and puts one man hole and set it deep enough and goes South down Route 11. You set the precursor any time if you upgrade across the railroad tracks you can turn 15<sup>th</sup> Street into it, grab Groendyk and go south to the Creek before 19<sup>th</sup> Street, then rehab that lateral from Route 11 to the river because you have cast iron, concrete and asbestos pipe in that line. Town has been in trouble twice for blowing that manhole down in the Flea Market Property that runs to the 18 or 24 inch main at the river. There is a piecemeal 8-inch sewage line that is in a body of water 365 days a year. Councilmember Manspile stated that was the focus of rehabbing that because if you spill raw sewage in running water, you have a problem especially with the traffic on the river. If you come back to this other lateral, that goes to the river, at times you have it but not all the time. It was cleaned out, there were water ash roots in it. But it runs at capacity. What Doug told me was this would be a way to get funding to fix an existing issue to upgrade that. You would be catching everything from 19<sup>th</sup> Street and 15<sup>th</sup> Street. Mayor Bryant asked if this is just for sewer, nothing else would be needed. Councilmember Manspile stated that it would just be sewer. He had talked about storm drains, but you would only have curb and gutter work and paving the ditch. Mayor Bryant stated that Town Manager McCulloch should continue to gather information for Council to make an informed decision. Town Manager McCulloch stated that she would. Town Manager McCulloch stated that the safety lights were ordered from San Mar Co. They should be here next week. She asked if they could be purchased with ARPA funds for \$2,400.00. Councilmember Petty stated he had no problem with it. Town Manager McCulloch stated that other options are upgrading the current water meter readers, or replacing the readers, and the snow blower. Mayor Bryant stated that he had spoken to the Town Manager about a complaint about sidewalks not being cleared. Would a snow blower be something we need in our inventory, or would contracting with someone to clear the sidewalks be a service we need to procure. Councilmember Manspile stated that there is a snow blower attachment for the John Deere tractor. You can drop the deck off it and attach the snow blower to it. Councilmember Petty stated that he has seen them. Vice Mayor Witt stated that he has a snowblower. When it is a fluffy snow, he will come down to the fire station, cut across and go back making a path. If it is melting or slushy, you spend more time cleaning it out than blowing snow. Now an attachment that goes with a beefier motor may work better, but we have had 3 snows in the last 5 years that required the use of the snow blower. Councilmember Manspile stated that the other issue is having staff come in at night or whatever because if it melts and freezes back, the snowblower will not work. Mayor Bryant stated that right now the Town doesn't have anything. The snow blower is a first attempt at doing something. He had looked at the attachment but how will that work with cars being in the way. Councilmember Petty stated the snow blower would be the best option. Vice Mayor Witt stated that as a Town we have never cleared sidewalks. If we have a snow blower, what are we using it for? Are we clearing all the sidewalks, or just for Town properties and the sidewalks in front of Town Hall? If you turn it into a service where we do all of Main Street sidewalks, you are opening up a can of worms. Mayor Bryant asked what worms are we opening up? Vice Mayor Witt stated that Town would always have to scrape the sidewalks. Town Code currently states that homeowners are responsible for clearing the sidewalks adjacent to their properties. Vice Mayor Witt stated that it is a great idea. But, if the snowblower breaks down, if it is ice and the snowblower doesn't function properly, you will have 1,200 or so citizens that are upset that Town didn't shovel their sidewalks. Councilmember Manspile stated that the snow on the sidewalks got real heated back in 2016. At the time, VDOT would not say that they own the sidewalks on Main Street. Mayor Bryant stated that VDOT won't do anything with them. Councilmember Manspile stated that if you look at everything, plow versus blower, go with plow with

the tractor. Vice Mayor Witt stated that if the side walk was level, yes. Councilmember Manspile stated that you could set your skid shoes up. Where are you going to blow the snow? You can't blow it into people's yards with the salt and chemicals mixed in it to kill the grass. Otherwise, you have to blow it back in the street. Mayor Bryant stated that this will require more discussion. Let's think on this more. It won't work in every situation, but it can be a tool we would have in our inventory if needed. Town Manager McCulloch stated that WiFi in the park, there are now so many cyber security challenges with what is happening in the world right now. Town has been getting a lot of notices especially about water and sewer security. Larry Etzler stated that there is no way to keep anyone out. If someone wants to hack in, they will. Shentel stated that they require a \$100,000.00 deposit with monthly payments. Even if Town makes a bigger down payment, there would still be a monthly charge for WiFi. Town Manager McCulloch stated that she doesn't feel it would be used enough to justify the expense. There is a new broadband program that is coming through Town. Does Council want to table this? With so much going on with cyber security, she doesn't know if Town is ready. Town Manager McCulloch stated that she is learning that they are opening up the final rule that determines what ARPA money can be spent on, they are expanding it. There may be other projects that we have access to that we can use the ARPA funds. Councilmember Manspile stated that the WiFi had been discussed could benefit the Town during events such as the Carnival. What if you trench it and put it in conduit, and hardwire it to the stands? Vice Mayor Witt stated that you could have a secure hotspot on your cell phone to run credit cards. Mayor Bryant stated that Verizon has a large hotspot that you could use just during events. That is three more options to explore. Town Manager McCulloch stated she would pursue these options. Councilmember Manspile stated he has seen the hotspots used and they worked perfectly. Vice Mayor Witt stated that using the hot spots are not free. You have to put in a credit card to get whatever time you want. Is there an option to put a WIFI tower out there and people can pay to use it? That may entice a company to make WiFi available at the park. Councilmember Manspile stated that Shentel has not been here as long as Verizon. Vice Mayor Witt stated there is another company bringing in fiber optic cable, there will be 3 companies with fiber optic cable. With the cyber security challenge, there is a potential issue that if someone is looking at stuff that they shouldn't be looking at like federally shouldn't be looking at, it pings to our IP address. Town will be liable for allowing that to transpire on our internet as much as the individual. That is why I am thinking that if it is using an individual's credit card, it mitigates Town liability. Mayor Bryant stated that was a good discussion, but Council needs to move on. Town Manager McCulloch stated that there have been no quotes for the pavilion park enhancements. Town Manager McCulloch has asked BTEC if they can help design and construct the other side of the pavilion with the restroom and eating area. Town did apply for a Get Outdoors master plan. The master plan is a tool to take to funders to get the money to implement. That is the situation right now. Town Manager McCulloch stated that the Planning Commission has 7 Real Estate Grants recommended for Council to Review and approve. Town Manager McCulloch stated that they would be emailed to Council because it is so much paper. This is in progress and people are really excited about it. Mayor Bryant stated that this is great news. Town Manager McCulloch stated that one was turned down because they were not asking for a façade. Town Manager McCulloch stated that the Wastewater Treatment Plant floor has been checked for pests and there are none. However, since the 1985 flood Town has been having issues with moisture underneath in the crawl space. Town has gotten quotes, but Town Manager McCulloch feels we need more. If Council has suggestions, please contact her. It is hard to get anyone to even come and give a quote. Brent Weiss gave a quote for the whole floor which is really high, and then gave a quote to patch the existing floor. Then Bug Man can do the barrier with the dehumidifier.

Councilmember Manspile stated that JES would be a good company to check with the barrier and dehumidifier. Vice Mayor Witt stated that he has used JES they are good and quick to respond. Town Manager McCulloch stated that this can be done with ARPA funds or borrowed from the Town's escrow account but it would have to be paid back. Town Manager McCulloch stated the next one is the safety project. Town did receive 2 quotes for the HVAC. Another person was asked 3 times for a quote and never responded. The quotes that Town received are not apples to apples quotes because each company stands by different equipment. One recommends Mitsubishi and the other Friedrich. The lowest quote is for \$29,800.00 with the split pumps in the offices, the changeout, and the Heil-split for the meeting room. Town would be required to add a 100-amp sub-panel, which was not in the quote. It will be higher because the time has elapsed and equipment has gone up. But, because everything is being separated, the room temperatures can be adjusted individually. Also, the oil tank is leaking. Mayor Bryant asked what is keeping Council from moving forward on this project. Councilmember Manspile stated that due diligence has been met. The thing about the Mitsubishi system, one outside unit will run 2 or 3 inside unit. Vice Mayor Witt stated one commercial outside unit can run 7 inside units. Mayor Bryant asked if Council is leaning toward quote 2 because of their comments. Vice Mayor Witt stated that he personally will stay ductless regardless of the brand. Mayor Bryant stated that quote one is ductless as well. Councilmember Manspile stated that he personally has had a Mitsubishi system for 10 years and has had no problems whatsoever. Councilmember Petty stated that his church has them as well and loves them. Town Manager McCulloch asked if the temperature can be controlled in different rooms because the contractor said you couldn't. Vice Mayor Witt stated that the way the ductless system works is, if you have a multi-split, the outdoor unit which holds the air compressor and heat pump in it runs 7 head units or wall mounted units. All the units would be on heat, but each room would be able to adjust the temperature. Councilmember Manspile asked if either option is intended to replace the boiler downstairs. Town Manager McCulloch stated that both options would replace the boiler. Councilmember Manspile stated the tank will have to be dug up and the hole filled. Town Manager McCulloch stated that Green Environmental will help us with that. Councilmember Manspile stated that Council should look into putting in a generator in the near future. Mayor Bryant stated that would be a good idea. Councilmember Manspile stated phase 2 of this project should be a generator. ARPA may be used for that as well. Town Manager McCulloch stated that ARPA should cover it. Mayor Bryant stated that hearing the discussion, his concern is that with option 1, the offices will be competing against each other with heat and cooling. Councilmember Manspile stated the system will shut it down. Vice Mayor Witt stated that there is a remote control where you can set the temperature and remove it. Mayor Bryant asked what Council's wishes are here. His concern with the first option is having a building this size with air on one and heat on another. Councilmember Manspile stated that would be the second option then. Town Manager McCulloch stated that the 2<sup>nd</sup> option would have to be quoted again because the quote does not include the 100-amp sub panel and it will be higher due to increased costs in the supply chain. Councilmember Manspile asked if the panel is needed with the Mitsubishi system. His personal system does not require that much electricity. Mayor Bryant stated there is a big price difference in each quote. Town Manager McCulloch stated that each contractor studied each floor carefully. Councilmember Manspile stated that the first quote does not include the basement as the second one does. Councilmember Rickman asked if another quote can be obtained. Town Manager McCulloch stated that she has tried. Mayor Bryant stated that Council seems to prefer option 2 because of the familiarity and longevity of the contractor. It is more detailed in what it is covering in the building. Plus, the rooms would not be able to compete against each other. Councilmember Manspile



asked if this would come out of the ARPA money. Town Manager McCulloch stated that it would. Councilmember Manspile stated that if you are going to get a Cadillac it is time to get it. Vice Mayor Witt stated that the reason you won't get quotes for the same system is most likely they had to go to a specialty school for ductless systems. One picked Mitsubishi and one picked Friedrich. It is not a cheap class and it takes weeks. Town Manager McCulloch asked if Council will need the revised quote for the next work session. Councilmember Manspile asked how old the quotes are. Town Manager McCulloch stated that the 2<sup>nd</sup> quote has to be redone. The first one is good for 30 days. Councilmember Manspile requested that the 2<sup>nd</sup> one be asked if the 100-amp panel is needed. Mayor Bryant stated that Town Manager McCulloch should text them about changes. Vice Mayor Witt stated he would like more information on the Friedrich system, but one of the people we have gotten quotes from would be the person he would ask. He doesn't want there to be a conflict of interest. Mayor Bryant stated that it should be brought back to another work session after the new quote and more information is gathered. Town Manager McCulloch stated that the 1<sup>st</sup> quote had texted the air temp on split system for meeting room, Friedrich on mini split systems, and wasn't upgrading panel in original quote just adding small sub-panel. As far as the units on the roof, there will be 2 and if there are outdoor units, 1 outdoor unit for mini split heads or 6 if doing individual units for each office. Both said they would come talk to Council if needed. Councilmember Manspile stated that as old as the building is, he would prefer to keep the units off the roof. Mayor Bryant asked if Council could move forward. Town Manager McCulloch stated she had been asked to review what ARPA funds had been used for to this point. 0 on water, broadband is 0, \$40,000.00 on the Real Estate Grants, \$110,362.00 on Sewer. Most of the money has been spent on the sewer. The money is meant to be spent on water, sewer, and other upgrades. Mayor Bryant thanked Town Manager McCulloch for the visual.

Next on the agenda was the budget update. Town Manager McCulloch stated she had completed a budget update from July to December. For the current budget, the attorney fees are up. Town had budgeted \$15,000.00. Currently, we have spent \$18,063.00 as of December. Office hours are higher because we are paying out overtime. We are not doing comp time. It is easier for Town Treasurer Kingery to do payroll. Carnival was really a high payout, and Town paid Community Developer Harry Gleason. Public Works salaries are under budget. The ARPA funds are in and out, but we spent \$59,000.00 on the jetter. Town Manager McCulloch stated that personal property tax is higher, real estate tax is on track to meet the budget, other taxes such as sales, use, consumer utility, and business license are not included since they have not been collected as of December. The garbage fees are on track to make the budget. The ARPA funds, we have the first portion, it only shows \$116,000.00, but we were given money before the end of the fiscal year that was last budget, the 2020 budget. Councilmember Manspile stated that for the budgeting process, there is paperwork that C & S gave us that price for garbage for so many years. There is documentation that the price will not change for the next six or seven years. Council Renewed the contract for the same price last year. Town Manager McCulloch stated that she would find the contract. Town Manager McCulloch stated that with events, the revenue was higher than was budgeted. Everyone was stir crazy and wanted to get out. Hopefully they will be like that this year as well. So, Town net income for June to December was \$100,290.00. That does not include the SERCAP money, which was \$27,000.00 that came in today. We are taking money from the general fund to utility to offset the payroll that is part of mine, Town Treasurer, and Town Clerk. As well as the ARPA funding that we will be getting from fiscal year 2021. As for the utility fund, Town Manager McCulloch stated that water and sewer are both higher than what was projected. We think it will be \$10,000.00 higher. Town Manager McCulloch stated that because of the Inboden

contract, as of June 30, 2022, there will be a net loss of \$10,166.00, but it will be made up in other areas because we did not spend a lot of the utility money because we have been able to use ARPA funds. She did factor in what it would be this month, then added \$7,000.00 per each month. We budgeted \$120,000.00, but we will be paying \$130,166.10. Mayor Bryant asked if that included the increase in the contract. Councilmember Manspile asked if that included the contractors that have had to be called in for repairs. Town Manager McCulloch stated that yes it included the contract increase, but did not include the contractors that have been called in for repairs. Town Manager McCulloch stated that in the utility funds expenses, water and sewer repairs are up, but we are not over budget. We budgeted \$30,500.00 for water and sewer repairs combined. Town has spent \$13,291.21. Town has received more bills since December, and that will be reflected later. Staff salaries have been much lower than projected. Public works as a whole has been under budget. Approximately \$256,606 under budget. Town Manager McCulloch stated there is a new item in the budget for vehicle equipment and supplies in water and sewer in 2022-2023 for \$10,000. That is the truck. Our debt service is what will throw everything off. That is \$187,667.00 it is considered an expense and we will reach that. Water and sewer repairs since November: The Water Street Lift station had to be pumped out, install the new trunk line on Boyd Street, the wastewater treatment valve Inboden fixed for us, SC Rossi did the sewer line on 13<sup>th</sup> Street, Mr. Sink helped connect Mr. Gore to the alley and put everything back. Since Inboden is contracted with us, they are charging \$60.00 per hour which is a lot cheaper than anyone else charges. If you look at those expensed, they were \$9,165.33 for outside contractors. However, when you look at the fact that we did not pay salary and insurance from November to February, so Town is in the green \$14,083.23. When you take that and subtract the contractor repairs, the difference is \$4,917.90 still in the green. Town Manager McCulloch stated that she looked at it as one person was gone, and we couldn't do it by ourselves. However, that salary offset the contractor expenses, and we are still in the green. Mayor Bryant asked if there had been other staffing issues as well from public works that caused us to rely on a contractor. Town Manager McCulloch stated that there were some issues that our public works employee could not do by himself. She was filling in, but there were some things that she was not able to do. Plus, it was taking away a lot of time from her duties as Town Manager. One of these things, they had to go in and pump out Water Street. They had to go in with HazMat suits and oxygen which we do not have that equipment. We would have had to rent the equipment and it was an emergency. There were rags blocking the Lift Station. Councilmember Manspile stated that is a piece of equipment that we need to purchase with ARPA money is a manhole blower. Town Manager McCulloch stated that Councilmember Manspile had mentioned that last year when Town had to rent one. Councilmember Manspile stated that Town has the retrieval tripod, harness, and tivex suits, but it needs the manhole blower. Town Manager McCulloch asked if there were any questions about this. Vice Mayor Witt stated that she had him when she said in the green. Mayor Bryant stated that in regards to safety of our teams, does Public Works employees need to have confined space training. Town Manager McCulloch stated that has been attended in the past. Mayor Bryant asked if there are any updates that need to be done. Councilmember Manspile stated that Public Works probably needs to be updated. Vice Mayor Witt stated that is all OSHA training and certification. Not to sound short on it, but by the time you pay someone's salary to take the class and be certified, how often do you drop someone in the hole? Is it better to pay the fee to have a contractor come in and take care of it? Councilmember Manspile stated that you need to have people here trained for emergencies. The worst thing about confined space is you can get in a confined space situation without even realizing it. Vice Mayor Witt stated that at \$700.00 a person, once every year or 2, plus our Public Works personnel turn over rate, is

it worth it. Mayor Bryant stated that for safety reasons, they should have at minimum, the recognition of confined space. Their safety is an issue. Councilmember Manspile stated that you don't have to be in a confined space to have issues, methane gas can hit you in the face taking a manhole lid off. Vice Mayor Witt asked if that is a 3-man crew in that situation? One person in the hole, one person at the tripod, and one to go for help? Town Manager McCulloch stated that Town may not have 3-man crew. Mayor Bryant stated that Town needs to look at that. Councilmember Petty stated that needs to be checked especially with a new Public Works employee. Councilmember Manspile stated that VML should be able to help line that up. Town Manager McCulloch stated that basically, Town is doing pretty good in both funds. Purchases that Town needs to make for January, February, and March include: planters and a deep fryer for the French fry stand. Mr. Newcomb from Blossman has not returned any calls. Councilmember Rickman stated that Mr. Newcomb is now in business for himself, and he would try to contact him. Town Manager McCulloch thanked Councilmember Rickman. Town Manager McCulloch stated the lawn mower has been paid for out of general fund. The communications training should be completed and paid for by the end of the Fiscal year. There is another piece about carnival spending in time for carnival, emergency service is the roof \$18,000.00. The safety lights are ARPA money. Town Manager McCulloch stated that for spending Carnival funds Town is purchasing: a deep fryer, A/C in the fry stand, 4 hoses, 2 window unit A/C's, ice cream stand A/C because Ray Sloan is taking his, a new ketchup dispenser, estimate to paint all structures \$700.00, new milkshake machines \$250.00, the seasonal O for the LOVE sign, replacing the shattered lights that blew out during Reggae on the River \$3,500.00, and work on the planter on Main Street. This is the amount we are asking to spend before Carnival. This is re-investing the excess Carnival funds. Councilmember Rickman asked if this would replace a fryer or adding a new one. Mayor Bryant stated that it would replace a small one with a bigger one. That has been a huge hit. Councilmember Manspile asked if that will be all that they need in that stand, and does that remove the last electric one? Would they all be gas powered now? Mayor Bryant stated that the fryers are all gas now. Councilmember Petty asked if this would replace the last small fryer. Mayor Bryant stated after we get this big one, there will be 3 big ones, and three small ones. The bigger fryers keep the window going. A big fryer does as much as 2 small fryers. Councilmember Manspile stated that a bigger propane tank may be needed. Mayor Bryant stated that the large fryers are a huge hit with the volunteers in the fry stand. Town Manager McCulloch stated that Mr. Newcomb is going to make sure that the fryers do not turn each other off like they did twice last year. Councilmember Manspile asked if there is any type of shielding that can be put between them? Mayor Bryant stated that was a good question we need to ask. Town Manager McCulloch stated that Mr. Newcomb said they are in the back with the heating element against the wall. Councilmember Manspile stated they make a fire-retardant heat displacing board. Councilmember Rickman asked if putting a fan back there would help. Town Manager McCulloch stated she would ask. Mayor Bryant asked if Council should do a resolution for these expenses. Town Manager McCulloch stated that it would be for around \$12,000.00 since the roof would be a separate resolution. Mayor Bryant asked if there was a consensus with Council to send a Resolution to the next Council Meeting. Council agreed.

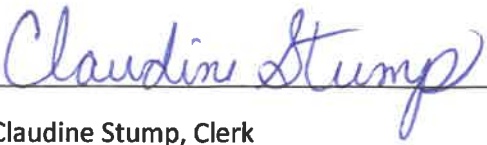
Town Manager McCulloch asked if Council wanted to address the next item or postpone until the next work session. Mayor Bryant asked what the next item was. Town Manager McCulloch stated it was the 2022-2023 Fiscal Year budget. Mayor Bryant stated that he does not want to be rushed through it and asked Council for their thoughts. Councilmember Manspile stated that Council did it last year for budget. If that is what we need to do, have a work session specifically for the budget. Councilmembers Petty and Rickman concurred. Mayor Bryant asked to have the Real Estate Grants ready for Council as

well as the Budget. The Work Session would be for those 2 specific items. Town Manager McCulloch asked Council to retain their packets for the budget. Vice Mayor Witt asked with the Real Estate Grants, how would Council like to see them. Do you want the whole package, or just a list of the approved ones? Town Manager McCulloch stated that she would send them the full package. Vice Mayor Witt stated that he will abstain from voting on this round and the next. Town Manager McCulloch stated that Vice Mayor Witt knows someone who submitted. Town Manager McCulloch asked if a resolution for the new laptop for \$1,200.00 should be brought to the Council Meeting. Councilmember Manspile stated the more that can be done before Carnival, the better off we are. Mayor Bryant stated that some concerns for safety have been brought to him from the last Council Meeting. What are Council's thoughts about having a deputy close, either in the room or outside on the street. There are pros and cons about this. Public meetings should be open and inviting where people can come in and speak to Council about whatever their concerns are, but it needs to be a safe environment for everyone involved. What are Council's thoughts for having some kind of security available. Councilmember Rickman stated that the way things are getting in the world, Matt Ward would be glad to have a deputy in here. Councilmember Manspile stated one could at least be outside. Councilmember Petty stated that the deputy should be inside. Vice Mayor Witt stated that it should be as a Sergeant of arms not an intimidation factor, so that proper decorum is observed by all present. Councilmember Manspile stated that just because you are offended by what is said, it isn't necessarily a threat. Councilmember Petty stated that it is how the people in the room perceives the individual who is speaking as to whether it is taken as a threat. Councilmember Manspile stated that there is a difference in being offended and being threatened. That is how law enforcement will see it. Mayor Bryant stated that this is a topic where there are emotions attached to it. No one can say that they can speak for someone else's perception. Mayor Bryant stated that he thinks Town should approach the sheriff about having someone at Council Meetings for the safety of all based on the concerns that have been brought up. There are cons to this. Having someone in uniform in the room can be intimidating. Mayor Bryant suggested taking the concerns to Sheriff Ward and asking what can be done to alleviate the concerns. Council agreed to speak to the Sheriff. Vice Mayor Witt suggested that if you are paying someone to be here, it is cheaper to outsource to a private company. Especially if you have a contract. Mayor Bryant asked Town Manager McCulloch stated that she would contact Sheriff Ward for his recommendation. Town Manager McCulloch stated that she would. Mayor Bryant stated that we want that coverage, but how do we address the safety concerns that have been addressed in this room. Councilmember Manspile stated that he prefers using the Sheriff's department rather than private sector. Vice Mayor Witt stated that with private sector you would run into the issue of minimum work hours. Councilmember Manspile stated that with the Sheriff's office, they would know people's rights, private sector would not. Town has dealt with this type of issue before when a mayor told a citizen to sit down and shut up. The citizen had lawyers calling him to represent him if he sued the Town. Mayor Bryant stated that it would be to cover the meeting and make sure everyone leaves safely.

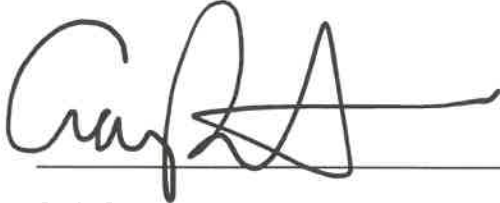
Last on the agenda was Adjournment. Vice Mayor Witt made a motion to adjourn with Councilmember Petty seconding the motion. With no further discussion, the vote was carried 5-0.

Adjournment was at 8:49pm.

Respectfully submitted,

  
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Claudine Stump, Clerk

  
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Craig Bryant, Mayor