

## MINUTES OF THE TIMBERVILLE TOWN COUNCIL MEETING

July 11<sup>th</sup>, 2019

The regular monthly meeting of the Town of Timberville Council was held Thursday July 11<sup>th</sup>, 2019 at 7:00 p.m. in the Town's council chambers with Mayor Donald Delaughter presiding.

**MEMBERS:** Robert Blosser-Present Carl Turner-Absent  
Juanita Price-Absent Ned Overton-Present  
Sharon Jones-Present Natalie Sherlock-Present

**PRESENT:** Austin Garber, Town Manager  
Melinda Cleaver, Clerk/Treasurer  
JR Dodd, Chief  
Chris Coffman, Maintenance Supervisor  
Mark Callahan, Town Attorney  
Beverly Garber, Town Historian

**GUESTS:** Paula Bowman Ben Wilson  
Butch Bowman Staci Woods  
Sarah Berry Jessica Wetzler  
Jennifer Grogg

**PLEDGE OF ALLEGIANCE:** Mayor Donald Delaughter led the group in the Pledge of Allegiance to the American Flag.

**APPROVAL OF MINUTES:** A motion was made by Ned Overton and seconded by Natalie Sherlock to approve the minutes of the June 13<sup>th</sup>, 2019 council meeting and the special meeting minutes from June 27<sup>th</sup>, 2019. The motion carried with all present members voting in favor.

<b>TREASURER'S REPORT:</b> General Fund	\$66,854.86
Water/Sewer Acct.	\$93,136.30
Water Money Market	\$1,173,825.72
General Money Market	\$143,477.48
Loan Balance	\$819,916.11

**BILLS FOR PAYMENT:** A motion was made by Natalie Sherlock and seconded by Ned Overton to pay the bills as presented. The motion carried with all present members voting in favor.

**POLICE REPORT:** No Report

**PUBLIC WORKS:** Town Manager Austin Garber gave the council a list of the jobs completed by the maintenance crew. A copy will become part of these minutes. A copy of the updated BOD/COD log sheet from maintenance supervisor Chris Coffman was distributed.

Austin Garber received a copy of the signed contract for 157 N. Main Street between Ms. Sacra and the licensed construction firm along with a copy of the certificate of insurance. The projected start date is August 1<sup>st</sup>, pending building permits being obtained. The substantial completion is by September 30<sup>th</sup>. Once the project is completed and the county building official who deemed it unsafe, deems it safe, then the building will be in compliance with the council's requirements. Paving for Williamsport Road sewer project is scheduled for next week.

Chris Coffman, Derrick Calhoun and Austin Garber met with Valley Automation for an update on the SCADA System. The project is moving along well. They discussed the communication method and it seems that the cellular option is the best and also affordable.

Ann Cundy with the Central Shenandoah Planning District Commission submitted the pre-application that was due July 1<sup>st</sup>. It was for the crosswalk and sidewalks down McCauley and Austin should have a response by August 15<sup>th</sup>. Austin Garber discussed with VDOT about the Safe Routes to School Program. VDOT thought that program may not be the best option since that would be federal funding with a lot of requirements and coverage would be 80/20 (the town would have to come up with the 20%). They also discussed the Revenue Sharing Program through VDOT. The funding would be on the state level without as many requirements.

The Annual Consumer Drinking Water Report has been posted on the website, a notification on water bills and delivered to locations on Lone Pine who are not a direct bill.

The annual VML conference in Roanoke is October 6<sup>th</sup>-October 8<sup>th</sup> for any council members who are interested in going.

**BUSINESS AND INDUSTRY:** Ned Overton reported that there have been developers and realtors asking questions about Timberville. Austin Garber reported the application information for a sign was received for the ABC Store.

**ZONING ACTIVITY:** Melinda Cleaver reported the following zoning activity:

3057 Declaration Dr-Accessory Building & Fence  
15340 Lone Pine Dr-New Fence

15354 American Legion Dr-Accessory Building  
3056 Patriot Ct-New Pool

**PARKS AND RECREATION:** Mayor Delaughter reported that the Park Advisory group had two meetings with 16 attending the first meeting and 14 attending the second. The designer is estimated to cost \$20,000. The group came up with a list of stuff to do for phase 1 and assigned dollar amounts to each item. Mayor Delaughter stated a business has contacted him to see where they can help. He will meet with them to show them the phase 1 list. Mayor Delaughter asked the council if they wanted to vote on phase 1. Ned Overton made a motion to hire LPDA as a park planner subject to contract review by the town attorney. Sharon Jones seconded the motion with Ned Overton, Sharon Jones and Natalie Sherlock voting in favor. Robert Blosser was opposed. Robert Blosser asked if the planner would be reviewing the proposed list. Mayor Delaughter stated he thought some of the items the maintenance department could go ahead and start. Sharon Jones made a motion to have the maintenance department do what they can do on the list excluding removing the old pool building. Ned Overton seconded the motion with Natalie Sherlock, Sharon Jones and Ned Overton voting in favor. Robert Blosser was opposed.

**FINANCE:** No Report

**PERSONNEL:** Chief Dodd has been reviewing the section of the policy manual on payout of sick leave for retiring/reduction in force employees. The current policy states that an eligible employee will be paid \$10 a day for up to 60 days. Chief Dodd feels this is well below the standard around the county. He has reviewed both the county and city's policies and asks the council to consider changing to the county's policy with two revisions. The county policy reads as follows: Upon retirement a regular fulltime or part-time employee with a minimum of five years of continuous employment with the county is eligible for a lump sum payment of unused sick leave hours that have accrued. The lump sum payment is based on 25% of the unused sick days (Chief Dodd would change that to hours instead of days). Up to a maximum amount based on the number of years of service an individual has with the county as follows:  
5-10 years at \$1500 maximum (Chief Dodd would ask that to be changed to \$2000)  
10-15 years at \$3000 maximum

15-20 years at \$4500 maximum

20+ years at \$5000 maximum

Robert Blosser stated he would like something in writing for the proposed policy. Attorney Mark Callahan suggested to table it for now so he and the chief can write the new policy. Robert Blosser would like Austin Garber to check with the local towns on their current sick leave policy. Chief Dodd asked if this can be resolved as soon as possible. Mayor Delaughter stated it could even if he needed to call a special meeting.

**PLAINS DISTRICT MEMORIAL MUSEUM.** Historian Beverly Garber reported on happenings in Timberville. Melinda Cleaver reported that the current exhibit is, "Plains District Orchards in the Early Days". Also showing is a smaller exhibit on Family Bibles.

**OTHER BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURNMENT:** No further business, the meeting adjourned.

**RESPECTFULLY SUBMITTED,**

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Melinda Cleaver, Clerk

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Donald Delaughter, Mayor