

## MINUTES OF THE TIMBERVILLE TOWN COUNCIL MEETING

May 9<sup>th</sup>, 2019

The regular monthly meeting of the Town of Timberville Council was held Thursday May 9<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-Present  
Juanita Price-Present Ned Overton-Present  
Sharon Jones-Present Natalie Sherlock-Present

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

**GUESTS:** Paula Bowman Michael Sheets  
Butch Bowman Lea Sheets  
Sarah Berry Garrett Kile

**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 Carl Turner and seconded by Ned Overton to approve the minutes of the April 11<sup>th</sup>, 2019 council meeting and the Budget Minutes from April 18<sup>th</sup>, 2019. The motion carried with all members voting in favor.

<b>TREASURER'S REPORT:</b> General Fund	\$69,053.74
Water/Sewer Acct.	\$126,040.55
Water Money Market	\$1,153,961.06
General Money Market	\$143,052.58
Loan Balance	\$835,681.41

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

**POLICE REPORT:** Chief Dodd reported the officers are busy with grass ordinance violations and they are addressing the habitual offenders first. He reminds that if you see tall grass in Town, they are aware and working on it.

Spring Training has started for all Towns with the exception of Elkton. Chief Dodd and Officer Thompson are firearms instructors who help teach and write lesson plans. The new lieutenant in Dayton, who has worked for 16 years in Virginia Beach, has a lot of experience submitting lesson plans to the Department of Criminal Justice Service. This not only helps with training but also to get in-service credit.

Officer Steve Scholten recently completed General Instructor School. He has been helping teach Crisis Intervention Training. This helps reach the population with mental health problems. Officer Scholten has been asked to teach a half day block at the Academy on gangs because of his background of working on the gang task force for years.

For Community Outreach the officers participated in the Trike-A-Thon and that was fun. The 4<sup>th</sup> grade class from Plains Elementary was at the park. They had a class on watersheds down at the river. It's a good way for the officers to interact with the students on a positive level.

**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 log sheet from maintenance supervisor Chris Coffman was distributed. There was data collected from being setup behind Plains, which showed a bit of a high reading. That will be another area to check in to.

Austin Garber stated he's been working on an updated amendment for the Burn Permit. He is still trying to work with the county to get something in writing as to what their exact standards are.

The Mayor and Austin Garber met with Mr. Swope and have a signed agreement for the water line project. The agreement states that the work will start after the crops have been removed or before planted. It may be as late as November but the project will get started as soon as the crops are removed. Mayor Delaughter stated the only change was Mr. Swope wanted a completion date. They agreed on the end of 2020 for the project to be completed.

Austin Garber contacted VDOT to get an update on the crosswalks and still has not heard anything. He will continue to contact them.

There was \$31,000 allocated in this FY Budget for the Scada System. Austin Garber asked council to award the bid to Valley Automation. Engineer Carl Shafer reviewed everything and recommends to go with Valley Automation as well. Ned Overton made a motion to go with the Town Manager's recommendation on the Scada System. Sharon Jones seconded the motion with all members voting in favor.

Effective July 1<sup>st</sup>, 2019, by the General Assembly, COIA (Conflict of Interest Act) training will need to be completed by all local elected officials by December 31<sup>st</sup>, 2019. Also, effective July 1<sup>st</sup>, 2020 FOIA (Freedom of Information Act) training will need to be completed by December 31<sup>st</sup>, 2020. Austin Garber stated that VML may come out with a training and he would keep the council updated.

Special Trash went well. Our Maintenance Department went out the last couple of days to help Waste Management with the pick-up. There also seemed to be a lot of tires set out. Austin Garber states he does not think all those tires are coming from in Town. It's traditionally been a limit of two tires per household but he would like to look into changing that for future pickups. He will come to council with a future recommendation.

Austin Garber let the council know he will be out of the office May 16<sup>th</sup> and 17<sup>th</sup> to go on a mission's trip to Virginia Beach to work with homeless people. He will be going with his son and the 7<sup>th</sup> grade class from Cornerstone.

Austin Garber received a signed contract between Donna Sacra and Gene Hammond, who is an independent Construction Consultant. He will be the project manager for 157 North Main Street. They are asking for 60 days to get the structural engineering done and to get bids out for the contractors to do the work. Town Attorney Mark Callahan stated he was not sure if Mr. Hammond was a licensed contractor and may be trying to get around the statutes. He states he needs to have time to look at DPOR. Natalie Sherlock asks if the contract means that Ms. Sacra still does not have someone to do the work and Attorney Mark Callahan stated that was correct. He also reminds that the law states you are required to have your contractor's number on the contract and Mr. Hammond does not on this contract. Austin Garber contacted him during the meeting and Mr. Hammond responded that he is not acting as a Contractor. He is acting as a Construction Manager/Consultant.

**AMENDING 2018-2019 BUDGET:** Around 7:15 Mayor Delaughter called to order the Public Hearing for the purpose of amending the 2018-2019 budget for \$28,000 for demolition of the blighted property of 157 North Main Street's safety issue. There was no public comment. Robert Blosser made a motion to amend the budget for \$28,000. Juanita Price seconded the motion with all members voting in favor. By

July 8<sup>th</sup>, 2019, the council requires to see from the signed contract: the engineering to be complete, Contractors hired and a timeline set. Otherwise, they will move forward with demolition of 157 North Main Street.

**PROPOSED 2019-2020 BUDGET:** The second public hearing was called to order by Mayor Delaughter to receive comment on the FY 2019-2020 proposed budget. The proposed total balanced budget of \$2,373,767.00 to begin July 1<sup>st</sup>, 2019.

It also reflects a proposed 3% Water increase and a 6% Sewer increase for base and tiers. Hearing no public comment, Mayor Delaughter closed the public hearing. The budget will be on the agenda for the June 13<sup>th</sup>, 2019 council meeting.

**BUSINESS AND INDUSTRY:** Ned Overton and Austin Garber had a meeting with Shenandoah Valley Partnership and Rockingham County Economic Development where they presented them a map of the vacant property and properties for sale.

**ZONING ACTIVITY:** Melinda Cleaver reported the following zoning activity:  
400 Riggleman Dr-Accessory Building                      304 First Ave-Deck Enclosure  
14806 Melody Ct-New Carport

**PARKS AND RECREATION:** Mayor Delaughter reminded that the Park Planning Advisory Group Meeting will be held this coming Saturday, May 11<sup>th</sup> from 8:00-12:00 in the Council Chambers. The Mayor presented an Agenda for the meeting. The ideas discussed from the meeting will be presented to the council.

Sharon Jones stated she planted the planters with new flowers.

**FINANCE:** No Report.

**PERSONNEL:** No Report.

**PLAINS DISTRICT MEMORIAL MUSEUM.** Historian Beverly Garber reported on happenings in Timberville. Melinda Cleaver reported that the current exhibit is still the same, "Old Houses – 1700-1800 Still Standing in the Plains District". Also showing is a smaller exhibit on Family Bibles.

**OTHER BUSINESS:** Austin Garber presented a letter from Timberville resident Tyler Miller asking for a donation for him to be able to attend the National Skills USA Competition in Louisville, KY. Attorney Mark Callahan stated he did not think council could donate but he will send an email with details tomorrow.

**PUBLIC COMMENT:** Paula Bowman asked if the issues were resolved with the small business owner who was talking on social media about the Town being against small businesses. Mayor Delaughter stated the issues have been addressed, but not through social media.

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

**RESPECTFULLY SUBMITTED,**

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Melinda Cleaver, Clerk

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Donald Delaughter, Mayor