



ROCKY MOUNT TOWN COUNCIL REGULAR MEETING MINUTES

**September 13, 2021
7:00 p.m.**

The following members

of Council were present: Mayor Steven C. Angle
Vice Mayor Jon W. Snead
Council Member Robert L. Moyer
Council Member Mark H. Newbill
Council Member Billie W. Stockton
Council Member A. Ralph Casey
Council Member J. Tyler Lee

The following staff
members were also
present:

John T. Boitnott, Town Attorney
Robert Wood, Town Manager
Cherie Compton, Acting Town Clerk
Mark Moore, Assistant Town Manager
Jessica Heckman, Planning & Zoning Administrator
Mark Lovern, Interim Chief of Police
Kevin Adkins, Water Treatment Plant Superintendent
Tim Burton, Wastewater Treatment Plant Superintendent
Linda P. Woody, Finance Director
Rebecca H. Dillon, Executive Administrative Assistant

Regular Council Meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia, with Mayor Steven C. Angle presiding.

1. Roll Call

The Acting Town Clerk called each member of the Rocky Mount Town Council by name to account that each one was present.

2. Pledge of Allegiance

Mayor Angle led in saying the Pledge of Allegiance.

3. Approval of Agenda

Prior to the meeting, Council received the agenda for review and consideration of approval.

Motion: To approve the agenda with the addition under Consent Agenda 7.4 Sale of Police K9 Dog Britt and Waiver of Liability Agreement, addition to Closed Session 14.1 Section 2.2-3711(A).3 and Closed Session 14.2 Section 2.2-3711 (A).1

Motion By: Vice Mayor Snead

Seconded: Council Member Stockton

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

4. Special Items

Mayor Steven C. Angle presented a resolution and stated that the Rocky Mount Town Council does hereby proclaim September 19-25, 2021, as National Adult Education and Family Literacy Week in the Town of Rocky Mount and urge our fellow Town citizens to learn more about the importance of literacy and become involved with literacy in our community.

5. Public Hearing

Planning & Zoning Administrator Jessica Heckman presented information for the proposed change in the building height for residential districts. Due to numerous zoning permit applications for single family homes that exceed 25 feet, staff is recommending Town Council amend the building height restrictions for the residential districts in order to increase the height to 35 feet from street grade or lot grade at the setback line. Staff researched surrounding localities and found 35 feet was the common building height limit in residential districts.

A public hearing was held on the amendment and was approved by Planning Commission with a 5-0 vote.

Hearing no further comments Mayor Steven C. Angle asked for a motion.

Motion: To approve the request as submitted

Motion By: Council Member Newbill

Seconded: Council Member Casey

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

6. Approval of Draft Minutes

- August 9, 2021- Regular Meeting Minutes
- August 17, 2021- Special Called Meeting Minutes

Motion: To approve draft minutes as presented

Motion By: Council Member Lee

Seconded: Council Member Moyer

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

7. Approval of Consent Agenda

This month's consent agenda consists of the following items:

- 7.1 Miscellaneous Action (None at this time)
- 7.2 Miscellaneous Resolutions/Proclamations (none at this time)
- 7.3 Departmental Monthly Reports
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department

- Water Department

7.4 Authorize Town Manager to sign agreement for Sale of Police K9 Dog Britt and Waiver of Liability Agreement

Motion: To approve consent agenda

Motion By: Vice Mayor Snead

Seconded: Council Member Stockton

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved by unanimous vote

8. **Hearing of Citizens**

Mayor Angle opened the floor for the citizens who had signed in to speak during this portion of the meeting. Mayor Angle asked the citizens wishing to speak to limit their comments to 3 minutes or less.

Royal Lilly, 590 Bernard Road, expressed concerns about speeding and excess of traffic on Bernard Road

Rodney Bowman, 525 Bernard Road, had expressed concerns about high traffic, speeding and large logging trucks and tractor trailer trucks on Bernard Road

Kathy Paramac, 245 Bernard Road, expressed concerns about high traffic count, speeding, school buses, tractor trailers on Bernard Road

Warren Boyd, 20 Mountain View Drive, expressed concerns about traffic, trash, speeding, large trucks, dangerous around driveways, many accidents on Bernard Road.

Linda Handy, 30 Hilltop Drive, agreed with the concerns of high traffic on Bernard Road and asked about a traffic study.

Mayor Angle addressed the citizens and asked them to meet with Interim Chief Lovern.

9. **Old Business**

Town Manager Robert Wood stated that Town offices are still operating with masks and following COVID guidelines.

10. New Business

10.1 Review and Consideration for a Virginia Risk Sharing Association (VRSA)

Finance Director Linda Woody stated the Virginia Risk Sharing Association (VRSA) has awarded the Town a \$4,000 safety grant towards the purchase of a Davit harness retrieval system for entry and exit into confined spaces and rescue if needed. A supplemental appropriation is needed to recognize the award.

Motion: To accept the grant from Virginia Risk Sharing Association

Motion By: Council Member Lee

Seconded: Vice Mayor Snead

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

10.2 Review and Consideration of Amendments to Solid Waste Section of Town Code, Draft Solid Waste Collection Policies

Town Manager Robert Wood and Assistant Town Manager Mark Moore presented draft refuse collection policies to incorporate a new collection truck (one armed bandit) and new carts to the Public Utilities Committee in August and, based on feedback from the Committee, they are updating a draft of the policies Amendments to the Town Code will also be recommended by staff.

10.3 Review and Consideration of Mrs. Amy Worley to Economic Development Authority (EDA)

Mayor Angle stated that at the August Town Council Meeting, the Town Council asked staff to speak with Mrs. Amy Worley to determine if she would be willing and able to serve on the Economic Development Authority Board. Cultural and Economic Development Director Daniel Pinard spoke with Mrs. Worley shortly after the meeting. She indicated that she is willing to serve.

Motion: Appoint Mrs. Amy Worley to a 4-year term on the Economic Development Authority Board. Mrs. Worley's term will expire on September 30, 2025.

Motion By: Council Member Lee

Seconded: Council Member Newbill

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

10.4 Discussion of Proposals for the Water Treatment Plant Backwash Valve Replacement Request for Proposals (RFP)

Assistant Town Manager Mark Moore advised Council that the Town advertised an RFP for a backwash valve replacement for the water plant. Only one responsive bid was received at a considerable amount more than budgeted. Staff would like council to reject the one bid received and put the RFP back out for bid. Staff will seek out bidders for the valve replacement and feel that they can solicit at least one new bidder for the project.

Motion: To reject the solo bid and re-advertise

Motion By: Council Member Newbill

Seconded: Council Member Lee

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

10.5 Virginia Outdoors Foundation (VOF) Celeste Park Deed Dedication

Mr. Moore stated that at the April 12, 2021, Town Council Regular Meeting, Town Council authorized staff to work with the Town Attorney to file a deed of dedication to open space in the existing park deed in accordance with the Open-Space Land Act. The deed presented is the result of that instruction along with consultation with the Virginia Outdoor Foundation (VOF). Council's approval of this new deed and the Mayor's signature is the final step in the grant process and will result in the issuance of a \$100,000 check from VOF to the Town for the park improvement project.

Motion: To approve the new deed of dedication for Celeste Park

Motion By: Council Member Moyer

Seconded: Council Member Stockton

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

10.6 Review and Consideration for the Awarding of Celeste Park Trail Work

Mr. Moore provided details of the trail creation at Celeste Park as part of the park revitalization using a Virginia Outdoor Foundation (VOF) grant. Trail work is to be completed by Eastern Trail Company who has also done trail work in Franklin County at Waid Park. Several meetings have been held onsite with this contractor. Eastern Trail will build approximately half a mile of mostly natural surface trail with some crushed stone trail as well. The cost of this project is \$25,330 to be paid via the VOF grant. There are also opportunities for a local eagle scout to participate in this trail build. Citizens will be able to access this trail on foot via new sidewalks currently being extended down Franklin Street to the park. If approved, trail work will begin in the Fall of 2021.

Motion: To approve the awarding of trail work for Celeste Park

Motion By: Council Member Stockton

Seconded: Council Member Casey

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

10.7 Review and Consideration of Freedom of Information Act (FOIA) Policy for the Town of Rocky Mount

Mr. Moore stated in an effort to guide the public's submittal of FOIA requests and inform the public of the Town's procedures for fulfilling those requests, staff developed a FOIA policy specific to the Town of Rocky Mount. This type of policy is common across local governments in Virginia and aligns with FOIA law. This policy will aid the Town's FOIA officers in reviewing and responding to requests and will be posted on the Town's website.

Motion: To approve new Town FOIA policy

Motion By: Council Member Stockton

Seconded: Council Member Casey

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

10.8 Review and Consideration of New Agenda Management and Website Design Services

Mr. Moore discussed the new Agenda Management and Website Design Services proposals, stating that the Town website needs updating and with the rollout of the new town logo and brand campaign, now is the time to make improvements to our online presence. Staff also recommended an update to our agenda management software most used by Town Council and Town Clerk (currently E-Scribe). The Town released an RFP for website redesign and agenda management software in late July. Seven firms submitted. Staff met and reviewed each submission and culled down the list of seven to two. Those two firms were asked to present a virtual Zoom demo of their products in early September to a small-town IT committee formed that included key town staff. After the demo presentations, the town committee was unanimous in choosing CivicPlus and CivicClerk for its website and agenda management software needs. These two products integrate seamlessly, have a large clientele of local governments including Franklin, Roanoke, Pittsylvania and Campbell County's as well as the Town of Vinton, and present the best value for the town. The cost for both services is for \$37,241 which includes the annual maintenance fees, and the funding source would be provided by ARPA funds. The annual fees are like existing fees already accounted for in the Town budget (approximately \$13,000).

Motion: To accept CivicPlus and CivicClerk proposal for agenda management and website services

Motion By: Council Member Moyer

Seconded: Council Member Lee

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

11. Committee Reports

Covered under Review and Consideration of Amendments to Solid Waste Section of Town Code, Draft Solid Waste Collection Policies

12. Referrals to Planning

Proposed Amendment to M1 Manufacturing uses by a Special Exception

Vice Mayor Jon Snead suggested to postpone this topic to next month. All council members present agreed. Mayor Angle asked for staff to table this and put it on the next agenda.

13. Other Matters, Concerns and Rise 'N Shine Appearances

Member Tyler Lee wanted to thank all the First Responders for showing up and participating in the Memorial Walk.

Rise N Shine was cancelled to tv staff being exposed to COVID.

14. Closed Meeting and Action

Mayor Angle read aloud sections.

Enter Closed Meeting

Motion: To go into closed session under the Virginia Code Section cited below.

Time: 8:03 p.m.

Virginia Code Section:

Section 2.2-3711(A)(3) 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.

Section 2.2-3711(A)(1) 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. (Town Manager's Office)

Motion By: Vice Mayor Snead

Second: Council Member Lee

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead, Council Member Stockton, Council Member Lee, and Council Member Casey

Approved (6 to 0)

Action: To go into a closed meeting

Certificate of Closed Meeting Discussion:

Council certified unanimously that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting. No action was taken during the closed meeting.

Whereas, the Rocky Mount Town Council has convened a closed meeting on Monday, September 13, 2021, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia (1950), as amended, requires certification by this Council that such closed meeting was conducted in conformity with Virginia law.

Now, therefore, Be It Resolved that the Rocky Mount Town Council hereby certifies that, to the best of each members' knowledge: (1) only public business matters lawfully exempted from open meeting requirements under this chapter; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Steven C. Angle, Mayor

14. Adjournment

Motion: To adjourn

Time: 9:00 p.m.

Motion By: Council Member Stockton

Seconded By: Vice Mayor Snead

Motion Discussion: None

Ayes: (6): Council Member Moyer, Council Member Newbill, Vice Mayor Snead,
Council Member Stockton, Council Member Lee, and Council Member Casey

Approved by a unanimous vote

Action: Meeting was adjourned

Steven C. Angle, Mayor

ATTEST:

Cherie Compton, Acting Town Clerk

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