

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES**

**December 14, 2020
7:00 p.m.**

The following members
of Council were present:

Mayor Steven C. Angle
Vice Mayor Jon W. Snead
Council Member Bobby M. Cundiff
Council Member J. Tyler Lee
Council Member Robert L. Moyer
Council Member Mark H. Newbill
Council Member Billie W. Stockton

The following staff
members were also
present:

John T. Boitnott, Town Attorney
Rebecca H. Dillon, Town Clerk
C. James Ervin, Town Manager

The following staff
members were
joined via conference
call:

Ken Criner, Chief of Police
Amy D. Gordon, Assistant Finance Director
Mark W. Moore, Assistant Town Manager
Brian Schofield, Public Works Superintendent
Linda P. Woody, Finance Director

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 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

The agenda was amended to table the two resolutions under Special Items to a later date as the meeting was limited to 10 people and due to that, the recipients could not attend.

Also, the agenda was amended to include a closed session as the section of code was listed and showed on the Town side but did not for some unknown reason show on the public side. 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: To approve

Motion By: Council Member Stockton

Seconded: Council Member Newbill

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton

Approved by unanimous vote

4. Special Items

The two resolutions were taken off the agenda due to the Governor Northam's 10 people limit of attendance meeting order.

4.1 Resolution for Franklin County Toastmasters Club 20th Anniversary

4.2 Resolution for Teacher of the Year

5. Public Hearing (none at this time)

6. Approval of Draft Minutes

Received by Council in their packet for this scheduled meeting were draft minutes for review and consideration of approval:

6.1 November 9, 2020 – Regular Meeting Minutes

Motion: To approve the minutes as presented

Motion By: Vice Mayor Snead

Seconded: Council Member Lee

Motion Discussion: None

**Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member Lee,
Council Member Moyer, Council Member Newbill, Council Member
Stockton**

Approved by unanimous vote

6.2 November 18, 2020 - Special Called Town Council Meeting

Motion: To approve the minutes as presented

Motion By: Vice Mayor Snead

Seconded: Council Member Lee

Motion Discussion: None

**Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member Lee,
Council Member Moyer, Council Member Newbill, Council Member
Stockton**

Approved by unanimous vote

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

7.3.1 Community Development Department

7.3.2 Finance Department

- 7.3.3 Fire Department
- 7.3.4 Police Department
- 7.3.5 Public Works Department
- 7.3.6 Wastewater Department
- 7.3.7 Water Department

Motion: To approve the Consent Agenda as presented

Motion By: Council Member Newbill

Seconded: Council Member Stockton

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton

Approved by unanimous vote

8. Hearing of Citizens

Comments were taken from two individuals prior to the meeting. Those comments were placed on the Diaz for each Council Member and will be entered into the record.

- Mr. Bryan Hochstein, 2403 Goldfield Ct, Greensboro, NC emailed in several comments referencing town management and government human resources.
- Ms. Kathy Paranac, 245 Bernard Road, Rocky Mount, VA 24151 brought by a concern regarding vehicles traveling at a higher rate of speed than is posted on Bernard Road and not stopping at the stop sign.

9. Old Business

9.1 December Review of FY2020 Budget

The public was made aware that the Town Finance Director, Chief of Police, and Assistant Finance Director were in the Closed Chamber Meeting Room available to Council by conference phone. The Public Works Superintendent arrived near the end of Old Business and was also available by conference phone.

Town Manager Ervin shared with Council, according to current trending, it was possible that \$150,000 would be left at the end of the FY2020 budget and Council was

encouraged to safe guard those funds and hold as surplus revenue for uncertain times. Town Manager Ervin then made the following proposals.

Projects needing to be done were the Municipal Building Project (mostly guttering and facia), a bucket truck for the Public Works Department listed as \$115,000 which was the state contract price for the capital request by Public Works Superintendent Schofield, and a window project estimated to be \$130,000 for the Emergency Services Building (EMS) located at 1250 North Main Street in Rocky Mount. The EMS project was discussed as likely being a July FY2022 project as there would be many steps to the project as well as the project having to be bid out and a vendor selected because of the price point to the project. The bucket truck would then be considered an essential item as well as the asphalt roller.

There were staffing changes requested in two areas:

1. Rocky Mount Police Department (RMPD)
2. Finance Department

The RMPD reorganization would bring about a cost savings and those savings could then be used to fund the additional staff needed in the Finance Department.

The RMPD changes proposed were for the department to go from a lieutenant to two 1st Sergeants which would allow the 1st Sergeants to have all the benefits of the police officers and would not be salaried exempt thereby the existing lieutenant would be classified as captain and the sergeant position in investigations would no longer exist which would reduce the net savings by \$22,000 for the RMPD and would allow the Town to promote from within the organization. Submitted in the packet for Council prior to the meeting was a reorganization chart to help explain what the new layout of the RMPD would be should Council approve the reorganization.

The Finance Department proposed an additional staff member to help carry the work load imposed within the department since the Town contracted to do radio utility reading, customer interface, with the utility system going all digital, and timekeeping also online, as well as a completely new general ledger and accounts payable system all of which the Town needed to be brought up to date. A staff member at the Customer Service Responsibility (CSR) level but one that would be able to concentrate on Information Technology (IT) more that would not be waiting on customers. The additional staff member would also be expected to be cross trained on the accounts payable system, with payroll and would be able to help fill the Human Resources (HR) position the Town has. A job description for the proposed position was submitted to Council in the Council packet prior to the meeting.

Town Manager Ervin proposed that the savings generated from the reorganization of the RMPD could be used toward the additional staff member that was proposed as being needed in the Finance Department.

Finance Director Woody shared with Council that the proposed new staff member for finance would be to help take some of the work off of Assistant Finance Director Gordon such as IT needs that had become closer to a full-time job and some of the HR

responsibilities that continue to arise given the size of the local government that the Town of Rocky Mount has become. Assistant Finance Director Gordon shared with Council that the department had only implemented the financial package and the time keeping system. Still to be implemented would be utility billing, the customer-based portal that customers would be able to connect with their water meter via cell phone, the tax module, and the cash register system.

After explaining the RMPD reorganization and the need of additional staff members in the Finance Department, Town Manager Ervin shared with Council the two items that the Public Works Department was in need of which was a bucket truck (the Town was renting one at the cost of \$2,317.50 a month) and an asphalt roller (the Town was renting one at the cost of \$1,772.00 a month). After some discussion, the bucket truck was deemed to be of more pressing need and that the Town could wait a bit longer to get a new asphalt roller.

Motion: To approve the bucket truck and defer the asphalt roller until budget deliberations in the Spring of 2021.

Motion By: Council Member Lee

Seconded: Vice Mayor Snead

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton

Nays: Council Member Cundiff

Approved by a vote of 5 – 1

Motion: To approve going forward with the RMPD reorganization request.

Motion By: Council Member Newbill

Seconded: Vice Mayor Snead

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Newbill, Council Member Stockton

Nays: Council Member Moyer

Approved by a vote of 5 – 1

Council Member Lee and Vice Mayor Snead expressed interest in moving forward with the additional person in the Finance Department but would like to see a salary range more precise than the \$50,000 that was given to Council and fringe benefits to accompany the job description. The Finance & Human Services Committee will meet to review over the salary and fringe benefits for that purposed position.

9.2 Revised Quote for Farmer's Market Expansion

At the November Council meeting, the Farmer's Market Expansion was brought to Council and Council referred the expansion to the Public Facilities and Special Events Committee which met on November 13th, at the Farmer's Market to discuss what the expansion might look like. The consensus from the committee was to get a revised quote taking out the structure on the 90-degree corner lowering the roof line. Cornerstone contractors were asked to revise the numbers that Cornerstone had given however, the cost savings was only \$11,000 with changes only occurring in framing, roofing, and guttering. Staff now recommends that the Town reject the new revised quote and go back to Thompson and Litton or hire a firm to plan a new addition for the Town and potentially go back through the bidding process in the year 2021.

10. New Business

10.1 Review and Consideration for State Holiday Adoption for the Town of Rocky Mount

The Town holiday schedule had been different from the state holiday schedule for some time. Frequently though, the Town does go with the state schedule to be in unison with the state and eliminate confusion for citizens. Town Manager Ervin proposed to Council to adopt the state holiday schedule.

Motion: To adopt the State schedule for the year 2021

Motion By: Vice Mayor Snead

Seconded: Council Member Lee

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton

Approved by unanimous vote

10.2 Review and Consideration for Games of Skill

The State of Virginia was to make a ruling to ban the games of skill but then COVID-19 began. At the state level, the decision was made to wait on the ban; the owners were to register the games of skill, but a moratorium was then set to be in place until the General Assembly reviews the item again. The Town has 19 machines of which all are registered and bringing in about \$1,200 a month. Assistant Town Manager Moore and Planning Administrator Heckman recommended that the Town wait and see what the State of Virginia plans to do when the item is brought before the General Assembly.

10.3 Town of Rocky Mount COVID-19 Municipal Utility Relief Program - Arrearage Assistance

The Town submitted to the State of Virginia, the amount of arrearage utility bills that the Town had been carrying. The state offered funding to take care of the amount submitted to the state that would otherwise be disconnected. The form used to fill out the utility customers information was submitted to Council in their packet prior to the meeting. The funds would be sent through Franklin County to the Town as the state specified that the County be the agent during the process. The arrearages are through December 31, 2020. The Town has until January 29, 2021 to submit the applications and to receive the funding. The state will pay .87 cents on the dollar to help catch up the bills of those customers that have had arrearages. The state funding will be applied to 60-day accounts and then to 30-day accounts as well if there is enough funding to do so.

Motion: To receive the funding from the State of Virginia and for Franklin County to be the agent during the process of arrearage assistance.

Motion By: Council Member Lee

Seconded: Council Member Moyer

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton

Approved by unanimous vote

- 10.4 Commonwealth of Virginia's Municipal Utility Relief Program - State of Virginia Agreement and Agreement Between Franklin County and Town of Rocky Mount

This item was presented by Town Manager Ervin along with the Town of Rocky Mount COVID-19 Municipal Utility Relief Program - Arrearage Assistance. The motion and second was recorded above under 10.3 in the minutes.

- 10.5 Review and Consideration for the Virginia Tourism Corporation's Grant

Assistant Town Manager Moore shared with Council that the Town of Rocky Mount had been given a \$10,000 grant that would be reimbursable from the Virginia Tourism Corporation for the calendar year 2021. Council must approve of the funding and then give the approval to appropriate the funding in order for the Town to access and spend the funds appropriated. The grant will add the \$10,000 to the branding line item for use in COVID-19 tourism recovery.

Motion: To add the \$10,000 to the Town's branding initiative

Motion By: Council Member Lee

Seconded: Council Member Cundiff

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member

Lee, Council Member Moyer, Council Member Newbill,

Council Member Stockton

Approved by unanimous vote

- 10.6 Town of Rocky Mount Comprehensive Annual Financial Report and APA Transmittals Delay

Town Manager Ervin cited the section of code given in the State Code of Virginia where Finance Director Woody, when not able to submit the Town of Rocky Mount's fiscal year 2020 Comprehensive Annual Financial Report and Audit of Public Accounts transmittal forms by the December 15, 2020 deadline of the submittal will be late, a notice must be given to the governing body. Reasons given for the delay were COVID-19 related from the auditor's perspective and complexities of the Town migrating to a new financial software was given from the Finance Department's perspective.

The estimated date for the submittals to be ready were March 31, 2021.

No action was needed to be taken.

11. Committee Reports

11.1 Public Facilities and Special Events Committee Meeting November 13, 2020
(Report given during presentation of second Old Business item)

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

Mr. Moore and Ms. Simms were both on Rise n' Shine this morning.

There were no concerns at this time.

13. Closed Meeting and Action

Mayor Angle read aloud the section.

Enter Closed Meeting

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

Time: 8:29 p.m.

Virginia Code Section:

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: Council Member Stockton

Second: Council Member Lee

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council

Member Moyer, Council Member Newbill, Council Member Stockton

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, December 14, 2020 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: 9:15 p.m.

Motion By: Council Member Newbill

Seconded: Council Member Stockton

Motion Discussion: None

Ayes: Vice Mayor Snead, Council Member Cundiff, Council Member
Lee, Council Member Moyer, Council Member Newbill, Council
Member Stockton

Approved by unanimous vote

Action: Meeting was adjourned

Steven C. Angle, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk