

Hamilton Town Council
April 12, 2010
Hamilton Town Office

The meeting was called to order at 7:04 PM by Mayor H. Ray Whitbey. The Pledge of Allegiance was followed by Roll Call.

Present: Mayor H. Ray Whitbey, Vice Mayor John Unger, Mr. Greg Wilmoth, Mr. Tom Rollins, Mr. Ken Wine and Mr. Brent Campbell.

Absent: Mr. Michael Snyder

Also present: Mr. Robert McCann, Planning Commission Chairman
Mr. William Gallant, Planning Commissioner
Ms. Lori Jones, Treasurer
Ms. Maureen Gilmore, Town Attorney
Mr. William Gallant, Planning Commission

Guests

Ms. Margaret Morton, Leesburg Today

Mr. Joe Mason, Davenport & Company LLC, provided an detailed overview of the refinancing alternatives and a summary of bank RFP results which pertain to the refinancing of the VRA bond. Packets were distributed for each Council member to review and Mayor Whitbey advised that the Town will advise what action they wish to take after further discussion has been held and a final decision has been reached.

Mr. Tim White, Senior Pastor of Hamilton Baptist Church introduced himself to the Council. Pastor White was installed in February and announced that he is encouraging work within the church that will benefit the community.

Ms. Carri Michon spoke in reference to the Hamilton Day activities. Ms. Michon has been in touch with Ms. Heather Taylor for Hamilton Day Coordination and is hoping to plan an "old fashioned" theme day of activities to celebrate Hamilton. Ms. Michon is working to coordinate a parade with floats from the 5th grade at Hamilton Elementary and will also reach out to Culbert Elementary School to see if there is interest in making a float. Other ideas include a picnic in the park where a pot-luck could be coordinated rather than having vendors sell food, a local band to perform in the park and possibly a wiffle ball game with local groups participating. The idea is to keep the event simple and scaled back, especially since the event is scheduled for May 22, 2010 and time is running out. Mayor Whitbey advised that the Ruritans have volunteered to help in the event and have trained flaggers that could be used on the parade route. Mayor Whitbey asked Ms. Michon to have people contact Mr. Unger and himself to see what additional coordination can be planned and thanked Ms. Michon for helping to plan the event. Ms. Morton agreed to place an article in the newspaper about the event. Ms. Michon asked if a Park and Recreation Committee meeting could please be planned in the near future.

Minutes

Mr. Unger made a motion to adopt the March 8, 2010 Town Council minutes into record. Mr. Wine made a second on the motion and the vote passed 6-0-1, (Aye: Whitbey, Unger, Wilmoth, Rollins, Wine, Campbell. Nay: none. Absent: Snyder).

Mayor's Report

Roof Repairs: new bids are being accepted for the repair work for the roof. The previous contractor did not have insurance and has elected not to complete the work.

House Joint Resolution No. 130: Information only: Ms. Jones provided an update on the new tax/financial software proposal that will integrate with the Town system. Highlights of the resolution are:

a) The resolution proposes that some localities, particularly smaller jurisdictions, may lack the financial resources or the staff expertise to acquire or develop the most efficient and cost effective software applications for their particular needs.

b) A coordinated effort by the Commonwealth and its localities to develop such standard software package, the use of which would not be required, but that could be cost effectively implemented, as needed, by any locality, could be of significant benefit to the Commonwealth, its localities and citizens.
c) The Secretary of Technology be requested to study the feasibility of developing a standard software package for local governments and to study the feasibility of identifying, developing and customizing software applications that will improve the administration and operation of local programs and services, while providing cost savings.

Sidewalk Grant update: no update available but the Mayor expects to hear something soon

Town Signs: Ms. Jones has worked hard on this and the Town is waiting on VDOT approval for sign placement.

Peachtree Court Property Vandalism: signs have been pulled down, bee-bee guns have been fired, 30-40 trees have been chopped down with a hatchet and gas cans have been found. The Sherriff has advised the No Trespassing Signs and fencing should be placed on/around the Town owned property so action can be taken in the future.

Water & Sewer Committee

Integration Plan Estimate: Mayor Whitbey advised than an email from Mr. David Rigby came into the office today at 5:30 PM and Mr. Rigby still wants to look at the report with the Triad pumping data. The report has been scanned and sent as requested.

Waste Water Discharge Permit: a set of data is missing but that will be complete by tomorrow morning. The due date is the end of May.

Water Quality Complaints: Mr. Wilmoth reviewed the list of complaints and noted that 90% were all on the same day and around the same time, signaling that an even might have occurred to trigger the calls. In the most recent case the tank was low on the day the calls came in, which could have been a result of 4 wells being down. Well 6 & 8 had telephone line/communication problems with the tower, well 12 had pump problems and well 10 is only producing 4 gallons a minute and was out of service years ago but was working again. There was another episode again today which was indirectly due to line flushing.

Flushing Program: Mr. Wilmoth stated they are focusing on the dead ends and the low spots in the line. The lines were successfully flushed in March and Mr. Wilmoth proposed repeating this action in the end of June, after school, and getting communication out to the residents to advise them of the plan.

Sump Pump Response: Mr. Wilmoth stated that this was an overall success with about half of requested information being received. There was some confusion in the questions/responses and those individuals will be contacted by the Town for clarification and follow-up.

Sludge Press: Mr. Wilmoth advised that 1 of the rollers has broken and there has been a delay in repair response from the company which is located in Ohio. This resulted in the pump being broken apart and the bearings being replaced in house at an estimated savings of almost \$10,000.00. The press has never been taken apart before and was cleaned up and put back together again and looks good. Mr. Wilmoth suggested that this work be performed annually.

Cla-valve: all parts are in and ready for work to begin at the Harmony Pump Station, which will allow for more efficient water use from the tower and the plant. The work should be complete in a few days.

Parks & Recreation Committee

Mr. Unger requested to resign as Chairman of the committee due the time required for budget work. Mr Unger stated he would help when he can but this is the time of the year when the budget requires extra work and the Park also requires additional attention, Mr. Campbell offered to fill the open seat. Mr. Wine again offered the use of his truck to assist in a park cleanup day and Mayor Whitbey advised that Ms. Reale has a list of interested volunteers.

Treasurer's Report

Ms. Jones advised that the Town is 75% of the way through the year and Town is presently under in Revenue. Real Estate Taxes are due in mid June and this will help. The General Fund is on track, the Water Fund is over due to well repairs and the bond is not annualized. Mr. Wilmoth questioned an addition error and Ms. Jones advised that she will adjust the information to be correct.

Mr. Unger made a motion to adopt the amended Treasurer's Report into record and Mr. Wine made a second on the motion. The voice vote passed 6-0-1, (Aye: Whitbey, Unger, Wilmoth, Rollins, Wine, Campbell. Nay: none. Absent: Snyder).

Mr. Wine made a motion to take action on the delinquent utility accounts. Mr. Wilmoth made a second on the motion and the vote passed 6-0-1, (Aye: Whitbey, Unger, Wilmoth, Rollins, Wine, Campbell. Nay: none. Absent: Snyder).

Finance Committee

Mr. Unger reviewed the 2 scenarios that were discussed in the Budget Workshop last week and complimented the hard work that Ms. Jones has performed in compiling the following information; current, scenario 1 and scenario 2.

Scenario 1 included: included a Town Manager with a salary of \$60,000.00 + benefits (about \$72,000.00), a reduction in the Mayors salary, Legal Fees estimated at \$35,000, Water & Sewer employee salaries moved to the Water Fund Expenditures section, a decrease on the proposed Water Bond Debt Service of \$7,000.00 and an increase in Real Estate Tax Revenue base on early tax assessment revenues for next year. The deficits and surpluses were highlighted.

Scenario 2: No Town Manager, retain the Mayor's salary at \$15,000, Legal Fees estimated at \$35,000, Water & Sewer employee salaries moved to the Water Fund Expenditures section, a decrease on the proposed Water Bond Debt Service of \$7,000.00 and an increase in Real Estate Tax Revenue base on early tax assessment revenues for next year. The deficits and surpluses were highlighted.

Mr. Unger advised that more work is needed and Mr. Campbell asked when further discussion would be held. Mr. Unger advised that at the May Meeting a good budget should be able to be presented and approved, thus allowing for adoption prior to July 1, 2010. Mr. Gilmore reviewed the advertising requirements with a detailed explanation of the required tax equalization hearing and budget adoption deadlines. The Council agreed that the next Budget Workshop Meeting & Special Town Council Meeting will be held April 22, 2010 at 7:00 PM.

Planning Commission

Mr. Robert McCann advised that the Comprehensive Plan review is complete and they are waiting on information from the County for finalization. The next Planning Commission meeting is April 21, 2010.

Old Business

Water & Sewer Ordinance Changes: discussion began regarding the proposed ordinance changes. The Council decided to send the proposed changes to the Water & Sewer Committee for further work/review and to bring the final proposals back to the Council for final review and action.

Gallagher Sewer Fee: paid in full **

Well 14: Mayor Whitbey will meet with the Planning Commission to brief and prepare them so they will be able to approve the generator installation at well 14. The noise abatement issue will be addressed.

P.L.A.C.E.S.: Mr. William Gallant provided a review of the work this organization is doing in regard to economic development. P.L.A.C.E.S. would like to host a Town Council Summit which will include a guest speaker and are urging attendance from all of the Town Council members of the 7 local towns. The summit will encourage learning and build networking opportunities. Interested members can contact Ms. Jones for date selection.

Ms. Gilmore has reviewed the Conflict of Interest Disclosure Forms, as previously requested, and has contacted the Director of the Conflict of Interest organization, Mr. Matt Gross. Most forms are pretty complete and but Ms. Gilmore is urging that all Council members review their forms again to ensure that all the questions are answered, even if they are not applicable. Ms. Gilmore has the contact information if anyone would like to make direct contact, noting that Mr. Gross was very approachable and willing to assist.

** \$5,000.00 in accordance with the Hamilton Sewer Ordinance and the Note.

New Business

VRA refunding: Discussion was held regarding the details of the proposed VRA refunding alternatives. Mr. Unger made a motion to consider entering into the refunding transaction for the VRA Water Bond in the spring of 2010, as offered by VRA. Mr. Campbell made a second on the motion. Mayor Whitbey made an amendment that the meeting to authorize a Public Hearing or take the steps necessary for the adoption of the Bond Resolution to be held on May 10, 2010. Mr. Unger and Mr. Campbell agreed to the amendment and the voice vote passed 6-0-1, (Aye: Whitbey, Unger, Wilmoth, Rollins, Wine, Campbell. Nay: none. Absent: Snyder). Mr. Campbell asked why Bond Council needed to be hired and Ms. Gilmore explained that VRA requires Bond Council to review all documentation, prepare a legal opinion concerning the financial stability of the Town, the State Bar and the Federal Government require that they have a certain amount of experience conducting Bond transactions and requires that higher rates of malpractice insurance be carried since it is handling public funds. The VRA will rely on this firm and Ms. Gilmore asked if the Council has a preference of firm to represent the Town. Mr. Campbell expressed that he would like a different firm than the Town presently holds and Ms. Gilmore advised that she will collect some information from different firms and their rates so the Council can review the information and make a final decision.

Mr. Campbell made a motion to approve the Utility Applications submitted by Carrington Builder for sewer connections at 119 N. Ivandale and 123 N. Ivandale Street. Mr. Wilmoth made a second on the motion and the vote passed 6-0-1, (Aye: Whitbey, Unger, Wilmoth, Rollins, Wine, Campbell. Nay: none. Absent: Snyder). Payment of \$25,000 per property was made at the time the applications were submitted.

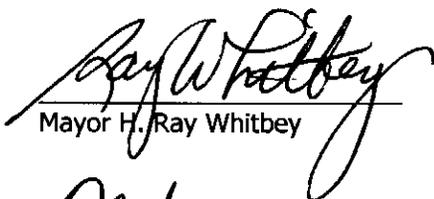
DEQ Contract: Mayor Whitbey advised that the Town Council will need to approve the project for the Divine waterline. Ms. Gilmore advised that some changes were made to the previous document and a final review is needed. Mayor Whitbey advised that the project is fully funded by the DEQ and the Town will sign a contract with DEQ. The Town will make all of the payments and then submit paperwork to the DEQ for reimbursement, which should occur within 30 days of submission. Mr. Campbell suggested having Ms. Gilmore review the final contract and defer making a decision until the April 22, 2010 meeting, the Council agreed.

WTP Landscaping: Landscaping at the Water Treatment plant needs completed and only 1 bid, in the amount of \$31,000.00, has been received. Landscaping requirements are clearly defined in the County Zoning Ordinance and Mr. Campbell would like to see if any other local companies would be interested in completing the work. Mr. Campbell suggested advertising in the newspaper and Mayor Whitbey suggested placing a 2 week time limit on the bidding submission.

Executive Session

Mr. Wilmoth made a motion to authorize a public hearing on May 10, 2010 to set water & sewer availability fees. Mr. Wine made a second on the motion and the vote passed 6-0-1, (Aye: Whitbey, Unger, Wilmoth, Rollins, Wine, Campbell. Nay: none. Absent: Snyder).

Mr. Wine made a motion to adjourn.



Mayor H. Ray Whitbey



Ms. Mary Tussing, Recorder