



Minutes of Council Meeting
Work Session
Buchanan, VA

September 21, 2022

Present: Mayor Craig Bryant
Vice-Mayor Chris Witt
Councilmember James Manspile
Councilmember Marlon Rickman
Councilmember Chris Petty

Mayor Craig Bryant opened the September 21, 2022 Council work session at 7:00 p.m. Mayor Bryant stated that the agenda for the meeting reflects the 19th instead of the 21st. Town Manager Susan McCulloch took roll call. With five Council members present, a quorum was established. Mayor Bryant thanked everyone for coming to the work session to conduct the Town's business.

The first item for discussion was the Factory Flats update/follow up. Town Manager McCulloch stated at the last work session there were a few tasks that had to be done. The first was for CHA to come up with some quotes for having the sewer lines checked with the camera. That can be paid for with SERCAP funds. The second task is a conversation with Chris Vail. Town Manager McCulloch has an email from him. Thirdly, Mr. Hudgins of CHA has sent a cost comparison and had some other items he can answer questions regarding the sect for the development of the sewer versus regular upgrades that normally wouldn't require such large pipes. Mayor Bryant asked if there was a quote for using the camera? Town Manager McCulloch stated that the September 1 packet was being used as well as the September 21 packet. Town Manager McCulloch thanked Mr. Hudgins for obtaining the quotes. We received two quotes. The third company would not quote because the job is too small for them. Mr. Hudgins stated that he requested from 4 or 5, but only got quotes from 2. They are both reputable firms. One is from Bionomics in Charlotte, NC, the other is Duke's Root Control that used to be Hydrostructures. CHA works with both firms doing CCTV work as well. They don't just bring a camera. They bring a high pressure jetter to clean the lines and cut through roots at the same time. I had them quote a weeks' worth of work. Since there isn't good mapping of the Town's system, it is hard to give them a map and say give us a quote from point A to point B. We got daily rate quotes from them. If you look at Bionomics quote for the full week their bid was \$22,400.00. Dukes was about \$24,000.00. Bionomics is the more cost effective. We can work with them to shorten it up if needed. Mr. Hudgins stated that the amount of work they are doing is a couple of days' worth of camera work if things go well. But, since the lines have probably never been cleaned before, they are probably full of stuff, which is his

experience from doing this work in other communities, it will take them longer to get through the lines. The fact that there are not a lot of manholes means Town's Public Works staff will have to dig holes to get them in the lines. Mr. Hudgins feels that since we can use SERCAP money for the entire amount, we keep them here and get those tasks done, and any other areas that Town feels are problematic. You pay a mobilization charge just to get them to come here. I know there has been a lot of discussion about Town not having good knowledge of the Town's system. I think we could get a lot of good data not just in those areas, but in other problematic areas. We can come up with a work plan of where to go next and try to get as much information on the old system as we can while they are here and clean the pipes. We did it in Glasgow when we started that project. The amount of sludge in the pipes, sometimes it is amazing how the sewer system still operates. Mr. Hudgins recommends that Town hires Bionomics and Town provide some labor that week to give them access where they need it. Typically, they can get in a 6-inch line. A four-inch line might be tough, but we can find out a lot about the sewer system in a week. Mr. Hudgins stated that he knew when the previous study was done years ago, he is not sure who engineering concepts hired, but they didn't have the right equipment to clean out the pipes and remove blockages. Bionomics will bring in the camera, jetter, and root cutter all included in the quote. They may get nervous in some areas about possible collapse and back off the pressure. Mr. Hudgins stated that is his recommendation. Have them up here, get as much information as we can to help with this project, and future knowledge and maintenance of your system. We recommend, and most regulators recommend, that you camera and clean your pipe system every 5 years. That is very cost prohibitive for most small towns. Mr. Hudgins stated that this is a good first step. This information would not only be beneficial for the Factory Flats project, but for maintenance and operations for the entire system. Mayor Bryant asked if there is additional cost to haul off what they get out of the sewer system. Mr. Hudgins stated they typically want to have access to water from the Town. If there is a backflow preventer and meter you provide that to them. You may want to meter the amount of water for Town knowledge. And, they will want access to somewhere to dump whatever they remove from the system. Usually, they dump it on the dry beds at the wastewater treatment plant. Town would then have to dispose of that material with the normal sludge. Mr. Hudgins asked if Town sends the bio sludge to the landfill. Town Manager McCulloch stated that it is sent out to Amelia in a huge dumpster. Councilmember Manspile stated that there is a dumpster down there all the stuff from your bar screen comes from. Anything big like sludge you can put on the drying beds. Liquid can be dumped at the main lift station like a septic truck. Mr. Hudgins stated any liquids would be sent through the system. But they will consolidate any material into a sludge and take it to the drying beds. Mayor Bryant stated it is an interesting process. Mr. Hudgins stated it is quite an operation. It would be fun to watch for a day. Councilmember Manspile stated the price is not bad at all. You are getting your bang for your buck when you jet, then clean, then camera. Mr. Hudgins is exactly right. What camera use I have seen since being on Council is a complete farce in what the Town paid for. Nothing was cleaned out. It was either rolled over with the camera, or the camera was under water. Mr. Hudgins stated it is amazing. In places where there are reverse grading or dips, they will use the jetter to back pull it to pull the water out then run the camera through it. Mr. Hudgins recommended moving forward with this as soon as possible. The SERCAP funds can be used to cover it. The cost may be cut down a little bit, but while they are here, we need to get them to do as much as we can. Councilmember Manspile stated that after doing this, we may find we are circling the wagons for no reason. It may be possible to line the current pipe until Town can decide what it wants to do. Mayor Bryant stated that this is not only for one part of the Town, but multiple areas of the Town would benefit. Mr. Hudgins stated that we would concentrate on the areas

of the system that are in the original cost estimate. Then one other item that came about, camera the area of the parcel where the current line goes. Mr. Hudgins stated that it is his understanding that there is a sag in that line. It may be lined for a short-term fix to get the project to move forward. Then continue to apply for grants and low interest loans. To get the biggest bang for your buck, having Public Works available to excavate to get them in the pipe and then repair. Mayor Bryant asked what the time line is for this? Mr. Hudgins stated that it should be done in October. Then CHA will have more information in November. Mayor Bryant stated for Council's sake, we need to continue to build our knowledge base for what our decision needs to be. Now, we need to wait on this to make our decision. Mr. Hudgins stated that although it is not a huge development, but the volume of wastewater from 22 apartments and a brew pub, will be 10 to 12 thousand gallons of sewage a day. Anecdotal, he has heard of problems during wet weather storms, where the system can't handle it. That is what we are concerned about. We are adding more flow to a system that from time-to-time overflows or can back up. There may even be a chance to connect them. We will apply for loans and grants to replace the line. Mr. Hudgins stated that he would hate for the project to fold because of the costs. It is not a significant amount of flow. Mayor Bryant asked when we talk about option 3, should we think about a pump station? Would that provide some relief? We have to think long-term about this property. This is a great opportunity that may not come again. Is a pump station there something to consider? Mr. Hudgins stated that it would be long-term O & M for the Town. In our business, we always try to go gravity for the long-term. There are already problems with this line now. It has some reverse grade that is not in compliance with any regulations. So, I think long-term we need to plan to correct that as well. Mr. Hudgins stated that there will be another grant opportunity coming up for ARPA that DEQ has available for them that is due December 15, 2022. We are actually planning on submitting an application for that at Council's pleasure. That is a 100% grant for eligible projects. I will submit for the Water Street lift station, the forced main under the river, and this project as well. There is a 65 million dollars for the state, which sounds like a lot of money. The problem is this will be highly competitive. The more shovel ready, or the more documented issues will be given higher priority. Councilmember Manspile stated that the thing about option 3, if we can get in the clean out in front of old Dr. Coffee's office to where the line ties into the main at 15th Street, you could lay that from Dr. Coffee's back. The low place is right between the driveways at Groendyk. When they had it dug up, it is lower between the driveways than it is at the old doctor's office. If you can pull grade on it, pull the shallowness out of it between those driveways, catch Williams Lane, and lay a little pipe there that would be the cheapest way to do it. Vice Mayor Witt stated that there is a manhole in the sidewalk in front of what was formerly The Witt Stop. When C&M came in and jetted the lines, if you pull the manhole cover, the thickness of the concrete is where you hit pipe. If you stand on the corner of 15th and Main, the high point is at Doctor Coffee's Office. Mayor Bryant stated that for the purpose of Council, we should pursue the use of the camera in the lines and learn what we need so we can decide from our options. We have pricing for today, but we are missing big pieces of information. Vice Mayor Witt stated that when we started, the determination was going left, straight, or right. We need to know which line needs the most repair. Councilmember Manspile stated this is a piece of the puzzle. Vice Mayor Witt stated that this will justify whether we go left or right, and the cost of the project. Mayor Bryant asked if Council was ready to move forward with a resolution to camera the lines. Council agreed. Mayor Bryant stated that it would be nice to have a time line to make these decisions. Town Manager McCulloch stated that the developer would like to have them built by 2023. He has to do remediation for Brownfield issues. Councilmember Manspile stated that if Mr. Hudgins can get a date for the camera

job, that would give Town Manager McCulloch the information to create the resolution for the October Council Meeting. With winter coming on, the quicker we have the information, the quicker we can make a decision between A, B, or C. Town Manager McCulloch stated that he did not name a month, they cannot delay the Factory Flats Project. Interest rates continue to rise and the project will be stalled indefinitely if postponed. Mayor Bryant stated that we need to have a resolution ready. Mr. Hudgins stated that he would check on timing. The data that you get will be helpful regardless of how this project goes. Mayor Bryant stated that if an emergency meeting is necessary to get them here, we will make sure it is done correctly. Mr. Hudgins asked if Town has the equipment to partner with them for excavations. You will have them here for a week, you should find out as much as you can on your sewer system. Mayor Bryant stated that we have all had our hepatitis shots, we will get out there with shovels. Councilmember Manspile stated that it would be best to put the 16" bucket on the case backhoe to cause the least damage. Vice Mayor Witt asked if the reason we are doing this is because the current line is 6", but it needs to go to 8" or 10"? Mr. Hudgins stated that sewage regs require to connect to 8" line. Anything greater than 6 connections requires an 8" pipe. Vice Mayor Witt asked if you could do 2 connections there by doing half the building going left and half going right? Mr. Hudgins stated that once we take a look at the video, there shouldn't be a problem with short-term connecting to it with a long-term plan of replacing it within a few years. Vice Mayor Witt stated that no one wants to see this development go away. Councilmember Manspile stated the Town should be getting one tap. The 22 apartments will be connecting into a collector line for Town.

Next on the agenda is the Southview update. Mr. Hudgins stated that he has looked at the report from the stormwater engineer Jacob. This is a complicated situation. After talking with Jacob and looking at it for myself, the problem with stabilizing the ditch to protect that utility is the stormwater will always wash the gravel in the ditch. We discussed digging it out and putting a rip-rap line channel then culverts in the private driveways to let the water flow. But as long as that gravel is there, it will fill in the ditch over time whatever is done. There might be an interim step that you could put a drop inlet where the water is coming off and collecting and coming under the road, but that probably wouldn't be signed off on by the owner. Mr. Hudgins stated that it would probably be best to pave the whole thing. But who pays for that? That is not an engineering decision, it is a political decision. Paving is the only sure way to protect the water line other than maintenance. Knowing that you have a gravel situation there, every time you have a big rain public works will have to go out and clean up and rework the gravel. Mayor Bryant stated that water will always flow to the lowest point. Councilmember Manspile stated it is making its own low point there. Mr. Hudgins stated that technically and for the long-term, paving would be the best option. It is a private driveway and could set a bad precedent. The only other option is to have public works maintain the gravel. Mayor Bryant asked for discussion. Councilmember Manspile stated that it is Town's fault. Town gave up maintenance for the roads in the 90's and VDOT took over, they could have gotten a variance for all the alleys. But the Town elected back then that VDOT wasn't going to take care of it and VDOT won't take care of it. This is an issue that has been passed on from past Council's that future Council will have to decide on. There are issues at the Hair Affair that is a Town alley. Council will have to look at doing maintenance on some of these alleys. Mayor Bryant stated that is a good point. Looking at this, Town has an investment of protecting the infrastructure. We have discussed that. What we haven't explored is, and I have gotten feedback from citizens about what is going on at Southview, it is not only Southview, but all the other alleys. What Mayor Bryant would like to see Council do until something bigger happens is for Town to work with the property owners on Southview and Town do the maintenance on the road as it stands. If it washes out public

works does whatever is needed. Paving a road, or doing something significant, which is subjective for everyone, changes to an existing road, Town is not at that point yet. Mayor Bryant stated that to help bring closure to the property owners on that road, as well as some of the feedback he has received, Town does have some responsibility to protect its infrastructure. When it needs to be fixed when the ditch washes out, until VDOT can figure it out, Town takes care of the ditch. We need to bring closure to this. It has been going on for a while. Mayor Bryant doesn't think Council or the Town has the appetite in terms of funding. Once you start with a private road, there will be others. Councilmember Manspile stated that the Town got itself in a bind because it paved a part of an alley that there are no houses on. The cleanest and most honest way, it isn't because the Manspile's, McCullough's, Fitzgerald's, Gamblin's, and Grahams live there, it is to protect that asset. Even with Town doing maintenance on the ditch, sooner or later it will be laying on top of the ground. If there is a stretch of cold weather, the line will freeze. Mayor Bryant stated that there might need to be a discussion with property owners to change the grading of the road. Where there is not a water line didn't run through there. Councilmember Manspile stated that it used to be level. There wasn't a defined path. Mayor Bryant stated that moving forward, I would like to see Council not spend any more time on it. We have gotten some expert opinion on it. The pipe dream is pave it. But for the citizens on Southview, this needs to be closed. My thought is from feedback and Council, we need to protect that infrastructure, but we do it in a way that the road stays gravel, and we do not destroy that infrastructure. Any thoughts? Councilmember Petty stated he agrees with the mayor. Vice Mayor Witt stated that if it were any other private road and didn't have utilities running down it, we wouldn't be having this discussion. Councilmember Manspile stated that most of the alleys have utilities in them because that is a great place to run them. Vice Mayor Witt stated that if we as a Town are doing the maintenance and upkeep for the infrastructure, if something happens to the lines then we repair it. Councilmember Rickman stated that we should keep maintaining it like we have been doing it. Mayor Bryant asked if there needs to be a resolution? Town Manager McCulloch stated that she would check with Town Attorney Puvak. A statement may be what is needed. Mayor Bryant stated that may not be appropriate yet. We need to bring some closure to the property owners on where we stand with it. Councilmember Manspile stated that he has done his due diligence in bringing this to Council. Yes, I will talk to the property owners on the other side of the road and see what they want done. I say this jokingly, but I have the equipment, I will get to Route 11.

Town Manager McCulloch stated this is a statement from Chris Vail of the Factory Flats Development that is stating his time line and what they are investing (about \$4,000,000.00). They are fully financed and ready to move forward with the project. They are planning to start in 2 months. They are planning to pay for the private property side of the utility's upgrades and expenses. They do not have any money to spare in their budget to pay for public infrastructure. They are already teetering on non-feasible. As Mr. Hudgins from CHA has stated, the property sewer needs are a blip on the radar. They do not impact the existing infrastructure substantially. He cannot delay it. Town Manager McCulloch stated that Mr. Vail is also meeting with another developer about another property that will complement the Flats. There could be another economic development closed session hopefully. Councilmember Manspile stated that he has a problem with that statement. To put in an email to the Town Manager that the developer does not have a dollar to spend towards infrastructure, it is not on the taxpayers of this Town to fund sewer upgrades for the developer to benefit, end of story. You won't sell that on any day of the week.

Next on the agenda was the tree program conversation. Town Manager McCulloch stated that Mr. Tyree, who maintains the yard at the First Baptist Church on Main Street, has complained of the tree branches falling on the property. Council asked that Town Manager McCulloch look into the history of this. Town Manager McCulloch found that the trees were planted in cooperation to help the group of ladies trying to save First Baptist Church in the 1990's. They helped the group in efforts to document the history of the church. They helped the church raise \$10,000.00 which resulted in rewiring and the new heating system for the church. Because they were planting trees in other parts of the town, Town asked if they could plant trees. It was not done in writing. The church owns the trees. We indicated to them last year they could cut down the trees it is their property. Town Manager McCulloch stated that she thought they were going to cut them down. Mr. Tyree asked if Town could help flag while the tree is being cut down because Town was instrumental in putting the trees there. Town Manager McCulloch told Mr. Tyree that Town could not do that because if we did it for you, we would have to do it for everyone. Then it paused, but he has been back a few times this year. Town Manager McCulloch stated that she has tried to get in touch with the pastor, but has been unable to do so. Unfortunately, we have only heard from one person at the church. Going forward, if we need to do some kind of agreement, Town Attorney Puvak can help with that. Mayor Bryant stated that any time there is a public/private partnership of any kind, there needs to be some parameters and who is responsible for what. The handshake deals and stuff are great and still happen, but wherever possible there needs to be parameters and things put in writing. Councilmember Manspile stated that you have one that comes to Council meetings that the handshake deals burn him. When Town put the 8" sewer line up behind our barn years ago there is a manhole there. We had a septic tank cleaning business. There was a handshake deal there that he would be able to dump into the sewer system for the rest of his life. He dumped in it 2 months and they cut him out. That is the reason he hung the business up. Mayor Bryant stated that the hand shake deal cannot be remembered 15 years from now. Part 2 of that is it is private property. If the Town is to do anything, we have to establish a partnership to do the work. We only have one person whom we don't know if he represents the church. Town Manager McCulloch stated that she does not know either. Vice Mayor Witt and Councilmember Manspile stated that Ralph Terry and Darvon Tyree are both deacons. Town Manager McCulloch stated that she has only spoken to Mr. Tyree. Mayor Bryant asked that it has not been Mr. Terry? Town Manager McCulloch stated that she had not, Mr. Tyree is the only person that she has had any contact with on this matter. Mayor Bryant asked if a letter has been sent. Town Manager McCulloch stated that a letter had been sent, but it was returned. Councilmember Manspile stated that he knows some of the members, he will get an address for the Town Manager. Mayor Bryant stated that if Council is in agreement, there needs to be some parameters set for this project. Vice Mayor Witt stated that the trees were donated and they are on private property. Town Manager McCulloch stated the trees were planted at the request of the owners at the time. The problem is they don't want the trees now. Councilmember Manspile stated that the members who had them planted are no longer there. Mayor Bryant stated that in moving forward, the letter should say something like: we received a request from a member of your congregation requesting that Town assist with removing the trees, Town has determined that is private property, and there is nothing to assist, essentially, they are your trees. Councilmember Manspile stated that in the long run, they will be doing Town a favor because the roots are growing around the valve box and high-pressure water. Mayor Bryant asked for thoughts. Vice Mayor Witt and Councilmember Petty stated that the trees were donated from the Town to the church, but once they were planted, they belong to the

church. Vice Mayor Witt stated that he would help them cut them down as a private citizen, but Town cannot otherwise Town sets a precedent.

Next on the agenda was the budget update. Town Manager McCulloch stated that this is for fiscal year January thru June of 2022. Revenue was higher than budgeted for different categories. \$13,500.00 budgeted actually received \$15894.00. Real estate was down, but other taxes were higher. We are actually over in new construction and zoning activities. Town Manager McCulloch stated that we were higher in fines and forfeitures. Liens were lower than budget. People were really good about taking care of violations. Town has not received as many complaints this year as last year. Town Manager McCulloch stated she has been checking the repeat offenders. Councilmember Manspile asked what has pushed trash up? Is it just extra stuff we have done like the clean up? Town Manager McCulloch stated that we have received more customers. Councilmember Manspile asked if it was because of the increase? Town Manager McCulloch stated that the increase would not be in this budget since it started in July 2022. Councilmember Manspile stated it had been increased last year so that may be where part of the increase came from. Town Manager McCulloch stated that Town has received the second tranche of ARPA funds so Town has received all the ARPA funds. We got a restricted grant that was not reflected in the budget because we did not expect to get it. That was the Virginia Brownfield Assessment Fund. That was \$50,000.00 for the Groendyk/ Factory Flats for testing Phase II environmental for Brownfield. We did receive a lot more in events. We still have in and out still happening. Town Manager McCulloch asked when it is all finalized, there be an adjustment to reflect the items we committed to spend money on in 2022. That includes the leadership money, the fire department roof, the Brownfield assessment money needs to be rolled over. Town Manager McCulloch stated that in the utility fund, water and sewer revenues were slightly lower. Water and sewer repairs were under budget. The staff salaries for water and sewer were under budget. As mentioned in previous meetings, our Inboden contract for water and sewer services has been higher than normal. We did renew our permit with DEQ. That has added testing and public advertisement that was unexpected budget expenses. Mayor Bryant asked what the leadership training cost was. Town Manager McCulloch stated that was \$6000.00. Mayor Bryant asked what the \$85,000.00 represented. Town Manager McCulloch stated that was the total unspent funds. It was budgeted last fiscal year and we didn't spend it. Hopefully, there can be a budget amendment for this fiscal year. Mayor Bryant stated in the past few years we have had to pull money from the general fund for utilities and stuff. Are we in a position to put that back in the general fund? Is that what you are referring to as a budget amendment? Town Manager McCulloch stated that she is hoping to take last year's budget overage and put it in this year's budget in general funds and the same in utility fund for different costs we haven't spent in utility fund yet. Councilmember Manspile stated that it would not hurt to do that for one year. Then catch it up in the following year. You do not know what is going to happen. It has been very quiet for the past year. Mayor Bryant stated that he agrees, but he doesn't want to give the impression that there is a surplus. We have actually had to pull from reserves. Whoever is here after December, we have not replenished that reserve that we have pulled from continuously for several years. Councilmember Manspile stated that there is about \$30,000.00 that can be put back because the filters were put in the filter building. It took 2 budget cycles to come up with the money for that. Town Manager McCulloch stated that we did not budget in the monies for David Dickerson for this fiscal year, it was for last fiscal year. It is monies that were supposed to be spent in last year's budget. We would have to think about pulling the monies out of other line items if it is not added to this fiscal budget. Town Manager McCulloch stated that it is up to Council. There is one account that is pretty high, but she is not sure if it is due to unspent funds. If

it will hurt this year's budget, this is just something to consider. Vice Mayor Witt stated that there will have to be a work session to discuss the budget at some point in time. Mayor Bryant stated that he doesn't want to give the impression that there is a surplus. Town Manager McCulloch stated there was a surplus in the utility budget. This budget will not be finalized until the Audit. Councilmember Manspile asked where we were on the inventory on spare meters. Town Manager McCulloch stated that when the meters are turned in, they are receiving new ones from the company. Councilmember Manspile stated that is good. At one point, there was a backlog and we were not receiving new meters when they were returned because supply was behind.

Next on the agenda was the banner discussion. Town Manager McCulloch stated that she talked to Town Attorney Puvak about the questions we have regarding banners. Town Attorney Puvak stated that if we want to run banners from the Shentel to the Dominion poles, we should have whoever puts the banner up should sign a release. Overall, the Town would be responsible. We are not protected with sovereign immunity. If we decide to move forward with it, the person putting it up would have to hire a company to put it up as part of their cost and be responsible for giving us some kind of liability information. Town Attorney Puvak stated that allowing the banner to be up for 2 weeks and location looks good, but nothing will prevent us from being sued if something goes wrong. Town Manager McCulloch stated it is not a reason not to do it. Mayor Bryant stated that he is just protection the Town. Town Manager McCulloch agreed. She stated that even if the entity signs a release, it will not stop the Town from being sued. Town and community events are ok. With that, he suggested we not allow any non-profit, just Town sponsored events or Town approved events. That will help us monitor. Do not use public works to hang banners use professionals who hang banners that are Town approved. Town Attorney Puvak would help us with a release of liability. Town Manager McCulloch stated that she looked up some companies for banners and other options. There are movable signs, portable LED signs, and magnetic portable signs. Councilmember Manspile stated that he would still like to put a billboard up on the hill behind Dollar General to match the one on the other side of Town. If we have to go through our own zoning request, so be it. Mayor Bryant and Councilmember Rickman agreed. Town Manager McCulloch stated that Genoptics has a smart display that is on a trailer you can leave on the side of the street. They start at \$33,000.00 for a 4 X 8. Mayor Bryant asked what is needed here? Town Manager McCulloch stated that Council had asked what else is out there. Different can be very expensive or relatively cheap. Mayor Bryant stated that for short term, Town can set up a release for Town sanctioned or Town approved events can sign the release and hire someone to put up a banner. Town Manager McCulloch stated that they would have to put it up and take it down with someone licensed and bonded. Mayor Bryant stated this could be a strategic use for funds from the carnival to establish an advertising sign out by Dollar General. Councilmember Manspile stated he would like to get a price on duplicating the billboard. Mayor Bryant agreed. Town Manager McCulloch stated that sign is non-conforming. That is one of the smaller signs. They don't make those any more. Councilmember Manspile stated that if Town owned it, they would build it to our specifications. There is some kind of written agreement that the Town preserved that one. Mayor Bryant asked if Town owns that billboard. Town Manager McCulloch stated that Town has a long-term lease. We pay a yearly fee of \$2,000.00 for the sign and we pay a fee of \$330.00 every time they change it. Town Manager McCulloch suggested buying the billboard sign on Parkway Drive and move it? Councilmember Manspile stated that is privately owned. Town Manager McCulloch stated that she would ask for parameters for a new billboard. Mayor Bryant asked if it could possibly be a two-for deal to update the one we have and purchase a new one. The current billboard looks like it needs to be updated. Town Manager McCulloch

stated that we would have to have an agreement with partners like Botetourt County to be able to change the billboard. Councilmember Manspile stated that you do need to get out in front of the dates to create the signs. It may be non-conforming, but they are making the canvas covers for the one we have. Mayor Bryant asked Town Manager McCulloch to make a resolution to allow the banners. Town Manager McCulloch stated that she would ask Town Attorney Puvak to help craft that. Vice Mayor Witt stated that part of his recommendation is to find a company who makes the banners and is licensed and bonded to hang the banners. Then, if someone wants to hang a banner, we have a rate so that the material is correct and it is hung the right way. Councilmember Manspile stated that the VDOT requirements have to be met as well. Vice Mayor Witt stated that whoever is hanging the banner use a Town approved company to purchase the banner from.

Next on the agenda is the leak report. Town Manager McCulloch stated that her computer has been having technical difficulties. She could go and try to email to the computer in the meeting room if Council would give her a few minutes. Mayor Bryant asked if this was something that could be emailed to Council for discussion at the next work session. Town Manager McCulloch stated she would.

Next on the agenda was the speed limit change. Town Manager McCulloch stated that VDOT has responded to Towns request. They will look at the area between Virginia Forge and KC Collections and will keep Town posted on their findings.

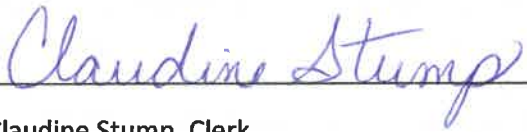
Next on the agenda was Charlie's place. Town Manager McCulloch stated that Town Attorney Puvak has drafted a Release of Liability for moving the stone only for your approval. Mayor Bryant asked what if they want the stone carried 10 miles down the road? Town Manager McCulloch stated that Town can say we will dispose of it. Mayor Bryant asked if that is what the owner wants? Town Manager McCulloch stated that they do. Mayor Bryant asked if the owner wants it moved to another part of their property? That was his recollection of the prior discussion. Town Manager McCulloch stated that the discussion was that the stone could be important for the rock wall and the history. The owner just wants the stone moved so she can access her property. Mayor Bryant stated that he wants that clarified. Once Town takes possession of the stone, it is Town's. Vice Mayor Witt requested that an addendum be added to the Release that the owner chooses whether the rock is removed from the property or moved to a different location on the property.

Mayor Bryant asked if there was anything else. Town Manager McCulloch stated the James River High School Homecoming parade is October 7 at 4:30, Town Clean-up Day is October 15, and there will be a newsletter going in this month's water bill.

Councilmember Manspile made a motion to adjourn with a second from Councilmember Petty and Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Adjournment was at 8:37 pm.

Respectfully submitted,



Claudine Stump, Clerk



Craig Bryant, Mayor