

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE
TOWN OF LURAY, PAGE COUNTY, VIRGINIA
January 10, 2005**

The Luray Town Council met in regular session on Monday, January 10, 2005 at 7:00 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were present the following:

Presiding: Mayor Ralph H. Dean

Council Present: Nancy Shifflett Gerald Snyder
Leroy Lancaster William Menefee
Barry Presgraves Earl "Rock" Racer

Also Present: Jerry Schiro, Town Manager
Lonnie Arrington, Asst. Town Manager
Mary Broyles, Clerk-Treasurer
Michelle Owens, Deputy Clerk-Treasurer
Page Campbell, Chief of Police
Wayne Petefish, Assistant Chief of Police
Lynn Mathews, Superintendent of Public Works
Pat O'Brien, Parks & Recreation Director
Charles Hoke, Superintendent of Wastewater Treatment
Jason Spitler, Town Attorney
Media: 1 Others: 15-20

A quorum being present, Mayor Dean declared the Council to be in session for the transaction of business.

CONSIDERATION OF MINUTES

Minutes of the December 13, 2004 Regular Meeting of the Luray Town Council were submitted for review. **Motion:** Councilman Snyder motioned to approve the minutes as presented; seconded by Councilman Menefee with the following YEA: Council Members Shifflett, Snyder, Menefee, Lancaster, Presgraves, and Racer. Approved 6-0.

CITIZEN COMMENTS

No citizen comments were presented.

POLICE STUDY REPORT AND PRESENTATION

Mr. Buracker of Carroll Buracker & Associates, summarized the findings of his firm's recent study of the Luray Police Department's organizational structure, policies, and operations. An oral presentation of the Police Study was supported with a Power Point illustration of facts and statistical data along with a 280-page bound written report.

Mr. Buracker requested the Town Manager be given a minimum of 45 days to review the Police Study and provide his evaluation and recommended plan of action for Council review. A continuous plan of action then may be developed which involves initiation of changes, feedback, evaluation, and revision.

TREASURER'S REPORT

Treasurer's Report of Cash on Hand as of January 10, 2005:

SunTrust Bank:	
General Fund Account.....	\$ 2,935,125.30
Pioneer Bank:	
General Fund Account.....	\$ 0.00
Cash on Hand:	\$ <u>20,285.35</u>
	TOTAL: \$ 2,955,410.65
Savings Accounts:	
PVB-FmHA Sewer Plant Sinking Fund.....	\$ 28,788.00

Mary Broyles, Town Clerk / Treasurer submitted to Council for approval, Accounts Payable invoices in the total amount of \$ 227,644.46. **Motion:** Councilman Menefee motioned to approve payment of the list of invoices presented, seconded by Councilman Snyder with the following council members voting YEA: Shifflett, Snyder, Menefee, Lancaster, Presgraves, and Racer. Approved: 6-0

TOWN MANAGER'S REPORT

- **Office Software Upgrades**
Mr. Jerry Schiro stated he wished to publicly commend the office staff for their efforts during the recent utility billing and financial software conversion. The new utility billing format initiated numerous customer inquiries although all concerns have been addressed. The new software will provide more customer information on the monthly billings and allow the town to generate its own real estate and personal property tax billings each year.
- **Community Development Block Grant (CDBG)**
A copy of the new CDBG budget matrix submitted to the State was provided for Council review. The budget was increased in order to accommodate the residential component and include LDI on the matching side. A Management Team meeting will be held on January 20, 2005 to discuss identification and prioritization of eligible properties.
- **Pedestrian Walkway**
The Recreation Committee met concerning the pedestrian walkway under Main Street Bridge. Chairman Rock Racer provided documentation of the Recreation Committee's January 4, 2005 meeting which was held to finalize construction concepts of this Greenway Project area. Racey Engineering will proceed with preliminary construction documents for permitting and bidding of the cantilevered walkway.
- **Annex Building**
Lord Fairfax Community College and Winchester Incubator Regional Exchange (W.I.R.E.) expect to have their signs posted at the Annex Building this week. Mr. Schiro met with the architects handling the Lord Fairfax Community College satellite classroom last week. Site plans and cost estimates will be presented in early February. L.F.C.C. intends to begin satellite classes at the annex building this spring.
- **Depot Restoration**
Last week, Mr. Schiro met with the Depot's Project Architect Dave Pucket, Lori Nealis from the Chamber, and Bill Kosar the Project Contractor from E.M.C.O. Manufacturing of the windows

to be donated by Anderson Windows is behind schedule due to a communication issue with the Anderson Sales Representative. Mr. Kosar assured us the issue will be resolved at the corporate level.

E.M.C.O. and Anderson Windows will be constructing a Habitat for Humanity House in Page County during the month of April 2005. E.M.C.O. intends to have the Depot building's exterior completed prior to the arrival of Anderson Window Executives.

The Transportation Enhancement Program has experienced a back log in grant reimbursements due to changes in accounting systems and program shifting within VDOT. Once reimbursements are brought current, the Project Architect will begin the final design phase for interior renovation of the facility.

TOWN ATTORNEY'S REPORT

Town Attorney Jason Spittler submitted an ordinance to vacate the public right-of-way located in the block between Fifth and Sixth Streets, and Seventh and Eighth Avenues. This alleyway right-of-way will be conveyed to the Trustees of the Luray Pentecostal Church with the Town retaining ownership of infrastructure and easements. **Motion:** Councilwoman Shifflett motioned to adopt the ordinance as presented; motion seconded by Councilman Menefee. YEA: Council Members Shifflett, Snyder, Menefee, Lancaster, Presgraves, and Racer. Approved 6-0.

DEPARTMENTAL REPORTS

• **POLICE - PUBLIC SAFETY AND EMERGENCY SERVICES COORDINATOR'S REPORT**

Chief of Police, Page Campbell presented written reports in Council packets listing Officer arrests, productivity, criminal and non-traffic related offenses, and downtown walking patrol schedules. Chief Campbell also presented a proposed resolution for the adoption of the National Incident Management System (N.I.M.S.) The purpose of the N.I.M.S. adoption is to provide a consistent nationwide template which will enable all government, private sector, and nongovernmental organizations to work together during domestic incidents.

Motion: Councilman Lancaster motioned to adopt the N.I.M.S. resolution as presented. Motion seconded by Councilman Menefee. YEA: Council Members Shifflett, Snyder, Menefee, Lancaster, Presgraves, and Racer. Approved 6-0.

• **PARKS AND RECREATION DEPARTMENT**

Parks Director, Pat O'Brien provided the following department updates:

- The fountain in Carillon Pond has been removed to prepare for ice-skating season.
- Boring sample holes were filled in under Main Street Bridge.
- Grading and installation of landscaping stone is complete at Eugene Park. The Department will be incorporating similar features in other town pocket-parks to provide consistency in styles of stone, benches, and picnic tables.
- Debris from high winds a few weeks ago were cleaned up at Lake Arrowhead.
- The 2005 Christmas Parade is scheduled for December 6th. Invitations to participate have already been mailed out to some military bands.
- Donations: Ms. Elizabeth Swallow donated \$1,000 to the town parks again this year. A donation for \$175 was received from Mr. and Mrs. Paul Mischler. Over \$87,000 in citizen donations have been received to date which shows the community appreciation of our parks and programs.

- **PUBLIC WORKS DEPARTMENT**

Public Works Director, Lynn Mathews stated all water samples, including those drawn from the reservoir have tested in compliance with state regulations. The reservoir is now back on-line with an approximate seven foot fill level. Sand tubes were installed to facilitate the drainage system. One water and one sewer tap was made this month and the department repaired four water leaks this month.

- **WASTEWATER TREATMENT DEPARTMENT**

Wastewater Superintendent, Charlie Hoke stated the wastewater facility is operating within all state and federal guidelines. The 2004 annual wastewater reports have been submitted to the State of Virginia.

OLD BUSINESS

Meeting with Bed & Breakfast Owners

Jerry Schiro stated the local bed & breakfast owners would like to meet with Council and the Planning & Zoning Commission to discuss changes in zoning regulations. Following discussion, the Council agreed to hold this requested meeting on Tuesday, January 18, 2005 at 5:30 p.m. in the Council Chambers of the Town Offices. This will be an open public meeting.

Economic Development Committee Meeting

Jerry Schiro stated the members of the E.D.C. have requested a meeting with the Town Council to discuss planning and directives for 2005. Council agreed to a meeting date of Monday, February 14, 2005 at 5:30 p.m. in the Council Chambers.

NEW BUSINESS

2005 Council Retreat

Town Manager, Jerry Schiro requested the council members schedule a date for the 2005 Council retreat for the purpose of discussing the 2005 / 2006 budget, current issues, and the availability of Council health insurance coverage. Council agreed to a retreat date of Tuesday, March 1, 2005. The retreat will be held from 9:00 a.m. through approximately 1:00 p.m. at the Ramada Inn in Woodstock. Department Heads are invited to attend this meeting.

MAYOR'S ANNOUNCEMENTS

Mayor Dean thanked everyone present for attending the Council meeting.

EXECUTIVE SESSION

Mayor Dean requested a motion to adjourn to Executive Session for the purpose of discussing personnel issues in closed session permissible under the Code of Virginia, Section 2.2-3711(1). Councilman Barry Presgraves motioned to recess the regular meeting and convene in closed session; Councilman Earl Racer seconded the motion with the following council members voting YEA: Shifflett, Snyder, Menefee, Lancaster, Presgraves, and Racer. Approved: 6-0. Mr. Charlie Hoke was invited into the Executive Session.

REGULAR SESSION RECONVENE

After reopening regular session, Council agreed only personnel issues were discussed during the Executive Session. There being no further business to transact, Mayor Dean adjourned the regular session of the Town Council at approximately 9:05 p.m.

Ralph Dean, Mayor

Attest:

Michelle Owens, Clerk to Council