

**A REGULAR MEETING OF
THE TOWN COUNCIL
OF
THE TOWN OF LURAY, VIRGINIA**

Monday, December 14, 2020

The Luray Town Council met in regular session on Monday, December 14, 2020, 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 Barry Presgraves

Council Present:

Ron Vickers
Jerry Dofflemyer
Jerry Schiro
Leroy Lancaster
Joseph Sours
Leah Pence

Also Present:

Steve Burke, Town Manager
Bryan Chrisman, Assistant Town Manager
Mary Broyles, Clerk Treasurer
Danielle Babb, Deputy Clerk Treasurer
Chief Bow Cook, Luray Police Department
Jason Botkins, Litten & Sipe
Jason Pettit, Council Member Elect
Ligon Webb, Council Member Elect
Saidee Gibson, Robinson Farmer Cox Associates

(This meeting was made public via the Town's Facebook page. Public comments were accepted prior to the meeting via e-mail to sburke@townofluray.com).

A quorum being present, Mayor Presgraves declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Councilman Sours led everyone in the United States Pledge of Allegiance.

ADDITIONS OR DELETIONS FROM THE AGENDA

There were no additions or deletions to the evening's agenda.

CONTINUITY OF GOVERNMENT ANNOUNCEMENT

Mayor Presgraves read aloud the *Ordinance for the Continuity in the Government of Luray*.

CONSENT AGENDA

Motion: Councilman Vickers motioned to approve the Consent Agenda as presented, motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

Consent Agenda

- (A) Minutes of the Regular Council Meeting –11-9-2020
- (B) Council Meeting and Holiday Schedule 2021
- (C) Financial Statements ending 11-30-2020
- (D) Accounts Payable checks totaling- \$ 233,520.66

PRESENTATIONS

Town of Luray Annual Audit – Robinson Farmer Cox Associates

Ms. Saidee Gibson, Audit Manager, presented the 2020 Fiscal Year Audit report for the Town. Ms. Gibson provided a power point presentation in addition to the audit report copy for members. Robinson Farmer Cox Associates issued the Town an *Unmodified Opinion* which is the highest and best opinion the profession offers. Ms. Gibson stated no weaknesses in internal controls or deficiencies in compliance. There were also no deficiencies in highway maintenance reporting, public procurement, or VRS reporting. Highlights of the audit presentation included review of the Government Wide Financial Statements and the impact of the Main Street Bridge project on the Town's capital assets. Other highlights included the General Fund Revenue and Expenditures Analysis and review of the Proprietary Funds.

Councilman Dofflemyer asked about the impacts on local meals and lodging revenues due to Covid-19. Ms. Gibson stated that the town's experiences in reduced revenues were in line with all other localities. Councilman Schiro thanked Mary Broyles and Danielle Babb for their work on the audit.

Recognition of Mayor Presgraves & Councilman Lancaster

Councilman Schiro presented plaques to both Councilman Lancaster and Mayor Presgraves for their service to the Town. Councilman Schiro said that he has had the pleasure of working with and for both of them and noted that their presence will be greatly missed. Councilman Lancaster has served the

Town from 1988 to 2020 with perfect meeting attendance. Mayor Presgraves served on the Council beginning in 2004 and served as Mayor from 2008-2020. Councilman Lancaster then presented the plaque of Luray Mayors with the addition of Mayor Presgraves. The plaque dates all Town Mayors and their terms back to 1874. Councilman Schiro also presented gifts to Mayor Presgraves and Councilman Lancaster on behalf of the Council, Town Manager, and Assistant Manager.

ACTION & DISCUSSION ITEMS

CARES Act- Staff Hazard Pay

Town Manager, Steve Burke, requested that Council consider the use of the Town-allocated CARES Act funding to dedicate \$85,000 for the award of hazard pay to full-time and our full-time/part-time employees whose positions place them in a heightened exposure to COVID-19 due to their duties. The Town Manager, Assistant Town Manager, Town Treasurer, and Police Chief are not eligible.

Motion: Councilman Schiro moved that the Town Council approve \$85,000 of the Town's allocated CARES Act funding to award hazard pay to the Town's full-time and full-time/part-time employees as presented. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours. NAY: Pence. **Approved 5-1.**

CARES Act- Police Department Salaries

Town Manager, Steve Burke, requested to consider approval of the use of all remaining CARES Act Funding that has not been appropriated to reimburse police salaries as authorized by CARES Act legislation.

Councilwoman Pence stated that she would prefer to see the Town fund the Page One Food Bank. Council members discussed the difficulty the food bank would incur in disbursing the donation by the December 31st CARES deadline. Members agreed that this could be looked at after January and determine if the Town could make a separate contribution at that time.

Motion: Councilman Schiro moved that the Town Council authorize that all CARES Act funds that have not been spent by the Town are hereby appropriated and expended on police payroll costs incurred by the Town during the period beginning March 1, 2020 and ending on December 30, 2020. Motion seconded by Councilman Dofflemyer with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0.**

Luray Meadows CDBG – Award of Contract

Assistant Town Manager, Bryan Chrisman, requested Council consider the award of the CDBG funded improvements associated with the Luray Meadows project to Pine Knoll Construction Inc. Pine Knoll Construction was the apparent low bidder on the project. The grant funds would not exceed \$630,000 and the contract is contingent upon the execution of a sub-grant agreement between the Town and People Inc.

Motion: Councilwoman Pence moved to award the CDBG funded work at the Luray Meadows Apartments in an amount not to exceed \$630,000 to Pine Knoll Construction, Inc. as presented contingent upon execution of a Sub-Grant Agreement between the Town and People, Inc. conveying the Town property rights and establishing a performance bond to limit the Town’s financial liabilities. Ms. Pence further moved that the Town allow up to \$70,000 of the CDBG funds for the project administration on behalf of the Town under a separate Memorandum of Agreement with the Northern Shenandoah Valley Regional Commission. Ms. Pence further moved to authorize the Mayor, Town Manager, Assistant Town Manager, and Town Attorney to execute the necessary bid award and contract documents to construct the improvements as presented. Motion seconded by Councilman Schiro with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0.**

Creekside Commons

Mr. Burke request Council members consider the naming of the new North Broad Street pocket park area as “Creekside Commons”.

Motion: Councilwoman Pence moved that the Town Council formally name the new pocket park being constructed on North Broad Street as “Creekside Commons”. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0.**

Town Maintenance of Privately Owned Property

Town Manager, Steve Burke, requested Council discuss a motion to continue Town grounds maintenance on privately owned properties that the Town has historically maintained. Those properties include: Caverns Water Tank, Ruffner Plaza adjacent area, Linden Avenue VDOT Right-of-Way, Monument at Reservoir Avenue and East Main Street, Monument at Campbell Street and South Broad Street, Lake Morningstar Reservoir/Dam/Spillway, Luray Park Association Properties. Mr. Burke furthered that grounds maintenance simply means mowing and landscaping efforts to ensure Town Code compliance.

Councilwoman Pence objected to the continued maintenance and noted the controversy surrounding the monuments. Councilman Vickers stated that the intent is for the public use of the park areas and to continue efforts to keep the town public spaces looking nice.

Motion: Councilman Lancaster moved that the Town Council authorize staff to continue providing grounds maintenance at the privately-owned properties as presented, subject to any existing agreements or, in the absence of such an agreement, so long as public use of and access to the properties is intended by the owners and the properties remain open for public use and access. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours. Nay: Pence. **Approved 5-1.**

Browns Building- Use by Railroad Club

Mr. Burke stated that the Council has received a request from the Page County Railroad Club to use the Brown's building as a meeting and display location. Mr. Burke furthered that water service has been disconnected to the building. Councilman Dofflemyer suggested holding off on any decisions until January. Council postponed taking any action this evening.

Luray Meadows- Sub-Grant Agreement

The Town Council discussed the Sub-Grant Agreement with People, Inc. to establish the relationship between the Town and People Inc. regarding the Luray Meadows Project. No action is requested this evening and Council will discuss further at their January meeting.

TOWN ATTORNEY

Town Attorney, Jason Botkins, provided information to Council members and staff regarding an updated boundary line adjustment for the Brown's Building. The updated deed and plats would establish easements for the Greenway, utilities, and pedestrian use and public parking. Mr. Botkins requested action by Council to proceed with the documents.

Motion: Councilman Schiro moved that the Town Council authorize the Town Attorney to proceed with the documents. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0.**

EXECUTIVE SESSION

Real Property: Potential Disposition of 36 West Main Street Section 2.2-3711 (A) (3)

Mayor Presgraves requested a motion to adjourn into Executive Session for the purpose of discussing matters relevant to Section 2.2-3711.A.3 regarding the disposition of real property.

Motion: Councilman Vickers motioned to recess the regular meeting and to convene in executive session; Councilman Dofflemyer seconded the motion with the following members voting YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

-Closed Meeting-

Certification: Mayor Presgraves asked members of Council to certify that to the best of their knowledge only matters covered under Section 2.2-3711.A.3 were heard, discussed, or considered during the closed session. **Motion:** Councilwoman Pence motioned to certify the closed session; Councilman Sours seconded the motion with the following members voting YEA: Mayor Presgraves, Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence.

ADJOURN

With no further business, the meeting was adjourned at 8:27pm.

Barry Presgraves
Mayor

Danielle Babb
Deputy Clerk-Treasurer