

# TOWN COUNCIL MINUTES



Gate City Town Council Minutes  
October 15, 2019  
156 E Jackson Street  
6:30 PM

**I. COUNCIL MEETING CALLED TO ORDER AT 6:37 P.M. BY: Mayor - Frances Perry**

**II. ROLL CALL –** Town Clerk – Lydia Lane

	PRESENT:	ABSENT:
Mayor, Frances Perry	X	
Vice Mayor, Robin Richards	X	
Council Member, Allan “Cotton” Roberts	X	
Council Member, Roger Cassell	X	
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Ron Kindle	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Contrinia Payne, Thelma B. Anderson, Mary A. Gamble, Mary Sanders, Joni V. Hughes, Debbie Kindle, Brandi Trinkle, Patricia Anderson, James Addington, Kay Addington, Diana Bailey-Colbert, Carolyn Bailey, June Gillenwater Mott, Ellen Bailey, Lisa McCarty; Scott County Virginia Star, Holly; Times Newspaper, Jason Snapp; Mattern & Craig, Charles Senior, Chief Terry Sivert, Casey Wells; Made By Hands Floral

**III. INVOCATION –** Minister Charles W. Senior

**IV. PLEDGE OF ALLEGIANCE-** Chief Terry Sivert

**V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion by: Allan “Cotton” Roberts

2<sup>nd</sup> by: Ron Kindle

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain

**Motion Carried.**

**VI. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS AND INTRODUCTION OF GUESTS.**

Town Manager Greg Jones recognized Made By Hands Floral for their efforts in rehabilitation and beautification of their store front on Jackson St. Owner, Casey Wells accepted the award.

Mayor Frances Perry read a Thank You card from James River Advisors to Council, thanking Council for the recognition of their business and beautification efforts.

**VII. APPROVAL OF MINUTES**

- **Approval of September 3, 2019 Town Council Minutes**  
**Motion made to approve minutes as presented.**

Motion by: Allan “Cotton” Roberts

2<sup>nd</sup> by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

## **VIII. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for September 2019 as presented.**

Motion by: Allan “Cotton” Roberts

2<sup>nd</sup> by: Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

## **IX. PUBLIC COMMENT (Will be limited to 3 minutes per speaker.)**

**Contrinia Payne: 238 Elliott Drive** – Ms. Payne asked who’s responsibility is it to replace or to put the fire hydrants in Gate City? Mayor Frances Perry stated that the fire department are the one’s who put the fire hydrants in. Ms. Payne stated that when she was at the Town Hall she was told it was the Town’s responsibility. Town Manager Greg Jones stated that we do share that responsibility with the fire department. Town Manager Greg Jones stated that the fire department inspects the hydrants and if the hydrants need rehab the town will take care of that as well. Ms. Payne asked is there any money in the budget for the Town to put in fire hydrants? Town Manager Greg Jones stated that there is a repair and maintenance account that covers the fire hydrants. Ms. Payne asked what if there are no fire hydrants there? Town Manager Greg Jones stated that it is then up to Council to decide if we need one and to appropriate one. Ms. Payne stated that her community does not have any fire hydrants that work and she has already approached Town Manager Greg Jones about this concern. Town Manager Greg Jones stated that the hydrants in question were inspected and the report delivered this morning states that the hydrants are in fine condition. Ms. Payne stated that there has been four house fires in the community within the last two years and we want to know why our fire hydrants don’t work. Ms. Payne asked if it has been voted on that there is a limit of three minutes per speaker for public comment? Mayor Frances Perry stated that this has always been our policy and has always been stated on our agenda. Council Member Roger Cassell stated that it was passed. Ms. Payne asked if she could have a copy of the minutes where the three minute limit was passed? Town Attorney Michele Brooks stated that it will have to be researched in order to find it because it is not readily available at this moment, but I’m certain that it can be provided. Ms. Payne stated that she would be back in a week to get the copy.

**Thelma Anderson: 164 Elliott Drive** - Ms. Anderson stated that there are not enough working fire hydrants in our neighborhood. Ms. Anderson asked why wasn’t the hydrant behind Ms. Muncey’s house hooked up the night that the fire happened? Mayor Frances Perry stated that she couldn’t answer that question. Town Manager Greg Jones stated that he could not answer why it wasn’t used, but that he could explain the working condition as far as the hydrants. Ms. Anderson asked if the hydrant works? Town Manager Greg Jones stated that the hydrants do work like they are supposed to, but the night that the fire occurred, there was a power outage an hour before. Ms. Anderson stated that the outage didn’t occur in her community. Town Manager Greg Jones stated that a report from AEP included in the packet states that there was a power outage. Town Manager Greg Jones stated that the power outage is what affected the pump that provides pressure in the lines themselves and when the pump went out, that is why the water wouldn’t come out of the hydrants. Ms. Anderson stated that the fire trucks went to the water tower where the water is stored on Cherry St. and stated that there was no water in the tank. Ms. Anderson asked if the

power outage affected that as well? Ms. Anderson asked that if fire trucks are supposed to have water on them, did the four that came not have enough water on them? Town Manager Greg Jones stated that he was unsure about the fire trucks but that he could assure Ms. Anderson that there is water in the water tower tanks because if there wasn't no one in town would have had water. Ms. Anderson stated that there has been four fires in the neighborhood in the last two years and they have all destroyed the homes. Ms. Anderson stated that there is not even one fire hydrant on her street and she would like to know if the Council plans on installing one and how long will it be to get a fire hydrant in. Town Manager Greg Jones stated that putting a hydrant on Elliott Drive will result in putting one a couple hundred feet of where there is three or four already located. Ms. Anderson stated but if they don't work it is needed. Town Manager Greg Jones stated that the hydrants work fine. Mayor Frances Perry stated that different people in the same neighborhood can be on different transformers and therefore one person may be out of power while the others still have power. Mayor Frances Perry stated that AEP has sent a letter that states that there was a power outage. Ms. Anderson stated that this was the first time she had read that there was a power outage. Ms. Anderson stated that on the fourteenth of September, she saw with her own eyes that there wasn't enough water coming out to fight these fires. Town Manager Greg Jones stated that there wouldn't have been enough pressure in the pumps to push the water out due to the power outage. Ms. Anderson asked if the festivals that happen each Friday cost money or if the bands come for free? Council Member Allan "Cotton" Roberts stated that the concerts don't happen every Friday anymore but only once a month on a Saturday. Mayor Frances Perry stated that the events are sponsored. Ms. Anderson stated that once a month could probably pay for a hydrant not only on Elliott Drive but other streets in Gate City. Mayor Frances Perry stated that the Town is required to have a fire hydrant within so many feet and there are fire hydrants that cover that area. Ms. Anderson stated that she was told that the fire department could not cross the street to another hydrant because it would be blocking traffic. Ms. Anderson stated that the fire department did not make an attempt to go to the hydrant on Manville Rd. and there was one behind Ms. Muncey's house that was not connected to either. Town Manager Greg Jones stated that he could not answer as to why these hydrants were not used and that the fire department would have to be contacted.

**Contrinia Payne: 238 Elliott Drive** – Ms. Payne stated that Town Manager Greg Jones stated that the Town Council is over the fire hydrants. Town Manager Greg Jones stated that as far as repair and maintenance and installation that is correct.

**Mary Gamble: 1022 Maple St. Kingsport, TN** – Ms. Gamble stated that she owns the property next to Glenn McGee on Sherman St. Ms. Gamble asked if the lines that were put in in 1969 have been replaced? Town Manager Jones stated that they have not been changed. Ms. Gamble asked if they will ever be changed? Town Manager Greg Jones stated that there was not a reason to change the lines and a complete water survey has been done within the past few weeks. Ms. Gamble asked what the red fire pumps mean? Town Manager Greg Jones stated that signifies the capacity of the hydrant itself and the red one means that it is producing less than 500 gallons per minute. Ms. Gamble stated that it is her understanding that the red hydrant is the one that pumps the most water and orange is next and green is lower but blue is the last. Town Manager Greg Jones stated that he believes the fire hydrant color code is in reverse order of Ms. Gamble's list. Town Manager Greg Jones stated that the fire hydrant rates the hydrants and color code the tops. Ms. Gamble stated that home insurance is rated by this coding and it is unfair that some homes have a hydrant that will put out a fire while others do not yet the insurance is the same. Town Manager Greg Jones stated that there is good coverage in that area because as long as the homes are within 1,000 feet of a hydrant, they are fine as far as insurance. Ms. Gamble stated that the Church of Christ does not have a fire hydrant because it has been removed. Town Manager Greg Jones stated that this hydrant was on a four inch line and we are going to place one in front of the church on a 6 inch line that will have greater capacity once the project is complete. Ms. Gamble asked if the hydrant will reach to the Methodist Church? Town Manager Greg Jones stated that there will be a hydrant in front of the church and there will be four within three to four hundred feet of that church.

**Joni Hughes: 346 Wheatley St. Kingsport, TN** – Ms. Hughes stated that she was raised in the Turner house and would be representing her sister. Ms. Hughes asked why four fire trucks came to the house without any water? Ms. Hughes stated that the fire trucks had to go up to a reservoir to get 4,000 gallons of

water. Mayor Frances Perry asked if the trucks had already used the water that was on the truck? Ms. Hughes stated that they had not put any water on the truck. Mayor Frances Perry stated that this is an issue that needs to be dealt with by the fire department. Ms. Hughes asked why the Fire Marshall is not here tonight to answer these questions? Mayor Frances Perry stated that the Council does not know who will show up for public comment. Ms. Hughes stated that the Council should have known people would show up after all that has happened concerning Ms. Muncey and the fire hydrants.

**Council Member Wallace W. Ross, Jr.** – Council Member Ross, Jr. asked that if there was a power failure, why is there not a system in place to notify the fire department so that they will be able to fight a fire? Mayor Frances Perry stated that would be up to the power company to notify people that the power is out.

**Brandy Trinkle: 463 Manville Rd.** – Ms. Trinkle asked who is in charge of the Council, the Town Manager, The Gate City Police Department, The Town, and The Gate City Fire Department? Ms. Trinkle stated that she has contacted Jeff Brickey several times but has gotten no real answers. Ms. Trinkle stated that the fire hydrant in front of her home does not work. Town Manager Greg Jones stated that the hydrants are in fine working condition. Ms. Trinkle asked Town Manager Jones who is over him? Town Manager Jones stated that the Town Council is. Ms. Trinkle stated that she would like to speak to someone who is over everyone because things are not getting done. Ms. Trinkle stated that she spoke to AEP and the lady that she spoke to advised her that the hydrants in question should have been working and that area was not part of the outage. Town Manager Greg Jones stated that AEP reported a power outage in the Manville area and 120 people were affected by it and the pump was one of the affected areas. Council Member Roger Cassell stated that the pump is on Elm Street. Town Manager Greg Jones stated that the outage affected Park St. and Elm St. Ms. Trinkle stated that a manager at AEP by the name of Jennifer gave her this information. Town Manager Greg Jones stated that he would circle back around and speak with Jennifer about the situation to confirm the correct information.

**Patricia Anderson: 319 Elliott Dr.** - Ms. Anderson stated that there are no fire hydrants on Elliott Drive. Mayor Frances Perry stated that there is a hydrant within 1,000 feet. Ms. Anderson stated that there has been four fires and none of the hydrants have worked. Ms. Anderson asked why the police officer present pulled out his gun? Mayor Frances Perry stated that she did not know anything about that situation.

**Jim Addington** – Mr. Addington stated that the first responsibility of any governmental unit, be it local, state, or national is to protect its citizens. Mr. Addington stated that the Town has a good police force and a five-star fire department but has an infrastructure problem. Mr. Addington stated that he believes the biggest problem is that we don't know which fire hydrants work and which don't. Mr. Addington stated that he was unaware that the water had to be pumped up and there needs to be a better system in place. Mr. Addington stated that we are going into the worst fire season of the year and we need to all work together to try and prepare for this.

**June Gillenwater Mott: 173 Richmond St** - Ms. Mott stated that inside the center of Gate City, things work great and are being made beautiful, but not all of us live inside the center of Gate City. Ms. Mott stated that the fire hydrant on Richmond St. has not been tested. Town Manager Greg Jones took note of this. Mayor Frances Perry stated that a town wide program for rehabilitation is in place and that at one time there was a plan for Manville Rd. but it got voted down.

**Ellen Bailey** - Ms. Bailey stated that her family owns property on Elliott, Manville, and Chestnut which is the area where the fire occurred. Ms. Bailey stated that the media reported that the fire department was hindered by low water flow from the nearby hydrants. Ms. Bailey asked if this low water flow was because of the power outage? Town Manager Greg Jones stated yes. Ms. Bailey stated that there needs to be a system in place that when these power outages happen and the hydrants have low water pressure we can have a backup plan. Ms. Bailey stated that we also need Jeff Brickey here at this meeting to clarify and represent himself. Ms. Bailey stated there were four to five community men that helped Ms. Muncey. Ms. Bailey stated that the ambulance was called several times but it took them a long time to arrive. Ms. Bailey

stated that there is a lot of confusion about the status of the water on the fire trucks. Ms. Bailey asked if there can be another meeting with Jeff Brickey? Mayor Frances Perry stated that she has heard over and over again that the fire hydrants were not working and Town Manager Greg Jones has written documentation that the fire hydrants have been inspected and are working and written documentation from AEP that there was a power outage. Mayor Frances Perry stated that there will be an election next May and there will be three spots on the Town Council. Ms. Bailey stated that we just need to keep working together, have another meeting, and be sure Jeff Brickey is present.

**Charles W. Senior: Kingsport, TN** – Mr. Senior asked why isn't there an auxiliary source that kicks in when the initial power goes off? Mayor Frances Perry stated that would be a question for AEP. Mr. Senior stated that something as vital as a fire hydrant needs an alternative source. Mr. Senior stated that the hydrants need to be checked for pressure and to run in the street to prove that they have pressure to fight fires in these areas. Mayor Frances Perry stated that if the Town of Gate City had to pay for something like that, taxes would have to be raised. Mr. Senior stated that if you could implement this, you would be the first of many. Mr. Senior stated that having an alternate temporary power source may not ever need to be used but if it had to be used, it would be worth its wait in gold.

Mayor Perry closed the public comment session at 7:35 P.M. and opened the consent agenda session.

## X. COMMUNICATIONS - NONE

## XI. REPORTS (All reports given will be included with your packet. Any questions about the reports will need to be discussed with the department head PRIOR to the meeting.)

### A. Engineer's Status Report – Jason Snapp gave the Engineer's Status Report

**DEQ Sewer I&I Rehab Job:** Project was advertised in the Kingsport Times on Sunday, September 29<sup>th</sup>. There was a project pre-bid meeting held at Town Hall on Wednesday, October 9<sup>th</sup> at 11:00 AM in which 5 bidders attended. Bids will be received till Wednesday, October 30<sup>th</sup> at 11:00 AM at Town Hall at which time they will be opened and read aloud. After this it will take approximately 30-60 days to get everything approved and for construction to begin.

**Water Treatment Plant Upgrades:** A substantial completion meeting was conducted between the Town, M&C, and the contractor on Wednesday, September 25<sup>th</sup> at 1:30. Punchlist items were discussed and passed along to the contractor. They are in the process addressing those items. Once the punch list is complete technical reviews as well as administrative reviews will be held with VDH. When those reviews are completed, final payment will be made to the contractor and the project will be officially closed out.

**Asset Management Plan:** M&C to submit a preventative maintenance and operational plan for the Town to extend the life and performance on their assets to VDH. The plan will also include an inventory of all the Town's assets associated with its waterworks system. Plan is in the process of final compilation and will be submitted to the Town shortly.

**H/C Ramp HSIP Project:** VDOT construction and ADA has required an additional review for comments. The review should be completed by close of business on October 4<sup>th</sup>. Once we receive these comments we will address accordingly and ask for approval to advertise.

**Downtown Striping Plans:** M&C has coordinated with the Town and VDOT to get Jackson Street restriped accordingly when VDOT repaves the street. VDOT's Wise residency has approved the striping plans and the Town has requested pricing to complete the on-street parking striping.

Vice- Mayor Robin Richards asked if the striping will be angled differently? Jason Snapp stated that it will be a little bit different in a few locations. Mr. Snapp stated that the MUTCD guides allow for 45 degree, 60 degree, and 75 degree parking on a street like that. Mr. Snapp stated that VDOT likes 45 degree parking because it is easier to back out. Mr. Snapp stated that the parking should be consistent all through town now at 45 degrees with some parallel parking. Vice- Mayor Robin Richards asked if Mr. Snapp knew when the striping would start? Mr. Snapp stated that when VDOT finishes with the paving but he is unsure of their schedule on that. Vice-Mayor Robin Richards asked if VDOT rules how the roads are stripped? Mr. Snapp stated that they do because it is their right-of-way and we have to have their approval on the striping. Mr. Snapp stated that Joey Mullins, Gate City residency engineer has approved the plan.

**B. Manager's Report** – Town Manager Greg Jones delivered the Town Manager's report.

### **Water Treatment Plant**

- **Water Treatment Plant Upgrade Project/WSL 21-17** - Roof Replacement project, steel doors replacement, backwash control system, chlorine room scales, generator, telemetry system and Clearwell baffling system will be developed into one project. A substantial completion meeting was conducted between the Town, M&C, and the contractor on Wednesday, September 25<sup>th</sup>, 2019.

Project is complete except for the VDH approval of the Asset Management Plan and remaining punch list items identified during the substantial completion meeting.

Substantial completion deadline was not met on January 11<sup>th</sup>, 2019. Mattem & Craig has received a time extension request.

### **Town**

- **Highway Safety Improvement Project (HSIP)**

#### **Ramp/Safety Rail West Jackson Street**

HSIP grant application for the sidewalk replacement project on Manville Road was submitted on November 1<sup>st</sup>, 2017. Environmental Review has been completed and has been approved. We are currently awaiting VDOT to approve the final plans. Once the final plans are approved, we will be ready to bid.

#### **Manville Sidewalk Project**

VDOT has awarded \$402,000.00 for this project. This project will begin July 2021.

#### **Gate City High School Sidewalk Project** (Shoemaker, Beech, Bishop, and Jones Streets)

HSIP Grant Application has been submitted. The project total including Engineering Fees is \$578,475.00. If awarded, the project will be included in VDOT's six year plan with the expectation that funding will occur in 2024.

Town Manager Greg Jones stated that VDOT will not be taking any HSIP applications this year. Town Manager Jones stated that HSIP is 100% funding for the Jackson St. sidewalks and we will need to wait and see if they are going to offer something in place of it or will it be a different program altogether. Council Member Allan "Cotton" Roberts asked if the Gate City High School

Sidewalk Project is already funded? Town Manager Greg Jones stated that it will occur in 2024 if it is awarded, at this point, we are unsure if it will be funded or not. Council Member Wallace W. Ross, Jr. asked if there is a grant if you have children within walking distance of the school? Town Manager Greg Jones stated yes, it is called Safe Routes to School, but the matching part of it is a lot higher than a 100% grant. Town Manager Greg Jones stated that we are currently trying to find out what type of grant to approach that won't cost the Town anything.

**• Department of Housing and Community Development (DHCD): Park Street Housing Rehabilitation Project.**

DHCD has awarded \$522,200 for the Park Street Housing Rehabilitation Project. The funds will be used to rehabilitate seven residential homes, reconstruct two residential homes, and demolition of two vacant residential structures on Park Street. Our budget is as follows:

\$522,200- DHCD

\$12,000- Town (In-Kind)

\$534,200 — Total

The Park Street Housing project will be set up on a reimbursement. This project will coincide with the DEQ Waste Water Line replacement project valued at \$1.7 million. The Town may need to obtain a Bond Anticipation Note (BAN) to provide interim financing for both projects.

All the DHCD preliminary contract activities have been completed. DHCD and Housing Specialist contract have been executed. Housing Specialist is currently conducting a need assessment survey of the project area.

**• Dog Park & Gateway Park**

The Gateway Park has been funded \$5,000 in FY 2020 Budget to continue development. Our next project will be the installation of the Stack Fence along the front of the property. The dog park located at Grogan Park has been funded \$5,000 in FY 2020 Budget to continue development. The next project will be to address the drainage issue and locate interior fencing.

**• Banner Placement — Kane & Jackson Streets** \$25,000 has been allocated through the FY 2019 budget to place new streetlight

banners along Kane and Jackson Streets. The FY 2019 funding for this project has been transferred to the Capital Improvement Savings to continue the project in FY 2020.

I met Mr. Joel Mosca, Mosca Designs-Glenn Allen, VA during the MainStreet meeting in Lynchburg, VA. Mosca Designs stated that they can help with the engineering requirements needed for permitting. This project should start soon.

**• Sidewalks - West Jackson Street**

Currently there are no sidewalks located on West Jackson Street past the Scott County

Life Saving Crew: Council has approved to submit a HSIP application for the installation of sidewalks on West Jackson Street.

We have learned that VDOT will not be accepting HSIP applications this year. Further Council discussion will be required.

• **Grogan Park/Baseball Fields Flooding Issue**

I met with Scott County Schools, Gate City Little League, and Michele Brooks, Attorney on March 12<sup>th</sup>, 2019 to discuss the flooding issue at Grogan Park

Baseball Fields. Under our agreement with Gate City Little League, the Little League is responsible for the maintenance of the baseball fields. Gate City Little League states that they are not using the High School Baseball Field and should not have to provide maintenance to the field. Gate City Schools stated that they will not be playing home games at Grogan Park due to the damage caused by the recent flooding. Gate City Schools did state that they will repair the fence wall at the High School Baseball Field.

I contacted Mr. Hubert Thomas with the U.S. Army Corp of Engineers for assistance in handling the flood issue at Grogan Park. He indicated that a creek survey will need to be conducted prior to determining a plan of action. A site visit was conducted on May 13<sup>th</sup>, 2019.

As a result of the site visit, the Army Corp of Engineers stated that they are expecting to receive additional budget funding due to the increase of flooding issue in our area.

Mr. Thomas stated that the Army Corp of Engineers can do a stream study for Big and Little Moccasin Creeks. Council has approved the letter of engagement for the Army Corp of Engineers to proceed with this survey.

• **Kane Street & Jackson Street Paving & Parking Plan**

The Virginia Department of Transportation (VDOT) informed the Town that Kane Street and Jackson Street- Sue Street to Aurora Street will be repaved in the coming weeks.

VDOT will be responsible for replacing the crosswalks and centerline striping, but the Town is responsible for parking spaces striping.

A Parking Plan has been developed by Mattern & Craig, Inc and approved by VDOT.

Out of the six contractors that have been contacted to submit a bid, only two responded.

**Council Action: Approve Parking Plan and award striping bid to: Precision Pavement Markings in the amount of \$4,594.00.**

• **Water System Survey**

The Gate City Water Distribution has been experiencing higher than normal water loss for the past couple months. Currently we have a 50% water loss representing about three million gallons of unaccounted water per month. Council has approved Rye

Engineering to conduct a water loss survey that was completed on August 28th, 2019.



Leak Report by Crew Chief:  
Sheppard

Date	Leak #	Street Address	Type of Leak	Size	Gallons Lost Per Day	Gallons Lost Per Month (Based on 30-Day Period)
8/21/2019	1	293 Highland Street	Service Line	3/4"	3,000	90,000
8/21/2019	2	115 Park Street	Service Line	1"	Severe Leak- Repair as soon as possible (20,000+ per day)	600,000+ per month
8/26/2019	3	267 Kane Street (Jeff Montgomery's Old Office)	Service Line	3/4"	3,000	90,000
8/28/2019	4	1219 East Jackson Street	Service Line	3/4"	3,000	90,000
8/28/2019	5	109 Cedar Avenue	Service Line	3/4"	3,000	90,000
8/28/2019	6	281 Old Nickelsville Hwy	Main Line	1"	3,000	90,000
8/28/2019	7	398 Old Nickelsville Hwy	Service Line	3/4"	3,000	90,000
8/28/2019	8	232 Reed Hollow Road	Service Line	3/4"	15,000	450,000
					<b>Total Estimated Loss:</b>	<b>1,590,000+ per month</b>

The Town Crew has repaired all the water leaks found by Rye Engineering, PLC. Our Water Loss Ratio has dropped from over 50% to 37%. Rye Engineering recommended that the Town purchase leak detection equipment.

### 2019 Town Events

#### Movie Nights @ Gate City Theater

Saturday, August 24, 2019- Shrek

#### Cruzer Palooza

Saturday, September 7th, 2019

Asylum Suite Band

Benny Wilson Band

Thunder Struck (AC/DC Tribute Band)

#### Movie Nights @ Gate City Theater

Saturday, September 21st, 2019- Remember the Titans

#### Jeep Poker Run

Saturday, October 5th, 2019

#### King Alleyween

Saturday, October 26th, 2019- VOLUNTEERS NEEDED!

### The following businesses are our FY 2020 event sponsors.

**Gold Sponsors:** First Community Bank and Scott County Board of Supervisors,

**Silver Sponsors:** New Peoples Bank and Scott County Life Saving Crew.

**Bronze Sponsors:** Pal's Sudden Service, Mattern & Craig, Jenkins School of Dance, Commercial Electronics, Farmers and Miners Bank, Mountain Region Family Medicine, Pizza Plus, and State Farm Insurance.

**Friends of Gate City:** Tucker and Becky Coleman, Dr. David Templeton, and Quillin Hardware.

**Property Maintenance Issues** The following properties have been issued a notice of violation.

Property Maintenance Report							
Tax Map Number	Violation(s)	Date NOV Sent	Property Tax ID Number	Year RE Tax Delinquent	RE Tax Due	Status	Notes
14666 R B 14666 R A J-3/4	301.2 RESPONSIBILITY 301.1 GENERAL 301.1 ACCUMULATION OF RUBBISH OR GARBAGE 302.5 RODENT HARBORAGE 304.7 ROOFS AND DRAINAGE 30-33. REMOVAL OF WEEDS, GRASS AND OTHER FOREIGN GROWTH ON VACANT PROPERTY	6/9/2019	2700 2709		2019 \$ 85.80 2017 \$ 59.53 2016 \$ 109.95 2015 \$ 137.53 2014 \$ 139.58 2013 \$ 36.56	Habitual	Established Service Chris dug/NOV's still existing On hold - property being sold
14666 R 0 51-55	301.1 GENERAL 301.1 ACCUMULATION OF RUBBISH OR GARBAGE 302.5 RODENT HARBORAGE 302.8 MOTOR VEHICLES 30-33. REMOVAL OF WEEDS, GRASS AND OTHER FOREIGN GROWTH ON VACANT PROPERTY	5/10/2019	14403		2019 \$ 147.51 2017 \$ 171.33 2016 \$ 399.02 2015 \$ 304.33 2014 \$ 330.42	Cleared	Established Service Turned over to TACS Approval to remove vehicle Town Crew Cleared Property
14666 R 7-9, 14666 R 3-D	301.2 RESPONSIBILITY 301.1 GENERAL 301.1 ACCUMULATION OF RUBBISH OR GARBAGE 301.2 DISPOSAL OF RUBBISH 30-33. REMOVAL OF WEEDS, GRASS AND OTHER FOREIGN GROWTH ON VACANT PROPERTY	12/26/18 5/6/19	5351	Current		Habitual	Established Service Front yard cur/NOV's still exist
Tax Map Number	Violation(s)	Date NOV Sent	Property Tax ID Number	Year RE Tax Delinquent	RE Tax Due	Status	Notes
146A2 A 10	301.2 RESPONSIBILITY 304.1 GENERAL 301.1 ACCUMULATION OF RUBBISH OR GARBAGE 302.5 RODENT HARBORAGE 304.11 CHIMNEYS AND TOWERS 30-33. REMOVAL OF WEEDS, GRASS AND OTHER FOREIGN GROWTH ON VACANT PROPERTY	6/18/19	13600		2019 \$ 89.05 2017 \$ 82.42 2018 \$ 24.43	Cleared Town Crew	Established Service Turned over to TACS for Judicial Sale
146A2 1 2 2	301.2 RESPONSIBILITY 302.4 WEEDS 302.5 RODENT HARBORAGE 302.1 INFESTATION	6/28/19	14499		2018 \$ 49.50	Cleared	Released 8/8/2019
146A2A 11	304.1 GENERAL 301.1 ACCUMULATION OF RUBBISH OR GARBAGE 302.5 RODENT HARBORAGE 302.8 MOTOR VEHICLES ARTICLE II - ABANDONED OR IMPROPER MOTOR VEHICLE 30-33. REMOVAL OF WEEDS, GRASS AND OTHER FOREIGN GROWTH ON VACANT PROPERTY	6/25/19 6/9/19	13795		2019 \$ 104.80 2017 \$ 140.30 2018 \$ 130.78	Cleared Inspection	NOV sent on 6/25/19 sent by PD Turned over to TACS for Judicial Sale
146A2 A 8	301.2 RESPONSIBILITY 304.1 GENERAL 301.1 ACCUMULATION OF RUBBISH OR GARBAGE 302.5 RODENT HARBORAGE 30-33. REMOVAL OF WEEDS, GRASS AND OTHER FOREIGN GROWTH ON VACANT PROPERTY	6/28/19 8/8/19	24993		2019 \$ 392.99	Cleared Inspection Needed	NOV sent on 6/25/19 Returned NOV sent on 8/8/19 to P.D. See

Tax Map Number	Violation(s)	Date NOV Sent	Property Tax ID Number	Year RE Tax Delinquent	RE Tax Due	Status	Notes
14666 W 26A	301.1 GENERAL 301.1 ACCUMULATION OF RUBBISH OR GARBAGE Sec. 28-6 - UNACCEPTABLE WASTE	7/3/2019	14689	Current	\$ -	Cleared	Established Service Turned over to Town Attorney/Court Owner Complied
Tax Map Number	Violation(s)	Date NOV Sent	Property Tax ID Number	Year RE Tax Delinquent	RE Tax Due	Status	Notes
146A5 3 1 3/4	301.1 GENERAL 304.7 ROOFS AND DRAINAGE 302.8 MOTOR VEHICLES 301.1 ACCUMULATION OF RUBBISH OR GARBAGE		34511	Current	\$ -	Habitual Partial Cleared Inspection Needed	

**VDOT - 8th Annual Local Programs Workshop** I attended the 8th Annual Local Programs Workshop in Williamsburg, VA from September 9th - 12th, 2019. VDOT has now required at least one full time employee complete a qualification program consisting of

online and classroom training prior to the end of 2020. I have completed the program and took the final exam during this workshop

Town Attorney Michele Brooks asked if the water meters have been installed? Town Manager Greg Jones stated that they were completed as of last week. Town Attorney Michele Brooks asked if it is known what kind of savings have been achieved? Town Manager Greg Jones stated that we won't know until a full billing cycle has occurred.

C. **Council Reports** (Any new business from Committees that needs to come before the Council.)

- **Council Member Roger Cassell – NONE**
- **Council Member Ron Kindle- NONE**
- **Council Member Wallace W. Ross, Jr. –** Council Member Ross, Jr. stated that there are a lot of booths to represent each county. Council Member Ross, Jr. stated that this is one of the areas where Gate City could participate and individuals could learn about the Town. Council Member Ross, Jr. stated that he met a lot of influential people and friends at the VML conference and it was a joyful time.

Council Member Wallace W. Ross, Jr. stated that on Highway 23 there is a sign on the left hand side that says welcome to Gate City historical downtown at the next left turn. Council Member Ross, Jr. asked who put that sign up there? Town Manager Greg Jones stated that the Town did. Council Member Ross, Jr. asked does this incorporate the whole town or just a part of it? Town Manager Greg Jones stated that it just gives motorists directions to downtown Gate City. Council Member Ross, Jr. asked if this gives directions for people up on top of the hill? Council Member Allan "Cotton" Roberts stated that it is for the businesses. Council Member Ross, Jr. asked what was the cost of that sign? Town Manager Greg Jones stated it was approximately \$250 per month and it is under the budget.

- **Council Member Allan "Cotton" Roberts –** Council Member Roberts stated that we are continuing to work with the school board on the access road to the sports complex. Council Member Roberts stated that the Board of Supervisors will be having a special called meeting to approve their part of the funding.

Council Member Roberts stated that he, Town Manager Greg Jones, and Council Member Roger Cassell attended the Tobacco Commission Reception last Thursday to network to attempt to get funding for the theatre project.

Council Member Roberts stated that he also attended a Virginia Mainstreet Rev-up conference today to attempt to get the community engaged in things that are happening in Town.

- **Vice-Mayor Robin Richards –** Vice-Mayor Robin Richards stated that there are local concerns about the striping plan to get as much room for as many cars as we can. Vice-Mayor Richards discussed the Mayor's Conference that she attended and what she learned including emergency preparedness, opioid abuse, human trafficking, foster care, FOIA update, conflict of interest and the role of the Mayor and Council.
- **Mayor Frances Perry-** Mayor Frances Perry discussed the Mayor's Conference that she attended at VML. Mayor Frances Perry stated that she attended the safety preparedness meeting and that she learned that a city that isn't functional will not be functional in a crisis and if there is a crisis, let those who are trained be in control. Mayor Frances Perry stated that the event was filled with comradery and a sense of community.

Mayor Frances Perry stated that the engineering firm has done an excellent job and expressed her appreciation to Jason Snapp.

- D. **Sanitation Authority** – Council Member Roger Cassell stated that the monthly meeting was held last night and the resolution to issue the bonds for the DEQ sewer line replacement project were passed and signed and there is a supporting document that the Council will have to sign is included in tonight’s agenda. Council Member Cassell stated that it has been two months since the meeting with the PSA with no response, so Town Attorney Michele Brooks sent the proposal today with our settlement and they will have until November 1 to reply.

## **XII. UNFINISHED BUSINESS**

- **Commonwealth Attorney Proposal – TAKE NO ACTION**

Commonwealth Attorney Andrew Johnson stated that the program began July 1, 2019 and was fully functional on August 1, 2019 but still does not have a full sixty members in the program. Mr. Johnson stated that the county has had a total savings of over \$100,000 and as far as revenue generated by the program it is very close to \$20,000. Mayor Frances Perry stated that the program is more than the work and free labor, it is free counseling as well. Mr. Johnson stated that the director of the work program, Jessica Keith is trying to utilize parts of the drug core program through the work program. Mr. Johnson stated that they are partnering with Adult Ed and individuals are receiving their GED through the work program. Mayor Frances Perry stated that it is helping individuals to better themselves. Council Member Allan “Cotton” Roberts asked if the fees that were presented in the proposal are negotiable? Mr. Johnsons stated that they are. Council Member Allan “Cotton” Roberts asked if there is a way that the misdemeanors that Commonwealth Attorney Johnson is wanting to change to town code can be brought to Council? Mr. Johnson stated that they could. Mr. Johnson stated that the county has adopted the first five at the last board meeting and explained how the modification of these misdemeanors works to become fines. Town Manager Greg Jones asked if this is something that the judge will pass or is it a plea agreement. Mr. Johnson stated that it is typically a plea agreement but the judge can impose it if the individual qualifies. Town Manager Greg Jones stated that according to the insurance carrier, VML if the individual in the plea agreement was to get hurt, that liability falls on the Town. Mr. Johnson stated that a provision can be added to the contract to protect the Town. Town Manager Greg Jones stated that OSHA has stated that since the Town is receiving a direct benefit this would establish an employee-employer relationship and therefore the Town would be liable from their perspective. Mr. Johnson asked for this to be sent to him in writing because there are certain things that can be done to prevent an employee-employer relationship. Town Manager Greg Jones asked if there is any way to receive a copy of the guidelines for the program? Mr. Johnson stated that he will send them. Town Attorney Michele Brooks asked for voting to be differed until after closed session. Council Member Allan “Cotton” Roberts recommended taking no action until after the information asked for from Mr. Johnson has been received. Town Attorney Michele Brooks stated that the item will be take no action and put back under Unfinished Business for the next meeting.

## **XIII. NEW BUSINESS**

- **Manville Community/ Fire Hydrant Issue**

Town Manager Greg Jones stated that he has prepared a report including a timeline, a report from AEP, and the fire hydrant inspection. Council Member Wallace W. Ross, Jr. stated that the concern about the fire hydrant has been going on for two or three years. Council Member Ross, Jr. stated that his concern is that Town Manager Greg Jones stated that the fire hydrant has worked until the power failure. Town Manager Greg Jones stated that the low output on the hydrants was because of the power outage that affected the pump that pressurizes the line and had nothing to do with the hydrants. Council Member Ross, Jr. stated that when the public comment was talking about the homes that caught on fire on Chestnut, when the fire department came up they used water from the fire truck, but when they went across the street to the hydrant on Manville Rd., that was the first time that they found out that there was a problem. Council Member Ross, Jr. explained that the hydrants within the community have had prior issues. Council Member Ross, Jr. read the minutes from July 9, 2019 concerning the letter from Jeff Brickey dated July 1, 2019 stating that the fire hydrant be reinstalled at the Manville Rd. Chestnut location. Council Member Ross, Jr. stated that if the power goes out, the whole city of Gate City is in trouble, especially if there is more than one fire. Council Member Ross, Jr. stated that there are more hydrants needed in certain locations. Council Member Ross, Jr. stated that he has been attempting to get these hydrant issues dealt with for more than two years. Council Member Ross, Jr. asked why there were workers on 10-10-2019 digging at the hydrant if there was no problem with it? Town Manager Greg Jones stated that he wanted to verify what size line the hydrant was connected to which is a four-inch line which will not give you the same amount of capacity. Council Member Ross, Jr. stated that the four-inch line has been discussed before because it does not work properly and efficiently enough. Council Member Ross, Jr. showed photos and explained the conditions of the fires that have happened in the past. Council Member Ross, Jr. asked if it had already been voted on to replace the hydrant? Town Manager Greg Jones stated that there will be one put in front of the church that will be on a six-inch line that will have a higher capacity. Ms. Anderson asked when will that be? Town Manager Greg Jones stated that it will be as soon as possible and that there is already a work order for it. Mayor Frances Perry asked Council Member Ross if he wanted a hydrant put back where the four-inch line is? Council Member Ross, Jr. stated that he doesn't because that is not working properly when the fires occurred.

Council Member Allan "Cotton" Roberts asked if there can be a meeting scheduled with Chief Brickey? Council Member Roberts stated that miscommunication leads to mistrust. Mayor Frances Perry asked if Town Manager Greg Jones had seen the letter from Chief Brickey? Town Manager Greg Jones stated that he cannot say for sure whether he has seen it or not. Mayor Frances Perry stated that the letter is addressed to the water department which is not the correct place for the request to go. Council Member Ross, Jr. stated that he read it at the last meeting and council should be aware of the letter. Town Attorney Michele Brooks stated that a special called meeting would be the appropriate thing to do. Council Member Roger Cassell asked Town Manager Greg Jones to get a price for a generator for the pump station. Town Manager Greg Jones stated that he would get that information.

**Motion made to hold a special called meeting involving the Town Council, the Gate City Fire Chief, and members of the community to resolve the Manville Community fire hydrant issue.**

Motion by: Allan "Cotton" Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

Town Attorney Michele Brooks stated that setting a date will allow for the meeting to be advertised. Mayor Frances Perry stated that the meeting can be advertised in three days if it is declared an emergency. Town Attorney Michele Brooks stated the emergency must be enumerated and eminent. Council Member Allan "Cotton" Roberts stated that the meeting was declared an emergency due to four fires in the area. Vice-Mayor Robin Richards asked who will be contacting Jeff Brickey? Town Manager Greg Jones stated that he would contact the fire chief. Town Attorney Michele Brooks stated that she would work with Mr. Jones to contact Chief Brickey as well.

**Motion made to hold an emergency special called meeting on October 22, 2019 at 6:30 P.M. involving the Town Council, the Gate City Fire Chief, and members of the community to resolve the Manville Community fire hydrant issue.**

Motion by: Allan "Cotton" Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

- **RFP Engineering Consultants**

Town Manager Greg Jones stated that the contract with Mattern & Craig is about to end and a procurement for engineering firms needs to be done every three years.

**Motion made to submit RFP for Engineering Consultant firms.**

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

- **Parking Plan Approval**

Town Manager Greg Jones stated that the parking plan has been approved by VDOT and does not vary very much from the previous parking plan. Council Member Allan "Cotton" Roberts asked if more handicap parking spots are being added to the plan? Town Manager Greg Jones stated that more spots are being added on the corner. Vice-Mayor Robin Richards asked if there will be an

increase or decrease in the amount of parking spots? Council Member Allan “Cotton” Roberts stated that everything will stay basically stay the same except that there will be more handicap parking. Vice-Mayor Robin Richards asked if there will be citations given for people parking in compact car spaces that are not compact cars and is the purpose of these spaces to not obstruct views on the corners? Jason Snapp stated that the purpose of the compact car spaces is so that cars will not be hanging out into the traffic lane. Jason Snapp stated that it is at the Town’s discretion of whether or not they want to put those up. Council Member Roger Cassell asked if the compact car spaces would only be on the corners? Jason Snapp stated that parking stalls all through town could use that because they are not standard length. Vice-Mayor Robin Richards stated that this would be too restrictive on the parking. Jason Snapp stated for that reason, he recommends not putting the compact car spaces in. Council members discussed the placement and issues with the handicap parking spaces.

**Motion made to accept the proposed parking plan project.**

Motion by: Robin Richards

2nd by: Allan “Cotton” Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

- **Parking Plan Project: Approve Striping Vendor**

**Motion made to accept the low bid from Precision Paving and Parking for an estimate of \$4,594.**

Motion by: Allan “Cotton” Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

- **Council Resolution: Support Agreement DEQ Sewer Line Replacement Project**

Town Manager Greg Jones stated that this is a support agreement that will essentially be the Town’s moral obligation to the Gate City Sanitation Authority consenting to the issuance of bonds for the waste water line replacement project.

**Motion made to adopt the Support Agreement for the DEQ Sewer Line Replacement Project.**

Motion by: Roger Cassell

2nd by: Allan “Cotton” Roberts

VOTE: Aye:5

Nay:

Absent:

Abstain:

**Motion Carried.**

- **Christmas Parade Grand Marshall Appointment**

Council Member Roger Cassell stated that he and Council Member Roberts recommend Ruby and Stan Rogers as the parade grand Marshalls due to their service in education of local students and their service to the community.

**Motion made to appoint Ruby and Stan Rogers as Christmas Parade Grand Marshalls.**

Motion by: Allan "Cotton" Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

**XIV. PUBLIC COMMENT – NEW BUSINESS**

**XV. CLOSED SESSION - NONE**

**XVI. ADJOURN**

**Motion made to adjourn.**

Motion by: Allan "Cotton" Roberts

2<sup>nd</sup> by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

\*Mayor Perry adjourned the meeting at 9:00 P.M., until the Emergency Special Called Council Meeting on October 22, 2019 at 6:30 P.M.

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Frances Perry – Mayor

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Lydia Lane - Town Clerk