

Bradley E. Grose, Mayor  
Robert R. Altice, Council Member  
Carolyn D. Fidler, Vice Mayor  
Matthew S. Hare, Council Member  
William "Wes" Nance, Council Member



Vinton Municipal Building  
311 South Pollard Street  
Vinton, VA 24179  
(540) 983-0607

**Vinton Town Council**  
**Regular Meeting**  
**Council Chambers**  
**311 South Pollard Street**  
**Tuesday, June 5, 2012**

**AGENDA**

Consideration of:

- A. 6:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- B. CLOSED MEETING**
  - 1. Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 A (1) of the 1950 Code of Virginia, as amended, for discussion or consideration of personnel matters relating to the annual evaluation of the Town Manager.
- C. RECONVENE AND ADOPT CERTIFICATION OF CLOSED MEETING**
- D. MOMENT OF SILENCE**
- E. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- F. CONSENT AGENDA**
  - 1. Consider approval of minutes for the Council Special Budget Work Session of May 8, 2012.
  - 2. Consider approval of minutes for the Council Regular Meeting of May 15, 2012.
- G. AWARDS, RECOGNITIONS, PRESENTATIONS**
  - 1. Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2011 - Town of Vinton Finance Department
  - 2. 18<sup>th</sup> Annual Communicator Award of Distinction – Town of Vinton’s website
- H. CITIZENS’ COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda.**
- I. TOWN ATTORNEY**

**J. TOWN MANAGER**

**ITEMS REQUIRING ACTION - NEW BUSINESS**

1. Consider adoption of a Resolution appropriating \$6,696.19 received from insurance claims/reimbursements to pay for repair work on two guard rails in the Town.

**ITEMS REQUIRING ACTION – FY2012-2013 BUDGET**

2. Consider adoption of a Resolution setting the employer contribution rate to the Virginia Retirement System at 8.48%.
3. Consider adoption of a Resolution setting the schedule of implementation of member contributions by salary reductions to the Virginia Retirement System.
4. Consider adoption of an Ordinance approving the Town of Vinton, Virginia budget for the fiscal year beginning July 1, 2012 and ending June 30, 2013.

**K. MAYOR**

1. Consider adoption of a Resolution authorizing the Mayor to sign a letter amending the Employment Agreement dated September 3, 2008, between the Town and the Town Manager.

**L. COUNCIL**

1. Financial Report for April, 2012.

**M. ADJOURNMENT**

**N. WORK SESSION**

1. Update on Tinker Creek Wastewater Interceptor Line Project

**NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.** Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

**NEXT TOWN COUNCIL MEETINGS:**

June 19, 2012

- 6:15 p.m. – Reception for Vice Mayor Fidler - Municipal Building lobby
- 7:00 p.m. - Recognition Ceremony for Vice Mayor Fidler – Council Chambers – regular meeting to follow

July 3, 2012 - 7:00 p.m. – Investure Ceremony – regular meeting to follow – Council Chambers

MINUTES OF A SPECIAL WORK SESSION OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, MAY 8, 2012, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor  
Carolyn D. Fidler, Vice Mayor  
Robert R. Altice  
Matthew S. Hare  
William W. Nance

MEMBER-ELECT PRESENT: Doug Adams

STAFF PRESENT: Christopher S. Lawrence, Town Manager  
Susan N. Johnson, Town Clerk  
Barry Thompson, Finance Director/Treasurer

The Mayor called the work session to order at 6:13 p.m.

The Town Manager began with a Power Point presentation on the projected revenues for Fiscal Year 2012-2013. He stated that our revenues are divided into two funds—the General Fund and the Utility Fund. The General Fund projection is \$7,397,223 and the Utility Fund projection is \$3,100,515, for a total of \$10,497,738 for next fiscal year. He then highlighted some of the larger General Fund Revenue sources such as general property taxes and other local taxes.

Mr. Nance asked about the reduction in the bank stock taxes and Mr. Thompson responded that it is an accurate figure based on information from the banks. Mr. Thompson said the amount is based on the total assets of the banks in Virginia and this is our proportionate amount based on our local branches.

The Town Manager next commented on charges for services which includes the War Memorial income. Mr. Hare commented that since Ms. Hodges indicated her goal for the upcoming fiscal year is an increase of 20%, he would like to see her budget increased at least 10% from \$125,000 to \$137,500 and to decrease another item. Mr. Nance asked about the state sales tax projection and does it account for any accruals. Mr. Thompson indicated it does not. Mr. Hare suggested we take the \$12,500.00 from the state sales tax to increase the War Memorial budget and Council agreed.

The fee for transport line item covers all calls for basic life support and advanced life support. Mr. Hare asked how we handle our charges and billing for transport and the Town Manager responded that we follow Roanoke County's program wherein if someone is unable to pay or does not have insurance, we take a soft approach. Doug Adams responded that a third-party does all the billing for the County.

Other revenue items were reviewed in general. Questions were asked about the ATF reimbursement amount of \$15,000 and it was explained that this covers the ATF reimbursement for overtime and expenses of our agent. Mr. Thompson also explained that this amount includes Manna ministry traffic control support and any police support contracted at Virginia Tech.

Mr. Thompson indicated that \$1,000 needs to be added to the recovered EMS contractual line item. This is to cover the cost of a student from National Business College and they will reimburse the Town.

The Utility Fund revenues are projected to be \$3,101,515 with no proposed increases. Mr. Hare asked where do system development fees come from and the response was from the development of new homes. The Town Manager commented that we will have a debt with the Western Virginia Water Authority with the sewer plant which will have to be incorporated into the FY2013-2014 budget and rates will need to be increased at that time. Mr. Hare commented that we need to start looking at the rate study again soon and begin to educate the public. The Town Manager commented that he is having the study reviewed by Davenport and Company at this time.

The Mayor commented on how the Town has worked hard to reduce the budget during the tight economy and would like to see how much it has been reduced over the past few years. Mr. Nance said he thought the budget over the three years was reduced by \$700,000.00 on the general side, which is 10%. The Town Manager said that cut was in his first year as Town Manager. The Mayor further commented that Town staff has done well in maintaining core services over the past years with reduced funding.

Next, the Town Manager reviewed the Virginia Retirement System options and the proposal that was presented to Council at their last meeting. VRS is shifting the 5% employee contribution from the employer to the employee and is requiring employers to give a corresponding 5% raise. Local governments are allowed to implement this over a five-year period. Also, the employees will now have to cover the taxes which amount to about 0.75%. The Town Manager recommends that we give all employees a 2.25% raise and a 5.75% raise to Plan 1 employees to offset the cost of their VRS contribution.

The other option with VRS is allowing local governments to fund their contributions at 70% of the actuarial rate and it is proposed that we take advantage of this option. We are locked into this rate for two years and then it will be recalculated. However, we will have to make up the difference in future contributions. The Town Manager recommended that we set aside any savings from this option and Mr. Hare suggested we put it in the CIP fund.

Mr. Thompson commented that we have used fund balance over the past few years and he would suggest that we try to increase our fund balance. He also suggested that we try to start setting aside some funding for some major CIP projects and that financing for larger items would also be an option as well as leasing. The Mayor commented that we did spend a sizeable amount of money several years back on equipment for Public Works. It still concerns him that we need to have an established revenue source for our CIP because right now it is considered windfall funding.

Vice Mayor Fidler made comments about adding back the two cent cut in real estate taxes that occurred several years ago. This would give extra revenue of approximately \$93,000.00 that could be designated for the purpose of funding the CIP. Mr. Thompson indicated that we have already set the real estate tax rate for this year and it would have to be considered in the FY2013-2014 budget.

The Town Manager indicated that one of his goals for the next year is to set priorities and come up with a financially constrained five-year CIP plan.

The Town Manager indicated that he needed a consensus from Council on how to proceed with the VRS options so the budget can be finalized for Council to adopt on June 5<sup>th</sup> and some direction concerning the proposed raises for the employees. Council members indicated they all agreed to proceed with the suggested VRS options and the proposed raises for employees.

The Town Manager asked if there were other specific items for the budget. Mr. Hare asked that the Council pay cut be restored, but that they not participate in the raise and Council members agreed.

Mr. Hare commented that he enjoyed the Public Works staff attending a recent meeting and having a chance to receive information from their department. He would like to see if we could schedule informal meetings with other departments to get this same type of feedback. The Town Manager commented that we could work on such a schedule and bring back to Council. Mr. Nance indicated it was a good idea, but it should not be about personnel issues, but about problems or policies and procedures that may need to be addressed.

The Mayor also wanted to have funding set aside to continue our Council in the Neighborhood meetings. The Town Clerk indicated that we can set the schedule for these meetings at our organizational meeting in July. She suggested possibly having quarterly meetings and considering other locations.

Mr. Nance commented on the increase in the Finance Department for a part-time position and he thinks it is justified to continue to provide the level of services to the citizens. Mr. Thompson indicated that when his department was re-organized he failed to take into account the traffic at the drive-through window. At the present time during peak periods, one of the other employees has to pull from their assigned duties to work the window. This part-time position will help alleviate that problem.

The Town Manager asked Mr. Nance about his suggested increases that were mentioned at a prior meeting. Mr. Nance responded that he suggested \$1,000.00 each to the volunteer Fire and EMS departments and an additional \$500.00 to the Museum and all of Council agreed.

The Mayor commented on the VML Conference and he would like to see the Council travel budget increased to \$5,000.00 to allow Council members to attend and others agreed. The date for this year's conference is September 23-25 in Williamsburg. The Town Manager also reminded the Council members who are attending the May 25<sup>th</sup> VML Town Section meeting in Farmville.

Mr. Nance asked about the flood insurance mitigation issue and not seeing a specific line item for it. The Town Manager indicated that it is part of Planning's budget and some funding has been put in their printed material line item. Mr. Nance commented that this program appears to benefit a small group of citizens and could take away from the focus of code enforcement and other duties of the Planning Department.

Vice Mayor Fidler asked about the progress on the new chiller for the Fire/EMS Building. The Town Manager responded that he will be getting the A&E design report on May 9<sup>th</sup> and he will get the bid out shortly. We have purchased ten portable air conditioners at a cost of approximately \$2,500 total. The Public Works HVAC will also be bid out with the one for the Fire/EMS building.

Mr. Hare made a motion to adjourn the work session, seconded by Mr. Nance, and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None. The work session was adjourned at 8:13 p.m.

APPROVED:

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Bradley E. Grose, Mayor

ATTEST:

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Susan N. Johnson, Town Clerk

MINUTES OF A WORK SESSION AND REGULAR MEETING OF VINTON TOWN COUNCIL  
HELD AT 6:00 P.M. ON TUESDAY, MAY 15, 2012, IN THE COUNCIL CHAMBERS OF THE  
VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON,  
VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor  
Carolyn D. Fidler, Vice Mayor  
Robert R. Altice  
Matthew S. Hare  
William W. Nance

STAFF PRESENT: Christopher S. Lawrence, Town Manager  
Susan N. Johnson, Town Clerk  
Elizabeth Dillon, Town Attorney  
Stephanie Dearing, Human Resources Director  
Barry Thompson, Finance Director/Treasurer  
Gary Woodson, Public Works Director  
Ben Cook, Police Chief  
Joey Hiner, Assistant Public Works Director

**The Mayor called the work session to order at 6:00 p.m.**

**The first item related to amendments to Chapter 94-Utilities of the Town Code.** Barry Thompson reviewed with Council a Memorandum from the Town's Attorney summarizing the proposed amendments. He first commented that the Town has experienced some difficulty in collecting water and sewer fees from tenants, especially the final bill for services once the tenant has moved. The proposed amendments will update the Code with recent changes by the General Assembly and add language regarding the collection of deposits.

Mr. Thompson began summarizing the section changes. Mr. Hare asked if "delinquent" in Section 94-6 is defined only if greater than \$10 and we have no recourse if they owe us \$9.53. Mr. Thompson said it is delinquent at any dollar amount. Mr. Nance commented it means for purposes of discontinuance of services and does not define delinquency for the entire article, only for that provision. Mr. Thompson would have the right to cut off services under the Code, but Mr. Thompson indicated he does not cut off services for an amount that small.

Mr. Hare asked if the date in Section 94-4 would limit our ability to change our payment frequency and Mr. Thompson's response was no. However, we may have to amend the Code at that point.

Mr. Thompson continued reviewing section changes and explained that 94-7 prohibits re-establishment of water or sewer service in the name of another person if the service has been disconnected. Mr. Hare asked if someone is willing to bring the account up to date, like the landlord, can they do that. Mr. Thompson responded they can catch the account up in the tenant's name. Mr. Thompson commented that the new legislation now puts further restrictions on when you can put a lien on property.

Section 94-8 provides that a complaint against a water or sewer bill is not grounds for non-payment and Mr. Hare asked what procedure we follow now. Mr. Thompson responded that they try to work out some type of agreement or payment arrangement with the citizen depending on the reason for the complaint. Section 94-9 references who will be required to make a deposit and how the amount is determined. This will be based on the current rate schedule adopted by Council in 2011, which will have to be adopted again by Council when the Ordinance is adopted. Discussion was had on how the Treasurer's Office would track the 12-month rolling period and Mr. Thompson indicated it would be tracked on a fiscal year basis and the billing system will flag customers when they are delinquent.

The Mayor asked if we would be notifying our customers of this new policy and Mr. Thompson responded that once this is passed by Council, they would put information on the website, post in the office and put on the application for new service. Mr. Altice asked if we are required by the State to do this and the response is that this is a tool we can use, but we have a choice rather to implement or not. A question was asked about also putting a notice on the bills and the response was yes.

Mr. Hare asked if we have to have a public hearing to adopt this Ordinance and the Town Manager indicated we are not required to have an advertised Public Hearing, but we can have a Public meeting to receive comments from citizens. The key customers to get the information to are the landlords. Mr. Hare indicated that more communication on this matter would be better, even putting it in the newspaper and advertising a meeting to receive comments.

Mr. Altice said how many water customers would it affect and Mr. Thompson said every tenant that moves into the Town and applies for water service. It is a large number, probably around 40%. It will be for those renting a residence, not in an apartment complex. The Mayor asked how it applies to homeowners and the response was that it would apply if you are delinquent two times in a 12 month period as well as businesses.

The Town had this policy in place several years ago, but decided to do away with it because the deposits were in an interest-bearing account and the Town had to pay interest back to the customer. All deposits received under this new policy will be kept in a non-interest bearing account.

Section 94-14 was reviewed concerning placing a lien against the property for any unpaid water and sewer charges, including penalties and interest. The Mayor asked if he is renting to someone and they skip out, is he responsible for their bill and Mr. Thompson responded, yes, up to three months. Mr. Hare commented that a new tenant will have a deposit to cover the balance under this policy. Mr. Hare indicated that the Finance Committee supports this policy. Mr. Nance indicated he is in support of the policy, but expressed concern about placing the lien and Mr. Thompson indicated it would be used as a last resort.

Mr. Nance asked if Section 94-14 could be left out. Mr. Thompson indicated that the landlords will be aware of the changes made by the General Assembly. The Mayor indicated he had concerns with this Section as well. After further discussion concerning Section 94-14, Council took no action. Mr. Hare asked if Council could be furnished with a copy of the Water Authority's policy for comparison.

**The next item in the work session related to the purchase of a six-inch mobile sanitary sewer trash pump.** Gary Woodson briefed Council on the need for the purchase of the pump based on historical demand, cost, and time elapse for emergency response actions. When the Town has to rent a pump, there is approximately 8 to 10 hours of down time and the last pump had to be brought in from the Tidewater area. There will be other uses for the pump other than by-pass pumping. Mr. Nance asked the life expectancy of one of these pumps and Mr. Woodson responded it is based on hours of usage and he would estimate between five and ten years.

**Vice Mayor Fidler arrived at the meeting at 6:58 p.m.**

Mr. Nance asked if this would be considered the number one priority for the Public Works Department and Mr. Woodson responded yes. He indicated it is being very proactive and he wants to do everything possible to stay in good standing with the State regulatory agencies. Three quotes were solicited and Godwin gave the lowest price for the pump at \$35,339.50.

**The Mayor called the regular meeting to order at 7:00 p.m.** The Town Clerk called the roll with Council Member Altice, Council Member Hare, Council Member Nance, Vice

Roll Call

Mayor Fidler, and Mayor Grose present.

**The Mayor welcomed those in attendance.** After a Moment of Silence, Vice Mayor Fidler led the Pledge of Allegiance to the U.S. Flag.

**Mr. Nance made a motion to approve the consent agenda** as presented; the motion was seconded by Vice Mayor Fidler and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

**Mr. Nance read a letter from Chief Cook naming Detective Paul Matt Harris as Officer of the month for April.**

**The Mayor next made brief comments on three Proclamations - May 13-19 as National Police Week; May 21-June 3 as Click It or Ticket Mobilization; and May 20-26 as Public Works Week.**

**The Mayor read a Proclamation recognizing Sergeant Gregory Chieppa of the Police Department** for his service to the Town upon his resignation to become a member of the United States Border Patrol. Sgt. Chieppa and his family were present to accept the Proclamation. Mr. Nance made comments on how many different ways he has had the opportunity to see Sgt. Chieppa and in every instance he always reflected a level of excellence for the town of Vinton and the Police Department.

**The next item on the agenda was the Public Hearing on the proposed FY2012-2013 Budget.** The Town Manager began with a Power Point overview of the major components of the budget. The priorities were maintaining core services, no new or increase in taxes, evaluating fees for services and pay increases for employees, restructuring operations in the Police and Public Works Departments and maintaining focus on economic development. The total proposed budget is \$7,396,898 in the General Fund and \$3,100,365 in the Water and Sewer Fund, for a total budget of \$10,497,263. He continued with comments on revenue sources and expenditures and the personnel changes. The Town Manager commented on the \$137,200 CIP fund. Comments were made on the Utility Fund and it was indicated there is no funding for capital improvements in the Utility Fund.

Mr. Thompson then presented a budget summary and list of proposed changes to the budget. Based on the proposed changes, the new General Fund Revenue amount is \$7,398,223 and the Expenditure amount is

Approved minutes of May 1, 2012 Council meeting and Resolution No. 1963 re-appointing Paul R. Mason to the Vinton Planning Commission

\$7,356,840 with a savings of \$41,383.00. In the Utility Fund, the Revenue amount will be \$3,100,515 and the Expenditure amount is \$3,078,541, for a savings of \$21,974.00. He then read the list of 16 changes to the budget, which is attached to the minutes and made a part hereof. The Town Manager reiterated his suggestion that the savings in both accounts be set aside.

After his report, the Mayor opened the Public Hearing at 7:40 p.m. Hearing no comments, the Public Hearing was closed at 7:41 p.m.

Mr. Hare commented that he felt comfortable with the budget and the suggested changes and commended staff for their work on the budget. He is glad that after four years Council is able to give a raise to the staff; however it comes at a cost of an additional work load with less people. He suggested taking the utility fund savings and put it toward a CIP fund.

The Mayor commented that the CIP still remains a concern of his and would like to see a revenue stream to fund the CIP in the future. He commended the Finance Committee and staff for the work on the budget all year long. Council will consider final action on the budget at the June 5, 2012 meeting.

**The next item on the agenda was consideration of adoption of a Resolution relating to irrevocable election not to participate in Line of Duty Act Fund with the Virginia Retirement System.** Stephanie Dearing, Human Resources Director, made comments that our cost for the Line of Duty Act with VRS is going to increase greatly and once Council opts out from VRS, we will purchase the same insurance from VML for approximately half the cost. The Town Attorney indicated that if we do not opt out, we will be paying toward the Line of Duty costs for larger localities. Also, the State will still continue to administer the benefits and make eligibility determinations. The Town Manager commented that this includes our career Fire and Police Staff. The volunteers are covered under Roanoke County to which the Town does contribute. Mr. Hare made a motion to approve the Resolution as presented; the motion was seconded by Mr. Altice and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

**The next item was to consider adoption of a Resolution appropriating \$4,492.00 received from Byrne Justice Assistance Grant.** Chief Cook made comments that this grant, which required a \$499.00 match, will be used to replace five computers in the Police Department. The

Public Hearing opened, hearing no comments, Public Hearing was closed

Approved Resolution No. 1964 making irrevocable election not to participate in Line of Duty Act Fund with the Virginia Retirement System

Town Manager indicated that Council had asked in an earlier meeting about a schedule for computer replacement. Julie Tucei has an inventory of all the computers in the Town and maintains a replacement schedule. Mr. Altice made a motion to approve the Resolution as presented; the motion was seconded by Mr. Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

**The next item was to consider adoption of a Resolution appropriating \$35,339.50 to purchase the Godwin Six-Inch Mobile Sanitary Sewer Trash Pump.** After brief comments from Gary Woodson and the Town Manager, Mr. Nance indicated that this seems to be an issue of smart spending and with the recommendation of Mr. Woodson and the Town Manager he is in favor of the purchase. Mr. Nance made a motion to approve the Resolution as presented; the motion was seconded by Vice Mayor Fidler and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

**The final action item was to consider adoption of a Resolution to allow the Town Treasurer, Finance Director to write off outstanding tax accounts on two parcels on Chestnut Street were sold by Roanoke County at a tax sale.** Mr. Thompson commented that these two pieces of property were sold, but the proceeds were not enough to cover outstanding taxes to Roanoke County and there were no funds available to pay the Town. In the past we have shared attorneys for tax sales and had an understanding that the proceeds would be pro-rated. That was not the case this time and he wants Council to authorize him to write-off the taxes and release the liens.

Mr. Nance asked about the oversight of the agreement in place and Mr. Thompson responded that there was merely an understanding between the two localities and no written agreement. The Town Attorney is proposing that a reciprocal agreement be written relating to future tax sales to be adopted by Roanoke County and the Town. Mr. Hare commented for the record that there was no fault of the Town staff or the Treasurer's Office in the collection of the taxes from the tax sale.

Mr. Hare made a motion to approve the Resolution as presented; the motion was seconded by Vice Mayor Fidler and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

Adopted Resolution No. 1965 appropriating \$4,492.00 from the Byrne Justice Assistance Grant and the Town's required match of \$499 for replacement of five computers in the Police Department

Adopted Resolution No. 1966 appropriating \$35,339.50 for the purchase of the Godwin Six-inch Mobile Sanitary Sewer Trash Pump

Adopted Resolution No. 1967 authorizing the Town Treasurer/ Finance Director to write-off the outstanding tax accounts from the two properties on Chestnut

Mr. Hare asked Council to give a consensus to have the Town Attorney proceed to draft the reciprocal agreement for future tax sales and bring back to Council for action at a future meeting.

**The Mayor expressed thanks to the Museum for their volunteerism.**

**Comments from Council** – Vice Mayor Fidler mentioned that RVTV has done a segment on the Historical Society and the Museum.

The Mayor mentioned that Officer Timothy Lawless has been promoted to Master Police Officer and that Detective Paul Matt Harris has been promoted to Police Sergeant and congratulated them on their promotions.

Mr. Nance commented that several members of Council have been contacted by a concerned citizen about the recent decision by the General Assembly to give the Virginia ABC Board the authority to allow all ABC stores to open on Sunday. The citizen asked that Council consider doing a resolution or writing a letter of opposition. Mr. Nance commented that if ABC stores were private entities, he would not want the State dictating when those businesses could remain open, but they are public entities. He suggested that Council write a letter asking the State to consider not allowing the Vinton ABC Store to open on Sunday. His reasoning is that being a public entity and being open on an additional day could adversely affect the private businesses in Town from which the Town receives revenue.

The Mayor asked who would compose the letter and the Town Manager said he would draft a letter on behalf of Council. Mr. Nance made a motion to authorize the Mayor to sign a letter to the ABC Board expressing Council's opposition to the Vinton ABC Store being allowed to open on Sunday; the motion was seconded by Mr. Hare and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

Vice Mayor Fidler commented that we do not receive any revenues from the ABC stores which would cover any added costs that the Town may incur because of the Sunday opening. Mr. Hare commended Town staff for their support and help of the Manna Walk-A-Thon on Saturday and the participation was over 400 people this year.

Street sold by Roanoke County at a tax sale and to release the liens from the properties.

Adopted Resolution No. 1967 authorizing the Town Treasurer/ Finance Director to write-off the outstanding tax accounts from the two properties on Chestnut Street sold by Roanoke County at a tax sale and to release the liens from the properties

**Mr. Nance reminded Council of the Greenway Commission meeting on May 23<sup>rd</sup>** at 4:00 p.m. at the Craig Center and the ribbon cutting of the Gladetown Trail to follow at 5:00 p.m. That is also the same date as the event at the Public Works Department.

**Mr. Nance moved that the regular meeting be adjourned,** the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) – None. The regular meeting was adjourned at 8:21p.m.

APPROVED:

\_\_\_\_\_  
Bradley E. Grose, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk

**Changes to Proposed FY2012-2013 Budget**

- Change 1** All Plan 1 VRS Employees Fund Actuarial Amount at 8.74% for 2012-2014 term (Decrease in VRS \$256,147)
- Change 2** All Plan 1 VRS Employees to receive a 5.75% raise the .75% to offset the increase in taxes
- Change 3** All Employees, employed as of January 1, 2012, shall be granted a 2.25% pay increase  
Cost to implement 2 and 3 \$207,059 which gives you a cost difference between 1 and 2&3 of a decrease  
in budget of \$49,088
- Change 4** Increase Historical Society Contribution to \$2,000 (Added \$500)
- Change 5** Increase Volunteer Fire Department Contribution to \$16,300 (Added \$1,000)
- Change 6** Increase Volunteer Rescue Department Contribution to \$16,300 (Added \$1,000)
- Change 7** Restore Town Council Salary as follows: Mayor \$8,275 annually Council \$4,964 each annually (Added \$2,811)
- Change 8** Town Council Fica to reflect above salary change New amount \$2,152 (Added \$157)
- Change 9** Town Council add additional \$2500 to Travel New amount \$5,000 (Added \$2,500)
- Change 10** Town Council remove \$2,800 for Employee Appreciation (Decreased \$2,800)
- Change 11** Line of Duty Insurance For Police (Added \$5,750)
- Change 12** Line of Duty Insurance for Fire & EMS plus Volunteers (Added \$3,450)
- Change 13** VML Insurance for Auto, Property, Liability and Workers Compensation to reflect actual billing for FY2013  
(Decreased \$23,789)
- Change 14** Increased War Memorial Hall Revenue by \$12,500
- Change 15** Decreased State Sales Tax Revenue by \$12,500
- Change 16** EMS Contract Revenue (Added \$1,000)



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

03/15/2012

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Vinton** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Barry W. Thompson, Treasurer/Finance Director**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0607  
www.vintonva.gov

Christopher S. Lawrence  
Town Manager

May 31, 2012

Mary Beth Layman, Special Programs  
William Crumpacker, Fire & EMS  
Brenda McGuire, Public Works  
Jimmy Testerman, Police  
Julie Tucei, Planning & Zoning

Re: Recognition for receiving the Communicators Award for the Town of Vinton Redesigned website

Dear Website Design Team Members,

The Town of Vinton was recently notified of winning a Communicators Award of Distinction from the International Academy of the Visual Arts. Your participation and leadership on the employee team tasked with redesigning the website is appreciated. The new website has been operational for a year and half and has raised the bar for how we communicate to our citizenry and our internet presence to the world. This was a team approach and was a partnership with Civic Plus, the web designer, and Roanoke County. Two other team members served on this committee and have since retired, Darleen Bailey and Ramon Cantor.

Thank you for your dedication to the Town of Vinton and making our organization and community a great place to live, work, and play.

Sincerely,

Christopher S. Lawrence  
Town Manager



For Immediate Release

Contact: Linda Day, [lindad@communicatorawards.com](mailto:lindad@communicatorawards.com)  
The Communicator Awards, 212.675.3555

## **THE 18<sup>th</sup> ANNUAL COMMUNICATOR AWARDS ANNOUNCES 2012 WINNERS**

### ***EXCELLENCE AND DISTINCTION WINNERS NAMED***

[www.communicatorawards.com](http://www.communicatorawards.com)

New York, NY (April 30, 2012) - The winners of **The 2012 Communicator Awards** have been announced by the International Academy of the Visual Arts today. With thousands of entries received from across the US and around the world, the Communicator Awards is the largest and most competitive awards program honoring the creative excellence for communications professionals. Please visit [www.communicatorawards.com](http://www.communicatorawards.com) to view the full winners list.

The Communicator Awards are judged and overseen by the International Academy of the Visual Arts (IAVA), a 550+ member organization of leading professionals from various disciplines of the visual arts dedicated to embracing progress and the evolving nature of traditional and interactive media. Current IAVA membership represents a "Who's Who" of acclaimed media, advertising, and marketing firms including: Condè Nast, Coach, Disney, The Ellen Degeneres Show, Estee Lauder, HBO, Keller Crescent, Monster.com, MTV, Polo Ralph Lauren, Sotheby's Institute of Art, Tribal DDB, Victoria's Secret, Wired, Yahoo!, and many others. See [www.iavisarts.org](http://www.iavisarts.org) for more information.

"The pool of entries we received for this year's Communicator Awards serves as a true testament to the innovative ideas and capabilities of communications and marketing professionals around the world. Each year our entrants continue to amaze by reinventing the ways we communicate and market in an ever-changing industry" noted Linda Day, executive director of the IAVA. She added, "On behalf of the entire Academy, we congratulate this year's Communicator Award Entrants and Winners for their passion and dedication. We are humbled to be given the opportunity to recognize such amazing work."

For more information about the Communicator Awards, please visit [www.communicatorawards.com](http://www.communicatorawards.com), email the Communicator Awards at [info@communicatorawards.com](mailto:info@communicatorawards.com) or call us at (212) 675-3555.

About The Communicator Awards:

The Communicator Awards is the leading international awards program honoring creative excellence for communication professionals. Founded by communication professionals over a decade ago, The Communicator Awards is an annual competition honoring the best in advertising, corporate communications, public relations and

**TO:** Christopher S. Lawrence, Town Manager

**FROM:** Gary W. Woodson, Public Works Director

**DATE:** June 5, 2012

**SUBJECT: Property Reimbursements for Damaged Guardrails**

**ISSUE/PURPOSE:** During the past fiscal year there were three vehicular accidents within the Town which damaged the streets guardrails. Insurance claims were filled and those funds returned to the General Funds account.

The below list shows the three claims received:

<u>Insured</u>	<u>Date</u>	<u>Claim Amount</u>	
Chris Hayslett	1/22/2012	\$2,678.76	
Maria G. Long	12/16/2011	\$1,993.00	
Shannon S. Novia	4/18/2012	<u>\$2,014.43</u>	
		\$6,696.19	Total

When the Town was invoiced for replacement of the damaged guardrail repairs, Public Works paid the bill out of their Contractual Services account. We are requesting that the insurance refunds be placed back into the same account.

**ACTION REQUESTED:** For the Town Council to review and approve a resolution to transfer the \$6,696.19 funds for refunded insurance claims for accidental guardrail damages to be returned to the 200.4101.302 Contractual Services account for the Public Works Department.

**DATE ACTION NEEDED:** June 5, 2012

**RESOLUTION**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JUNE 5, 2012 AT 6:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179.**

**WHEREAS,** Town property received damage on two separate incidents to guard rails; and

**WHEREAS,** the proper insurance filings and/or reimbursement was made on both claims and has been received into the Revenue Account – Recoveries and Rebates in the amount of \$6,686.19; and

**WHEREAS,** in order to cover the invoice for Contractual Services for the repair work on the guard rail, it is necessary for the Vinton Town Council to appropriate the funds from the Revenue Account 200.1901.001 – Recoveries and Rebates to the Public Works Operating Budget Account Number 200.4101.302 Contractual Services.

**NOW, THEREFORE, BE IT RESOLVED** that the Vinton Town Council does hereby approve the following accounting transaction and authorizes the Town Manager to pay the Contractual Services Invoice for the completion of the work on the repaired guard rails on Town property.

<b>FROM:</b>	<b>200.1901.001</b>	<b>Recoveries and Rebates</b>	<b>\$6,696.19</b>
<b>TO:</b>	<b>200.4101.302</b>	<b>Public Works- Contractual Services</b>	<b>\$6,696.19</b>

This Resolution was adopted upon motion made by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, with the following votes recorded:

AYES:

NAYS:

APPROVED:

\_\_\_\_\_  
Bradley E. Gross, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk

**RESOLUTION NO.**

**BE IT RESOLVED**, that the Town of Vinton 55318 does hereby acknowledge that its contribution rates effective July 1, 2012 shall be based on the higher of a) the contribution rate in effect for FY 2012, or b) seventy percent of the results of the June 30, 2011 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2012-14 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2011 actuarial value of assets and liabilities (the "Certified Rate"); and

**BE IT ALSO RESOLVED**, that the Town of Vinton 55318 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2012: The Alternate Rate of 8.48%; and

**BE IT ALSO RESOLVED**, that the Town of Vinton 55318 does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

**NOW, THEREFORE**, the officers of Town of Vinton 55318 are hereby authorized and directed in the name of the Town of Vinton to carry out the provisions of this resolution and said officers of the Town of Vinton are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by Town of Vinton for this purpose.

This Resolution was adopted upon motion made by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, with the following votes recorded:

AYES:

NAYS:

APPROVED:

\_\_\_\_\_  
Bradley E. Gross, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk

**RESOLUTION NO.**

**WHEREAS**, the Town of Vinton 55318 employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012 ("FY2013 Employees" for purposes of this resolution), shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

**WHEREAS**, the Town of Vinton 55318 employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

**WHEREAS**, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and

**WHEREAS**, the Town of Vinton 55318 may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and

**WHEREAS**, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2012, to each such employee in service on June 30, 2012, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the difference between five percent of the employee's total creditable compensation and the percentage of the member contribution paid by such employee on January 1, 2012.

**BE IT THEREFORE RESOLVED**, that the Town of Vinton 55318 does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2012 (i.e., FY2013):

Type of Employee	Employer Paid Member Contribution	Employee Paid Member Contribution
Plan 1	0%	5%
Plan 2	0%	5%
FY2013 Employees	0%	5%

; and

**BE IT FURTHER RESOLVED**, that such contributions, although designated as member contributions, are to be made by the Town of Vinton in lieu of member contributions; and

**BE IT FURTHER RESOLVED**, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

**BE IT FURTHER RESOLVED**, that member contributions made by the Town of Vinton under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

**BE IT FURTHER RESOLVED**, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the Town of Vinton directly instead of having them paid to VRS; and

**BE IT FURTHER RESOLVED**, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the Town of Vinton shall be reduced by the amount of member contributions picked up by the Town of Vinton on behalf of such employee pursuant to the foregoing resolutions.

NOW, THEREFORE, the officers of Town of Vinton 55318 are hereby authorized and directed in the name of the Town of Vinton to carry out the provisions of this resolution, and said officers of the Town of Vinton are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Town of Vinton for this purpose.

This Resolution was adopted upon motion made by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, with the following votes recorded:

AYES:

NAYS:

APPROVED:

\_\_\_\_\_  
Bradley E. Gross, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk

<u>Revenues</u>	<u>Total All Funds</u>
General Fund	\$ 7,398,223
Utility Fund	3,100,515
Capital Improvements Fund	-
<b>Total Revenues</b>	<b>\$ 10,498,738</b>

**Expenditures**

**General Fund:**

Town Council	\$ 111,023
Town Manager's Office	128,613
Human Resources	74,296
Legal Services	30,000
Finance Department	273,737
Police Department	1,759,348
Communications Services	458,754
Emergency Services	5,000
Police Grants	11,370
Fire & EMS	819,356
Animal Control	92,989
Public Works Administration	61,580
Street Maintenance	1,067,001
Snow and Ice Removal	30,964
Traffic Signs and Street Lighting	132,205
Street and Road Cleaning	69,578
Refuse Collection	478,722
Recycling	68,427
Municipal Building & Grounds	159,060
Special Programs	127,147
War Memorial	265,233
Swimming Pool/Parks	74,570
Senior Citizens Program	105,017
Planning Department	272,243
Economic Development	114,462
Public Transportation	89,000
Vinton Business Center	13,900
Debt Service - General Fund	465,745
Contingency	38,883
Transfers - CIP Fund	-
<b>Total General Fund</b>	<b>\$ 7,398,223</b>

**Utility Fund:**

Utilities Administration	\$ 532,018
Water Distribution System	891,810
Purchased Water	140,625
Wastewater Collection System	850,570
Debt Service - Utility Fund	663,518
Contingency	21,974
Transfers - CIP Fund	-
<b>Total Utility Fund</b>	<b>\$ 3,100,515</b>

**Capital Improvement Fund:**

General Fund Transfer	0
Utility Fund Transfer	0
<b>Total Capital Improvement Fund</b>	<b>\$ -</b>
<b>Combined Total Expenditures</b>	<b>\$ 10,498,738</b>

**ORDINANCE NO.**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JUNE 5, 2012, AT 6:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.**

**WHEREAS,** the Town Charter requires that a budget be adopted by July 1<sup>st</sup> for the new fiscal year; and

**WHEREAS,** the Council has reviewed the proposed budget and is of the opinion that the Town government can operate for the twelve month period beginning July 1, 2012 to June 30, 2013, with the revenues and expenditures contained in the attached budget; and

**WHEREAS,** any funds appropriated in this budget to any Town department may be used as participating funds in any Federal Aid Programs for like purposes, with the prior approval of the Town Council.

**NOW, THEREFORE,** be it ordained by the Council of the Town of Vinton, Virginia, that the budget for the fiscal year beginning July 1, 2012 and ending June 30, 2013 be set forth herein.

<u>Fund Revenue and Expenses</u>	<u>Adopted Budget</u>
General Fund	\$ 7,398,223
Utility Fund	<u>3,100,515</u>
	\$10,498,738

**BE IT FURTHER ORDAINED** that this ordinance provides for the daily operation of the department of law and the department of finance, and in an emergency.

**NOW THEREFORE, BE IT ORDAINED** that this Ordinance takes effect July 1, 2012.

This Ordinance adopted on motion made by Council Member \_\_\_\_\_, and seconded by Council Member \_\_\_\_\_.

AYES:

NAYS:

APPROVED:

\_\_\_\_\_  
Bradley E. Grose, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk