

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, NOVEMBER 16, 2010, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

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

STAFF PRESENT: Chris Lawrence, Town Manager  
Susan Waddell, Acting Town Attorney  
Darleen Bailey, Town Clerk  
Michael Kennedy, Public Works Director  
Joey Hiner, Assistant Public Works Director  
Karla Turman, Planning Associate  
Steve Doyle, Vinton Police Department

Agenda

- A. 7:00 P.M. –Roll Call and Establishment of a Quorum
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG –Boy Scout Troop No. 235 from Thrasher Memorial United Methodist Church
- D. CONSENT AGENDA
  - 1. Request to Approve Minutes for Regular Meetings of October 5, 2010 and October 19, 2010
- E. AWARDS, RECOGNITIONS, PRESENTATIONS
  - 1. Officer of the Month for October – Sergeant Steven Doyle
  - 2. Audit Presentation by Brown Edwards & Company, LLP and Acceptance by Town Council – Resolution No. 1892
- F. CITIZENS’ COMMENTS AND PETITIONS -This Section is reserved for comments and questions for issues not listed on the agenda
- G. TOWN ATTORNEY
- H. TOWN MANAGER
  - 1. Report - Industrial Pretreatment Program
  - 2. Request to Approve Amendment to Purchasing Policy – Resolution No. 1893
- I. MAYOR
- J. COUNCIL
  - 1. Accept Financial Report for September 30, 2010
- K. ADJOURNMENT

Mayor Grose called the regular meeting to order at 7:00 p.m. Following roll call, Mr. Bill Booth gave the invocation. Boy Scout Troop No. 235 from Thrasher Memorial United Methodist Church led the Pledge of Allegiance to the U.S. Flag.

Roll call, invocation and Pledge of Allegiance to U.S. Flag.

The Consent Agenda was approved on motion by Mr. Hare and seconded by Ms. Fidler. The motion passed with all in favor.

Mr. Hare read a letter from Police Chief Cooley naming Sergeant Steven Doyle and Officer Todd Bailey as Officers of the Month for October, 2010.

Barry Thompson, Finance Director/Treasurer, introduced the Jennifer Schilkie with Brown Edwards& Company, LLP, the Town's auditor. Mr. Thompson reported that Ms. Schilkie had previously provided a detailed review of the Town's financial records at a Finance Committee Meeting on November 9<sup>th</sup>.

Adopted Resolution No. 1892 accepting the Audit Report for FY 2009/2010

Ms. Schilkie presented the Town's Comprehensive Annual Financial Report for the year 2009-2010. She explained that State law requires local governments to have an annual audit completed and presented to Council at a public meeting. She complimented Town staff for their cooperation and assistance during the audit process and noted that the process went smoothly.

During her presentation, Ms. Schilkie reported that the Town had received an unqualified opinion which is the highest level of assurance that can be placed on the Town's financial statements. She reviewed the Management Letter and explained that its purpose is to make recommendations to management on ways to improve operations.

In summing up her report, she noted that the Town has a varied and diverse source of revenues. She pointed out that the Town has been proactive in implementing a new tax source which shows the Town is committed to balancing the budget.

Mayor Grose thanked Ms. Schilkie for working so closely with the Finance Committee. He also thanked staff for their efforts.

Mr. Hare noted that Council will need to hold a work session to review some of the findings brought out by the auditors. He noted that the Finance Committee has put a process in place this year that will help the Town avoid future revenue shortages.

During a discussion on the status of the Water and Sewer Fund, Ms. Schilkie reported that 15% of water and sewer expenses have come

from the Utilities fund balance for the past several years. She went on to say that if this continues, the General Fund will have to begin subsidizing the Water and Sewer Fund.

Mr. Altice moved to adopt proposed Resolution No. 1892 accepting and receiving the June 30, 2010 Comprehensive Annual Financial Report as prepared by Brown Edwards. The motion was seconded by Mr.Hare and passed unanimously on a roll call vote by the four members present.

Mike Kennedy reported on the Town's Industrial Pretreatment Program. He explained that this program has been required for a long time and is mandated by the Environmental Protection Agency and the Virginia Department of Environmental Quality. He further explained that this program relates to any waste water that flows into the Western Virginia Water Authority's Water Pollution Control Plant. Mr. Kennedy noted that the Town established an inter-jurisdictional agreement with the Water Authority for this program in 2005.

Report on Industrial Pretreatment Program

The Public Works Director reported that the Water Authority issues permits and performs quarterly testing to monitor waste water to ensure that it remains within established limits,the agency performs annual inspections and provides enforcement if required. He advised that the Town has only two industries that are covered under this program - Precision Fabrics Group and Aramark. Mr. Kennedy advised that the primary purpose of the standards is to ensure that nothing goes into the Treatment Plant that would interfere with its operation and to protect its receiving waters as well as protect the people who work at the Treatment Plant. He added that the water that comes into the plant eventually ends up in the Roanoke River which runs into Smith Mountain Lake.

He reported he had sent the new regulations to both PFG and Aramark. He further reported that the two industries have one year to get the new standards in place and could be fined up to \$10,000 if they do not.

He advised that a resolution will be presented to Council at their next meeting requesting Council to adopt the new standards.

Consuella Caudill reported on proposed Resolution No. 1893 approving amendments to the Town's purchasing policy. She advised that the last General Assembly made regulation changes in the State Code's Virginia Public Procurement Act on which the Town's purchasing policy is based. She noted that Vinton has a set of policies that are followed when purchases are made on the

Adopted Resolution No. 1893 amending the Town's Purchasing Policy

Town's behalf including professional services. She also noted that adopting the requested amendment will ensure that the Town is in compliance with Public Procurement Act requirements.

Ms. Caudill explained that anytime the Town sends out a bid request, an RFP, or any type of solicitation or contract, the Proof of Authority to Transact Business in Virginia must be included. She further explained that the company would have to contact the State Corporation Commission to get appropriate forms to show they are in compliance to transact business in the State of Virginia. It was noted that this regulation became effective on July 1, 2010.

Mr. Hare asked how this requirement would impact business. Ms. Caudill stated that if a business is already contracting with other state and local government agencies, it should not overly impact them.

Ms. Fidler moved to adopt proposed Resolution No. 1893 amending the Town's Purchasing Policy. The motion was seconded by Mr. Altice and approved unanimously on a roll call vote by the four members present.

Mayor Grose thanked the Town Manager and staff for preparing the State of the Town address.

Ms. Fidler noted that Councilman Nance, who is a Prosecuting Attorney for Bedford County, was not present due to an ongoing trial with which he is involved.

Mr. Altice reported that he had an opportunity to ride with a Police Officer as a part of the recent Police Academy and was amazed at what goes on in the Town at night.

Mr. Hare thanked staff for their efforts in getting the new Town website up and running.

He commented that the September 30<sup>th</sup> Financial Report, which had been presented at an earlier Council meeting, needed to be formally accepted by a vote of Town Council.

Mr. Altice moved to accept the September 30<sup>th</sup> Financial Report. The motion was seconded by Ms. Fidler and passed with all in favor.

Mr. Lawrence reported that he had talked with staff with regard to making a minor change in how Council meetings are conducted. He recommended that the first regular Council meeting of the month be

limited to mostly business items with the majority of work sessions items to be scheduled for the second meeting whenever possible. He assured Council that, they would continue to be able to conduct business at the second meeting if necessary. He felt that this would hopefully allow the first meeting to end at an earlier hour.

As there was no further business, Mayor Grose adjourned the meeting at 8:05 p.m.

APPROVED:

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Bradley E. Grose, Mayor

ATTEST:

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Darleen R. Bailey, Town Clerk