

**Public Works Committee Meeting
August 1, 2023
Council Chambers
Minutes**

Members Present:

Mrs. Ellen Richardson, Chairperson
Mr. Arthur Leonard, Mayor
Mr. Chris Bott, Vice Mayor

Absent:

Staff Present:

Mr. Michael T. Tolbert, Town Manager
Mr. Wes Parks, Public Works Director

Others Present:

Mr. Jay Savage, Councilman

Call to Order

Chairperson Richardson called the meeting to order at 6:00 p.m.

Public Participation

There was none.

Agenda Adoption

Mayor Leonard motioned, seconded by Vice Mayor Bott, to adopt the agenda as presented. Unanimously approved.

Appeal of Water Bill

Town Manager Tolbert advised that they received a request for a water bill adjustment from Ms. Marie Tomson of Jester Street. Staff detected high usage in May, called the number on file and left a message. Ms. Tomson came into the office recognizing that she had a high water bill and she advised that she wasn't going to pay it. She was advised of the policy to appeal to the Public Works Committee in writing. Town Manager Tolbert reported the billing amount, and the letter Ms. Tomson wrote regarding the appeal. He read staff's explanation of events. Ms. Tomson was advised she would have to pay the bill if she wanted to contest it. She did pay the bill after she was advised that if the Committee approved her request the Town would issue a refund. She also paid \$25 to have her meter tested and the meter tested accurate. Ms. Tomson was under the impression she had been given a new meter; however, she was not as her meter was working accurately.

Town Manager Tolbert stated that the water went through the meter. He showed the radio-read meter report for Ms. Tomson's meter where on May 16th around 3:30 p.m. the leak stopped. He showed the monthly and hourly usage. He feels the water was used and suspiciously stopped. A faulty meter doesn't just spin without water running through it and then stops. He feels it was a leak and stopped or corrected. He does not recommend an adjustment.

Vice Mayor Bott motioned, seconded by Mayor Leonard to go with the staff recommendation and not approve the requested water bill adjustment. Unanimously approved.

Consider Street Light Request

Town Manager Tolbert advised that the Street Light Policy states that they shall be placed over a fire hydrant and intersections. Other than that, they shall not be placed closer than every other pole. There was a request to place a streetlight on the pole in front of Mr. Kambarn's home on Ridge Road. He reviewed the map showing where the lights are adjacent to Mr. Kambarn's property. This would cause 2 consecutive poles with lights.

There was discussion.

Town Manager Tolbert stated that there are 2 poles in the middle in this area. The policy doesn't state there has to be a light every other pole but states it can't be closer than every other pole.

Public Works Director Parks reported that there is 230 feet between the light and where they want the light and 240 feet on the other side.

Town Manager Tolbert stated they can have it installed and ANEC provides them to private owners for a set fee per month. He advised this doesn't qualify for one under the Town Policy. He added that the Policy states that the Public Works Committee shall act on behalf of the Council.

Mayor Leonard feels that where they turned the last one down, he can't see allowing this one. They want the light for security reasons.

Vice Mayor Bott motioned, seconded by Mayor Leonard to deny the request. Unanimously approved.

Review of Fall Paving Project

Town Manager Tolbert explained the VDOT U-1 grant increase. He stated that the roads money goes to paving and part of the roads salaries. He added that they use it to pay the street sweeper payment which came in today and they have 1 more payment next year. He reviewed a potential list with the costs. He gave recommendations not to go off budget for the Fall.

There was discussion.

Town Manager Tolbert recommended paving South Main Street from the end of the sidewalk toward the Harbor, to include drainage structures near the Harbor entrance which will also be wedged up on the western edge improving the driving experience and assist drainage of this area.

There was discussion regarding the tie-in for Bunker Hill Road to Main Street, which is a 50' right-of-way. They also discussed sidewalk installation of about 1 mile along the east side of South Main Street at another time.

Town Manager Tolbert advised that the paving project for South Main Street is \$295,000 adding that this qualifies for the U-1 Grant.

Public Works Director Parks reported that Paragon Paving has offered to honor their current paving price if the Town will write a change order to the existing contract. They will pave this fall for the same unit price.

Town Manager Tolbert advised that this has been done before and proper in the Virginia Procurement System.

Mayor Leonard motioned, seconded by Vice Mayor Bott to extend the change order to Paragon Paving under the FY23 Paving Contract to the Fall of FY24. Unanimously approved.

Mayor Leonard motioned, seconded by Vice Mayor Bott to adopt the Fall 2023 Paving Plan for South Main Street. Unanimously approved.

Public Works Director Parks advised this doesn't include the striping at a cost of \$20,000.

There was discussion regarding painting or repainting yellow striping on specific sidewalks for no parking.

Civic Center HVAC Project Update

Town Manager Tolbert advised that the equipment is here. He reported that when Damuth bid the job, he didn't get an electrical bid as he was going to get this locally. Damuth offered their electrical contractor for \$96,000. He stated he has contacted local electricians. The project is due to start on August 14th. It will not cost anything to delay the installation and the next window for installation is mid-November. He feels they'll be fine to delay the project. He stated that unless a local electrical contractor gives a reasonable bid within the next 10 days, they will have to delay the project.

Council Chambers Project Update

Town Manager Tolbert stated that staff did some of the installation and the electrician, Mr. Larry Harper has installed all but the canned lights. He reminded the Committee that this is being paid for with a grant and they still have a little left over. The painting is complete, and the ceiling tiles have been dropped. He is unsure if it will be completed before Monday's Council meeting as they have carpet left to lay.

Comments

Chairperson Richardson feels they need to find money to start repairing the box culverts.

There was discussion about the repair and other culverts.

Adjournment

Mayor Leonard motioned, seconded by Vice Mayor Bott to adjourn. Unanimously approved.