

**MINUTES OF A TOWN COUNCIL  
WORK SESSION  
TOWN OF LURAY, VIRGINIA  
Tuesday, March 28, 2017 5:35PM**

The Luray Town Council met in a work session on Tuesday, March 28, 2017 at 5:35 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were present the following:

Presiding: Mayor Barry Presgraves

Council Present: Ron Vickers  
Jerry Dofflemyer  
Jerry Schiro  
Leroy Lancaster  
Leah Pence

Council Absent: Joseph Sours

Also Present:

Charlie Hoke, Town Manager  
Bryan Chrisman, Assistant Town Manager  
Mary Broyles, Treasurer  
Danielle Babb, Deputy Clerk Treasurer  
Dixie Tate, Page News and Courier  
Chief Carl S. "Bow" Cook, Luray Police Department  
Kaitlin Pomerleau, American Cancer Society

**UPDATES AND DISCUSSION ITEMS**

**American Cancer Society-Kaitlin Pomerleau**

Ms. Kaitlin Pomerleau, American Cancer Society- Harrisonburg Office, presented information to Council members regarding a campaign for Colon Cancer Awareness. Ms. Pomerleau advised members that March is Colorectal Cancer Awareness Month and that colon cancer is the second leading cause of cancer related death in the United States, yet this is one of the most preventable. She explained that the American Cancer Society's goal is "80% by 2018". This goal is a national effort to get 80% of adults 50 or older regularly tested for colon cancer by 2018. In order to meet this goal on a local level, Ms. Pomerleau stated that she is meeting with local leaders to gain their support, such as towns, county, and schools. She hopes that the Town of Luray is interested in showing their support for this initiative and said that the best way to start is with town employees. This could mean providing information or providing employee incentives. Council members discussed the advantages of incentives such as not requiring the use of vacation or sick leave in order to complete the screening. Councilman Dofflemyer

asked if most employees have ample sick leave to cover the procedure. Mr. Hoke said that he has spoken with Anthem and there is no deductible with the town's insurance. Councilman Schiro asked about other advancements in screening and if those are available to employees. Ms. Pomerleau provided information that was distributed in Council's informational packets that detailed the pros and cons of each type of screening and members discussed the benefits and risks. Councilwoman Pence would like to see the town offer employees a day off to conduct the screening without the use of vacation or sick leave. Ms. Pomerleau said that it is important to track the town's numbers and request the percentage of employees currently participating in the screening. Members and staff discussed beginning by placing information in the employee's pay stubs regarding the benefits of screening.

### **Sewer Project Financing**

Assistant Town Manager, Bryan Chrisman, discussed issues regarding the town's sewer improvement projects and related financing. He emphasized that budgeting for long term financing of town sewer projects is becoming increasingly important. Mr. Chrisman outlined three critical areas of the town's sewer system. He said that the three major critical-weakness areas are the East Luray Sewer System, Luray Landing/Cave Hill, and the Sewer Trunk Line Main from the Park-n-Ride to the WWTP. Mr. Chrisman displayed a map view of these areas. He stressed that the town has some significant costs of repairs to consider and wants to make members aware of the issues and estimates. Mr. Chrisman provided a detailed cost estimate for each of the three critical areas included in Council's informational packets and the anticipated debt service costs. Mr. Chrisman discussed a new line item in the sewer fund for preliminary engineering reports. He noted that these estimates are necessary to apply for USDA loan funds. Council members discussed the variable factors that may cause a shift in the priority of these three projects. Members discussed possible development on the West End of Luray that would shift the priority from the East Luray Sewer System. Councilman Schiro expressed concern over the impact on the town's existing customer base in order to fund these improvements, in the absence of new commercial users. Mr. Chrisman felt that low interest rates may impact the town's decision to fund some of these improvements and recommended pursuing the preliminary engineering at a minimum.

### **Parks and Recreation Donation Policy**

Town Manager, Charlie Hoke, provided a new draft of the Parks and Recreation Donation Policy. He noted that the draft was sent to the Town Attorney, Mr. Botkins, for review and his remarks can be seen in red on council's copy. He stated that no action is needed at tonight's meeting and members may choose to vote on the agreement document at the next regular Council Meeting.

### **Draft Balanced Budget**

Town Manager, Charlie Hoke, provided members of Council with a draft balanced budget. Mr. Hoke said that he had polled other localities rates for taxes, water and sewer. Councilman Dofflemeyer said that one question he hears frequently from citizens is why the town's water/sewer rates are so high? Mr. Hoke explained that this is due to the required upgrades to the town's water and sewer system. These upgrades included the town's construction of a Water Filtration Facility and a \$5 million upgrade to the Town's Wastewater facility. Mr. Hoke explained that these mandates were not optional for the

town and discussed compliance with the Clean Water Act. Mr. Hoke then reviewed items discussed from Council's direction at the special budget meeting on March 16<sup>th</sup>. Mr. Hoke said that in order to re-balance the town's budget, staff recommends allocating \$35,333 from the Town Reserves. Mr. Hoke reviewed the items that were removed from capital project expenditures. A worksheet was provided in member packets that included several "budget options" for consideration. Members noted an increase in revenue projections of about \$170,000 and questioned the basis for the increases. Mr. Chrisman commented that town staff continues to look at the town's actual revenues and make predictions based on current data. Mr. Hoke reviewed the expenditures by line item and members continued discussion of sewer improvements. Mr. Hoke concluded that if the town allocated the \$35,333 from reserves the budget will be balanced.

Councilman Schiro stressed that the town needs to start funding operational capital items. The Town should continue funding vehicles and equipment, and avoid deferring maintenance. Mr. Schiro felt it is important to continue funding these items without increasing the town's debt service.

Mr. Chrisman noted that town staff will continue to review revenue projections as actual totals become available.

**Adjourn**

Before adjourning, members asked about the copy of the revised Personnel Manual that they received at the meeting. Councilman Schiro asked if this had been formally adopted. Mr. Hoke stated that he had signed off on the revisions. Members requested to see the changes that had been made.

With no further business, Mayor Presgraves adjourned the special meeting of the Luray Town Council at approximately 7:07 p.m.

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Mayor, Barry Presgraves

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Deputy Clerk, Danielle Babb