

**WORK SESSION OF
THE TOWN COUNCIL
OF
THE TOWN OF LURAY, VIRGINIA**

Tuesday, March 23, 2021

The Luray Town Council met in a work session on Tuesday, March 23, 2021, at 5:30 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 Jerry Dofflemyer

Council Present:

Ron Vickers
Stephanie Lillard
Jerry Schiro
Jason Pettit
Joseph Sours
Ligon Webb

Also Present:

Steve Burke, Town Manager
Bryan Chrisman, Assistant Town Manager
Mary Broyles, Clerk- Treasurer
Danielle Babb, Deputy Clerk- Assistant Treasurer
Chief of Police, Carl “Bow” Cook, Luray Police Department
Travis Hoke, 514 Luray Avenue (*alleyway vacation applicant*)

(This meeting was made public via the Town’s Facebook page.)

A quorum being present, Mayor Dofflemyer declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Councilwoman Lillard led everyone in the United States Pledge of Allegiance.

CONTINUITY OF GOVERNMENT ANNOUNCEMENT

Mayor Dofflemyer read aloud the *Ordinance for the Continuity in the Government of Luray*.

ROLL CALL

The roll was called with called with all members present.

UPDATES & DISCUSSION ITEMS

Recommend FY 2021-2022 Budget

Mr. Burke presented the FY 2021-2022 Town Manager's Budget recommendation presentation. The power point presentation summarized the General, CDBG, Water, and Sewer funds totaling an approximate \$11.3 million dollar budget. Mr. Burke reviewed the General Fund revenues and expenses and highlighted several areas of note. The General Fund does not require a tax rate adjustment, includes the Imagination Station Replacement Project, new police communication equipment, the Memorial Drive Corridor Improvement, park facilities repairs, website upgrades, a 2% cost of living adjustment, funding for salary adjustments, and real estate reassessment provisions.

Mr. Burke reviewed the water and sewer funds summarizing the operating, capital, and personnel expenses. Highlights of the Water Fund budget include replacing the Pall Modules and Variable Frequency Drive at the Water Plant, water line replacements for Rosser Drive and Stover Street, and an overall 4% rate increase for water fees. The Sewer Fund will require the continuation of the oxidation ditch pump replacement and installation of influent screens, the manhole lining project, a sewer main replacement on Rosser Drive and Stover Street, and a 1% rate increase for monthly sewer charges.

Town Manager, Steve Burke, reviewed a list of unfunded items as well as a list of unfunded capital projects. A balanced draft budget is required to be presented to Council by April 1st. Mr. Burke stated that the presented budget does meet this requirement. A budget calendar was included for Council's review, and an adopted budget is anticipated for either the May 25th or June 22nd meeting. Councilman Schiro suggested dedicating upcoming work session meetings to reviewing the budget by department and inviting superintendents to address any questions by Council members.

Councilman Schiro also addressed the anticipated funds from the American Rescue Plan which may be received as early as the next 60 days. He debated if the Town should incorporate the funds into the existing budget or a stand-alone budget.

Mr. Burke reviewed the proposed Rate and Fee Schedule for the upcoming budget. The fees for swimming and kayaks rentals will see rate changes. Also regarding the Parks Department, Mr. Burke suggested changing the title of Parks Maintenance employees to Park Rangers. The intent is to provide existing full time employees with more rule enforcement credibility at the Town's park trails and facilities. Councilman Pettit countered that it may be unfair to change the employee title while the employee is unequipped in regards to enforcement. Councilman Pettit expressed concerns about the title of "Ranger" as it can have a law enforcement implication. Mr. Burke said that he is open to any suggestions from Council members.

Alley Vacation Request-Travis Hoke

The Town Council has a request to vacate approximately .041 acres of alleyway behind 514 Luray Avenue. Applicant, Travis Hoke, is requesting a portion of the alleyway behind his property as he states that he provides the necessary maintenance. Mr. Burke provided the map view of the property and advised Council of the Public Hearing to be held at the April meeting.

Code Amendment Chapter 82-45 to 54

Town Manager, Steve Burke, reviewed the proposed Code Amendment to various parts of Section 45-54 of Chapter 82. The amendment relates to the payment of the vehicle license tax, whereas the Town no longer issues a vehicle decal. The issuance of decals has been eliminated several years ago, and the code revisions will simply clarify current practice.

Code Amendment Chapter 82-16

Mr. Burke requested to discuss a proposed Code Amendment to Chapter 82-16, Use of Town Street by Trucks and Carriers Regulated, as it relates to oversize truck loads. Recently, Chief Cook and his staff have had issues with deliveries of modular homes resulting in road closures due to oversize loads. In order to address the issue, staff has worked with the Town Attorney to propose an amendment to Town Code. Mr. Burke furthered that the Town Zoning Application would also be changed to reflect a request for a delivery plan for modular or manufactured homes. Mr. Burke explained that this would allow police personnel to review the delivery route and schedule. Chief Cook explained that these instances cause issues for staffing and unexpected road closures tying up officers on traffic control for an indefinite time period. Councilman Pettit reviewed the code amendment and suggested targeting the penalty at the local level (being builder or owner), rather than the truck driver. Mr. Burke said that he could review this with the Town Attorney and also stressed that the intention is for planning and prevention of road closures, rather than penalties. Councilwoman Lillard suggested placing the responsibility of the traffic plan on the dealer/seller of the mobile home. Councilman Pettit discussed the discrepancy in the code as opposed to the application plan requirement. Councilman Schiro suggested identifying an appropriate staging location where necessary.

Town Social Media

Mr. Burke reviewed the Town's Social Media Policy and requested any input from Council. Mr. Burke noted that any changes to the plan will require a public hearing. Councilman Webb suggested changes to the first paragraph designating the Town Manager and/or designees for administration of the Town's Social Media. He suggested adding language for a member of Police and Parks as alternate designees. Mayor Dofflemyer suggested members review the policy at home and come back at a later time with questions.

American Rescue Plan Act of 2021

Town Manager, Steve Burke, presented information regarding the anticipated funding award through the American Rescue Plan of 2021. The estimated relief allocated to the Town is anticipated to be \$4.4 million in funding over the next two years, to be expended by December 2024. The local funds are to be used for the following: responding to the public health emergency with respect to COVID-19 economic impacts, response to workers performing essential work during the COVID-19 public health emergency, government services impacted by a reduction in revenue due to the COVID-19 emergency, and lastly, investments in water, sewer, and broadband infrastructure. While more details are forthcoming, Mr. Burke stated that the web meeting held this morning with Senator Warner provided some answers. Funding will be administered directly to the locality, and the first phase may be available as soon as within the next 60 days. Mr. Burke suggested that the Town hire a contract staff member to assist in the administration and audit record keeping. Senator Warner also verified in the web meeting that water and sewer debt service are a qualified expense. Mr. Burke provided Council members with a draft plan for the town's allocation of funds. He noted there also seem to be some other rounds of funding forthcoming for business relief and non-profit entities.

Councilman Schiro and Mayor Dofflemyer said that they also participated in the web meeting. Councilman Schiro noted that it is important to understand that the funding will be allocated in two tranches, the first being for the immediate loss of revenues. The second phase will be targeted at infrastructure and debt service. Councilman Schiro reiterated that it would be beneficial to hire someone to coordinate the distribution of funds. Councilman Webb expressed his concerns to provide local business relief and non-profit relief. Mr. Webb would like to see the public have input as well on local needs. Mayor Dofflemyer continued that there will be more discussion on this to come, and that he is in favor of a funds administrator. Councilwoman Lillard requested a breakdown of the CARES Act Funding expended by the Town, as she was not serving as a member of the Council at the time of funding.

-RECESS-

EXECUTIVE SESSION

Performance of Specific Local Government Personnel- Town Manager Section 2.2-3711 (A) (1)

Mayor Dofflemyer requested a motion to adjourn into Executive Session for the purpose of discussing matters relevant to Section 2.2-3711.A.1 regarding the performance of specific local government personnel.

Motion: Councilman Schiro motioned to recess the regular meeting and to convene in executive session; Councilman Sours seconded the motion with the following members voting YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. Approved 6-0

-Closed Meeting-

Certification: Mayor Dofflemyer asked members of Council to certify that to the best of their knowledge only matters covered under Section 2.2-3711.A.1 were heard, discussed, or considered during the closed session. **Motion:** Councilman Pettit motioned to certify the closed session; Councilman Schiro seconded the motion with the following members voting YEA: Mayor Dofflemyer, Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb.

ANNOUNCEMENTS

Mayor Dofflemyer reminded everyone of Thursday’s diversity training. There will be a morning and afternoon session held at the Luray LFCC Campus, Room 208.

ADJOURN

With no further business, the meeting was adjourned at 8:20 p.m.

Jerry Dofflemyer
Mayor

Danielle P. Babb
Deputy Town Clerk