

REGULAR COUNCIL MEETING FEBRUARY 8, 2022

The Edinburg Town Council met in a regular session on Tuesday, February 8, 2022. Mayor Harshman called the meeting to order at 7:28 p.m. All the Council Members were present. Visitor present: Paige Roberts.

Mr. Harshman welcomed everyone and asked if anyone had anything that was not on the agenda.

Mrs. Paige Roberts inquired if the house at the south end of the cemetery is going to be a Halfway House. Mr. Harshman stated that was the Town's understanding, but that house is out of the Town limits. Mrs. Roberts also asked if the Town had an Architectural Review Board. Mr. Harshman replied yes.

A motion was made by Councilman Dellinger and seconded by Councilman Boone to approve the minutes of the January 11, 2022 regular meeting. Motion carried.

Mr. Harshman reported that the Town Treasurer has added the landlord's/owner's names to the Delinquent Utility Bill list. Mr. Harshman also reported that the Town has \$15,838.15 in COVID funds that can be used to bring some of the delinquent utility bills current.

A motion was made by Councilman Dellinger and seconded by Councilman Wood to approve the Treasurer's report and to pay all the bills as presented. Motion carried.

The Water and Sewer Committee had no report. Mr. Harshman called attention to Inboden's Report and reported that there was a substantial leak at the Dollar General store due to a 6" line splitting. It was repaired and things have returned to normal.

Mr. Harshman reported that the quote for the electrical work at the Water Treatment Plant has been received and accepted for the liquid chlorine conversion. Hopefully, the parts will come in soon so the work can be completed.

Mr. Harshman reported that he is still waiting to hear from the Engineer about using a wood door for the hot water heater closet instead of a metal door and frame.

Mr. Harshman reported that the Town is purchasing a 1,000 gallon above ground fuel tank from the Power Connection for the Wastewater Treatment Plant generator. This tank is larger than the one the Town currently has but it was available now and was the same price as a 750-gallon tank. The plan is to install a pump and nozzle on the new tank that will allow the Town to use it for off-road fuel in addition to powering the generator. This will also allow for always having an adequate fuel supply for emergency generator use.

Mr. Harshman reported that the individual who has been looking at the old Irvin Candy Company building contacted him again with information about estimated water usage and sewer requirements. Mr. Harshman has passed this information on to Inboden Environmental Services and they are checking into what might be required, such as pretreatment for the sewer flow. Mr. Inboden did not feel that this would be a problem, but he is going to research it further. He also felt that the Town had the flow capacity to serve them. Once additional research is completed, this will go to the Town Council for approval.

The Street Committee had no report. Mr. Harshman reported that the snow removal has been going well.

The Ordinance Committee had no report. Mr. Harshman reported that he did not pass on anything about the Personnel Manual changes this month since there were so many other things to review.

The Personnel Committee had no report. Councilwoman Reistetter stated that the Town did a great job with the snow removal. Mr. Harshman reported that the Maintenance Department still has a part-time opening.

The Finance Committee had no report.

The Property Committee had no report. Mr. Harshman reported that no progress has been made yet on Shen-Paco Cleaning Services. Mr. Harshman might reach out to Farmers & Merchants Bank to see who cleans there.

The Cemetery Committee had no report.

The Park Committee had no report.

The Insurance Committee had no report. Mr. Harshman reported that the Town received the information on the renewal of the Local Choice Health Benefits Program for July 1, 2022 through June 30, 2023 which included an 11.1% increase. The Town is required to send approval by March 25, 2022. Mr. Harshman stated that Local Choice has the best coverage for the price and all the County localities use them. Since the insurance rates are going up, Mr. Harshman suggested eliminating the additional \$500 deductible that the Town has been reimbursing the employees since the deductible was increased to help lower the monthly premium. A motion was made by Councilman Wood and seconded by Councilman Baird to approve the Local Choice Health Benefits Program renewal for July 1, 2022 through June 30, 2023 and to eliminate the \$500 deductible reimbursement for the Town Employees. Motion carried.

There was no Sheriff's Department report.

Mr. Harshman reported that the Tourism Council met in January and he provided the Council with a copy of the minutes.

Mr. Harshman reported that he has still been attending the Shenandoah County 250th Anniversary Planning Meetings. The first event is scheduled for March 26, 2022 at the Museum of the Civil War in New Market. Mr. Harshman also reported that the 250th Anniversary banners should be here soon to display around town and the Edinburg Heritage Foundation is working on having period-themed demonstrations at the Mill as part of this.

Mr. Harshman reported that he will be attending a Visitor Center Conference on March 30, 2022 held by the Virginia Tourism Corporation. They will be presenting the official certification for the Edinburg Mill becoming a Certified Visitor Center.

Mr. Harshman reported that the Town is going to start implementing Virginia Registration Withholding for people that do not pay their personal property taxes or purchase town stickers. A stop will be put on their vehicle registration through the DMV and they will be charged a \$25 fee. The Town has tried every other way to get people to pay, but nothing has worked. Mr. Harshman stated that postcards will be sent out to the delinquent taxpayers letting them know that the Town is going to start implementing this.

Mr. Harshman reported that the Architectural Review Board (ARB) has been meeting by email about Mr. Leon McCray's warehouse on Printz Street. The ARB agreed that a letter from the County Building Inspector deeming the warehouse a threat to public safety would be enough for them. This has been passed on to Mr. McCray. The ARB was also asked about repairs from the fire damage that happened to the chimney at 108 North Main Street. The owner stated that the chimney is no longer usable and he is installing gas logs instead. The ARB was okay with the removal of the chimney to the roofline.

There was no Planning Commission meeting last month.

There was no Zoning Report.

Mr. Harshman reported that the Town Attorney reviewed the Purchase Procedures, which looked good to him and would meet the Town's needs.

Mr. Harshman reported that four companies bid on the Wastewater Plant Upgrade and the low bidder was WGK Construction. The Engineer has checked their references, and everything came back fine, so it has been recommended to USDA to approve them. The low bid was still \$822,400 over the estimated cost for construction in the project's budget. USDA, Rural Development has said that the Town will receive a grant of \$328,400 and additional loan in the amount of \$494,000 to cover the additional cost. With these new funds, the total project cost will be \$4,212,000 consisting of a loan of \$2,997,000 and total grant funds of \$1,215,000.

Mr. Harshman read the Title and the enacting sections of a Resolution establishing a policy for past due water, sewer and trash billing for multi-unit buildings served by one single water meter within the Town of Edinburg, Virginia. A motion was made by Councilman Wood and seconded by Councilman Baird to adopt the Resolution establishing a policy for past due water, sewer and trash billing for multi-unit buildings served by one single water meter within the Town of Edinburg, Virginia. Motion carried.

Mr. Harshman reported that the Town is exempt from most of the State procurement requirements since the population is less than 3,500. However, there are Federal procurement requirements with the use of American Rescue Plan Act (ARPA) funds. Mr. Harshman asked the Council to consider the adoption of the Edinburg Purchasing Procedures that is needed for large purchases and to satisfy Federal requirements. A motion was made by Councilman Wood and seconded by Councilman Dellinger to adopt the Edinburg Purchasing Procedures. Motion carried.

Mr. Harshman reported that meeting all the ARPA requirements is beyond the Town's small staff and ARPA has very specific requirements for what is an eligible use of the funds as well as reporting requirements. Mr. Harshman has been working with the Northern Shenandoah Valley Regional Commission (NSVRC) staff through the first part of this process and they have been extremely helpful. Mr. Harshman also reported that ARPA allows for the payment of fees for the administration of the program. Since this is going to be a project that runs until December 31, 2024, the Town's working relationship with NSVRC needs to be formalized, so the Town can get the support needed throughout this project. The Project Based Service Agreement with NSVRC would be for a 12-month period starting January 1, 2022 at a cost of \$1,000 per month. The Town will review the progress with this at the end of the contract period and will probably be renewing the contract for at least another year. Mr. Harshman stated again that these fees will come out of the ARPA funds. A motion was made by Councilman Wood and seconded by Councilman Boone to approve the Town entering into a Project Based Service Agreement with the Northern Shenandoah Valley Regional Commission for the period of January 1, 2022 through December 31, 2022. Motion carried.

Mr. Harshman reported that he sent out information in the Council packets about the ARPA fund items that are to be included in the Amended Budget for July 1, 2021 through June 30, 2022 and what is to be included in the new July 1, 2022 through June 30, 2023 Proposed Budget. These funds must be spent or committed by December 31, 2024. The following items to be added to the Budget for the year from July 1, 2021 to June 30, 2022:

- \$6,000 (January 1, 2022 – June 30, 2022 NSVRC consulting fees)

- \$45,508 Software Upgrade
- \$2,000 Computer Equipment
- \$66,250 Interstate Signage
- \$20,000 Re-do Town Code/Applications/Permits to place online
- Possibility of 3 speed signs at \$3,200 each = \$9,600
- \$22,203 for Family Promise/Alliance for Shelter
- \$10,709 reimbursed cost of supplies and materials for the line replacement at Cave Spring completed in March-April 2021; including town wages for this work if allowed

The following items to be included in the Budget for July 1, 2022 – June 30, 2023:

- \$200,000 for completion of the 200,000-gallon tank, pump station and engineering
- \$150,000 Cave Spring Water line replacement
- \$25,000 Generator at Well #2
- \$25,000 Generator at 200,000-gallon pump station
- \$12,000 Additional contract with NSVRC (6 months on the existing Contract and the renewal for 1/2023-12/2023)

Mr. Harshman reported that the Rails-to-Trails project should also be kept in mind, but more guidance is needed from the State on this. He also reported that the General Code update may be more in the \$10,000 range and he is still checking into the 3 speed signs. Once the Budget is amended for these items, they can be ordered. A motion was made by Councilman Wood and seconded by Councilman Dellinger to approve the Amended Budget items for July 1, 2021 – June 30, 2022 and to add the allocation for Family Promise and the Alliance for Shelter for \$22, 203. Motion carried. A motion was made by Councilman Baird and seconded by Councilman to approve the items to be included in the Budget for July 1, 2022 – June 30, 2023. Motion carried.

Mr. Harshman reported that after the new software is ordered, the Town must maintain QuickBooks for at least another year for the auditors. The new software will have utility billing, taxes and payroll. Mr. Harshman reported that a new computer needs to be purchased for the new software since both systems will be running at the same time. This will also be helpful for Mr. Harshman at Budget time.

With no further business, a motion was made by Councilman Dellinger and seconded by Councilman Wood to adjourn the meeting. Motion carried. The meeting was adjourned at 8:35 p.m.

Daniel J. Harshman, Mayor

Mary L. Lowerre, Town Clerk