

## REGULAR COUNCIL MEETING NOVEMBER 14, 2017

The Edinburg Town Council met in a regular session on Tuesday, November 14, 2017. Mayor Harshman called the meeting to order at 7:30 p.m. All Council Members were present with the exception of Councilwoman Strong and Councilwoman Wymer-Hollar. Town Attorney, Mr. Jay Neal was also present. Also present was Capt. Wes Dellinger from the Shenandoah County Sheriff's Department and Town Maintenance Supervisor, Mr. Ron Ross.

A motion was made by Councilman Beachy and seconded by Councilman Dellinger to approve the minutes of the October 10, 2017 regular meeting. Motion carried.

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

Mr. Harshman called attention to Mr. Ross's report. There was no EEMA report. Mr. Harshman reported that he, Mr. Pete Lau from EEMA and Plant Operator, Ms. Alice Davis have had a number of conversations about the list of duties they are preparing. This is still a work in progress and Ms. Davis has been too busy to work on the list.

Mr. Harshman reported that there continue to be problems at the WTP. The electrical parts for filter #2 have been replaced and the filter is working, but there have been a number of other filter issues during the month that resulted in a US Filter technician being here for 2 days. He had been scheduled to come for only 1 day for \$4,600, but he had a day free later in the week and offered to come back at no charge. Mr. Harshman reported that while he was here, the technician recommended that the Town schedule a 4-day visit to have someone go over the 4 filters and correct all of the little problems to get things back on track. The quote for a 4-day visit is \$10,070 which is a real bargain based on the cost of 1 day. This price includes \$2,000 in parts. The technician spent much of the second day checking all of the filters to create a parts list so that Ms. Davis could order the necessary parts. Mr. Harshman reported that the quote for the parts ended up being around \$5,000 and we are checking to see if part of that is included in the \$2,000 listed on the 4-day visit. Mr. Harshman reported that this is more than the Town planned to spend on the WTP this year. Mr. Harshman also reported that he discussed these quotes with Finance Committee Chairman, Councilman Beachy and has moved forward on scheduling the service.

Mr. Harshman reported that the main air compressor at the WTP stopped running last week. No one was able to look at it until later this week, so in the meantime, an external air compressor that Mr. Ross borrowed from Mt. Jackson has been used to keep the Plant running.

Mr. Harshman reported that Dominion Power placed the voltage meter at the WTP that was discussed at last month's meeting to monitor the voltage output at the Plant. Mr. Ross stated that the battery in the voltage meter went down and Dominion Power needs to come and replace it.

Mr. Harshman reported that all of these problems resulted in losing ground on the tank levels in the past few weeks. The Town continued to monitor the WTP during the nights to make sure that there were no shutdowns that would cause even more drops in the levels. The shutdowns appear to be decreasing and the tanks are starting to gain again. Mr. Harshman stated that hopefully, the Town will be done with any problems for a while once all of the remaining repairs are completed.

Mr. Harshman also reported that one of the RBC units at the WWTP has self destructed. Smaller pieces of the wheel's air scoops have been found in the clarifiers for the past year or so. Mr. Harshman stated that he reported on this last year, but the cause has never been pinpointed. A couple of weeks ago, six or seven of the air scoops came off the wheel completely and got jammed against the side of the basin.

Mr. Harshman reported that the RBCs are run by large blowers that force air against the outside of the wheel that is covered with air scoops that catch the air and force the wheel to turn. Each air scoop is a

separate unit about 2 feet long by 12-15 inches wide and it is curved to fit tight against the large wheel and is a series of “cups” that catch the air. There are around 200 of these air scoop units that snap together to completely cover the circumference of the wheel along the total length of the RBC. Once one or more of the units come loose, the rest of them start to move until they also fall off of the wheel.

Mr. Harshman reported that the air scoops are replaceable, but they no longer manufacture them. After talking to the manufacturer, the Town was going to try to screw the air scoops back on and hope that no more of them would fall off. To do this would require draining the RBC and removing the fiberglass enclosure to give access to the wheel. The manufacturer suggested that the Town consider replacing the unit with the new style of motor driver RBC wheel for around \$150,000. Mr. Harshman stated that this would not make sense since the RBCs are going away in both of the upgrade options.

Mr. Harshman reported that a couple of days after he and Ms. Davis spoke to the RBC people, the Town got a call from them about a community in Texas that had 400 brand new air scoops that they had purchased as back-up parts. They were contacted and the Town was able to purchase 198 new air scoops at a cost of \$72.50 each for a total of \$14,355 plus shipping. The Town decided to purchase enough to replace all of the air scoops on the wheel since there is no way of knowing how much damage has occurred until the RBC is opened up. Once it is opened up, it needs to be put back together as soon as possible. This is still a substantial amount, but a more manageable expense to get the Town through the next 3-4 years. Mr. Harshman reported that the Town also plans to locate and remove whatever is in the bottom of the RBC that is causing the damage to the wheel.

Mr. Harshman reported that the pump and vacuum has been set up to use at the WWTP chlorine contact tank to remove solids from the bottom of the tank. It seems to be working and the tank is getting pumped once a week. Mr. Harshman reported that there was a very high e-coli test result for the first week of November, but hopefully, this was just a fluke that will correct itself in later monthly testing.

Mr. Harshman has gotten copies of the agreements that Timberville and New Market have with Broadway to pump their sewer to the Broadway Plant. Mr. Harshman reported that the per gallon charge appears to be manageable, but each contract has other charges associated with the specific projects that the Town won't have. Mr. Harshman is hoping to sit down with Mr. Rodney McClain in the near future to start the conversation with the County about pumping to their WWTP.

Mr. Harshman reported that Town Treasurer, Ms. Michelle Heier gave the Council a memo regarding the current utility billing system being outdated. The memo stated that the designer of the current program has a new program and has offered the Town the option to transfer all of the account information to the new program at a reduced price. The new program will also work with the Neptune meter read handheld that the Town currently uses. Ms. Heier stated that there are many issues with the current system, including that support is not available for this system anymore. The new system is much more user-friendly and has many more options than the old system. Ms. Heier reported that the new program can be purchased for a one-time activation fee of \$1,045 and the annual support would be \$425 per year. A motion was made by Councilman Wood and seconded by Councilman Beachy to approve the purchase of the new billing software. Motion carried.

The Street Committee had no report. Mr. Harshman reported that he and Mr. Ross met with Mr. Shawn Rutz and a contractor today to look at the sidewalk in front of Rutz's BBQ. The Town had already discussed partnering with Mr. Rutz to improve this area and hopefully something will be done in the spring.

The Ordinance Committee had no report.

The Personnel Committee had no report.

The Finance Committee had no report.

The Property Committee had no report.

The Cemetery Committee had no report.

The Park Committee had no report.

The Insurance Committee had no report.

Capt. Wes Dellinger provided the Council with a “Calls for Service” report for October. Capt. Dellinger reported that Mr. Robert Taylor has graduated from the Academy and will be assigned to Edinburg after training for the next eight weeks. Capt. Dellinger also reported that the Christmas Parade will be staffed. Mr. Harshman stated that he received some calls about speeding on Comer and High Streets. Capt. Dellinger stated that they will keep an eye on it.

Mr. Harshman asked Council’s permission to add an Executive Closed Session to the agenda. A motion was made by Councilman Dellinger and seconded by Councilman Van Stee to approve the addition of an Executive Closed Session to the agenda. Motion carried.

Mr. Harshman provided the Council with the minutes from the October Tourism Council meeting and reported that there would not be a Tourism Council meeting in November.

Mr. Harshman reported that the “Rev Up Marketing” series and competition is over. The Judges decided to split the \$5,000 for Edinburg between two of the participants. The marketing plans they chose as the top two were Valley Garage Door Company and Shenandoah Wine Tours. They will each receive \$2,500 to assist them in implementing their plans. The funds will be paid either as a reimbursement or as a direct vendor payment to assure that the funding is used solely for their marketing efforts. Mr. Harshman reported that the Rev Up program was very well attended by local businesses and the group is already looking into doing a similar program in the future.

Mr. Harshman reported that town resident; Mr. Carey Radabaugh contacted him about taking over a community service that Mr. Tim Beachy had performed in the past. Mr. Radabaugh walks around town a lot and he will be carrying along a trash bag to pick up litter throughout the Town.

Mr. Harshman reported that the attendance at the Mill and the Museum has continued to surpass last year with 958 visitors compared to 796 last year. Mr. Harshman also reported that Pixie’s Restaurant at the Mill has closed, but he has already secured another tenant. Things should be finalized with them by the end of the month and they will probably be opening around the first of the year.

Mr. Harshman reported that he submitted the financial responsibility documentation for the underground fuel tank at the WWTP to the DEQ for 2016-2017.

Mr. Harshman reported that Christmas in Edinburg will be on Thursday, December 30<sup>th</sup> beginning with the Parade at 6:00 p.m., followed by the tree lighting and then the Children’s Christmas Party at the Fire Department. Mr. Harshman also reported that the House Tours are back in Edinburg on December 8<sup>th</sup> & 9<sup>th</sup>. Tickets are available in Edinburg at the Town Office, the Edinburg Mill, Wightman Insurance and The Shop on Main. Ticket sales will benefit the Edinburg Heritage Foundation, the Edinburg Mill and Response.

There was no ARB meeting this month.

The Planning Commission did not meet last month.

The Zoning Administrator had no report.

The Town Attorney had no report.

Mr. Harshman reported that he and Ms. Stephanie Langton from the Regional Commission had a discussion with the Department of Housing & Community Development about the Town’s CDBG application and the Town actually did quite well for the first round. Mr. Harshman reported that

DHCD did state that they thought the project area was too large and that they would look at the map some more and give more input to the Town. The consensus of the Council was to try to apply for the Grant again. Mr. Harshman stated that he will speak to Ms. Stephanie Langton at the NSVRC about applying again.

Mr. Harshman reported that he gave the Council copies of the Mission Statement and the Vision Statement to look over. Councilman Beachy stated that it sounded good to him and the rest of the Council agreed. A motion was made by Councilman Beachy and seconded by Councilman Dellinger to approve the Mission and Vision Statements. Motion carried.

Mr. Harshman asked the Council if they were okay with doing the employee holiday gifts the same as last year. Full-time employees received a \$100 gift and part-time employees received a \$50 gift. A motion was made by Councilman Beachy and seconded by Councilman Wood to approve a \$100 gift for full-time employees and a \$50 gift for part-time employees. Motion carried. Mr. Harshman reported that the Employee Holiday Party will be at the VFW again, but he is not sure of the date yet. Councilman Beachy and his wife donated the funds once again for the Employee Holiday Party.

A motion was made by Councilman Wood and seconded by Councilman Beachy to go into executive closed session to discuss a legal matter as permitted by the Code of the State of Virginia § 2.2-3711.A.7. Motion carried.

A motion was made by Councilman Beachy and seconded by Councilman Dellinger to go back into regular session. Motion carried.

Mr. Neal asked the Council to certify that the only thing discussed in the executive closed session was a legal matter, as permitted by the Code of the State of Virginia § 2.2-3711.A.7. Recorded vote as follows: Van Stee - aye, Dellinger - aye, Beachy - aye, Wymer-Hollar – absent, Strong – absent, Wood - aye, Harshman - aye.

Councilman Beachy reported that the Board of the Christian Church is going to contact the County Building Department to make sure that the wall at 100 North High Street is in compliance. Councilman Beachy also reported that the line of sight is restricted looking either way pulling out of the parking lot. Councilman Dellinger stated that he would like VDOT to put up a mirror by his residence since he now can't see backing out of his driveway.

With no further business, a motion was made by Councilman Beachy and seconded by Councilman Dellinger to adjourn the meeting. Motion carried. The meeting was adjourned at 8:40 p.m.

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Daniel J. Harshman, Mayor

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Mary L. Embrey, Town Clerk