

Lebanon Town Council
Regular Monthly Meeting
Town Hall, Lebanon, Virginia
Monday, January 10, 2022
6:00 P.M.

Council Members Present: Nelson A. "Tony" Dodi, Mayor
DeAnna C. Jackson, Vice- Mayor
A. Doyle Fields, Council Member
Scott J. Gilmer, Council Member
Mary J. Stanley, Council Member
M. Elijah Leonard, Council Member
W. Bradley Lambert, Council Member

Staff Members Present: Andrew R. Shortt, Town Manager
Kevin D. Tiller, Town Attorney
A. Diane Nunley, Clerk of Council
Richard Eric Deskins, Chief of Police

I. The meeting was called to order by Mayor Dodi.

II. Prayer: Jeff Tallent Pastor Lebanon Memorial United Methodist Church

III. Pledge of Allegiance

IV. Edit for items not on the agenda:

Mr. Gilmer requested to add under New Business the proposed Downtown Revitalization Restaurant Incentive Grant.

Upon motion made by Ms. Stanley, seconded by Mr. Leonard, the agenda as amended was unanimously approved. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

V. Edit and approve minutes from the 12/07/21 regular council meeting

Mr. Leonard requested to amend under Old Business Nuisance Ordinance and Junk Dealer second sentence automation to automotive.

Upon motion made by Mr. Leonard, seconded by Ms. Stanley, the minutes from the 12/07/21 regular council meeting as amended was unanimously approved. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

VI. Approve accounts payable and capital assets for the month of December:

Mr. Gilmer requested to add AP report B item.

Upon motion made by Mr. Gilmer, seconded by Mr. Leonard, the accounts payable for the month of December with additional item was unanimously approved. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

VII. Public Request

VIII. New Business

Boy Scouts Eagle Project Request

No one was present to present this request.

Approve Holidays for 2022

Mr. Gilmer questioned the Holiday hours for November 23, 2022. He advised that the State of Virginia pays for the holiday hours for that day. He questioned if the Town was paying for an additional four hours or give the employees the time off. Mr. Shortt advised that the Town runs two trash trucks on that day to make sure all of Wednesday and Thursday scheduled trash is picked up and everything done by 12:00 P.M.

Upon motion made by Ms. Stanley, seconded by Mr. Lambert, the Town Council unanimously voted to approve the Holiday Schedule for 2022 as presented. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

Approve Chris Pritt's Retirement Resolution

Upon motion made by Mr. Fields, seconded by Ms. Stanley, the Town Council unanimously voted to approve the Retirement Resolution for Chris Pritt as presented. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

Bid Opening for Engineering Services Wastewater/Water Plant

Mayor Dodi opened the only Request for Qualifications Engineering Procurement from The Lane Group for the Town of Lebanon Wastewater Treatment Facility Improvements Phase I Project. The Town Council agreed for the Town Manager to proceed the negotiation process with the Lane Group.

Upon motion made by Ms. Stanley, seconded by Mr. Leonard, the Town Council unanimously voted for Mr. Shortt to move forward in the negotiation process with the Lane Group for the engineering services for the Wastewater Treatment Plant and Water Treatment Plant. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

Special Tax Assessment

Mr. Leonard advised that he had spoken with Mr. Tiller regarding a special tax assessment. The State of Virginia has a Special Tax Assessment therefore the Town does not have to adopt a separate Tax Assessment. Mr. Leonard advised that the Special Tax Assessment can be on a case-by-case basis. He stated one example would be upgrading roads in subdivisions or private roads. Mr. Tiller advised that the Town is limited to what they can do. The Town can improve existing roadways, sidewalks or water systems but he is not sure about creating new roadways or sidewalks. Mr. Tiller advised that the Town would need to enter an agreement with the landowners with a 20-year repayment schedule. This agreement would be just for repayment no profit to the Town.

Lebanon Downtown Revitalization Restaurant Incentive Grant

Mr. Gilmer advised that in the Downtown Revitalization meeting, he proposed a Downtown Revitalization Restaurant Incentive Grant. He requested Mr. Shortt put in the minutes a proposed draft form of the Downtown Revitalization Restaurant Incentive Grant. Mr. Gilmer presented a brief overview concerning the grant.

Upon motion made by Mr. Gilmer, seconded by Ms. Jackson, the Town Council unanimously voted to authorize for Mr. Shortt to advertise the Lebanon Downtown Revitalization Restaurant Incentive Grant as presented. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

IX. Town Managers Report

Mr. Shortt advised that at the last monthly Council meeting, he wasn't aware that San Doe Avenue went from Jessee Street to Russell Street therefore he requested an amended motion to abandon San Doe Avenue from Jessee Street to West Banner Street. Mr. Tiller advised that a Council Member would need to make a motion to amend the resolution abandoning San Doe Avenue adding the language from Jessee Street to West Banner Street.

Upon motion made by Mr. Gilmer, seconded by Mr. Leonard, the Town Council unanimously voted to amend the resolution abandoning San Doe Avenue from Jessee Street to West Banner Street.

The roll call was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

Mr. Shortt presented banner quotes from Fast Signs for the 35 new Downtown Light Poles. The first quote was for the 4th of July Banner, Summer Sunflowers Banner, Fall Banner and Town of Lebanon Banner with a quoted price of \$9,940. Mr. Shortt advised that due to the Downtown Street Poles not being installed until June/July his advice was to order the four designs and after July order the remaining three designs. Ms. Stanley advised that this quote is much higher than the last ones that the Town purchased. The Town Council agreed for Mr. Shortt to negotiate the price with Fast Signs for the banners.

Mr. Shortt requested to work with Mr. Tiller regarding designing an RFP for broadband services for the Town of Lebanon citizens and businesses. Mr. Gilmer requested that they seek guidance in designing an RFP, he recommended Jim Baldwin with Cumberland Plateau.

Mr. Shortt advised that he and Mr. Hughes met with Novo Solutions. He advised that Novo Solutions is a Municipal operations software program. They are presenting a demonstration on Thursday, January 13, 2022, at 11:00 A.M. Mr. Shortt advised that Town Citizens could pay their water bills on the app plus supervisors would be able to track on each project the cost for employee's labor, equipment and cost. He also stated the program has an inventory tracker and other valuable information.

Mr. Shortt presented a new design for the Russell Theater Pavilion from Mr. Brown. He advised that due to the cost of the first design Mr. Brown proposed to scale the project in half plus change the metal structure to a timber structure. Mr. Shortt advised that Mr. Brown requested to meet with the Town Council in a private setting to discuss the Russell Theater Pavilion project. The Town Council discussed the Russell Theater Pavilion Project and agreed to have Mr. Brown attend the February Council meeting but hold on any design work that requires the Architect. The Town Council agreed that once Mr. Brown provides the contours the Town Street Employees can begin grade work on the lower half of the project area.

Mr. Shortt advised that a Town Citizen Alice Coe that lives on 40 Bypass Street spoke with a couple of the Town Council requesting more streetlights on her street. Mr. Shortt stated that he planned to meet with Jeff Dye regarding Ms. Coe renting a light to the back of her property plus Mr. Shortt advised that he requested Chief Deskins patrol the area more.

Mr. Shortt presented the approval letter from Virginia Department of Environmental Quality (DEQ) regarding the Virginia Clean Water Revolving Loan Fund Program for the Wastewater Treatment Plant Improvements and Pump Station Renovations.

Mr. Shortt advised that a family member of Ms. Fannie Jennelle reached out to Mr. Farmer at the Lebanon Community Center regarding selling Ms. Jennelle's home that is adjacent to the Lebanon Community Center to see if the Town would be interested in purchasing this property. He advised that the property is appraised for \$102,000 but they are asking \$110,000. Mayor Dodi advised that the Town Council at one time discussed purchasing the property from Jerry Lark that was adjacent to the Lebanon Community Center also. The Town Council requested for Mr. Shortt to reach out to Ms. Jennelle's family to see if they would be interested in lowering the price of her property.

Mr. Shortt advised that he was working with Kenneth Dunford, Engineer from Tazewell County, concerning the Water Plant sludge. Mr. Dunford recommended that Mr. Shortt write a letter to Tazewell County Board of Supervisors concerning this request. Mr. Dunford stated that he will recommend to the Board of Supervisors for them to approve the Water Plant sludge at the same price as the Wastewater Plant sludge. Mr. Shortt advised that in return Tazewell County has requested in emergency situations for the Town of Lebanon to treat their Leachate. Mr. Shortt spoke with Ms. Turner and Mr. Dye; they didn't see an issue concerning the Wastewater Plant with the Town Council approving this request. The Town Council discussed the Wastewater Plant treating leachate for Tazewell County.

X. Chief of Police Report

Chief Deskins presented the monthly Police Report. Chief Deskins advised that the Police Department was in great need of a radar, therefore he received a grant for this purchase. Chief Deskins advised that Officer Byars plans to attend the academy in April due to the January class already full. He advised that the extension was approved by DCJS. Chief Deskins advised that the Shop with a Cop was a great success. They provided 22 kids \$300 each for Christmas gifts.

XI. Town Attorney Report

Mr. Tiller advised that the Joe Martin property on Twin Circle Drive. He stated that the Judge granted the Town of Lebanon judgement on the property. He advised that now the Town can bring the property into compliance with the Town's Ordinance.

XII. Old Business

Business Nuisance, Junk Dealer, Inoperable Vehicles

Mr. Leonard advised that the Town Manager needs guidance from the Town Council concerning Business Nuisance, Junk Dealer and Inoperable Vehicles. The Town Council discussed these issues with Mr. Shortt and the Inoperable Vehicles with Chief Deskins. Mr. Leonard advised that in the Town's Junkyard Ordinance that any person who fails to obtain a license is subject to a \$50 penalty. For any other violation of any of the provisions of this article, the penalty shall be fixed upon conviction, in an amount not to exceed \$100 and the costs of prosecution. Each day's violation of any of the provisions of this article shall constitute a separate offense. Mayor Dodi stated for Mr. Shortt to continue to work with Mr. Tiller and Chief Deskins concerning these issues.

XIII. Committee Reports

Mr. Leonard advised that Gracewood Community Church located on Donald C. Moore Drive has requested if possible a Street Light at the entrance of their property. Mr. Leonard advised for Mr. Shortt to work with Appalachian Power to discuss placing a Street Light at the entrance. Mr. Leonard advised that he received a complaint concerning a home close to Gracewood Community Church that has outdoor chickens, a turkey and two pigs on their property. Mr. Leonard stated that the animals was running at large sometimes. Mayor Dodi advised that under the Town Code the owner can have the animals, but they must be contained.

Mr. Leonard stated that concerning the Urban Maintenance State Street Funds they were on schedule utilizing the funds. Mr. Leonard requested Mr. Shortt let the all the Street Employees know how he appreciates all their hard work and dedication to keep all the Town Roads clean during the snow plus with the staff being shorthanded.

Upon motion made by Mr. Fields, seconded by Mr. Leonard, the Town Council unanimously voted to create a position as Public Utility Director and promotions for Supervisors as discussed in the Personnel Committee meeting. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

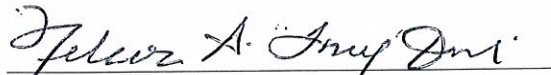
Mayor Dodi advised that the 2022 Event list was almost completed for the brochures. Mayor Dodi advised that he, Ms. Jackson and Ms. Nunley met regarding Christmas Lights for the new Street Poles. He advised that the proposed quote for Christmas Lights is placed at each Town Council's station. Mayor Dodi advised that the Annual VACo/VML Local Government Day is coming up in February 2, 2022, and February 3, 2022, he is planning on attending plus any Council Member is welcome to attend.

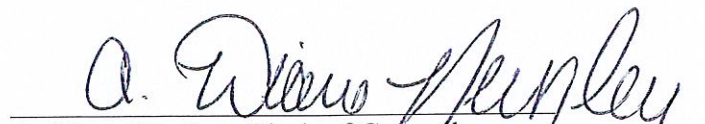
Upon motion made by Mr. Gilmer, seconded by Mr. Leonard, the Town Council unanimously voted to approve for Mayor Dodi and any Town Council Member to attend the Annual VACO/VML Local Government Day Event. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.

The Town Council discussed planning an ARPA Committee Meeting. They agreed to set a Financial Committee and ARPA Committee meeting for January 31, 2022, to start at 4:00 P.M. The Town Council agreed to set a Personnel Committee meeting for February 14, 2022 at 4:30 P.M. to discuss the Organizational Chart and Water/Wastewater salaries.

XXI. Adjourn: 7:34 P.M.

Upon motion made by Mr. Leonard, seconded by Mr. Lambert, the Town Council unanimously voted to adjourn. The vote was as follows: Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Ms. Stanley, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye.


Nelson A. "Tony" Dodi, Mayor


A. Diane Nunley, Clerk of Council

Minutes recorded by: A. Diane Nunley, Clerk of Council
Minutes prepared by: A. Diane Nunley, Clerk of Council