

The meeting took place at the Old Court House meeting room in Fincastle.

Members Present: Mary Bess Smith, Ed Bordett, Paige Ware, Pam Binns, Bill Gaul and John Thomas

Staff Present: Town Manager David Tickner and Clerk Joan Boothe

Also Present: Richard Flora, Fincastle Herald editor Matt de Simone, and Scott Critzer

Mayor Mary Bess Smith called the meeting to order at 7:00 p.m. and determined that there was a quorum present for the purpose of conducting business.

1. Reading /Approval of Minutes from the October 14, 2021 meeting

The minutes for October 14, 2021 meeting were approved as presented.

2. Addition to Agenda and approval of Agenda

Mayor Smith requested to add item 3. b) 6., Grants Administrator position, to the agenda. The agenda was approved as amended.

3. Reports

a) Financial

i. Approval of monthly bills for November 2021

The monthly bills for November 2021 were approved for payment.

ii. Treasurer's Reports –accounts for October 2021

The Treasurer's reports for General, Water/Sewer and Sidewalk Funds were approved as presented.

b) Management

i. Appointment of Council member

The Town Manager discussed the current vacancy on Town Council. He stated that Council has received two letters of interest for the vacancy. Discussion followed.

Mayor Smith noted that one of the candidates, Richard Flora, was present. She asked Mr. Flora to make a few comments. Mr. Flora introduced himself and briefly discussed his experience and background.

A motion was made by Ed Bordett to appoint Richard Flora to fill the vacancy on Town Council until the next voting date in

November of 2022. The motion was seconded by Paige Ware and carried by the following vote:

Yes: Mayor Smith, Ed Bordett, Paige Ware, Bill Gaul, Pam Binns and John Thomas.
No: None
Abstain: None

ii. Big Spring Park update

The Town Manager provided an update on the pending work to be completed at the park. He stated that Michael Blankenship is still scheduled to reposition the monument. Tyler Jolin is backlogged but will get the fence painted soon. He added that he and the Mayor have been discussing lining up winter work at the park with Donnie Underwood.

The Town Manager stated that the town has received another grant from the Virginia Outdoor Foundation for work at Big Spring Park. John Thomas suggested that much of the work could be completed over the winter.

iii. Christmas parade/Christmas lights

The Town Manager stated that the annual Christmas parade is scheduled for Saturday December 4th, at 2:00 p.m. The Tinsel Trail will be starting on the evening of December 3rd with a small event around the Court House. There will be approximately 40 trees decorated around the courthouse, old Jail and Wysong Park.

The Mayor reminded Council that tomorrow is the date for putting up the lights with the help of Comcast/Xfinity.

iv. Water/Sewer rates study updates

The Town Manager stated that the Infrastructure Committee is still in the process of considering a potential water and sewer rate increase. The Committee is awaiting information from the Western Virginia Water Authority regarding average residential use versus the commercial and institutional use. While the Committee typically makes recommendations to Town Council at this time, they will be taking a little more time to review some numbers and discuss how to proceed.

v. Town Council follow up

Town Manager provided a review of the Council follow up. He stated that item #4, painting of the fence at Big Spring Park, and item, # 5, sidewalk work by the Presbyterian Church, should be completed soon.

Council discussed streetlights repairs. The Mayor stated that she has additional information for AEP, and that the lights replacement should be completed soon.

The Mayor discussed the creation of a position of Grants Administrator for the oversight of the construction work and grant paperwork submission associated with the two grants the Town has received for the Big Spring Park. Discussion followed.

A motion was made by Ed Bordett to establish a part-time Grants Administrator position, to oversee grants the Town has received associated with Big Spring Park, with an initial 18-to 24-month employment term, or until completion of the projects, in an amount not to exceed \$20,500. The motion was seconded by Bill Gaul and carried by the following vote:

Yes: Mayor Smith, Ed Bordett, Paige Ware, Bill Gaul, Pam Binns and John Thomas.
No: None
Abstain: None

Bill Gaul made a motion to allow the Mayor and Town Manager to fill this position. The motion was seconded by Paige Ware and carried by the following vote:

Yes: Mayor Smith, Ed Bordett, Paige Ware, Bill Gaul, Pam Binns and John Thomas.
No: None
Abstain: None

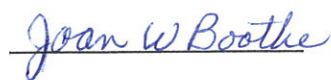
4. Citizens Comments

Scott Critzer thanked Pam Binns for having her children help with the Christmas lights. He stated that it was nice to see younger folks assisting with work around the town. He also discussed his frustration with the paving and striping work done by the Virginia Department of Transportation on S Hancock Street.

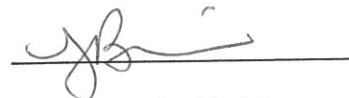
5. Other matters/discussion items from Council

There being no further business council adjourned at 7:55 p.m.

Approved



Joan W. Boothe, Clerk



Mary Bess Smith, Mayor