

The meeting took place via Zoom conference call, per Town Council declaration of Local Emergency in accordance with Section §44-146.16 of State Code on November 12, 2020.

Members Present: Mayor Smith, Bill Gaul, Ed Bordett, John Thomas, Paige Ware, Pam Binns, & Tyler Flinchum.

Staff Present: Town Manager David Tickner

Absent: Clerk Joan Boothe

Also Present: Scott Critzer

Mayor 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 for the February 11, 2021 Meeting

The minutes for February 11, 2021 meeting were approved as presented.

2. Additions to Agenda and Approval of Agenda

The agenda was approved as presented.

3. Reports

a) Financial

i. Approval of monthly bills for March 2021

The monthly bills for March 2021 were approved for payment with a late additional payment for Brittany Madonna for editorial work on the 2021 Comprehensive Plan.

ii. Treasurer's Reports-accounts for February 2021

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

b) Management

i. Budget FY 2022

The Town Manager highlighted some items on the proposed FY 2021-2022 budgets for the General Fund and Water and Sewer Fund. He stated that according to the budget adoption timetable, the time between the March and April meetings is when staff and Council members can informally discuss specific line items or concerns prior to the general Council discussion in April. The public hearing for the budgets will be the May Council meeting. The Mayor inquired about the water and sewer revenues being a bit lower than expected. The Town Manager responded that the year-to-date budget does not reflect the entire half of a year due to the billing cycle, so the number is a bit lower. He added that the Town

has not seen a decrease in usage even though some facilities have been closed. Discussion followed. The Mayor thanked Ed Bordett and son for getting street signs nearly completed.

ii. Mowing contract

The Town Manager stated that the RFP has been advertised, with a deadline of Wednesday, March 10, 2021. He has met with two parties interested in job. The current contractor has been made aware of the RFP. The Town Manager provided a summary of submissions as well as rates for current contractor. Discussion followed.

A motion was made by Bill Gaul to accept the proposal from Todd Francis Lawn Care for mowing and other maintenance services for one year. The motion was seconded by Paige Ware and carried by the following vote:

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

iii. BZA appointments

The Town Manager gave an update on potential BZA members. He stated that Council will need to find another citizen as soon as possible. John Thomas inquired about asking Mr. Hickenbotham if he would be willing to fill vacancy on Board of Zoning Appeals.

vii. Town Council follow up

The Town Manager stated that the Planning Commission is in the process of finalizing the Comprehensive Plan 2021 and publishing a copy of the proposed plan online shortly. He stated that the only outstanding item is the proposed future land use classification map, which Planner Drew Pearson with Botetourt County is assisting with. He commended the Commission for its hard work on significant plan revisions. Mayor Smith asked about the proposed fence ordinance. The Town Manager provided an update, and stated that the Commission would like to conduct some fine-tuning to the wording. Mayor requested that this item be placed on the April agendas for public hearing for the Commission and Town Council. The Town Manager stated that the Planning Commission will meet at 6:00 p.m. and Council at 7:00 p.m. on Thursday, April 8, 2021.

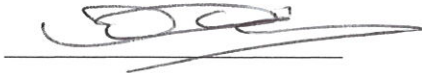
4. Other matters/ Discussion items from Council

Bill Gaul and Ed Bordett discussed the recent Big Spring Park meeting. Several members of the library had been invited to review the property and discuss potential grants for the park. Mr. Bordett stated that Barry Rakes has been in communications with a member of a local parks and recreation staff that has an interest in assisting the Town apply for one of several grants. Bill Gaul provided a summary of potential ideas for uses at the park.

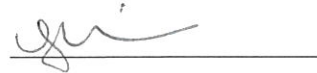
Paige Ware expressed concerns about an area of the new sidewalk at the intersection of Back Street and Monroe Street. John Thomas expressed concerns about parked cars near the intersection of Main Street and Church Street. Discussion followed. John Thomas suggested that's staff talk with VDOT about marked crosswalks. Paige Ware stated that there still appears to be an issue with the handicapped parking area in front of the Pie Shop. The Mayor stated that she and the Town Manager will continue to follow up with VDOT on these issues. John Thomas also asked about resident wanting to have chickens in the Town limits. Ed Bordett stated that the Planning Commission reviewed this item a few years ago, and tabled the item indefinitely. The Town Manager stated that they would need to apply for an amendment to the town ordinance.

There being no further business, Council adjourned at 8:03 p.m.

Approved:



David Tickner, Town Manager



Mary Bess Smith, Mayor