

**TOWN OF PENNINGTON GAP
AGENDA AND COUNCIL MEETING
GARBAGE TRUCK PURCHASE PUBLIC HEARING**

October 21, 2019
6:00 PM

1. Call Meeting to order and open public hearing– Mayor Larry Holbrook
2. Invocation – Phil Hensley
3. Pledge of Allegiance – Phil Hensley
4. Approval of Agenda
5. Approval of Minutes for August 29 Called Meeting and September 16, 2019
Council Meeting
6. Approval of Bills to be Paid
7. Citizen’s Recognition
Phil Hensley – Kids Fishing Day
Melanie Jorgensen - Little Library
8. Unfinished Business
9. New Business
10. Monthly Reports – Water, Sewer, Treasurer, Public Works, Police Dept., Fire Dept. Lee Theatre (written reports in council packets)
11. Water Plant & Distribution system/Sewer Plant & collection System/Engineering Projects-Jeff Cochran, Lane Engineering
 - A. West Morgan Ave. Sidewalk Project
12. Administrative Reports– Mayor Larry Holbrook/Keith Harless/Tina Rowe/Brian Skidmore
 - A. Treasurer’s Report
 - B. Assistant Town Manager’s Report
 - C. Town Manager’s Report
13. Town Attorney Report-Greg Edwards
14. Council Member Reports

528 Industrial Dr.
Pennington Gap, VA 24277

**TOWN OF PENNINGTON GAP
AGENDA AND COUNCIL MEETING
GARBAGE TRUCK PURCHASE PUBLIC HEARING**

15. Closed Session pursuant to Virginia Code Section 2.2-3711A1 for assignment, appointment, promotion, salaries, disciplining, or resignation of employees.

Closed Session pursuant to Virginia Code Section 2.2-3711A3 for discussion of acquisition of real property for a public purpose.

Closed Session pursuant to Virginia Code Section 2.2-3711A6 for discussion of the investment of public funds.

Closed Session pursuant to Virginia Code Section 2.2-3711A7 for consultation with legal counsel.

16. Council Action

17. Adjourn

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Council Meeting

Record of Attendance:

6:00 PM

Mayor: Larry W. Holbrook
Council: Jill Carson
Gary McElyea
Jeff Martin - Absent
Terry K. Pope
Jimmy Warner

Town Manager: Keith Harless - Absent
Assistant Town Manager: Brian Skidmore
Town Treasurer: Tina Rowe
Town Attorney: Greg Edwards
Town Clerk: Karen Maggard
Powell Valley News: Rick Watson
Lee County Sheriff's Office: Taylor Scott
Pennington Gap Police Dept.: Ty Taylor
Lane Engineering: Jeff Cochran

Citizens: Melanie Jorgensen
Phil Hensley

1. Call to order: Mayor Larry Holbrook called the meeting to order at 6:00 PM and opened the Public Hearing on the trash truck purchase.
2. Invocation was given by Phil Hensley.
3. Phil Hensley led the Pledge of Allegiance.
4. Terry Pope made a motion to approve the agenda with addition of Taylor Scott and Ty Taylor. Gary McElyea seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

Terry also made a motion for a resolution to submit an application to Rural Development for the purchase of a trash truck purchase for 2020. No one spoke during the public hearing. Gary McElyea seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye

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Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

Larry Holbrook closed the Public Hearing.

5. Gary McElyea made a Motion to approve the minutes from August 29, 2019 Called meeting and September 16 Council meeting. Jill Carson seconded the Motion with vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

6. Jill Carson made a Motion for approval of bills to be paid as presented, Jimmy Warner seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

7. Citizens' Recognition:

- A. Phil Hensley announced that Virginia DGIF has scheduled three Kid's Fishing Days, October 26, and the last weekends of March and May. Five unannounced stocking days will take place also. Friday, October 25 is a No Fishing Day as they stock the river. On the 26th, 9 AM to 12 PM, children ages 1-12 may fish with assistance from an adult on baiting, casting and removing the fish, but not reeling. No license is required for the child. Lonesome Pine Bass Masters Club will show boats and help with cleaning fish. Five and under and special needs children are accommodated near Leeman Field bridge. Fishing is from the bridge to the River Bend Shopping Center. After 12 PM, anyone with a license can fish. Gary McElyea made a motion to close the river fishing the day before each Kid's Day and allow the designated days dated above as Kid's Fishing Day. Jill Carson seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

- B. Melanie Jorgensen represented the Catch and No Release Book Club with a request from Gary Carroll to honor the late Rhonda Carroll, his wife and an avid reader, with a Little Library on the greenway. Installed on a post with a plaque, the Little Library

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would serve anyone who would like to take a book or leave a book and would be supplied with books from Rhonda's collection. The steward, Gary Carroll, will maintain the library. Jill Carson made a motion, contingent on greenway funding agent approval, to allow installation of the Little Library. Terry Pope seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

- C. Taylor Scott introduced Ty Taylor, the new Pennington Middle School Resource Officer and employee of the Pennington Police Department. Ty has 3 years prior experience with Lee County Sheriff's Department and is in his second week of work.

8. Unfinished Business-None discussed

9. New Business

- A. Terry Pope made a Motion to reappoint Doug Parkey to the Zoning Appeals Board. Jill Carson seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

- B. Terry Pope made a Motion to request boundary line adjustment from the County of town property adjacent to Leeman Field into Town Corporate limits and also include the Beverly property behind the hospital, the hospital and medical arts building. Gary McElyea seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

10. Monthly Reports-Water, Sewer, Treasurer, Public Works, Police Dept., Fire Dept., Lee Theatre (written Reports in Council packets). No questions or comments.
11. Water Plant & Distribution System/Sewer Plant & Collection System/Engineering Projects-Jeff Cochran reported:

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A. West Morgan Ave. Sidewalk Project- 100% design and turned into VDOT with a full set of drawings. It is unknown how long before we hear back. Phase II meters continue to be installed. Brian responded to paperwork last week.

12. Administrative Reports and Council Action – Mayor Larry Holbrook/Keith Harless/Tina Rowe

A. Treasurer’s Report – Tina reported the budget is 25% complete, working with auditors remotely with a scheduled wrap up of the 2019 audit in December. Taxes are converted to our system and printing.

B. Assistant Town Manager, Brian Skidmore – Phase I meters approved by health department to include more meters on this round, less in Phase II, ordering and installing soon.

C. Town Manager, Keith Harless was absent unexpectedly, Brian gave his report-\$3k from the Rally SWVA grant has been targeted for use on a message center digital sign on the left front of the theater where coming attraction posters once were. This would allow for advertising and coming attractions and generate income with announcements. Two quotes were presented, one for \$7k with installation. Jill Carson questioned having the digital sign when we had tried to recreate the theater with an original, historic look. Terry Pope made a Motion to table the purchase while other locations on the community center are considered. Gary McElyea seconded the Motion, Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

Jenny Stidham, who attended a meeting with Marion’s town management concerning a revolving loan fund with Keith, stepped in to report that a \$500k grant is available to apply for from Rural Development. The town’s intention would be to loan small businesses up to \$5k with low interest for business improvements. Terry Pope made a Motion to apply for the Rural Development grant. Jill Carson seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

13. Attorney, Greg Edwards will speak in closed session.

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14. Council Member Reports –

Jill Carson attended the meeting on bio-solids at Daniel Boone Center and was very impressed by the knowledge and presentation of the waste water plant operators. She also attended the VML conference and suggested that every council member should have a role in an emergency situation and be “on the same” page with any responses should one arise. She noted a huge attendance by mayors and council from organizations attending the conference and much to be learned. She also stated Lights in the Park needs some help. Brian stated that LiP do not have to feed the help as we have provided for the help we are sending.

Gary McElyea learned of a tethering law limiting the amount of time an animal can be outside in extreme temperatures and after certain hours. He would like Greg to gather more information for the town to consider.

Terry Pope had questions for Brian on utility billing and the amounts pumped. Brian stated the new telemetry will allow plant operators to monitor leaks, the changeover of the new meter at the water plant may not have caught the previous pumped amounts from the old meter.

15. At 7:50 PM, Terry Pope made a Motion to go into Closed Session pursuant to Virginia Code Section 2.2-3711A1 for assignment, appointment, promotion, salaries, disciplining, or resignation of employees.
Virginia Code Section 2.2-3711A3 for discussion of acquisition of real property for a public purpose.
Virginia Code Section 2.2-3711A6 for discussion of the investment of public funds.
Virginia Code Section 2.2-3711A7 for consultation with legal counsel.

Gary McElyea seconded the Motion with vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

At 9:12 PM, Terry Pope made a Motion to reconvene regular session and certify that nothing was discussed during closed session other than the issues stated. Gary McElyea seconded the Motion. Certification as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

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16. Council Action-

Terry Pope made a motion to authorize the town to seek corporate sponsorship of the concession stands at Leeman Field. Gary McElyea seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

Terry Pope made a Motion to authorize the town to lease concession stands to vendors. Jill Carson seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

Gary McElyea made a Motion to place all 13 Fire Department members on the Med-Flight Insurance plan. Terry Pope seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

Terry Pope made a Motion that for every new restaurant brought into town by the IDA , the Town IDA may request .05 of the .07 meals tax for their use. Gary McElyea seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

Larry Holbrook made a Motion to pay Employee A \$3216 on November 2 if Employee A chooses to retire with service of 20 years. Jill Carson seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
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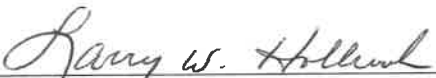
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Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

17. Larry Holbrook made a Motion to adjourn the meeting, Gary McElyea seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Aye
Jeff Martin	Absent
Terry Pope	Aye
Jimmy Warner	Aye

Time of adjournment: 9:17 PM


MAYOR LARRY W. HOLBROOK

ATTEST: /


KAREN MAGGARD, TOWN CLERK

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Council of the Town of Pennington Gap, Virginia has convened closed session meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711 of the Code of Virginia requires a certification by this Council of the Town of Pennington Gap, Virginia that such closed session was conducted in conformity with Virginia law;

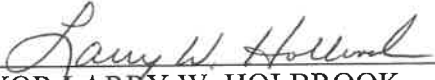
NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Pennington Gap, Virginia hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the Motion convening the closed session were heard, discussed or considered by the Council of the Town of Pennington Gap, Virginia.

VOTE:

AYES: Mayor Larry W. Holbrook
Jill Carson
Gary McElyea
Terry K. Pope
Jimmy Warner

NAYS: (for each Nay vote the substance of the departure from the requirements of the Act should be described)

ABSENT DURING VOTE: Jeff Martin
ABSENT DURING CLOSED SESSION: Jeff Martin
MEETING DATE: October 21, 2019


MAYOR LARRY W. HOLBROOK

Town Manager Report
September 16, 2019

- I have a follow-up conference call at first of the month with Dr. Saxton with Virginia Tech to discuss the progress on the marketing study for tiny homes.
- I will be attending the Governor's Housing Conference with Scott Napier next month. I am required to take some classes for the DHCD planning grant on the Community Impact Grant for downtown revitalization. We are working with VHDA.
- I have executed the agreement with Sigora Solar out of Charlottesville, Virginia, for the solar projects for town hall and the theatre.

- The project with Rally of SWVA and the group has decided to move toward an information board for the Theatre and doing business uplifts for the storefronts. The storefronts started this past Saturday with seven different groups' participation. The group also decided to assign the \$3,000 grant toward a digital information board for the theatre. The signs that were priced is more than the grant can cover. We are needed more funds to cover the cost. The sign will help with current information, bringing more attraction to downtown, and also the cost could be offset by renting out space for birthday announcements, etc.

- Michelle Honeycutt is still working on the mural on the artesian center and hoping to complete it within the next month.

- Craig Barbrow with Rural Development sent me the application for the planning grant through Rural Development for Revolving Loan Fund.

- Attending the VML Conference in Roanoke

- Met with some potential developers for Pennington

- Like to ask permission to ask the county for boundary adjustments on the property owned by the town that is located outside town limits
- Heart of Appalachia will be filming this week with Fisher ATV and the ATV trail and the town.

Office Manager Council Report

October 15, 2019

Prepared minutes from September meeting

Processed customer transfers

Adjusted bills for leaks

Created/Printed tickets and posters for theatre

Updated Facebook and the website

Printed labor law poster updates

Created/submitted bank draft

Packed up VML conference materials

Ordered items for office and theatre

Set up cash register @ Music

Adjusted Verizon data billing and added PD laptops

Processed Debt Set-off of VA tax refunds

Worked on receipt printer on network

Worked on ODP reports for Fermata Energy

Formatted county data for tax billing

Completed DMV Awareness training

Created newsletter for theatre

Council Report

October 2019

Lee Theatre

Oct. 15 – School Board Candidate Form- 7 pm.

Oct. 25 – Jordan Allen and the Bellwethers along with Honest Outlaws

Oct. 26- Tobacco Festival Concert with Folk Soul Revival along with Jordan and Kelly Bledsoe

Oct. 31 – Halloweener Movie -Adams Family Values Sponsor WSWV radio- 8 pm. Free admission

November 2 – Town Branch Bluegrass Band – Family Fun Night with cake walks ,50/50 drawing, flatfooting \$5 admission kids 5 and under free

November 9 – Ronnie Dale and the Lee Opry Showband along with the Little Opry Dancers – cake walks, 50/50 drawing and Line Dancing \$5 dollars admission kids 5 and under free

November 11 – Pro Art – Sargent York- 7pm-\$10 admission – all kids and students free – Pro Art passes honored

November 15 – Pro Art – Frosty- 7pm \$10 admission all kids and students free – Pro Art passes honored

November 16 – Beauty Pageant info to be announced later

November 23 – Departure-Journey Tribute Band

Dec. 6 – Town of Pennington Christmas Parade and movie

Dec. 7 Lee Players – A Christmas Carol- Matinee 3 pm \$5
admission 5 and under free

Lee Players -A Christmas Carol – Matinee 3pm admission \$5
kids 5 and under free

December 16 – Long Hollow Pre school Christmas Show 6 pm

March 13 – Eagles Tribute Band – Seven Bridges Road info TBA

March 20 – Pro Art- Peter Pan

May 18 – Long Hollow Pre School Graduation

- 1- I have just got the Steele back from Ben Hur Tech School for the Love Letters that will be ready to install very soon
- 2- We have installed the used moving light that we purchased which looks awesome and adds so much to the shows. Thank you so much.
- 3- I'm in the process of working on the winter fest bookings trying to be careful in January February to keep costs down because of the unpredictable weather

Town of Pennington Gap Wastewater Treatment Plant Council Report
September 2019

- Gallons Treated: 5.396 million gallons
- 3 loads of septic from Moonlite Septic
- 1 load of septic from SWS Pumping
- 3 loads of Lee County Landfill leachate
- Ran belt press dewatering unit 2 days
- Produced 27.15 wet tons of biosolids

Annual E-Coli sample testing-(4 weekly samples delivered to EMI in Wise)
Results below permitted limits

Ran annual Cl₂ Buffer Capability lab test

Matt Webb (IT Support) fixed wastewater plant email problems

Land applied 221 wet tons biosolids on Cook Farm, DEQ performed onsite inspection results satisfactory

Completed sludge activity report and sent in to DEQ

Contacted VA Biosolids Council for advice on publishing ad in Powell Valley Newspaper for the purpose of recruit new farm sites

Continued working with DEQ regarding our new VPDES Permit draft

Joan Short with Daniel Boone Wilderness Trail Association toured plant and discussed concerns about proposed Yeary farm biosolids permit application

Plans next month:

The main river pump station wet well needs to have the grit/debris cleaned out of the bottom

Suggestions:

Problems need addressed:

Blue dump truck still with brake line/rust problems

9-15-19 to 10-15-19

Gal. to Pennington = (approx.) 19,438,000, Gal. to Woodway = 10,660,000

Work completed:

9-15 thru 9-23 – Preparations for inspection

9-24 – Health Dept. inspection

10-2 – Replaced Pennington meter

Work planned:

Replace filter panels

Floyd to hook-up meter

Place steps at river intake and discharge

Repair finished in-line turbidimeter

Work needed:

Basin mud valves replaced

#4 filter surface wash fixed

Repair or put switches on all actuators

Gary Garrison

Council Report: James Shelburne 9/11/2019-10/15/2019

9/11 located missing door from river pump vault. Pulled from river and reinstalled. Council report generated. Helped Fred assemble meter flange and spool pieces for wtp. Picked up bolts and nuts for meter flanges. Repaired lights on trash truck.

9/12 Helped install meter at car wash. Ordered plates for excavator bucket and ripper blade. Mounted dehumidifier in call center room. Fabricated maps for new meter install on L&N street. Repaired radar trailer.

9/13 Installed new lighting on theater. Met with Mid State for new trash truck.

9/16 Removed tire off half hoe for repair. Works login not working so We reset password. Sludge basin clean out.

9/17 Worked on ditch witch battery starting problems. Also fixed fuel leak. Lighting at theater parking lot. Fred and I looked at a solution for hanging banners in theater stage area. Fixed bucket truck starting problem.

9/18 Repaired power pole at trailer lot an L&N street. Talked to HF Scientific about returning a unit for repair.

9/19 Lights at Theater. Gathered all info for repair authorization and received a rma number. Packaged up meter and shipped back to company. New map for water line install.

9/20 Repaired lock at community center. Remounted sign on post on Main Street. Repaired electric motor starter at wwtp. Helped with water line install. Serviced ditch witch.

9/23 Jumped off dead battery on trash truck. Helped prepare wtp for visit from HDPT. Works. Started fabrication for filtration system for gen set at wtp.

9/24 Trash truck fuel filter problems. Fuel filter system fabrication. Works. Found and ordered lights for wwtp. Rewired cables for new lighting for stage lights.

9/25 Fred and I assembled banner rigging and ropes. Fixed another fuel line on ditch witch and replaced fuel filter.

9/26 Fred and I rewired bathrooms at LMF. Installed new hand drier and lights. Replaced sinks.

9/27 Finished bathrooms up at LMF. Repaired sign on radar trailer. Works.

9/30 Planning wtp effluent sampling station. Mapping of additional water line alterations.

10/1 Preparing for meter install at wtp.

10/2 Install meter at wtp. Works paper work. Ordered parts for atv race track sprinklers.

10/3 Worked on filter system for generator. Brakes on dump truck fixed. Site cleanup and tool picked up at wtp after meter install.

10/4 Worked on bakes on fire truck. Filter system on gen set. Works paper work. Changed out faulty monitor for Linda.

10/7 Trouble shot computer for Linda. Changed out HDMI cable on monitor. Picked up brake parts and repaired brakes on fire truck.

10/8 Rv racetrack sprinklers. Serviced all turbidity meters at wtp. Filter system. Picked up mounting clamps and hangers for sprinklers.

10/9 Helped Fred unload steps for wtp. Water sprinkler at race track. Off at 1:30.

10/10 Finished sprinkler install. HF scientific bill resolved. Welded seat in trash truck. Secured loose door frame at wwtp. Worked on door closer at office for wwtp. Re located vent in front office. Changed light above printer in office.

10/11 Cleaned and organized van tools. Straightened up shop tools and cleaned up and re organized parts. My computer had hardware issues that needed resolved. Left work at 10:00.

10/14 Worked on fax line relocation. Helped with fire hydrant install.

10/15 Fabricated and installed new pin for dump truck tailgate. Helped Mat with new fax line. Reset air compressor at wtp that had numerous faults.

(Sorry some of my reports were incomplete)

Goals for next month:

Finish fabrication and install filter system on gen set.

Pump at wwtp needs cleaned.

Steps installed at sampling site at wtp.

Install mono buss wiring for new filter cabinet install at wtp.

Lighting at wwtp install.

Town of Pennington Gap Treasurer's Report OCT 2019

(Sept 11-Oct 16)

Continue Pre Audit Process

Enter All Funds Pre-Auditor Journal Entries

Met with Auditors 10/14

Completed Software 2019 Tax Conversion Data Mapping

Received Tax Conversion Back 10/17/19

VDOT Sidewalk Grant Reimbursement Submissions

VDH Meter Grant Paperwork

Research Property Violations over \$1,000

Emailed List to TACS for Collection

Process 1 Employee Retirement

Process 1 New Employee Paperwork

Met w/ 1 Employee Regarding Job Duties (Closed Session)*

Facilitated FMS Training for Office Employees

Prepared Dept Head Budget Reports & Emailed

Prepared & Mailed SCC (State Corp Comm) Tax Bills

Process 2 Payrolls

Add new payroll deduction for garnishment

Prepared 2 Memos for VRS/LTC rollout

Process Theatre & Online Sales Income Paperwork

Wannabeatles Box Office Sales Report

Nightrain Box Office Sales Report

Attend MEOC Luncheon w/ Mayor 9/24/19

Attend VML Conf 10/5 - 10/8

Met w/ VDH 9/30/19 @ Waterworks Business Plan

Email VACorp for Refund per Worker's Comp Audit

Set Up Anthem Employer Access Online to Pay Bills

Record Office & Credit Card Daily Receipts to Bank Rec Module

Process Dirt Drags Deposits

Bank Statement Reconciliations

Processed all Retirement Benefits and Payments (VRS, ICMARC & LBT)

Monthly Utility Deposits Work Up & Corresponding Entries

Print Utility & Community Center Deposit Refund Checks

* Requires Council Attention

UPCOMING ITEMS:

Continue Audit

Tax Billing in October

Tax Collections Thru Dec 5

Cash Balance Report

Town of Pennington Gap
10/17/2019 8:46:48 AM

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Period Ending 9/30/2019

Bank 1	Checking Lee Bank & Trust	Acct#- 1		
		Account		Balance
		10-100-001 GENERAL FUND CASH IN BANK		\$109,352.49
		20-100-001 SEWER FUND CASH IN BANK		-\$39,538.91
		30-100-001 WATER FUND CASH IN BANK		\$51,508.03
			Bank 1	Total: \$121,321.61
Bank 3	PETTY CASH GENERAL (3)	Acct#- 3		
		Account		Balance
		10-100-009 PETTY CASH GENERAL		\$620.37
			Bank 3	Total: \$620.37
Bank 4	PETTY CASH POLICE (4)	Acct#- 4		
		Account		Balance
		10-100-010 PETTY CASH POLICE		\$100.00
			Bank 4	Total: \$100.00
Bank 7	PVNB RESV WATER/SEWER CD	Acct#- 7		
		Account		Balance
		20-100-022 PVNB SEWER CD		\$54,960.19
		30-100-022 PVNB WATER CD		\$88,259.27
			Bank 7	Total: \$143,219.46
Bank 9	F&M BOND FUND (9)	Acct#- 9		
		Account		Balance
		10-100-024 F&M BOND CD		\$2,822.88
		30-100-024 F&M BOND FUND		\$0.00
			Bank 9	Total: \$2,822.88
Bank 13	LB&T 1999 BOND RESV CD(13)	Acct#- 13		
		Account		Balance
		30-100-019 LB&T 1999 BOND RESERVE		\$115,320.25
			Bank 13	Total: \$115,320.25
Bank 16	PVNB - DOWNTOWN REV (16)	Acct#- 16		
		Account		Balance
		40-100-003 PVNB DOWNTOWN REVITALIZAT		\$0.00
			Bank 16	Total: \$0.00
Bank 19	LB&T CUSTOMER DEP CKG (19)	Acct#- 19		
		Account		Balance
		20-100-012 SEWER DEPOSITS CASH IN BANK		\$25,220.82
		30-100-012 WATER DEPOSITS		\$48,593.74
			Bank 19	Total: \$73,814.56

Cash Balance Report

Town of Pennington Gap
10/17/2019 8:46:48 AM

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Period Ending 9/30/2019

Bank 22	LB&TRUST 2011 CD (22) Acct#- 22		
	Account		Balance
	10-100-027 LB&T CD 2011		\$0.00
	30-100-027 LB&T CD 2011		\$0.00
		Bank 22	Total: \$0.00
Bank 24	LB&T SQUARE CCARD ONLINE Acct#- 24		
	Account		Balance
	10-100-040 LEE BANK ELECTRONIC CLEARING		\$3,894.21
		Bank 24	Total: \$3,894.21
Bank 27	PETTY CASH POOL (27) Acct#- 27		
	Account		Balance
	10-100-011 PETTY CASH POOL		\$250.00
		Bank 27	Total: \$250.00
Bank 29	LB&T ZBA Acct#- 29		
	Account		Balance
	10-100-101 LB&T ZBA		\$0.00
	20-100-101 LB&T ZBA		\$0.00
	30-100-101 LB&T ZBA		\$0.00
		Bank 29	Total: \$0.00
Bank 30	LB&T INT BEARING NOW ACCT Acct#- 30		
	Account		Balance
	10-100-102 LB&T INT BEARING		\$304,656.37
	20-100-102 LB&T INT BEARING		\$0.00
	30-100-102 LB&T INT BEARING		\$532,276.01
		Bank 30	Total: \$836,932.38
Bank 31	FIRE DEPT - F&M Acct#- 31		
	Account		Balance
	10-100-031 FIRE DEPT - F&M		\$1,479.96
		Bank 31	Total: \$1,479.96
Bank 32	FIRE DEPT - LEE BANK Acct#- 32		
	Account		Balance
	10-100-032 FIRE DEPT - LB&T		\$2,775.03
		Bank 32	Total: \$2,775.03

Total Cash Balance:	\$1,302,550.71
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PENNINGTON GAP POLICE DEPARTMENT
528 Industrial Drive
Pennington Gap, Virginia 24277

MONTH OF: SEPTEMBER 2019 COUNCIL REPORT

- **140 calls officers responded to**
- **28 assisted other agencies Lee Co. Sheriff's Office, State Police, Animal Control, Juvenile Services, Fire Department and Rescue Squads**
- **8 residential vehicle lockouts performed**
- **8 warrants served (arrest made)**
- **52 civil papers served**
- **4,557 miles patrolled**
- **20 summons issued**
- **0 miles traveled on transports for mental health**
- **0 number of hours spent on mental health transports**
- **6 number of DMV grant patrols and road checks completed**
- **0 domestic(s) answered**

- **Officers assisted with several funeral escorts.**
- **Leeman Field is continuing to be patrolled.**
- **Continuing to monitor streets downtown.**
- **Continuing to do extra patrols on houses logged into the house check book.**
- **Officers are putting speed trailer out daily.**
- **The walking trail is being patrolled.**
- **Officers are doing morning and evening school zone**
- **Officers are doing regular walkthroughs at Pennington Middle**

RESOLUTION OF GOVERNING BODY OF

TOWN OF PENNINGTON GAP

The Governing Body of the TOWN OF PENNINGTON GAP, consisting of 6 members, in a duly called meeting held on the 21 day of October, 2019, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of a sanitation truck to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that Larry Holbrook, Mayor of the Town of Pennington Gap be authorized to execute on behalf of the Town of Pennington Gap the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Council.

Town of Pennington Gap

By: _____
Larry Holbrook, Mayor

Attest: _____
Karen Maggard, Clerk

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Town of Pennington Gap in a duly assembled meeting on the 21 day of October, 2019.

Clerk