

**TOWN OF PENNINGTON GAP
COUNCIL MEETING**

May 18, 2020
6:00 PM

1. Call Meeting to order- Because of COVID-19, social distancing in State of VA and the following codes of Virginia, the Town of Pennington electronic council meeting will proceed in reference to § 2.2-3708.2, Meetings held through electronic communication means and when the Governor has declared a state of emergency in accordance with § 44-146.17– Mayor Larry Holbrook

2. Approval of Agenda

3. Approval of Minutes for April 20, 2020 Council Meeting

4. Approval of Bills to be Paid

5. Citizen’s Recognition

6. Unfinished Business
 - a. Set interviews for Police Chief, applications are being taken.

7. New Business
 - a. Personnel policy
 - b. Re-opening campground
 - c. Re-open farmers market
 - d. Re-open swimming pool
 - e. Re-open drag race
 - f. July 4th

8. Monthly Reports – Water, Sewer, Treasurer, Public Works, Police Dept., Fire Dept. Lee Theatre (reports in council packets)

9. Town Attorney Report-Greg Edwards

10. Council Member Reports

11. Council Action

12. Adjourn

528 Industrial Dr.
Pennington Gap, VA 24277

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Record of Attendance:

6:00 PM

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

Town Manager: Keith Harless
Assistant Town Manager: Brian Skidmore
Town Treasurer: Tina Rowe-by phone
Town Attorney: Greg Edwards
Town Clerk: Karen Maggard-by phone

Citizens:
Powell Valley News: Rick Watson
David Williams – by phone

1. Call to order: Roll call was taken with those present and on call-in to determine there is a quorum. Mayor Larry Holbrook called the meeting to order at 6:00 PM and read the statement concerning COVID-19 pandemic as follows: Because of COVID-19, social distancing in State of VA and the following codes of Virginia, the Town of Pennington electronic council meeting will proceed in reference to § 2.2-3708.2, Meetings held through electronic communication means and when the Governor has declared a state of emergency in accordance with § 44-146.17

2. Additions to the agenda will need to include;
7g. Pennington Partners Triathlon/Biathlon,
7h. Burning vegetation in town
7i. Public Works part-time employee interviews
Larry Holbrook made a Motion to approve the agenda with these additions,
Jimmy Warners seconded the Motion. Vote as follows:

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

3. Larry Holbrook made a Motion to approve the minutes from April 20, 2020,
Jeff Martin seconded the Motion. Vote as follows

Jill Carson	Aye
Gary McElyea	Aye

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Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye
Mayor Holbrook	Aye

4. Jill Carson made a Motion to approve the bills to be paid. Jimmy Warner seconded the Motion. Vote as follows:

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

5. Citizens' Recognition- none

6. Unfinished Business

A. Set interviews for Police Chief- Brian Skidmore, EMS Director, explained that applications are being accepted and the deadline is 4:30 PM, June 5, 2020. Would Council agree to do interviews on Thursday, June 11 at 10 AM, and use video through an electronic meeting? Copies of applications will be sent on June 8 for confidential review and to be returned afterward for shredding, per Greg's advice and VA code. Keith suggested a special called meeting for June 11 at 10 AM to interview and other info as provided by Tina later in this meeting. Council would then be able to vote on June 15.

7. New Business

A. Personnel Policy- This was handed out last year for review, needs a vote and implementation on July 1. Jeff Martin made a Motion to table until everyone reviews. Terry Pope seconded the Motion. Vote as follows:

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

Gary McEleya questioned the Virginia requirement of Chief of Police being certified as we had listed it as a requirement. Brian stated that he had listed it because the Chief will be a patrolman also. Greg will check this to make sure.

B. Re-opening of the campground

C. Re-opening of the farmer's market

Keith read requirements for Level One of Governor's re-opening measures.

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Jeff Martin made a Motion to recess 7B-G until May 29, 2020, when the Governor releases the Level Two requirements. Gary McElyea seconded the Motion. Vote as follows:

Jill Carson	No
Gary McElyea	Aye
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye
Larry Holbrook	Aye

H. Burning vegetation in town- Keith stated that we have changed the garbage pick-up schedule in town to be 7 AM and end by 11 AM. This frees up the crew for mowing. Would we like to change to allow burning brush and vegetation during this pandemic. Greg answered that we cannot do so without advertising a change in the burn ordinance. We could allow those who can haul their brush to the park to a designated area for disposal instead.

I. Interviews of part-time Public Works applicants-Terry Pope made a Motion to allow Keith, Brian and Jason to conduct interviews without the personnel committee at this time. Jeff Martin seconded the Motion. Vote as follows:

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

8. Monthly Reports-Water, Sewer, Treasurer, Public Works, Police Dept., Fire Dept., Lee Theatre (written Reports in Council packets).

Tina Rowe- highlighted some of her report with the budget vs. actual now at 83% complete as of April 30. We are down \$5,000 revenue in the water fund, \$2,000 in meals tax, however, the bank franchise tax is 9k more than budgeted. She would like a review of the water deposits now set at \$237.50 in town and \$275 outside, hoping to encourage more to move to Pennington. She will include this information in the packet for study next month. May 27 budget meeting would allow for review June 3-8 and adopt at the June council meeting. Terry Pope made a Motion to advertise the Public Hearing for June 5 at 1 PM. Gary McElyea seconded the Motion. Vote as follows:

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

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Brian Skidmore-Phase I meter project is complete. The Dept. of Health will look at it this week. Moving to Phase II. The Fire Dept. ISO inspection was completed. Terry Pope asked about his research into the EMS expansion. Brian will be looking at yearly calls history to determine sustainability. Jeff Martin asked about how the new department take-over looks on equipment recovery. Brian has titles to vehicles, some not current but no property deed yet. The Pennington Gap department is taking calls for the area as usual. Greg suggested the burden of legal work be on the other department and that we are entitled to monies from the county originally designated for each department. The building has no power, it may take a year to obtain ownership and staff. Jeff asked if St. Charles rescue is a separate unit, Brian answered it is not with the fire department.

Keith Harless-we are awaiting the reception area glass installation, carpet is on back order. We are meeting obligations of the office work using a phone tree relaying calls to cells, we are not charging fees on credit card payments made by phone. If the county accepts the CARES funding, we will be reimbursed for some of the renovation as COVID-19 required the changes. He has spoken to Dane Poe with Lee County encouraging participation in CARES as reimbursements in Phase II could help local governments. Both the water and sewer plants have pumps down, we are checking on insurance reimbursement as one is out a 6 months, we are running back-up pumps now. Also checking if the CARES may cover. Gary McElyea asked if we need to look at changing all 3 to the same kind to make maintenance easier. This has also been considered.

9. Attorney, Greg Edwards – Has been in touch with the County on the Fire Dept. issues and working on moving the PSA case along. The economic development director has resigned.
10. Council Member Reports –
Jill Carson remains in contact with VML/VACO and Governor's office meetings weekly. The CARES act will provide Lee County with \$2.3 million with the town standing to receive much of. Refusal of dollars now prohibits any future receipts. Price gouging need to be recorded. VML conference 2020 may be virtual. Dr. Cantrell is listening & informing on testing and county needs.
Gary McElyea-People think Leeman field is open. We need to enforce some of the activities if they aren't supposed to be.
Jeff Martin-Trash pick-up is a constant topic. Brian mentioned that we have listed our new hours (7AM-11AM) and asked everyone to remember to bring it to the curb. We cannot dispose of construction refuse.
Terry Pope-We are down 16% on meals revenue and we don't know what may happen, encourage the county to accept the CARES money. Jill Carson added that loosing inmate help was like loosing employees.

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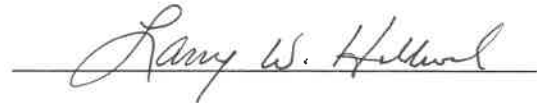
Jimmy Warner-Noticed the leash law being disobeyed lately. Someone has a fenced yard but pitbulls are climbing the tree and escaping. Trash pick-up also has been an issue.

Larry Holbrook-Commends all employees and council members for the additional duties and time spent making decisions, very proud of everyone.

11. Gary McElyea made a Motion to recess the meeting to May 29 at 4PM, Jeff Martin seconded the Motion. Vote as follows:

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

Time of adjournment: 7:48 PM



MAYOR LARRY W. HOLBROOK

ATTEST:


KAREN MAGGARD, TOWN CLERK