

**TOWN OF ABINGDON
COUNCIL WORK SESSION
WEDNESDAY, OCTOBER 21, 2015 - 6PM
ARTHUR CAMPBELL MEETING ROOM – MUNICIPAL BUILDING**

A Work session meeting of the Abingdon Town Council was held on Wednesday, October 21, 2015 at 6:00 p.m. in the Arthur Campbell meeting room of the Municipal Building.

A. ROLL CALL

Members of Council Present:

Edward B. Morgan, Mayor
Mrs. Cathy Lowe, Vice Mayor
Mr. Richard E. Humphreys
Mr. Robert M. Howard
Mrs. Jayne A. Duehring

Administrative/Town Staff:

Gregory W. Kelly, Town Manager
Cecile Rosenbaum, Asst Town Manager/Town Clerk
Tonya Triplett, Deputy Clerk
Deborah Icenhour, Town Attorney
Matthew Johnson, Dir. Of Planning
Stacey Reichler, Director of HR

Visitors:

Tamara Greear, Thrower Blanton &
Associates

The following items were discussed by Council:

Mayor deviated from the agenda and allowed Stacey Reichler, Director of HR to speak first

1. Stacey Reichler, Director of Human Resources discussed the liability of the current town personnel policy relevant to annual/sick leave accumulation. Ms. Reichler indicated that the new policy will no longer allow vacation time to roll over into sick and there will be a cap on sick time at 1,000 hours. In addition, there will no longer be a sick bank, but short term disability will be implemented and a terminated employee will not be paid for sick leave. Current employees who have already accumulated over 1,000 hours will be grandfathered in, meaning they will not lose their accumulated time but will no longer accrue time. Mrs. Reichler will bring the new sick leave policy to Council for consideration at the December meeting and she hopes to have it in place by December 31, 2015.
2. Tamara Greear, Partner with Thrower Blanton & Associates reviewed the pre-audit write-up report and informed Council that an audit is an overview of the

facts of your financials but a pre-audit review is an opportunity to evaluate controls, identify problem areas and make suggestions to correct any findings prior to the actual audit. Ms. Greear noted that she was a second set of eyes and she stays up-to-date on all governmental regulations. During the pre-audit process she found conflicts in the sick leave policy and combined with annual leave it is an \$800,000 liability to the town. Council expressed concerns about the ability to track employee sick time. Ms. Greear stated the town software has the ability to track hours as well as dollar figures and that next year's pre-audit report will reflect those numbers. Ms. Greear also reported that new governmental standards will require localities to report unfunded VRS contributions as a liability and will be considered a debt. Ms. Greear noted that the number will change the way the financials look.

3. Deb Icenhour, Town Attorney reported on the following:
 - A. Deb Icenhour, Town Attorney reported that the town has a fence on the right-of-way on the Knobs Property, near Wolf Hills Reclamation Plant. The town can either pay to move the fence and gate that is on the right-of-way or purchase the property. Council advised Mrs. Icenhour to do research and see which would be most cost effective for the town.
 - B. Mrs. Icenhour, Town Attorney attended a meeting with the County on the settlement of the Abingdon Professional Building. Mr. Hunt has agreed to \$3.6 million assessment appraisal. The town will owe Mr. Hunt a refund of between \$10,000-\$12,000 for the amount of overpayment and accumulated interest. If the town were to hire another appraiser the cost would be about the same amount. The consensus of Council is to pay Mr. Hunt the \$10,000-12,000 settlement amount.
 - C. Mrs. Icenhour reported at the County is collecting a five (5) dollar fee for every electronic summons that is issued. Mrs. Icenhour would like to enact an ordinance that would permit the County Treasurer to send the town that revenue. Consensus of Council is to have the ordinance adopted on the first reading and enacted immediately at the November 2 meeting.
 - D. Mrs. Icenhour reported she has been working on the Taxi Cab Ordinance, but would like suggestions from Council. Mrs. Lowe would like to strike the October 1-15 application date, not to exceed six cabs and that a cab service must operate 12 hours a day. Mrs. Lowe asked for permission to share a draft of the ordinance with the TAC Committee once the changes are made and that it be put on the December agenda.
 - E. Mrs. Icenhour, reported she has completed the Barter Theatre lease and the language is the same as the last one, with one amendment that includes the additional square footage added when the building was renovated.
 - F. Mrs. Icenhour, reported she has completed the Arts Depot lease, with the same language as the last lease.

Mr. Kelly, Town Manager reported the Summers Law Office renovation is on schedule and he has spoken with Charles Vess, who is interested in leasing Summers Law Office.

He has agreed to pay all the utilities and maintain the courtyard area. The lease will be for five (5) years with the option to renew.

4. Greg Kelly, Town Manger discussed the format for October 27 Informational meeting being held at the Virginia Small Business Incubator 4-7pm, regarding "The Meadows" property. Mr. Kelly stated there would be stations for people to receive information and ask questions.
 1. A sign in sheet with space for comments - Tonya Triplett, Deputy Clerk
 2. Procedural Station - Matthew Johnson, Town Planner, Deb Icenhour, Town Attorney with Greg Kelly, Town Manager and Cecile Rosenbaum floating
 3. Development Design Overview- Steve Smith and other K-VA-T Food Store representatives
 4. Sports Complex Overview- Bob Howard and Ed Icenhour
 5. Historic Properties Overview- Sean Taylor, Planning Department
 6. Transportation Overview- VDOT and John Dew, Director of Public Services/Construction
 7. Creeper Trail Maintenance – Kevin Worley, Director of Parks & Recreation and Kevin Sigmon, Town Arborist

Greg Kelly, Town Manager and Cecile Rosenbaum, Assistant Town Manager will float the stations and answer general questions.

5. Mayor Morgan reported a meeting with the County to discuss paid positions for the fire department. The County acknowledged there is a problem, but they will need to generate more revenue before they can assist. Mayor Morgan stated the town needs to look at the budget and fire code and consider this more closely at a future work session.
6. Mayor Morgan would like to move forward with establishing a foundation that would oversee historic properties and asked Deb Icenhour, Town Attorney to begin review of the process.

Council agreed to postpone consideration of the remaining items:

Mayor Morgan declared the meeting adjourned.

Edward B. Morgan, Mayor

Tonya H. Triplett, Deputy Clerk