

The Pearisburg Town Council met in Regular Session on June 14, 2016 at 7:30 p.m. at the Pearisburg Town Hall. Present for the Meeting were: Mayor Dickerson; Council Members Munsey, Williams, Journell, Eaton, Harrell and Clark; Town Attorney Hartley; Town Manager Vittum; Town Engineer Tawney; Chief Martin and Town Clerk Harless.

Council reviewed the May 10, 2016 minutes. Williams stated that a correction was needed in the motion setting the Town Managers salary. He stated that he abstained from voting. Harrell made a motion to approve the May 10, 2016 minutes with corrections. Eaton seconded the motion. All voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

Mayor Dickerson opened the Public Hearing on the Fiscal Year 2016-2017 Budget. Vittum stated that Real Estate, Personal Property and other taxes would remain the same. He stated there would be a new cigarette tax imposed of \$0.10 per pack. There were no other revenue changes. Eaton stated that staff was doing a good job staying within the current budget. Hearing no further comments Mayor Dickerson closed the Public Hearing.

Harrell reported on the Public Safety Committee meeting. She stated that a Fire Fighter I Class is being looked at for this fall. The Fire Department received a Department of Forestry 50% matching grant for \$2400. There were no recommendations. Clark had a question about the speed study on Mountain Lake Avenue and wanted to know who would be getting back with the complainant. Vittum stated that staff would contact them.

Journell reported on the Property and Recreation Committee meeting. She reported that 23 weed notices had been mailed out and the recycle bins have been moved to their new location. The burning bushes to be located beside the PATS building have been ordered, No Smoking signs will be placed at the Town Pool and the mosaic art sculpture will be placed up above the picnic shelter in the Town Park.

Council discussed 7-Day Market demolition. A notice will go in the Virginian Leader 2 weeks prior to demolition. The State required paperwork for a ten-day notification of intent to demolish has been turned in and clearance to begin demolition should be in place by June 15<sup>th</sup>. The contractor has indicated that he hopes to complete the demolition by July 1, 2016 if Council approves the contract to proceed.

The Committee made a recommendation that Council proceed with the demolition of 7-Day Market. Voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

Clark asked what the problem was at the pool about smoking. Tawney stated that smoking is taking place right outside the building. He would like to place signs that prohibit smoking within 50 feet of the building. He stated that cigarettes are being passed through the fence. Hartley asked if the ones smoking were over 18 years of age. He stated that if they are under the legal age the police can do something about it. Hartley stated that the punishment for smoking too close could be to ban them from the property. He felt this would be the easiest and most effective way. He stated that if you issued a summons for violation of town ordinance it would be more trouble than its worth. Hartley felt a warning could be given and then have you banned from the property. Tawney will place signs on all the fences.

Mayor Dickerson stated that Council needed to make a decision on Giles Little Theater using the Community Center for a haunted house fundraiser. Eaton asked if they offered to pay. Tawney answered they would give the Town \$1.00 per person. Harrell stated that she was not in favor of having it at the Community Center. She felt there was potential for problems. Journell worried about the steps and someone falling. Eaton asked how many would be staffing the event. Tawney was not sure how many but that they were 16 and older. Eaton asked who would be responsible. Tawney stated that Taylor Williams would be in charge. Clark asked if they could use the PATS building. Tawney stated that there were lots of items being stored in the building. Eaton asked about the possibility of using the gym. Hartley was not sure they adequately answered the insurance question. Vittum indicated that a special events liability insurance would be required. Harrell wondered if the organization had the money to cover a big claim.

Clark made a motion to deny the request by Giles Little Theater to hold a haunted house fundraiser at the Community Center. Harrell seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

Eaton reported on the Finance Committee Meeting. The Committee discussed a Department of Labor Overtime Rule that becomes effective December 1, 2016. Staff will begin to monitor time to determine potential impact.

The Committee made a recommendation that Council approve an abatement of 2015 Personal Property Tax to Brandon Cumbee in the amount of \$217.76 as he did not live in Pearisburg on January 1. Voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The recommendation carried by a vote of 7 to 0.

The Committee made a recommendation that Council approve the Adopt a Banner Program. Voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The recommendation carried by a vote of 7 to 0.

Council didn't act upon the recommendation that Council add a \$25.00 non-refundable Administrative Fee to Utility Deposits for rental property due to this item needed to go to Public Hearing at the July 12, 2016 Council Meeting.

The Committee recommends that Council suspend payment of interest on Utility Deposits after July 1, 2016. Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The recommendation carried by a vote of 7 to 0.

The Committee recommends that Council take out a \$25.00 ad in the Narrows 4<sup>th</sup> of July publications. Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The recommendation carried by a vote of 7 to 0.

The Committee recommends that Council approve Budget Amendment 2016-02 as shown below. Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The recommendation carried by a vote of 7 to 0.

BUDGET AMENDMENT FY 2015-2016-02

REVENUE	Current Budget	New Amount	Difference
100310.1000	\$192,000.00	\$175,000.00	(\$17,000.00)
100310.1100	\$540,000.00	\$557,000.00	\$17,000.00
100310.1200	\$30,000.00	\$38,000.00	\$8,000.00
100.320.2400	\$12,750.00	\$17,100.00	\$4,350.00
100.330.3200	\$37,500.00	\$42,500.00	\$5,000.00
100330.3300	\$5,000.00	\$8,300.00	\$3,300.00
100340.4900	\$16,000.00	\$18,526.00	\$2,526.00
100.350.5500	\$1,800.00	\$3,149.00	\$1,349.00
100.360.6600	\$10,000.00	\$17,500.00	\$7,500.00
100.360.6300	\$17,500.00	\$10,000.00	(\$7,500.00)
100.360.6700	\$250.00	\$2,570.00	\$2,320.00
100.370.7200	\$7,000.00	\$15,000.00	\$8,000.00
100.370.7230	\$7,500.00	\$10,156.00	\$2,656.00
210.500.0100	\$645,000.00	\$652,000.00	\$7,000.00
210500.2300	\$55,000.00	\$75,000.00	\$20,000.00
			\$64,501.00
<b>TOTAL</b>			

EXPENDITURES	Current Budget	New Amount	Difference
10.1100.9300	800.00	1,250.00	450.00
10.1500.0400	22,000.00	25,000.00	3,000.00
10.1600.1000	200.00	2,000.00	1,800.00
10.1800.0400	6,500.00	10,000.00	3,500.00
10.1800.7400	16,000.00	12,000.00	(\$4,000.00)
10.1800.9100	2,500.00	11,000.00	8,500.00
21.2000.0400	10,000.00	15,000.00	5,000.00
10.2300.1400	15,000.00	19,000.00	4,000.00
10.2400.1900	18,500.00	21,000.00	2,500.00
10.2600.7800	3,700.00	7,500.00	3,800.00
10.2900.8900	19,000.00	20,000.00	1,000.00
21.3000.9200	7,200.00	8,525.00	1,325.00
10.5000.1103	4,250.00	5,508.00	1,258.00
10.5000.2301	10,000.00	14,361.00	4,361.00
21.2000.9300	295,000.00	335,000.00	40,000.00
			\$76,494.00
<b>TOTAL</b>			

Current Amended Total	Revenue	Expenditures	Difference
	\$ 4,392,275.00	\$ 4,404,200.00	(\$11,925.00)
	\$ 64,501.00	\$ 77,494.00	(\$12,993.00)
	\$ 4,456,776.00	\$ 4,481,694.00	(\$24,918.00)

For Council Action on June 14, 2016

Munsey reported on the Public Works Committee. The water loss for April was 35.26%. The Committee reviewed the leak detection staff had worked in May. After locating some leaks and making repairs staff estimated that the leaks totaled approximately 800,000 gallons of water. Tawney updated the Committee on the upcoming paving in the downtown area by VDOT. Munsey reported that Public Works is replacing a rock wall on Church Avenue. The Committee discussed a letter from the Virginia Department of Health that the Town received for failure to monitor. This was due to the Giles County Public Service Authority (PSA) not monitoring for inorganics at Well#1 and Well#4. The Town will have to inform all of their water customers by June 8, 2017. There were no recommendations.

Munsey reported on the PSA. He stated that they were supposed to take a certain test on the wells and they missed it last year. The PSA will be posting a notice in the local paper. Tawney stated that Town Staff will have to send out a notice to each customer. He stated that staff is looking at sending out the Notice of Violation with the Annual Water Quality Report and Cross Connect Survey out at one time to customers to help reduce the cost involved.

Vittum stated that he and McKlarney were coordinating on the Goodwill Project. The IDA will have a plat drawn up and Piedmont has an option to purchase the property from the IDA. The Goodwill building goal for completion is October 2017. The County and Town crew will get together about relocation of the water line. Hartley stated that once the line is moved it will be shown on the subdivision plat.

Munsey stated that the PSA is meeting tomorrow to discuss the lawsuit with Town of Narrows. He understands this is the final decision as to settlement or court. Hartley stated that at the May 12 meeting the PSA discussed "emergency generators" being installed at the Water Treatment Plant. He asked if it was on hold. Munsey will have to check on the status. Munsey stated that Kevin Belcher wants to attend the July Council meeting and give a report on the financial status of PSA. Hartley asked Munsey if Belcher could also give an update on the status of the generators. Council agreed to place Belcher on the agenda for July.

Vittum stated that he did not ask Dianne Dinger to come to the meeting. He stated that the weather has been an issue with the crops not available until the first part of July at the Farmers Market.

Clark asked Council if they needed to set a time to go over the revised job description for the consultant. Vittum stated that it was up to Council to develop the focus and direction of

work for the upcoming year. Eaton stated that the report pertains to the market. She stated that the Merchants Association was not even aware there was a liaison. Eaton asked if the job description had been located. Vittum stated that the original one was set up in 2014 and in 2015 the same description was continued. Clark and Eaton mentioned that the merchants were not happy. They have not been involved and they have some good ideas. Clark mentioned letter F "Development of Information for Council discussion/review" on her report. She would like to see competition and felt that Council should place a job posting to see what kind of candidates are available. What their ideas are and how they would promote the downtown should be considered. She felt everything had been market focused and that Dinger has been working on this for 3 years. Clark felt there was really nothing to show for the downtown except the Scarecrow Festival and Christmas Stroll. Clark wants to get a job description out for potential candidates. Vittum suggested Council decide what you would like to see, create a job description and then place it out to bid. Council agreed to meet June 21 at 7:00 p.m. for a special meeting to discuss the consultant job description.

Vittum stated that the Cigarette Tax Ordinance would be adopted at the June 21 Special Meeting. He stated that he would like to get Council permission for staff to order the stamps to allow time for them to arrive prior to the ordinance going in effect. Williams made a motion that staff order the stamps and supplies. Journell seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Journell, Harrell, Clark and Eaton. Voting no: Munsey. The motion carried by a vote of 6 to 1.

Vittum briefed Council on the Power Initiative and the Department of Housing and Community Development (DHCD) Planning Grant. He stated that Kevin Byrd with the New River Valley Regional Commission has been working with staff at the County and the towns. He stated that Todd Christensen with Hartwood Center in Abingdon informed localities that there will be around 45 million dollars a year over a 2-year period. The Grant is for communities impacted by coal. Vittum stated that Giles County is eligible because of AEP Power Plant. He stated that Byrd has been working with Narrows and Pembroke on a planning grant. He stated that Byrd would like to do a Planning Grant for Giles, Pearisburg, Rich Creek and Glen Lyn. Council would like to get the Merchants Association involved. The Grant would not be specific to an organization but have a community wide focus. Vittum stated that it would build on the concept of the River Trail and utilize it as an economic development tool. The end result would be one or more applications through the Appalachian Regional Commission (ARC) or other grant programs.

Vittum briefed Council on the need to adopt a Rights and Responsibilities for the Town on the Freedom of Information Act (FOIA) and how to handle FOIA requests. There is a new law that becomes effective July 1, 2016 to have this policy in place and determine a FOIA point of contact for the Town. Vittum recommends Council adoption of the policy. Hartley has reviewed the document and finds it acceptable.

Eaton made a motion to adopt a FOIA Rights and Responsibilities for the Town of Pearisburg. Munsey seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

## **Rights & Responsibilities: The Rights of Requesters and the Responsibilities of the Town of Pearisburg under the Virginia Freedom of Information Act**

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

### **Your FOIA Rights**

- Any citizen of the Commonwealth and representatives of news media circulating or broadcasting in Virginia, have the right to request to inspect or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

## Making a Request for records from the Town of Pearisburg

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
  - From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.
- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy **records**; it does not apply to a situation where you are asking general questions about the work of the Town of Pearisburg, nor does it require the Town of Pearisburg to create a record that does not exist.
- You may choose to receive electronic records in any format used by the Town of Pearisburg in the regular course of business.
  - For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records
- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

To request records from the Town of Pearisburg, you may direct your request to Regina Harless. She can be reached at phone number 540-921-0340, fax 540-921-0086, email [rhharless@pearisburg.org](mailto:rhharless@pearisburg.org) or mail 112 Tazewell St., Pearisburg, VA 24134. You may also contact her with questions you have concerning requesting. In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at [foiacouncil@dls.virginia.gov](mailto:foiacouncil@dls.virginia.gov), or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.

## The Town of Pearisburg's Responsibilities in Responding to Your Request

- The Town of Pearisburg must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.
- The reason behind your request for public records from the Town of Pearisburg is irrelevant, and you do not have to state why you want the records before we respond to your request. FOIA does, however, allow the Town of Pearisburg to require you to provide your name and legal address.
- FOIA requires that the Town of Pearisburg make one of the following responses to your request within the five-day time period:
  - 1) We provide you with the records that you have requested in their entirety.
  - 2) We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
  - 3) We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
  - 4) We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.
  - 5) If it is practically impossible for the Town of Pearisburg to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.
- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

## Costs

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia.
- You may have to pay for the records that you request from the Town of Pearisburg. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, The Town of Pearisburg may require payment of the past-due bill before it will respond to your new FOIA request.

## Types of records

The following is a general description of the types of records held by The Town of Pearisburg:

- Personnel records concerning employees and officials of the Town of Pearisburg
- Records of contracts which the Town of Pearisburg has entered into

If you are unsure whether the Town of Pearisburg has the record(s) you seek, please contact Regina Harless directly at phone number 540-921-0340, fax 540-921-0086, email [rharless@pearisburg.org](mailto:rharless@pearisburg.org) or mail 112 Tazewell St., Pearisburg, VA 24134.

## Commonly used exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. The Town of Pearisburg commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))
- Vendor proprietary information (§ 2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))

## Policy regarding the use of exemptions

- The general policy of the Town of Pearisburg is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of the Town of Pearisburg.
- The general policy of the Town of Pearisburg is to invoke the contract negotiations exemption whenever it applies in order to protect the Town of Pearisburg's bargaining position and negotiating strategy.
- The general policy of the Town of Pearisburg is to invoke the exemption for any documents distributed during Council Executive Session marked accordingly where it applies in order to protect the privacy of the public official's discussion of the material.
- The general policy of the Town of Pearisburg is to invoke the exemption for any documents distributed to Mayor, Town Council and Staff that is Confidential and marked accordingly where it applies in order to protect the privacy of the material being provided.

Munsey made a motion to approve the 2016-2017 Appointments as shown below. Harrell seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

### **COUNCIL APPOINTMENTS FOR 2016-17**

**Planning Commission (4 year term)**

Danny Robertson

Re-Appointment

July 1, 2016 - June 30, 2020

**Board of Zoning Appeal (5 year term)**

VACANCY

July 1, 2016 - June 30, 2021

**Library Board (3 year term)**

Rita Palmer

Re-Appointment

July 1, 2016 - June 30, 2019

Ann Mulheren

Re-Appointment

July 1, 2016 - June 30, 2019

**Parks and Recreation Board (5 year term)**

Bruce Frazier

Re-Appointment

July 1, 2016 - June 30, 2021

**Board of Building Code of Appeals (5 year term)**

VACANCY

July 1, 2016 - June 30, 2021

**Commerce Park (4 year term)**

Rick Tawney

Re-Appointment

July 1, 2016 - June 30, 2020

**Ad Hoc Committee for Festival (3 year term)**

Kim Woodyard

Appointment

July 1, 2016 - June 30, 2019

Autumn Snider

Appointment

July 1, 2016 - June 30, 2019

**Public Service Authority Board (2 year term)**

No appointments needed at this time.

**Public Works Committee**

Brett Hart (Mayor Appointment)

Vittum briefed Council on the proposed contract with JWB Contractors L.L.C. to demolish the 7-Day Market Building. The total cost to demolish the building is \$24,000 and remove canopy and fuel pumps is \$2500. He stated that we would have \$3500 left over for landscaping and other work. Clark asked about the underground tanks. Hartley stated that the Department of Environmental Quality (DEQ) has approved the closure of the tanks if they have been emptied. The demolition should be complete by early July. After demolition Council could look at a sale. Staff would need to get a package of material ready for the liens sale and Hartley stated that if Patel sells the property the taxes and liens stay on it for 20 years. Vittum stated that he has the Finance Department looking at other properties to include them in the tax sale. Hartley stated he had reviewed the contract and it looks fine.

Munsey made a motion to approve the contract with JWB Contractors L.L.C. to demolish the 7-Day Market property for a total \$26,500. Eaton seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

## JWB Contractors L.L.C

4900 Lambert Place  
Dublin, VA 24084  
Phone (540) 674-2991  
Fax. (540) 674-2994

June 2, 2016

Rodney Wilson  
Town of Pearisburg  
rwilson@pearisburg.org

RE: Demolition  
1331 Wenonah Avenue, Pearisburg, VA

### JWB Contractors LLC proposes the following:

- Acquire permits and perform required notifications
- Demolish and dispose of existing store structure
- Grade using onsite dirt to create a safe and more natural topography
- Price includes removal of the two above ground tanks located to the rear of building
- Area left machine graded (no hand raking, seeding or mulching)

**TOTAL FOR ABOVE WORK \$24,000.00**

\*Customer to be responsible for terminating all existing utilities to structure such as gas, electric, communications, telephone and/or any other utility serving structure to be demolished.

\*Price assumes that asbestos survey has been performed and that any asbestos/hazardous materials have been removed and a clear certification letter will be furnished to us as proof the structure is cleared to demolish.

\*Water and sewer terminations to be performed by town personnel at no cost to us

\*Any costs incurred if any existing UST or underground septic tanks, wells, cisterns, etc. or lines are encountered which may require pumping or stone, etc. for closure will be additional

\*Any existing utility relocations and/or any additional costs associated with digging around or under utilities within project limits will be additional

OPTIONAL: Demo and remove canopy and fuel pumps \$2,500.00

**JWB Contractors LLC will not be responsible for the following:**

Surveying, architect or engineering fees.

Not responsible for the removal of any materials considered hazardous

Any landscaping, seeding or mulching

Any erosion or sediment control measures

Additional expenses incurred as a result of rock or any unforeseen unsuitable soil conditions.

If unsuitable materials are encountered they will be removed and or replaced at a mutually agreed upon rate.

Any importing of topsoil or fill dirt

*Payment: J.W.B. Contractors L.L.C. will bill at completion of each stage of the project, or monthly.  
Payment is requested within 30 days.*

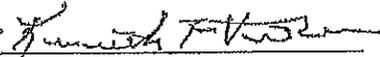
This proposal shall be valid until July 1, 2016.

Your field contact for this job will be Jeffrey Buchinsky, please call (540) 392-8152 with any questions you may have.

JWB



TOWN AGENT



*Op. MGR.*

*6-16-16*

*Town Manager*

*June 15, 2016*

On a motion by Williams, seconded by Harrell, passed by the following recorded vote, Mayor Dickerson, yes; Council Members Williams, yes; Eaton, yes; Munsey, yes; Harrell, yes; Journell, yes; Clark, yes; Council went into Executive Session as permitted by Virginia Code § 2.2-3711(A) (1), for discussion, consideration or interviews of candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town of Pearisburg: Personnel - Town Manager;

On a motion by Munsey, seconded by Clark, passed by the following recorded vote, Mayor Dickerson, yes; Council Members Williams, yes; Eaton, yes; Munsey, yes; Harrell, yes; Journell, yes; Clark, yes; Council returned to regular session.

On a motion by Munsey, seconded by Harrell, and passed by the following recorded vote, Mayor Dickerson, yes; Council Members Williams, yes; Eaton, yes; Munsey, yes; Harrell, yes; Journell, yes; Clark, yes; Council certified that the subject discussed in this Executive Session was the subject identified in the motion to go into Executive Session and only that subject, and that Council discussed no other subject while in Executive Session.

Williams moved that the town contribute \$100 to the Town's Relay for Life Team. Munsey seconded the motion. Voting yes: Dickerson, Williams, Munsey, Journell, Clark, Eaton, and Harrell. The motion carried 7-0.

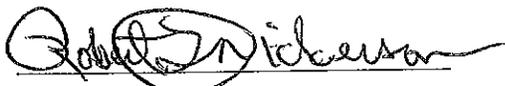
Munsey informed council that the Red Devils had raised \$1800 towards the new floor. Council indicated this could be added to the special account set aside for future renovations. A request for a plaque will be considered later.

The Town Manager announced his decision to retire on December 31, 2016.

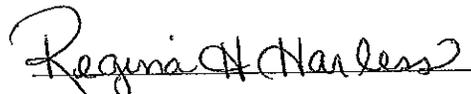
There being no further business, the meeting was adjourned.

APPROVED:

ATTEST:



Mayor Robert L. Dickerson



Regina H. Harless, Town Clerk