

Staff Report

Town Superintendent

March 2019

1. Mill Street Project.

Brunk and Hylton are preparing updated plans to reflect the changes from on-site observations, utilities poles already moved, areas where we need easements (permanent and temporary), etc. Mr. Hylton estimates that the work will be complete for the Town's review by the end of March.

Staff will be working with Brunk and Hylton and the Town Attorney to prepare the necessary information to acquire the easements for the project. There are two permanent easements and a number of construction easements that will be necessary for this work.

Brunk & Hylton and the Town Attorney have been asked to prepare a budget for the coming year, and projected project draw schedule for budgetary purposes. Brunk & Hylton will be in contact with the Verizon representative to see if they have finalized the schedule to move the poles along Mill Street west of Miller Street.

Staff is projecting a community meeting to show the plans and give folks an opportunity to have a "walk-around", like what is done for VDOT projects, in the fall of 2019.

Rockingham County's environmental review manager will oversee the environmental review of this project. It is expected that, since the estimated total volume draining from this project at the point of discharge to Cooks Creek is less than or equal to 1% of the total volume of the drainage area for the receiving stream, the Town will not be required to have a detention facility. Also, by keeping the discharge point above the normal level of the creek and back off the bank edge, the Town will not need to complete the DEQ-Army Corps joint permit process for impacts to jurisdictional waters. Brunk & Hylton will verify these findings with DEQ and Army Corps. The project will be required to include appropriate erosion protection measures. Water quality compliance was not discussed in the initial meeting, but the County advises that those requirements are based on changes in land cover, which is minimal for this project. There may still be some quality compliance component required, Brunk & Hylton will determine working with the County. One solution is to possibly reserve the stream buffer area as open space, if necessary.

The County will review the final plan set to provide a Land Disturbance Permit and a Virginia Stormwater Management Permit. County fees are waived for municipal projects, but there is a DEQ fee, which is estimated to be less than \$1,000.

2. Personnel

a. Job Descriptions. Attached are copies of the updated job descriptions for the Town. Action is requested to approve these descriptions. Staff modified the duties to incorporate duties from the supplemental task lists prepared in December and reviewed the revised descriptions with the Personnel Committee. There was no significant change. Approval is necessary since there are changes to clarify which positions are exempt and non-exempt. The descriptions were reviewed by the Town Attorney for compliance with the Federal Fair Labor Standards Action (FLSA). The Personnel Committee will have a recommendation at the meeting.

b. Merit Increases. I am reviewing merit increases with the Personnel Committee with an effective date of April 1, 2019. Person hired or promoted after July 1, 2018 are not eligible for merit, as well as the employee who was reclassified with the approval of the pay plan. The next merit review is recommended for an effective date of January 1, 2020.

3. Appointments.

a. Clerk/Recorder for Council. Action is requested to authorize the Interim Town Superintendent to be Clerk/Recorder and the Administrative Assistant be authorized as Deputy Clerk. Ms. Clark will still take minutes for the meetings and assist in preparing the Agenda. Clerk to governing body is a typical duty for the chief administrative officer of the locality to be able to sign legal documents for the locality.

b. Freedom of Information Act officer. Action is requested to authorize the Interim Town Superintendent to be one of two Town Freedom of Information Act officers. Treasurer Lee Early also currently serves in that capacity.

c. Central Shenandoah Valley All-Hazards Mitigation Plan. Attached is information from the Central Shenandoah Planning District Commission regarding an update to the regional plan first prepared in 2005. The Town has been asked to appoint one person and an alternate to the Steering Committee. As this plan pertains to emergency response for the region, staff recommends appointing Chief Hanlon, with Lt. Trout as his alternate to the Steering Committee.

4. Closed Session

There is a closed session requested to discuss real estate acquisition pertaining to parking in the business district, and a legal briefing by the Town Attorney regarding the statutory authority for events and donations.

Please let me know if you have any questions or need additional information regarding these matters.

Respectfully submitted

A handwritten signature in black ink, appearing to be "John Hanlon", written over the typed name "John Hanlon".