

December 19, 2023

Roanoke Town Council Meeting Minutes

The Pledge of Allegiance was recited, and the Roanoke Town Council convened on Tuesday, December 19, 2023, at 6:00 P.M. in accordance with this Council's rules, appropriate notices, and applicable laws. Those present from the Council were President Amanda Sands, Vice President Dave Meitzler, Councilwoman Joan Abbott, and Councilman Brian Humphries. Councilman Nick Scheer was absent. Also present were Town Marshal Jim Wood, Superintendent Aaron Popplewell and Clerk Treasurer Sarah Milton.

Councilwoman Abbott moved to approve the regular meeting minutes of December 5, 2023, as written. Vice President Meitzler seconded, and the motion passed unanimously.

Mr. Larry Davis presented the renewal contract for HRA employee health insurance from Physicians Health Plan. After a review of the contract and competitor's quotes, PHP showed the cheapest of the three options, at a 9.32% increase. After some discussion regarding the high-deductible health plan, Vice President Meitzler made a motion to accept the contract with PHP using the \$9,400/\$18,800 deductible plan, Councilwoman Abbott seconded, and the motion was passed unanimously.

President Sands closed the regular meeting and opened the Public Hearing for the Town of Roanoke Sanitation & Recycling rates for 2024-2026. After no comments or questions, President Sands closed the Public Hearing and reopened the regular meeting.

Councilman Humphries made a motion to pass the Roanoke Volunteer Fire Department contract for 2024 as written, Councilwoman Abbott seconded, and the motion passed unanimously (copy on file in Clerk's office). Councilman Humphries also mentioned that the springs on the door at the fire station were replaced.

DLZ Project Manager, Holly Miller, introduced a Work Order Proposal for engineering services for 2024. President Sands made a motion to accept the Work Order Agreement for 2024, Councilwoman Abbott seconded, and the motion passed unanimously. Project Manager Miller also introduced a Letter Agreement for 2023 Wastewater Bond Projects involving the main pump station, lagoon, and wastewater treatment plant. Vice President Meitzler made a motion to accept the Letter Agreement for the 2023 Wastewater Bond Projects, Councilman Humphries seconded, and the motion passed unanimously.

Superintendent of Operations Popplewell requested a motion to approve the Change Order #1 and Final for the 2022-01 CCMG Funding to Wayne Asphalt in the amount of \$58,831.07. Vice President made the motion to approve the Change Order #1 and Final to Wayne Asphalt for \$58,831.07, President Sands seconded, and the motion passed unanimously. Superintendent of Operations Popplewell also mentioned that the Main & Vine parking lot lights would be mounted in a couple of weeks.

Councilwoman Abbott thanked the residents for allowing her to serve on the Town Council for the past 12 years.

Vice President Meitzler made a motion to approve the Employee Handbook revisions, the addition of two holidays, Councilwoman Abbott seconded, and the motion was passed unanimously. Vice President Meitzler made a motion to appoint Councilman Scheer to the Region 3A Board for 2024, Councilwoman Abbott seconded, and the motion was passed unanimously.

Vice President Meitzler stated that the amount of \$257,070.30 approved for park playground equipment at the December 5, 2023 meeting was incorrect, and the correct amount was \$259,710.90, a difference of \$2,640.60. Vice President Meitzler made a motion to allow the additional funds of \$2,640.60 to be paid out of donations for the park playground equipment in 2024, President Sands seconded, and the motion passed unanimously.

Vice President Meitzler thanked the residents for allowing him to service on Town Council for the past 4 years.

President Sands introduced the salary ordinances, mentioning that there were sufficient funds for the Deputy Town Marshal to be paid 24.52/hour. President Sands then made a motion to pass Ordinance 2023-14 Salary (Elected) Ordinance for 2024, with no changes from the previous year, Vice President Meitzler seconded, and the motion passed unanimously. President Sands made a motion to pass Ordinance 2023-15 Salary (Employee) Ordinance for 2024, Councilman Humphries seconded, and the motion passed unanimously. President Sands made a motion to pass Ordinance 2023-12 Amending Rates for Sanitation & Recycling on the same day as introduction, Councilwoman Abbott seconded and the motion pass unanimously. Council also discussed the Special Events Application for 2024. No changes were suggested.

Clerk-Treasurer Milton provided Council with potential meeting dates for 2024, the first Tuesday of each month and the first and third Tuesday in December. Councilman Humphries made a motion to approve these Town Council meeting dates for 2024, President Sands seconded, and motion passed unanimously. Clerk Treasurer Milton asked permission to transfer budgeted monies within the appropriation report to get accounts out of the red for 2023. Vice President Meitzler made a motion to allow funds to be transferred with the appropriation report to get accounts out of the red for 2023, Councilman Abbott seconded, and the motion passed unanimously. Clerk Treasurer Milton asked for a motion for the Council President to sign the annual TRECS registration form allowing our attorney to collect from delinquent utility accounts. Vice President Meitzler made a motion to allow President Sands to sign the annual TRECS registration form, Councilwoman Abbott seconded, and the motion passed unanimously. Clerk-Treasurer Milton introduced Resolution 2023-04 Capital Asset Policy which revises the previous Capital Asset Policy for the Town. President Sands made a motion to pass Resolution 2023-04 Capital Asset Policy, Councilwoman Abbott seconded, and the motion passed unanimously. Clerk-Treasurer Milton stated that the Town opened three Certificate of Deposits in 2004 (General, Sewer, Meter Deposit). Since the interest had become minimal over the years, and although the State Board of Accounts stated it was not required to get permission from Council,

Clerk-Treasurer Milton asked for a motion to close the CD's and move funds back into the Town's checking accounts. Councilwoman Abbott made a motion to close the CD's and have the funds moved back into the checking accounts, President Sands seconded, and the motion passed unanimously.

Clerk Treasurer Milton requested the Council sign the Annual Certification of Elected Official to The Execution of the Town of Roanoke on Compliance with Municipal Nepotism Policy form.

Last on the agenda was the presentation of bills for payment. Councilwoman Abbott moved to pay the bills as listed on the allowance of claims payable voucher of \$413,335.06 and utility adjustments of \$26.70. Vice President Meitzler seconded, and the motion was approved unanimously.

Councilwoman Abbott then moved to adjourn the meeting. President Sands seconded, and the motion was duly adopted.

Respectfully submitted,

Sarah Milton, CIT
Sarah Milton, Clerk-Treasurer

Council Approve:

Amanda P Sands

Brian L. Humphreys
