

# WAYNESBORO, VIRGINIA

## CITY COUNCIL BUSINESS MEETING MINUTES



Council for the City of Waynesboro, Virginia held a Regular Business Meeting on Monday, March 9, 2020 at 7:00 p.m. in the Council Chambers of the Charles T. Yancey Municipal Building, 503 West Main Street, Waynesboro, Virginia, with Mayor Short presiding and calling the meeting to order:

- PRESENT: Council Members: Terry Short, Jr., Mayor  
 Bobby Henderson, Vice Mayor  
 Bruce Allen, Councilman  
 Sam Hostetter, Councilman
- City Staff: Mike Hamp, City Manager  
 Jim Shaw, Deputy City Manager  
 Julia Bortle, Clerk of Council  
 Michael Wilhelm, Police Chief  
 Cameron McCormick, Finance Director  
 Luke Juday, Planning Director  
 Kira Johnson, Associate Planner  
 Gary Critzer, Emergency Operations Director  
 Dwayne Jones, Parks and Recreation Director  
 Alisa King, Assistant Finance Director  
 Kevin Osborne, Library Director
- Guests: Mr. Dana Pitman, Vertex  
 Ms. Anna Leavitt, CAPSAW Director
- Counsel: Melisa Michelsen, Esq., Litten & Sipe LLC

ABSENT: None

**PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:**

Mayor Short opened the meeting, and Councilman Hostetter lead everyone in the Pledge of Allegiance to the Flag of the United States of America.

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**BUSINESS MEETING AGENDA:**

Councilman Hostetter moved to adopt the Business Meeting Agenda as presented. Having been seconded and with no objections, **the Business Meeting Agenda was adopted 4:0:**

<b>Mayor Short</b>	<b>Aye</b>	<b>Councilman Allen</b>	<b>Aye</b>
<b>Vice Mayor Henderson</b>	<b>Aye</b>	<b>Councilman Hostetter</b>	<b>Aye</b>

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**APPOINTMENT OF INTERIM WARD A COUNCIL PERSON:**

Vice Mayor Henderson moved to appoint Ms. Jeanie McCutcheon as the Interim Ward A Council person, completing the term of Ms. Elzena Anderson, for an unexpired four-year term ending June 30, 2020. Having been seconded and with no objections, **the appointment was adopted 4:0:**

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<b>Mayor Short</b>	<b>Aye</b>	<b>Councilman Allen</b>	<b>Aye</b>
<b>Vice Mayor Henderson</b>	<b>Aye</b>	<b>Councilman Hostetter</b>	<b>Aye</b>

Council thanked all applicants for their desire to serve the community.

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**CONSENT AGENDA:**

Councilman Allen moved to adopt the Consent Agenda as presented. Having been seconded and with no objections, **the Consent Agenda was adopted 4:0:**

<b>Mayor Short</b>	<b>Aye</b>	<b>Councilman Allen</b>	<b>Aye</b>
<b>Vice Mayor Henderson</b>	<b>Aye</b>	<b>Councilman Hostetter</b>	<b>Aye</b>

a. Council Meeting Minutes: Consider approving the minutes from the following:

- February 24, 2020 Regular Business Meeting;
- March 4, 2020 Budget Work Session;
- March 5, 2020 Special Called Meeting.

Second consideration/adoption of the following appropriation ordinances:

- b. Miscellaneous Revenues: Appropriating various miscellaneous revenues received in the amount of \$26,702, to multiple funds. **(2020-16)**
- c. Police Special Operations Undercover Vehicle: \$22,256. **(2020-17)**
- d. Sheriff's Safety Glass Installation: \$4,650. **(2020-18)**

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**MATTERS FROM COUNCIL MEMBERS:** With no comments from Council members, the meeting continued.

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**BUSINESS APPRECIATION AWARD:**

The City wanted area businesses to know that the community appreciates their business, the products and services they produce and their employees. To publicly show the City's appreciation to members throughout the business community, the *Made In Waynesboro Business Appreciation Award* was developed. The first in a series of awards was presented to Vertex Corporation. Mr. Dana Pitman accepted the award and thanked Council for their acknowledgement.

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**PUBLIC HEARING – CONDITIONAL USE PERMIT – VECTOR INDUSTRIES – 1300 HOPEMAN PARKWAY:**

The Associate Planner reviewed a request by Vector Industries for a conditional use permit for 1300 Hopeman Parkway, Waynesboro, Virginia, tax map 16-1-2, for an adult daycare use in the H-I Heavy Industrial Zone. It included an aerial view of the property, the current zoning, the reason for the adult day support services, labeled Vector Pathways, and their facilities. The Planning Commission voted 6-0 that a recommendation be forwarded to City Council to approve the request in accordance with the application and staff report dated March 2, 2020. Planning Commission recommends the following conditions:

1. All requirements of the Virginia Statewide Fire Prevention Code and the Virginia Construction Code shall be continually maintained during the operation of the proposed adult day support services.
2. No heavy truck traffic shall be allowed within the parking lot or the loading/unloading area situated between the proposed adult day support services and Hopeman Parkway.
3. The Condition Use Permit is issued exclusively to Vector Industries Foundation and is non-transferable to another entity without further amending the Condition Use Permit.

The public hearing was opened at 7:13 p.m. The applicants did not wish to address Council, and with no comments from the public, the public hearing was closed. Councilman Allen moved to introduce the ordinance **GRANTING A CONDITIONAL USE PERMIT TO ALLOW AN ADULT DAY SUPPORT SERVICE IN THE HEAVY-INDUSTRIAL DISTRICT (TAX MAP 16-1-2), WAYNESBORO VIRGINIA.** Having been seconded and with no objections, the ordinance will be considered again at the March 23, 2020 Regular Business Meeting.

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**PRESENTATION – CAPSAW ANNUAL REPORT:**

Ms. Anna Leavitt, Director of Community Action Partnership of Staunton, Augusta and Waynesboro, presented an update to Council regarding their 2019 Annual Report. The presentation included their purpose, the funding sources, their clients and needs, programs, services, and associate agencies.

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**PRESENTATION AND RESOLUTION – UPDATE TO REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN:**

As required every five years, the Director of Emergency Management provided an update to the Regional Hazardous Materials Emergency Response Plan as required by federal law. An executive summary was provided to Council. Councilman Hostetter moved to adopt a resolution **FOR THE CITY OF WAYNESBORO HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN.** Having been seconded and with no objections, the resolution was adopted 4:0:

<b>Mayor Short</b>	<b>Aye</b>	<b>Councilman Allen</b>	<b>Aye</b>
<b>Vice Mayor Henderson</b>	<b>Aye</b>	<b>Councilman Hostetter</b>	<b>Aye</b>

**RESOLUTION <sup>(R20-05)</sup>  
FOR THE CITY OF WAYNESBORO  
HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN**

**WHEREAS**, the City Council of Waynesboro, Virginia recognizes the need to prepare for, respond to hazardous materials incidents;

**WHEREAS**, the City of Waynesboro has updated its Staunton-Augusta-Waynesboro Hazardous Materials Emergency Response Plan that:

- Identifies affected facilities and transportation routes
- Describes emergency notification and response procedures
- Designates community and facility emergency coordinators
- Establishes procedures to warn, and if necessary, to evacuate the public in case of an emergency
- Identifies available response equipment and personnel

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**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WAYNESBORO, VIRGINIA** that the 2020 Staunton-Augusta-Waynesboro Hazardous Materials Emergency Response Plan is officially adopted.

The City Manager then provided an update regarding the City's planning for COVID-19 (Coronavirus). The City has plans and measures in place to deliver on-going service and partnering with the Health Department in the event the community is severely impacted by the virus. Citizens and employees should exercise the same practices in personal hygiene and interpersonal contact for the flu and cold season. Citizens were advised to refer to the City's website for more information as it becomes available.

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**PRESENTATION – PARKS AND RECREATION:**

The Director of Parks and Recreation provided an update on the department including their mission statement, current and future public programs, staff, facilities, parks, pool, cemetery, horticulture, and the Parks Master Plan.

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**PRESENTATION – WAYNESBORO PUBLIC LIBRARY:**

The Director of the Waynesboro Public Library provided a presentation regarding the number of visitors, programs, available physical and on-line materials including books, magazines, and dvds, facility use, free and low-cost services and equipment use, and collaborative agencies.

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**REPORT AND UPDATE – CITY CODE INOPERABLE VEHICLES:**

The Deputy City Manager provided an update regarding the enforcement of City Code Chapter 38 pertaining to reducing the number of inoperable vehicles found on private properties throughout the City. The update included the number of cases opened to date, the procedure for identifying offenders, compliance, notices of violation, and procedure for non-compliance. Councilman Hostetter asked that staff provide a quarterly update.

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**APPROPRIATION ORDINANCE – INFORMATION TECHNOLOGY:**

Councilman Hostetter moved to introduce an ordinance appropriating a portion of Unassigned Fund balance in the General Fund, in the amount of \$15,000, to the General Fund, for migration of public safety servers to a virtualized platform. Having been seconded and with no discussion, the ordinance will be considered again at the March 23, 2020 Regular Business Meeting.

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**APPROPRIATION ORDINANCE – SCHOOLS – ADULT EDUCATION AND FAMILY LITERACY ACT FEDERAL GRANT FUNDS:**

Councilman Hostetter moved to adopt an ordinance appropriating Adult Education and Family Literacy Act Federal Grant Funds, in the amount of \$13,584, to the School Funds to be used to operate the Regional Adult Basic Education, High School Equivalency, English Language Acquisition, and Citizenship Classes. **Having been seconded and with no objections, the ordinance was adopted 4:0:**

<b>Mayor Short</b>	<b>Aye</b>	<b>Councilman Allen</b>	<b>Aye</b>
<b>Vice Mayor Henderson</b>	<b>Aye</b>	<b>Councilman Hostetter</b>	<b>Aye</b>

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**APPROPRIATION ORDINANCE – SCHOOLS – ADULT EDUCATION AND FAMILY LITERACY ACT FEDERAL GRANT FUNDS:**

Councilman Allen moved to adopt an ordinance appropriating Adult Education and Family Literacy Act Federal Grant Funds, in the amount of \$4,239, to the School Funds to be used to operate the Regional Adult ESL and Citizenship Classes. **Having been seconded and with no objections, the ordinance was adopted 4:0:**

<b>Mayor Short</b>	<b>Aye</b>	<b>Councilman Allen</b>	<b>Aye</b>
<b>Vice Mayor Henderson</b>	<b>Aye</b>	<b>Councilman Hostetter</b>	<b>Aye</b>

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**APPOINT VIEWERS – RIGHT OF WAY REQUEST:**

Councilman Allen moved to appoint Ms. Doris Hulvey as chair, Mr. Garnett Weatherholtz and Mr. Mark Stephens and viewers, and Ms. Ellen Winter as an alternate to consider the impact of a request by Secretary of Housing and Urban Development to dissolve lot lines and vacate 151 square feet of undeveloped alley right of way behind 1604 Fir Street, City Tax Map 25-8-147-1, to resolve an encroachment issue and allow a vacant property to be sold. **Having been seconded and with no objections, the motion was adopted 4:0:**

<b>Mayor Short</b>	<b>Aye</b>	<b>Councilman Allen</b>	<b>Aye</b>
<b>Vice Mayor Henderson</b>	<b>Aye</b>	<b>Councilman Hostetter</b>	<b>Aye</b>

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**COMMUNICATION, CORRESPONDENCE, AND CALENDAR:** With no comments from Council or staff, the meeting continued.

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**CITIZEN COMMENT PERIOD:** With no one signed up to speak, the meeting continued.

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**ADJOURNMENT:**

With no further business to discuss, Councilman Allen moved to adjourn the meeting. **Having been seconded and with no objection, the meeting was adjourned at 8:04 p.m.**

<b>Mayor Short</b>	<b>Aye</b>	<b>Councilman Allen</b>	<b>Aye</b>
<b>Vice Mayor Henderson</b>	<b>Aye</b>	<b>Councilman Hostetter</b>	<b>Aye</b>

[Clerk’s Note: Ms. McCutcheon took her Oath of Office, administered by the City Manager, following the meeting.]

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Julia Bortle, MMC, Clerk of Council

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Terry R. Short, Jr., Mayor