

TOWN COUNCIL MEETING

JUNE 8, 2026

7:30 P.M.

PRESENT

Mayor:	Roy M. Gladding
Vice Mayor:	Anita J. Latane
Council Members:	Katherine B. “Kay” Carlton
	Carolyn Barrett
	A. Fleet Dillard
	Kenneth A. Gillis
	Troy L. Balderson
Town Manager:	Steve Wright
Assistant Town Manager:	James Knighton
Town Clerk:	Patsy K. Scates
Town Treasurer:	Tina F. Brock
Chief of Police:	Thomas Carter

VISITORS:

David Headley

CALLED TO
ORDER

Mayor Gladding called the meeting to order.

CONSENT
AGENDA ITEMS
APPROVED

On motion of Fleet Dillard, seconded by Carolyn Barrett, Council voted unanimously to approve the consent agenda items which were the April 27, 2026 Special Council Meeting Minutes, the May 11, 2026 Public Hearing Meeting Minutes and the May 11, 2026 Council Meeting Minutes.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

COMMITTEE
REPORTS

WATER/SEWER

Mayor Gladding recognized Council Member Gillis and asked if he had anything to add to the Water and Sewer Report.

Council Member Gillis did not have anything to add.

PUBLIC
FACILITIES

Mayor Gladding recognized Council Member Balderson and asked if he had anything to add to the facility report.

Council Member Balderson stated the “Gaines” columns at Tappahannock Central Park are tentatively scheduled to be set the week of June 15, 2026.

HISTORIC
DOWNTOWN
TAPPAHANNOCK

Mayor Gladding recognized Vice Mayor Latane and asked if she had anything to add to the Historic Downtown Tappahannock Report.

Vice Mayor Latane just reminded the council members of the upcoming Third Thursday and Farmer Market Events.

COMMUNITY
DEVELOPMENT
REPORT

Mayor Gladding recognized Assistant Town Manager Knighton.

Assistant Town Manager Knighton provided several updates to Council. He discussed ongoing difficulties in recruiting members for the Board of Zoning Appeals (BZA). He stated to address the shortage a proposal has been drafted to temporarily reduce the BZA membership from five members to three. He stated the Planning Commission held a Public Hearing regarding the reduction of the number of the Board of Zoning Appeals members at their June 3, 2026, meeting and the Commission Members recommended denial of the proposal. They also forwarded a recommendation from one of its members for Council's consideration to be recommended to the Essex County Circuit Court for appointment.

Assistant Town Manager Knighton also reported that a pump failure at Well No. 4 had affected operations. He stated the pump has been replaced, and a damaged control unit was replaced as well. He reported the unit was scheduled for programming the following day, with hopes of restoring full operations, including service to the splash pad, which is a priority during the summer season.

Assistant Town Manager Knighton discussed the progress on the Hoskins Creek Recreation Access Road project. He stated the Town received authorization from VDOT to proceed with a contract for the work. He stated construction is expected to begin in July and be completed by the end of August and once the road project is underway, staff will begin developing a request for proposals (RFP) for the planned dock project at Hoskins Creek.

Council Member Barrett asked Mr. Knighton if he took it upon himself to reduce the number of the Board of Zoning Appeals from five to three.

Assistant Town Manager Knighton stated it is something that is allowable in the state code and generally he would come to the council and request a public hearing but since we have a case sitting on the docket he had two options, either the council appoints new members (and he did not have anyone when he advertised for a public hearing to be held at the Planning Commission), change the number of the BZA members in the ordinance from five to three or change the ordinance to do a joint board with Essex county which had not been discussed. He stated if the number of the BZA members was reduced then the case could be heard and then it could go back to the five members.

FINANCE

Mayor Gladding recognized Vice Mayor Latane and asked if she had anything to add to the financial report.

Vice Mayor Latane reported she met with Town Manager Wright and Town Treasurer Brock to review the town's financial status. She stated that one bank stock tax payment has been received and is reflected in the report, but the town is still awaiting an additional payment. She stated that the General Fund remains in good condition, and the Greg Huff continues to make payments toward his loan with the town.

Vice Mayor Latane stated that some project-related invoices are still outstanding and expected to be submitted. She stated the town is exploring eligible ways to utilize remaining project funds, as those funds must be spent within a specified timeframe. She stated that overall, the town's financial position is currently stable.

SET A PUBLIC
HEARING DATE

Mayor Gladding stated that Chief Carter is requesting council to consider holding a public hearing on July 13, 2026, to consider Code of Virginia Section 17.1-279.1. Additional assessment for electronic summons system and Town Code Section 38-51 Parking Prohibited and Town Code Section 38-56 Grant the Police Chief the Authority to Town and Designate Tow Away Zones and consider an ordinance to extend the active period of school crossing zone signs pursuant to Virginia Code Section 46.2-873 and a motion is in order.

MOTION TO SET
A PUBLIC
HEARING

On motion of Carolyn Barrett, seconded Anita J. Latane, Council voted unanimously to approve to hold a public hearing on July 13, 2026, to consider Code of Virginia Section 1 Virginia Section 17.1-279.1. Additional assessment for electronic summons system and Town Code Section 38-51 Parking Prohibited

and Town Code Section 38-56 Grant the Police Chief the Authority to Town and Designate Tow Away Zones and consider an ordinance to extend the active period of school crossing zone signs pursuant to Virginia Code Section 46.2-873.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

**VDOT – SMART
SCALE PROJECT**

Assistant Town Manager Knighton provided an update on the Smart Scale initiative, emphasizing that while recent discussions have focused on improvements to Queen Street and Prince Street, the broader goal is to address transportation and accessibility challenges throughout the downtown area.

Assistant Town Manager Knighton highlighted several ongoing and potential projects that could complement the Smart Scale effort. These include the RAISE Grant project, which will conduct traffic analysis and develop multimodal transportation solutions for downtown and other areas of the town and county, as well as Sewer Rehabilitation Phase II, which will involve roadway work downtown and should be considered in future planning efforts.

Assistant Town Manager Knighton discussed the possibility of the town becoming a designated Urban Development Area through VDOT. While he made expressed some reservations about the name, he explained that the designation would allow the town to conduct additional transportation studies and potentially include projects in areas such as Wright Street and Water Lane in future Smart Scale applications. He suggested inviting a VDOT representative to a future council meeting to explain the program and its requirements in greater detail.

Assistant Town Manager Knighton noted that VDOT offers other planning and design funding opportunities through its GAP program, which could be used to study transportation and access issues in other parts of town.

Assistant Town Manager Knighton reported that the proposed road diet associated with the current Smart Scale application is only one piece of a larger strategy to improve downtown transportation and accessibility. He concluded by informing council that while a resolution of support is not technically required from the town, Essex County has indicated it will not move forward with the Smart Scale application unless Town Council adopts a resolution of support. He recommended holding a public input session and considering the resolution at the July council meeting if council wishes to proceed.

Mayor Gladding thanked James and reflected on the recent Smart Scale presentation, noting that it focused only on limited areas of town, specifically Church Lane and Queen Street. He expressed concern that the VDOT analysis did not adequately consider impacts on other areas such as Wright Street, Water Lane, and possibly Cross Street.

Mayor Gladding noted the discussion highlighted that Assistant Town Manager Knighton had proposed several alternative pathways or options for studying and addressing traffic and infrastructure concerns in these additional areas. However, he emphasized uncertainty about the timing of moving forward with the Smart Scale proposal, especially with other potential funding and planning opportunities still unresolved.

Mayor Gladding asked the council members to keep an open mind about future discussions in July but shared their concerns about proceeding too quickly with Smart Scale. He referenced the possibility of a RAISE grant and other funding sources that could support broader studies of affected areas. He also expressed skepticism about the Smart Scale traffic analysis itself, particularly the proposal to reduce the roadway from four lanes to two lanes as a way to improve traffic flow through town. He stated that he does not agree with that approach and questioned whether pursuing the Smart Scale “road diet” plan is the right move while other alternatives remain available.

Assistant Town Manager Knighton noted that it is difficult to provide a definitive timeline for Smart Scale projects because of the lengthy funding and development process. He stated that Smart Scale funding is typically awarded several years after project application, often requiring approximately seven years before funds become available. He stated once funding is secured, additional time is needed for planning, design, and engineering, which can push construction timelines to eight or nine years from the initial application.

Assistant Town Manager Knighton explained that smaller-scale projects generally have a much shorter timeline and funding for these projects may be available within the next year, allowing design,

development, and construction activities to begin much sooner than would be possible under the Smart Scale program.

Assistant Town Manager Knighton did not receive any other feedback regarding the VDOT Smart Scale project so he will bring the resolution of support as well as a public hearing for the council’s consideration at the July Council Meeting.

Council Member Barrett asked whether the questions surrounding the RAISE Grant agreement were related to issues involving private versus public land.

Assistant Town Manager Knighton clarified that the concern involved public land.

Assistant Town Manager Knighton provided an update on the federal RAISE grant project, explaining that changes in federal administration resulted in the removal of DEI-related initiatives. Two required elements in the original scope of work—a racial equity analysis and an environmental justice assessment—created delays because staff could not obtain clear guidance from the Federal Highway Administration (FHWA) regarding reimbursement eligibility. After meeting with FHWA officials, the town was advised that these components should be removed from the project scope unless the town wished to fund them independently. He stated that with that clarification, staff plans to remove both items and is currently developing the Request for Proposals (RFP), which is expected to be released within the next one to two months.

Assistant Town Manager Knighton added that FHWA has been kept informed throughout the process and will have an opportunity to review the RFP before it is issued.

Mayor Gladding stated a motion is in order to Adopt an Ordinance Authorizing the Issuance of a General Obligation Bond.

Below was the item # c on the agenda but the motion/item was changed.
~~**Adopt an Ordinance Authorizing the Issuance of General Obligation Bond.**~~
~~*Council should consider adopting the ordinance authorizing the issuance of general obligation bond of the Town to provide an estimated maximum amount of \$1,400,000.00 as presented.*~~

The motion was changed to the following if Council so desires, under the recommendation of Sands Anderson to: *I move to authorize the Town Manager and staff to work with the Financial Advisors and bond counsel to accept the proposal from Huntington Public Capital Corporation, dated June 2, 2026, or its affiliate, to finance up to \$1,400,000 of the Town’s capital needs referenced in the proposal for final approval of terms at the Council’s July meeting.*

Council Member Barrett questioned the value of making a preliminary decision when the governing body has not yet decided whether to approve the bond itself. She expressed concern that discussing related decisions may be premature until a determination is made on the bond approval.

Town Manager Wright clarified that approving this action would allow the proposed lender to complete its final due diligence and preparations, effectively beginning the process toward the Town’s eventual consideration of approving and accepting the bond.

MOTION TO AUTHORIZE
TOWN MANAGER WRIGHT
TO WORK WITH
FINANCIAL ADVISORS AND
BOND COUNSEL TO
ACCEPT THE PROPOSAL
FROM HUNTINGTON
PUBLIC CAPITAL
CORPORATION

On motion of Fleet Dillard, seconded by Troy L. Balderson, Council voted to authorize the Town Manager and staff to work with the Financial Advisors and bond counsel to accept the proposal from Huntington Public Capital Corporation, dated June 2, 2026, or its affiliate, to finance up to \$1,400,000 of the Town’s capital needs referenced in the proposal for final approval of terms at the Council’s July meeting.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Nay
Carolyn Barrett:	Nay	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Nay

The motion ended in a tie so Mayor Gladding voted in the affirmative and the motion carried.

AMENDING
ZONING FEES

Mayor Gladding recognized Assistant Town Manager Knighton.

Assistant Town Manager Knighton addressed council and advised they had a request to amend some of the zoning fees. He stated he is proposing to set the fees at \$600.00 because any Planning Commission public hearing would be heard twice (once for the Planning Commission and once for the Town Council) since the public hearings are separate now and Essex County is proposing the same fees so it would be consistent with Essex County.

On motion of Troy L Balderson, seconded by Anita J. Latane, Council voted unanimously to approve the amended fees for the zoning permit as follows:

Amendment to Zoning Text or Zoning Map	\$600.00
Variance/Appeal	\$600.00
Special Exception:	\$600.00
Chesapeake Bay Act/Special Exception	\$600.00

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

ST. MARGARET
SHED AT
TAPPAHANNOCK
CENTRAL PARK

Mayor Gladding recognized Council Member Balderson.

Council Member Balderson stated that he asked the item regarding the St. Margaret shed to be put on the agenda so council can direct on how to proceed.
There was some discussion.

On motion of Troy L. Baldeson, seconded by Carolyn Barrett, Council voted unanimously to move forward with the improvements to the St. Margaret’s shed as presented by the public facility committee. (See below)

SMS shed

- Foundation is sound, it is set on piers
- Remove old flooring
- Outside painting of the structure
 - \$4200 with some prep by staff
- Carpentry work, replace 2 doors, replace outside damaged wood, porch work
 - \$3500
- Roof replacement w/ architectural shingles - close match to new roofs, and remove chimney/ still keeping fireplace
 - \$2200
- Later to include a plaque with recognition to St Margrett’s

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

RECOMMENDED
APPOINTMENTS
THE ESSEX
COUNTY CIRCUIT
COURT TO THE
BOARD OF
ZONING APPEALS

Council Member Balderson stated that he has two people for councils` consideration to recommend to the Essex County Circuit Court for appointment to the Tappahannock Board of Zoning Appeals to fill the

unexpired terms of Scott Cannady and Thomas Danny Layman. He stated the people are Robert Howeth and Myra Dickinson.

Mayor Gladding stated a motion is in order.

MOTION MADE
TO RECOMMEND
TO THE ESSEX
COUNTY CIRCUIT
COURT THE
APPOINTMENT
OF ROBERT
HOWETH AND
MYRA
DICKINSON TO
THE BZA

On motion of Troy L. Balderson, seconded by Carolyn Barrett, Council voted unanimously to recommend to the Essex County Circuit Court the appointment of Robert Howeth to fill the unexpired term of Thomas D. Layman whose term will expire on March 9, 2029 and the appointment of Myra Dickinson to fill the unexpired term of Scott Cannady whose term expires on February 28, 2029.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

Mayor Gladding recognized David Headley a resident of Essex Street.

David Headley came before the council members and asked the council to consider adding some traffic calming effects by adding speed bumps on Essex Street and the surrounding streets to help slow the traffic down.

Council Member Carlton stated that the Town of Tappahannock does not own the streets in the Town, the Virginia Department of Transportation (VDOT) does.

Mayor Gladding stated the Town of Tappahannock can certainly offer support because speeding in town has always been an issue.

There was some discussion.

MOTION FOR
CLOSED SESSION

On motion of Troy L. Balderson, seconded Carolyn Barrett, Council voted unanimously to convene into a closed session to discuss two items the first the discussion or consideration of the acquisition of real property. Pursuant to acquisition of real property exemption Section 2.2-3711A.3 Acquisition of Real Property Exemption and the second is discussion of prospective business or industry exemption. Pursuant to the discussion of prospective business or industry exemption Section 2.2-3711 A.5 Discussion of Prospective Business or Industry Exemption

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

MOTION FOR
CERTIFICATION

On motion of Troy L. Balderson, seconded by Anita L. Latane, Council voted unanimously to certify, by roll call vote, that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

CERTIFICATION

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

MOTION TO
GRANT TOWN
MANAGER THE
AUTHORITY TO
EXECUTE
DOCUMENTS
PERTAINING TO
GIFTED
PROPERTY (TAX
MAP NUMBER
32B-1-69)

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted unanimously to grant Town Manager Wright the authority to execute all documents pertaining to the property (Tax Map Number 32B-1-69) gifted to the Town of Tappahannock.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

Mayor Gladding asked for any comments or questions.

There being none, the meeting was adjourned.


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk