

April 13, 2021

MINUTES OF THE BROOKNEAL TOWN COUNCIL

7:00 PM – The regular meeting of the Brookneal Town Council

Due to the Covid-19 pandemic, the municipal government of the Town of Brookneal met at the Brookneal Community Building, 261 Main Street, so that social distancing could be practiced properly, with the following members present:

James Nowlin, Mayor
Richard Adams, Vice Mayor
Barbara Laprade, Joseph David, Mark Wilkes, Cynthia Johnson, and Scott Fisher, Council Members
Russell Thurston, Town Manager
Bobbie Waller, Clerk/Treasurer
Mike Crews, Public Works Director
Richard Baldwin, Chief of Police

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA

Upon motion by Joseph David, seconded by Mark Wilkes, and unanimously carried, Council approved the agenda for the April 13, 2021 regular meeting of the Brookneal Town Council.

MINUTES

Upon motion by Joseph David seconded by Mark Wilkes, and unanimously carried, Council approved the minutes for the March 9, 2021 Physical Development Committee meeting and Town Council meeting.

TREASURER’S REPORT

Mayor Nowlin asked that the April 2021 treasurer’s report be filed for audit.

PRESENTATION AND APPROVAL OF INVOICES

Be it resolved that motion was made by Richard Adams, seconded by Mark Wilkes and unanimously carried, authorizing the payment of the invoices for the period of March 10, 2021 to April 13, 2021 in the amount of \$76,492.03.

PUBLIC COMMENT

No one appeared before Council during public comment.

POLICE REPORT

Police Chief Richard Baldwin presented the police report for March 2021. He said of the 66 calls for service, 65 were answered by the Brookneal Police Department and 1 by the Campbell County Sheriff's office.

PUBLIC WORKS REPORT

Public Works Director Mike Crews said that the new trash cans have started arriving; a shipment was received on 3/31/21 and the rest of the cans will be here tomorrow, 4/14/21. He said they hope to get them distributed fairly quickly.

He said the Dixie Softball opening ceremonies is on April 17, 2021. Mr. Crews said that 2 individuals have taken over the trailer park in town; they are currently remodeling and working on the mobile home park.

TOWN MANAGER REPORT

Town Manager Russell Thurston said that he is still exploring reimbursement options for the flood damage at the wastewater facilities that was not covered by insurance. He said he is still planning to start distributing the trash cans the beginning of May. He said some assembly is required for the cans, and they are working on a faster way to get those assembled quickly. He said that he is working on the landscaping project at the community building; the physical development committee took a field trip to a local nursery and purchased a lot of trees and plants for the project. He said he has already planted some items.

Mr. Thurston said that the Council authorized a new heating and cooling system for the Town Office. He said that system was installed last week for about \$10,000 less than what was allocated for that project.

FY22 BUDGET PRESENTATION

Mr. Thurston presented a balanced budget for the general fund (\$691,175.30) and the utility fund (\$481,845.97) for FY22. Some key points he highlighted:

- The FY22 general fund budget is only an increase of 1.5% in comparison to our current year's budget.
- No proposed increases in real estate, personal property and motor vehicle taxes.
- Cost of living increase of 2% for town employees.
- The FY22 utility fund budget is less than 1% higher than the current budget.

RECOMMENDATION TO ADVERTISE FOR PUBLIC HEARING FOR THE FY21/22 BUDGET

Upon motion by Richard Adams, seconded by Joseph David, and unanimously carried, the Council voted to advertise for a public hearing the proposed fiscal year budget for 2021/2022 for the General Fund and Utility Fund at the regular meeting of the Town Council on May 11, 2021.

REQUEST FOR TRANSFERS OF APPROPRIATION

Upon motion by Richard Adams, seconded by Joseph David, and unanimously carried, the Council approved the following transfers of appropriation.

REQUEST FOR TRANSFERS OF APPROPRIATION

To: Brookneal Town Council

Date: April 13, 2021

The following **Appropriation Transfers** are requested for **FY2021**:

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Town Council--Other--01-1101-5801	\$1,400.00	\$ 8,100.00	\$ 323.75
<u>Category---Revenue</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$1,400.00	\$ 25,845.93	\$ 25,845.93

To cover the cost of Town Council/Other expenses that went over budget for FY21. Election expenses of \$1951.32 from Campbell County caused this account to go over budget.

<u>Category--Revenue</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Fire Fund Grant—01-2404-1100	\$ 5,000.00	\$15,000.00	N/A
<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Fire Dept. Oper. Expense—01-3202-5604	\$ 5,000.00	\$15,000.00	\$ 0.00

To adjust for the increase in the Fire Fund Grant from the state of Virginia. They increased the grant from \$10,000.00 to \$15,000.00. This grant merely passes through the Town of Brookneal to the Fire Dept.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Legal and Professional--01-1204-3002	\$1,000.00	\$ 4,451.00	\$ 852.00

<u>Category---Revenue</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$1,000.00	\$24,845.93	\$ 25,845.93

To cover the cost of legal expenses for collection of real estate taxes. These costs will be reimbursed once delinquent real estate taxes are collected.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Property Insurance--01-1229-5310	\$ 879.12	\$23,179.12	\$ 0.00

<u>Category---Revenue</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 879.12	\$23,966.81	\$ 23,966.81

To cover the cost of property insurance with Virginia Risk Sharing Association that went over budget for FY21.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Sanitation—Replace Vehicle--01-4203-5412	\$10,485.00	\$ 10,485.00	\$ 2,330.00

<u>Category---Revenue</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$10,485.00	\$ 15,000.93	\$15,000.93

To cover the cost of monthly installments on the sanitation vehicle from 10/16/20 through June 2020. These monthly installments were not included in the FY21 budget. Council voted in March to pay off this loan as soon as possible (which is being worked on), and they voted in February 2021 to allocate \$20,000 of CARE Act funds to help in paying off the sanitation vehicle.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Heating Service---01-4302-51021	\$ 658.92	\$ 5,658.92	\$ 0.00

<u>Category---Revenue</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 658.92	\$ 14,342.01	\$ 14,342.01

To cover the cost of heating expenses that went over budget for FY21.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
General Property Repair---01-4302-5407	\$1,500.00	\$ 11,000.00	\$ 648.38

<u>Category---Revenue</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$1,500.00	\$ 12,842.01	\$ 12,842.01

To cover the cost of general property repair that have went over budget for FY21.

Respectfully requested by:

Treasurer

Date

COMMITTEE RECOMMENDATIONS

There were no committee recommendations.

ITEMS FROM TOWN COUNCIL

Councilperson Wilkes said that he wants his committee to look at the trash situation in Brookneal. He said that Brookneal really needs to be cleaned up, and he wants to start an initiative called "Operation Clean Up Brookneal" to do this. He said he is going to start in his neighborhood and then move to other areas from there. Mr. Thurston noted that the Town does need help with this. Ms. Waller suggested getting one person on each street to take the initiative to clean up their street. Mr. Wilkes suggested having a meeting with the physical development committee to discuss what exactly they want to do and how they want to do it.

ADJOURNMENT

Upon motion by Mark Wilkes, seconded by Cynthia Johnson, and unanimously carried, Mayor Nowlin announced that the April 13, 2021 Council meeting was adjourned.

Bobbie A. Waller
Clerk/Treasurer

James Nowlin
Mayor