

April 12, 2022

MINUTES OF THE BROOKNEAL TOWN COUNCIL

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

The municipal government of the Town of Brookneal met with the following members present:

Richard Adams, Mayor

Mark Wilkes, Vice Mayor

Barbara Laprade, Joseph David, Cynthia Johnson, Scott Fisher and Conner Francis, Council Members

Bobbie Waller, Clerk/Treasurer

Russell Thurston, Town Manager

Mike Crews, Public Works Director

Richard Baldwin, Chief of Police

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA

Upon motion by Mark Wilkes, seconded by Joseph David, and unanimously carried, Council approved the agenda for the April 12, 2022, regular meeting of the Brookneal Town Council.

MINUTES

Upon motion by Mark Wilkes seconded by Joseph David, and unanimously carried, Council approved the minutes for the March 8, 2022, Town Council meeting.

TREASURER'S REPORT

Mayor Adams asked that the April 2022 treasurer's report be filed for audit.

PRESENTATION AND APPROVAL OF INVOICES

Be it resolved that motion was made by Mark Wilkes, seconded by Barbara Laprade, and unanimously carried, authorizing the payment of the invoices for the period of March 9, 2022 through April 12, 2022, in the amount of \$25,007.65.

PUBLIC COMMENT

John Vincent, of 205 Cook Avenue, told Council members that he has acquired some property on Church Street from Patrick Henry Family Services. He has worked on the property to rid it of

the kudzu vines. He said his intentions for the property are to open it up to the community for garden space at no charge; he said it is too much space for his own personal garden. He told the Council to spread the word about the available garden space; he said he had all the tools needed and he has some plants. He also told the Council about the blessing box that is on the property as well.

POLICE REPORT

Police Chief Richard Baldwin presented the police report for March 2022. He said of the 170 calls for service, 143 were answered by the Brookneal police department and 27 by the Campbell County Sheriff's office. He said the striped bass tournament in Brookneal is coming up and will be April 22, 2022 through April 24, 2022.

PUBLIC WORKS REPORT

Public Works Director Mike Crews said the dixie boys; and girls' programs are in full swing. He said that the Dixie Girls had a huge turnout this year. He said that the 2020 trash truck has been in the repair shop for almost 2 months waiting on a part. He said the 2010 trash truck broke down yesterday also; however, he said it should be back on the road tomorrow morning.

TOWN MANAGER REPORT

Town Manager Russell Thurston told the Council that Mr. and Mrs. Art Pursel from the Drugstore Grill have started a farmer's market in the Town of Brookneal; he thanked Mr. Pursel for doing this. Mr. Thurston read a certificate of recognition that he has put together for Mr. Gary Christie who is retiring from the Central Planning District Commission in April 2022. Council members had expressed a desire at the March Council meeting to do something for Mr. Christie for his retirement.

Mr. Thurston said that he has talked with an architect/designer out of Lynchburg about some improvements that the Town would like to make to parks and recreation with the funds from the American Rescue Plan Act (ARPA). Mr. Thurston mentioned possibly doing something like a pavilion with picnic tables at the Staunton River on some land that the Town owns near the boat landing. He asked if Council liked this idea, which they did. Chief Baldwin mentioned being sure there is adequate lighting at any project that is done in the area. Councilperson Francis said that the more the Town invests in the boat landing area, the more it would be incredibly beneficial to the Town. He said people are more eager since the pandemic to go outside and engage in nature. Mr. Thurston said that he has been talking with the ladies in the Campbell County Economic Development office, and there are grant funds available for recreation and river projects. He said that money could be used with ARPA money to do some really nice projects.

FY23 BUDGET PRESENTATION

Town Manager Russell Thurston presented the 2022/2023 proposed budget information as follows:

- The general fund balanced budget with projected revenues and expenditures of \$848,896.70.
- The utility fund (water and sewer services) balanced budget has projected revenues and expenditures of \$493,820.37.
- The general fund budget includes a 1.5% increase in the meals tax as well as the implementation of a cigarette tax of \$0.27 per pack.
- A 2% cost of living base pay increase is in the budget for Town employees.
- \$44,000 of ARPA funds in the general fund and \$11,000 in the utility fund as a temporary wage supplement for Town employees
- The general fund includes a contingency fund of \$30,109.27, a health insurance reserve fund of \$5,000, a vehicle replacement fund of \$5,000 for public works and a \$5,000 vehicle replacement fund for the police department.

He noted that in the prior budget year, there was no vehicle replacement fund or health insurance reserve fund, and the contingency fund for last year was only 0.08% of the total budget.

RECOMMENDATION TO ADVERTISE PUBLIC HEARING FOR THE FY22/23 BUDGET

Upon motion by Barbara Laprade, seconded by Conner Francis, and unanimously carried, the Council voted to advertise for a public hearing for the proposed fiscal year budget 2022/2023 for the general fund and the utility fund at the regular meeting of the Town Council on May 10, 2022 at 7 p.m.

RECOMMENDATION TO ADVERTISE PUBLIC HEARING FOR THE CIGARETTE TAX

Upon motion by Barbara Laprade, seconded by Mark Wilkes, and unanimously carried, the Council voted to advertise for a public hearing for the proposed \$0.27 per pack cigarette tax ordinance at the regular meeting of the Town Council on May 10, 2022 at 7 p.m.

RECOMMENDATION TO ADVERTISE PUBLIC HEARING FOR THE MEALS TAX INCREASE FROM 5% TO 6.5%

Upon motion by Barbara Laprade, seconded by Cynthia Johnson, and unanimously carried, the Council voted to advertise for a public hearing for the proposed meals tax increase of 1.5% at the regular meeting of the Town Council on May 10, 2022 at 7 p.m.

APPROVAL OF A CEMETERY DEED TRANSFER OF 5 GRAVES FROM MICHAEL CARWILE TO DALE RUTLEDGE

Upon motion by Conner Francis, seconded by Barbara Laprade, and unanimously carried, the Council approved the cemetery deed transfer of 5 graves in the Wickliffe Cemetery from Michael Carwile to Dale Rutledge.

RESOLUTION TO RENEW THE MUTUAL AID AGREEMENT FOR THE PERIOD 5/1/22 THROUGH 4/30/27

Upon motion by Barbara Laprade, seconded by Joseph David, and unanimously carried, the Council voted to adopt the following resolution to renew the mutual aid agreement for the period of 5/1/22 through 4/30/27.

A roll call vote was taken as follows:

Ms. Laprade	Aye
Ms. Johnson	Aye
Mr. Fisher	Aye
Mr. Wilkes	Aye
Mr. David	Aye
Mr. Francis	Aye
Mayor Adams	Aye

RESOLUTION

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional corporation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, by resolution adopted on August 13th, 2002, Town Council authorized the Town of Brookneal to enter into a written mutual aid agreement (last updated August 1, 2009), with the Amherst County Sheriff's Department, Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the City of Lynchburg, the Town of Altavista, the Town of Amherst, and the City of Bedford; and,

WHEREAS, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Brookneal Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the City of Lynchburg, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Altavista, the Town of Amherst, the City of Bedford and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and

auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Brookneal.

BE IT FURTHER RESOLVED the Brookneal Town Council hereby approves the Town’s participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the town.

Adopted: Certified: _____ Date: _____
 Clerk of the Council

REQUEST FOR TRANSFERS OF APPOPRIATION

Upon motion by Mark Wilkes, seconded by Joseph David, and unanimously carried, the Council voted to approve the following transfers of appropriation.

REQUEST FOR TRANSFERS OF APPROPRIATION

To: Brookneal Town Council

Date: April 12, 2022

The following **Appropriation Transfers** are requested for **FY2022**:

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Rec/Cashier Salary—01-1203-1001	\$ 400.00	\$ 3,891.00	\$ 856.59
<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Rec/Cashier SS/Med—01-1203-2001	\$ 35.00	\$ 302.00	\$ 69.91
<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Office Supplies—01-1227-5401	\$ 435.00	\$ 7,039.00	\$ 3,068.70

To account for increase to Receptionist/Cashier salary and medical and social security due to the increase in the minimum wage to \$11.00/hour on January 1, 2022

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Legal & Professional—01-1204-3002	\$ 2,000.00	\$ 6,021.00	\$ 0.00
<u>Category---Revenue</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>

Misc. Revenue—01-1899-1300	\$ 2,000.00	\$12,149.00	\$ N/A
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To cover legal fees for real estate and personal property collections.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Information Technology—01-1227-5403	\$ 500.00	\$ 4,826.00	\$ 330.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Gen. Property-Rep & Maint.—01-4302-5407	\$ 500.00	\$ 4,255.00	\$ 3,112.15

To cover Town website maintenance.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Postal Services—01-1228-5201	\$ 265.26	\$ 2,265.26	\$ 200.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 265.26	\$ 472.14	\$ 472.14

To cover the VRS local disability program line item which has gone over budget.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Insurance--Gen. Liability —01-1229-5308	\$ 164.48	\$ 4,731.48	\$ 0.00

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Insurance—Auto—01-1229-5309	\$ 97.92	\$ 2,838.92	\$ 0.00

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Insurance—Property—01-1229-5310	\$ 1,685.68	\$24,685.68	\$ 0.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 472.14	\$ 0.00	\$ 0.00

<u>Category---Revenue</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
B/L Retail Sales—01-1203-0200	\$ 1,475.94	\$41,475.94	\$ N/A

To cover the increases in insurances that went over budget for FY22

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Sanitation—Worker’s Comp--01-4203-2011	\$ 502.00	\$ 2,369.00	\$ 0.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
General Property Repairs—01-4302-5407	\$ 502.00	\$ 3,753.00	\$ 2,610.15

To cover the worker’s compensation insurance in sanitation that went over budget for FY22.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Sanitation—Repairs & Maint.--01-4203-5407	\$ 500.00	\$ 8,897.00	\$ 165.60

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Sanitation--Fuel—01-4302-5409	\$ 2,000.00	\$ 8,500.00	\$ 1,645.16

<u>Category---Revenue</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
B/L Retail Sales—01-1203-0200	\$ 2,500.00	\$43,975.94	\$ N/A

To cover the fuel and repairs for the sanitation truck that have gone over budget for FY22.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Heating Service---01-4302-5102	\$ 1,113.92	\$ 4,697.14	\$ 0.00

<u>Category---Revenue</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
B/L Retail Sales—01-1203-0200	\$ 1,113.92	\$45,089.86	\$ N/A

To cover heating service fill up.

Respectfully requested by:

Treasurer

Date

COMMITTEE RECOMMENDATIONS

Vice Mayor Mark Wilkes suggested having the finance and personnel committee meet with Mr. Thurston and Mr. Crews to look at ways for the Town to get prepared for the retirement of Mr. Crews in the next couple of years and also the maintenance department personnel in general.

Vice Mayor Wilkes also said that he would like the physical development committee to meet soon in regards to the chicken issue and a couple of other issues in the Town.

ITEMS FROM TOWN COUNCIL

Councilperson David made a suggestion of removing the town dumpsters behind the Town maintenance department. He asked if someone could see how much money that would save the Town in manpower and fuel, and how much of an inconvenience to people it would be to remove those dumpsters. He said that it is an eyesore right in the center of our community.

ADJOURNMENT

Upon motion by Mark Wilkes, seconded by Conner Francis, and unanimously carried, Mayor Adams announced that the April 12, 2022, Council meeting was adjourned.

Bobbie A. Waller
Clerk/Treasurer

Richard Adams
Mayor