

## September 12, 2023 Council Meeting Minutes

This meeting was available on Zoom.

Mayor McPhaul asked everyone to rise for the Pledge of Allegiance.

Councilman T. Jones led the prayer.

Mayor McPhaul called the meeting to order at 6:32 p.m. with four members of Council present, Councilman K. Jones was absent. Town Attorney Richard Matthews was also present.

### **Adopt Agenda:**

Mayor McPhaul advised she wanted to move the Departmental Report for Police to Presenter A and then have Nick Sheffield as Presenter B, as Sheriff Giles has a prior commitment and needs to leave early. On a motion by Council President Cox, seconded by Councilman Bernstorff and carried the agenda was approved as amended.

### **Presenters:**

- A. **Police** – Sheriff Giles went over the August stats report. Sheriff Giles advised he has a few individuals completing community service hours currently.
- B. **Nick Sheffield – Public Safety** – Mayor McPhaul stated she had asked Mr. Sheffield if he would come and speak to Council and the citizens about emergency preparedness and asked in what way the Town could help. Mr. Sheffield brought sign up forms for the Code Red alert system as well as Emergency Supply kit lists. He also advised that as the county is prone to flooding in certain areas everyone needs to have a plan themselves if they are unable to make it to the high school, as that is the designated county shelter. Mr. Sheffield spoke on the ways the Town can aid in the efforts with the help of Public Works, Administration, and alerting and public communication.

### **Citizen's Wishing to Appear:**

- A. **Dr. Phillis Tolliver** – On October 31, 2023 at 5:30 pm JAM Community Center has partnered with SCYMAC and Save a Seed to host Trunk or Treat. Dr. Tolliver also mentioned that Toys for Tots has begun for this year. Dr. Tolliver also advised that a vision of hers has finally become a reality with the establishment of 2 soccer teams, the Waverly Wolverines (4-5 year olds) and the Waverly Werewolves (6-7 year olds). There is a combined team with Surry for 10-11 year olds. All games will be played at Nike Park in Smithfield.

### **Clerk's Report:**

- A. **Reading/Approval of August 8, 2023 Public Hearing Meeting Minutes** – On a motion by Council President Cox, seconded by Councilman T. Jones and carried the reading of the August 8, 2023 meeting minutes were dispensed with as they are a matter of public record and previously provided to Council and were approved as presented.

### **Treasurer's Report:**

- A. **Treasurer's Report** – Amanda Morman gave a brief update on the status of the general operating fund as of September 1, 2023. Mrs. Morman thanked Nick for all his efforts in getting information to her for the AED. Council President Cox noted the invested Water Sale money made over \$9,000 in interest last month. On a motion by Councilman Bernstorff, seconded by Council President Cox and carried the Treasurer's Report was accepted as presented.

- B. **Bills Paid and Presented for Payment** – On a motion by Councilman Bernstorf, seconded by Council President Cox and carried the Bills Paid and Presented for Payment were approved as presented.

**Sussex Service Authority Report:**

No one was present to give a report. However, Mayor McPhaul did advise that there was a raw sewage issue on Graydon Circle that prompted visits from the police, health department, public safety, and even news reporter Wayne Covil. Mayor McPhaul advised that the SSA Board instructed the Executive Director to get the problem fixed. As of the Council meeting the problem had not been resolved.

**Planning Commission Report:**

Secretary, Yvonne Williams advised the Commission had a meeting on September 7, 2023, Mr. Copeland was present and gave some updates on recent items. Ms. Williams advised they are currently working on a policy for Commercial and Industrial Uses to be heard in October. There are plans for a public hearing in November.

**Zoning Administrator:**

Mayor McPhaul advised Mr. Copeland continues to stay busy with junk, trash and debris and grass violations. Mayor McPhaul noted she was shocked to see the building at 123 New St. being demolished as this has been a long time coming through Mr. Copeland's efforts.

**Mayor's Report:**

Mayor McPhaul advised she had her third Rural Leadership Conference session last week in St. Paul, VA. St. Paul is a little smaller than Waverly and was a coal mining town and when the mines shut down it devastated the town. The Town has been able to bounce back and become a tourism destination town.

**Departmental Reports:**

- C. **Police** – heard as Presenter A.
- D. **Public Works** – Council President Cox advised Public Works continues to stay busy mowing grass. Mayor McPhaul advised that Public Works has been working to clean up the property at 626 W. Main St. once the electricity has been disconnected Public Works will then demolish the house. Mayor McPhaul also advised Public Works is taking down a house on New St. and are working on the Museum property.

**Standing Committee Reports:**

- A. **Health & Safety** – Councilman T. Jones thanked Mrs. Morman for all her hard work applying for the grant to be able to acquire an AED machine for Town Hall. He also had a handout he ordered for recognizing symptoms of a stroke and how to react, additional handout copies will be available soon. Mayor McPhaul also brought attention back to "Know Your Numbers" especially since the holidays are approaching and how we can partner with Waverly Medical Center.
- B. **Finance** – Councilman Bernstorf encouraged anyone with outstanding tax balances to get those paid.
- C. **Memorial/Beautification** – Councilwoman Norris congratulated the pool on their successful grand opening. Councilwoman Norris also presented an earlier idea she had where individuals or groups adopt a pole and decorate for the occasion and there would be placement winners. Councilwoman Norris stated she would hope to get this concept started for Halloween.
- D. **Public Property** – Council President Cox advised that currently McDonalds is the hold up on a previously mentioned proposed crosswalk by VDOT, as each land

owner would have to give about 100 sq. ft of easement in order for this to happen. Council President Cox also mentioned a new contact with Norfolk Southern has been emailed in regards to the drainage and crossing issues we currently have within the Town.

- E. **Streets** – Councilman K. Jones was not present, but Council President Cox went over Councilman K. Jones’ report. It was noted there are a few spots that need repair due to recent water leaks, the railroad crossings are acceptable, there was an electrical pole replaced due to an accident and a street sign has been replaced due to an accident as well.

#### **Old Business:**

- A. **AED Quote** – It was advised the Town was awarded a \$2,000 grant towards the purchase of an AED unit for Town Hall. This leaves the Town only responsible for \$181.37 of the total cost of the machine.
- B. **USDA – Rural Business Development Grant** – Mayor McPhaul stated this is \$150,000 that the Town can loan to individuals who wish to open a business in the Town or enhance an existing business. There are certain items that still need to be finalized before applicants can officially apply.
- C. **Carpenter Museum** – Mayor McPhaul advised things are progressing at the museum, public works has gotten the bathrooms cleaned up and the house is being cleaned out, then there are a few repairs that need to be completed.
- D. **Industrial Revitalization Fund Grant** – Mayor McPhaul stated all the contracts have been delivered to Mr. Sheldon and has been advised he has a few questions, but things are moving along.
- E. **Economic Development Authority (EDA)** – Mayor McPhaul advised there is no new update at this time.
- F. **Update to Town Code** – Mr. Matthews advised that his office staff did have to copy the full code and it will be sent to the new code company to start that process of updating the current outdated code book.

#### **New Business:**

- A. **Melody Inn Auction** – There was a brief discussion where Councilman Bernstorff made a motion, seconded by Councilman T. Jones, then subsequently withdrawn by Councilman Bernstorff as it was decided this needed to be discussed further in closed session.
- B. **Bow Hunting** – Council President Cox advised that he had been approached by a citizen about bow hunting on Town property and after quite a few conversations with landowners in the nearby affected areas there was more opposition than approval of the proposed hunting areas. Therefore, Council President Cox suggests that Council take no further action at the present time.
- C. **Angel Tree** – Mayor McPhaul advised we received a letter from Social Services regarding Angel Tree and thought it would be a good idea to have the Council members adopt an Angel and shop for them with a predetermined limit provided by the Town.

#### **Closed Session:**

Council President Cox moved that Council go into closed session at 7:35 p.m. under Section 2.2-3711(A)(1)(7) of the Code of Virginia to discuss legal matters and to include in this session the Council, Mayor and Town Attorney. This was seconded by Councilman T. Jones and carried on a roll call vote with four members of Council present and voting in the affirmative. Councilman K. Jones was absent.

**Rise and Certify Closed Session:**

Council rose from Closed Session at 8:00 p.m.

Council President Cox moved that Council certify the Closed Session under Section 2.2-3712(d) that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under this chapter and only such business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered in the meeting by the public body. This motion was seconded by Councilman Bernstorff and carried on a roll call vote with four members of Council being present and voting in the affirmative.

**Closed Session Report:**

On a motion by Council President Cox, seconded by Councilwoman Norris and carried authority was given for Mayor McPhaul to attend the upcoming auction and bid on the Melody Inn property with no specified spending limit.

As there was no further business to come before Council the meeting was adjourned at 8:03 p.m. on a motion by Councilwoman Norris, seconded by Council President Cox and carried.

  
Clerk of Council

  
Mayor