

January 9, 2024 Council Meeting Minutes

This meeting was available on Zoom.

Mayor McPhaul called the meeting to order at 6:27 p.m. with four members of Council present, K. Jones was absent. Town Attorney Richard Matthews participated by phone.

Adopt Agenda:

Mayor McPhaul advised she needed to amend the agenda to add item G. Ruritan Club Lights under 17. New Business. On a motion by Council President Cox, seconded by Councilwoman Norris and carried the agenda was approved as amended.

Presenters:

There were no presenters.

Citizen's Wishing to Appear:

There were no citizens wishing to appear.

Clerk's Report:

- A. **Reading/Approval of December 12, 2023 Public Hearing & Council Meeting Minutes** – On a motion by Councilman T. Jones, seconded by Councilman Bernstorf and carried the reading of the December 12, 2023 public hearing and 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 was absent due the threat of bad weather. On a motion by Councilman Bernstorf, 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:

There was no Sussex Service Authority Report.

Planning Commission Report:

There was no Planning Commission Report.

Zoning Administrator:

There was no Zoning Administrator Report.

Mayor's Report:

Mayor McPhaul advised planning had started for the 2nd annual Miss Sussex County Pageant scheduled for March 23, 2024.

Departmental Reports:

- A. **Police** – There was no report from the Sheriff's Department.
- B. **Public Works** – Mayor McPhaul stated that Mr. H. Jones' surgery is scheduled for January 22, 2024, he expects to be out of work for 4 – 6 weeks. There has been a list compiled to keep Public Works active in his absence.

Standing Committee Reports:

- A. **Health & Safety** – Councilman T. Jones advised he had no report.
- B. **Finance** – Councilman Bernstorf advised he had no report.
- C. **Memorial/Beautification** – Councilwoman Norris advised she had a list of upcoming pole contest dates throughout 2024. Mayor McPhaul added that flag banners for Valentine’s Day have been ordered and expected to arrive around the first of February.
- D. **Public Property** – Council President Cox advised that the Town is helping the Sheriff with getting a semi-permanent gun range set up at the airport property. This comes as the previous location near the animal shelter is unavailable and the county is prolonging the proposed gun range from Mr. Godfrey. Council President Cox advised there was a film crew at the Railroad crossing last week, the segment should air sometime this week. They also discussed the flooding issues on New St. as well.
- E. **Streets** – Councilman K. Jones was absent, but provided a handout.

Old Business:

- A. **USDA – Rural Business Development Grant** – Mayor McPhaul advised a portion of the funds have been deposited in our account. This is a \$150,000 grant to the Town where new business owners can apply for up to \$20,000 to start a business within the Town limits. Payment terms would be at 2% interest. This will be advertised in the coming weeks and could be available for disbursement by mid-February.
- B. **Community Block Loan Grant** – Mayor McPhaul advised this grant is open to anyone that wishes to open a new or expanding an existing business within the downtown area of Town on the first floor. Applicants will have to complete an 8 week program designed towards operating a successful business. In the end the participants will present their plan and the most viable business owner will be awarded funding.
- C. **Update to Town Code** – Mr. Matthews advised the draft continues to be worked on.
- D. **Industrial Revitalization Fund Grant** – Mayor McPhaul advised Mr. Sheldon has all the final paperwork in hand.
- E. **Economic Development Authority (EDA)** – No new update at this time.

New Business:

- A. **Planning Commission Re-appointments** – Mayor McPhaul asked the Clerk to explain this item. Mrs. Sims stated that currently all five of the Planning Commission member’s terms expire on 06/30/2025. It was recently suggested by the Chairman to have the terms adjusted and stagger them so everyone doesn’t need to be reappointed at the same time.
- B. **Jeff Sadler Proposals** – Mayor McPhaul advised there are two proposals. The first proposal is a renewal to the current monthly contract. The second proposal is to administer the grant awarded for the financial feasibility study of the Cherry’s building, this study will provide an engineering, structural and asbestos findings of the property. On a motion by Council President Cox, seconded by Councilman Bernstorf and carried the two proposals were approved as presented.
- C. **White & Company Proposal** – Mayor McPhaul presented a proposal to have the roof replaced, two levels of shelving built, and have a mini split heat system installed in the old jail. It was confirmed this would be paid for through ARPA funding. On a motion by Councilman Bernstorf, seconded by Council President Cox and carried the proposal for the old jail was approved as presented.
- D. **Schultz Lawscapes Proposal** – Mayor McPhaul advised this proposal is to landscape 126 New St. currently owned by Mr. R. Turner. It was agreed that Mr. Turner would turn the property over to the Town to maintain. It was confirmed that this would be

an ARPA expense. On a motion by Council President Cox, seconded by Councilman T. Jones and carried Schultz's proposal was approved.

- E. **LibertyOVE Trails** - Mayor McPhaul explained Mr. Murray's intended use of the diagram presented where Mr. Murray would like to cut trails on the fifteen acre property between the cemetery and the Museum. There was some discussion as well as some concerns about where the trails would be located. It was decided to have Council meet with Mr. Murray on the property and explore the trail areas, then address further next month.
- F. **VA Main Street** - Mayor McPhaul explained the Town was invited to apply to participate in the Virginia Department of Housing and Community Development Exploring Main Street Program in order to apply for grants and have access to resources to revitalize the downtown area as it is designated historic. On a motion by Council President, seconded by Councilman Bernstorf and carried Council gave the authority for Mayor McPhaul to sign the resolution.
- G. **Ruritan Club Lights** - Mayor McPhaul advised a member from the Waverly Ruritan Club has been in contact in regards to helping fund updated lighting at the ball field. Councilwoman Norris helped explain how heat affects the lighting at times during ball games during the evenings. It was confirmed this funding would come from ARPA funding. On a motion by Council President Cox, seconded by Councilman T. Jones and carried it was approved to give the Ruritan's \$6105 towards the cost of replacing the lighting at the Waverly Ballfield.

Closed Session:

Council President Cox moved that Council go into Closed Session at 7:12 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 Mayor, Council, and Town Attorney. This was seconded by Councilman Bernstorf 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 7:37 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 Councilwoman Norris and carried on a roll call vote with four members of Council being present and voting in the affirmative. Councilman K. Jones was absent.

Closed Session Report:

On a motion by Council President Cox, seconded by Councilman Bernstorf and carried Council approved the hiring of Jameel Parker as a Full Time Public Works employee at a rate of \$18.00 per hour.

As there was no further business to come before Council the meeting was adjourned at 7:38 p.m. on a motion by Council President Cox, seconded by Councilman Bernstorf and carried.


Clerk of Council


Mayor