

April 9, 2024 Council Meeting Minutes

This meeting was not available on Zoom.

Council President Cox asked everyone to rise for the Pledge of Allegiance.

Councilman T. Jones led the prayer.

Council President Cox called the meeting to order at 6:30 p.m. with all members of Council present. Town Attorney Richard Matthews was also present. Mayor McPhaul was absent.

Adopt Agenda:

Council President Cox advised he needed to add under New Business 18. G. Melody Inn Discussion and 18. H. May Council Meeting Date Change. On a motion by Council President Cox, seconded by Councilman Bernstorf and carried the agenda was approved as amended.

Presenters:

There were no Presenters.

Citizen's Wishing to Appear:

- A. **Alfred Futrell** – Mr. Futrell came before Council to have them consider sponsoring one month of the year to fund lunches for about 30 Seniors at a cost averaging about \$10.00 per person. The seniors meet at the Wakefield Foundation every Wednesday and range in age from 63-96 years old. Councilman T. Jones stated the cost would be about \$1200.00 for the month sponsorship.

Clerk's Report:

- A. **Reading/Approval of March 12, 2024 Council Meeting Minutes** – On a motion by Councilman T. Jones, seconded by Councilman Bernstorf and carried the reading of the March 12, 2024 Council 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** – Mrs. Morman gave a brief update on the status of the general operating fund as of April 1, 2024. Mrs. Morman stated the auditors plan to present their finds at the May Council Meeting. Mrs. Morman stated the Budget Workshop held on April 2, 2024 was very successful. The Public Hearing for the FY 25 Budget is scheduled for May 1, 2024 at 6:00 p.m. it will be held at the Jessica A. Moore Community Center. Mrs. Morman noted delinquent and past due tax bill notices started being mailed on April 4th and should be completed by end of day on April 10th. On a motion by Councilman Bernstorf, seconded by Councilman K. Jones 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 Councilman K. Jones and carried the Bills Paid and Presented for Payment were approved as presented.

Sussex Service Authority Report:

Fitz McPhaul, Waverly Representative, was in attendance. Mr. McPhaul highlighted three main subjects first being Frank Irving's retirement and how the process to find a replacement has started and how they are working on the budget for the next fiscal year. The second item discussed was the ongoing line testing that is currently taking place to identify leaks in the sewer system. The third item discussed was how the

attorney for the Service Authority is working with DOC to determine what the rate increase will be as their rates have not been increased like the residential and commercial rates have been through the years. Council President Cox did bring the collection of trash to the attention of Mr. McPhaul and how the Service Authority has not been utilizing VAW for cut offs.

Planning Commission Report:

Chairman Bateman advised they met last week and reviewed changes to the site plan for Wawa and are recommending it for approval. Mr. Bateman advised the next meeting will be held on June 6th, he also advised they will not be having a meeting on July 4th and will update at a later date if there will be a meeting in July or not.

Zoning Administrator - Lee Copeland:

Council President Cox advised Mr. Copeland has been working closely with the Mayor and Administration on violations.

Economic Development Authority (EDA):

- A. **USDA - Rural Business Development Grant** - Council President Cox advised there was no update at this time.
- B. **Industrial Revitalization Fund Grant** - Council President Cox advised there was no update at this time.
- C. **Community Block Loan Grant** - Council President Cox advised there was no update at this time.

Mayor's Report:

Council President Cox advised Mayor McPhaul did not leave a report.

Departments Reports:

- A. **Police** - Sheriff Giles stated he has filled the fifth position on the Waverly Services Contract, with a knowledgeable and experienced female deputy. She will officially start on April 29th. Sheriff Giles also went over the March stats report.
- B. **Public Works** - Councilman K. Jones advised Public Works has been cutting grass, they put up the banners for the Cinco de Mayo event today and are in the process of replacing the planters at the Welcome to Waverly signs with fresh updated flowers. Councilman K. Jones also made note two additional Public Works employees have now been certified for Flagging.

Standing Committee Reports:

- A. **Health & Safety** - Councilman T. Jones advised Ms. Britton will be at the 5k to check vitals and will also have information on recognizing signs and symptoms of strokes and heart attacks.
- B. **Finance** - Councilman Bernstorf commended the Administrative team on their hard work getting the past due and delinquent tax bills out. Council President Cox also thanked everyone involved in getting the budget to balance.
- C. **Memorial/Beautification** - Councilwoman Norris stated Public Works did a great job landscaping around the signboard. She even asked if it would be possible to landscape at the flagpole on Hunter St and replace the flag there as well.
- D. **Public Property** - Council President Cox advised final approval was rendered yesterday on the ownership of the Melody Inn property. Council President Cox also noted the judge has approved the Mayor as being the Administrator the Gay property on Graydon Circle. Council President Cox noted Rawlings has been out and made a slight modification in the ductwork to have better airflow

in Detective Darden's Office. Council President Cox stated reps from VDOT and Norfolk Southern have been communicating in reference to the New St drainage issue. Council President Cox advised he had a walk through with Griffin Propane to get an estimate on having an on demand water heater installed as the current water heater is rusting out and hot water takes so long to distribute throughout the building. Lastly, Council President Cox stated there was a roof leak at Town Hall that was addressed with Row-Mic and has been resolved.

- E. **Streets** – Councilman K. Jones advised the Service Authority's contractor will be doing line testing where they are looking for leaks in the sewer system through April 15th. Councilman K. Jones advised there are some streets signs that need to be replaced. It appears Norfolk Southern may be getting ready to do some repairs to the railroad tracks as there are new railroad ties being dropped along the side of the tracks.

Old Business:

- A. **Planning Commission Re-appointments** – Council President Cox advised no new update at this time.
- B. **BZA Appointment** – Council President Cox advised no new update at this time.
- C. **James River Equipment Quote** – Council President Cox advised that situation has been resolved.
- D. **Restoration Bio-Products Matching Grant** – Council President Cox stated there was an agreement previously made where the Town agreed to pay \$10,000 towards the landscaping in front of Wood Fuel Developers. Since the Bio-products facility is getting closer to opening we are in need of getting the work completed and paid for.
- E. **Update to Town Code** – Attorney Matthews advised he has been in contact with the individual who has been designated to check every code section against the state code to be sure nothing oversteps. It was advised this process may take until November to be completed.

New Business:

- A. **Town Hall Camera Quote** – Council President Cox stated it has been recently discovered some of the security cameras currently installed at Town Hall have not been working properly. Our IT consultant Eric was contacted and a quote has been generated to upgrade the full system. This would be paid out of ARPA funds. On a motion by Council President Cox, seconded by Councilman K. Jones and carried the quote from Signal Engineering was approved as presented.
- B. **Animal Code Update** – Council President Cox advised Animal Control recently was speaking with the Mayor and it was brought to her attention that it seems the towns have different rules. So the Mayor contacted Wakefield for their ordinance in order try and adopt the same. It was noted there can be no action taken until May, but after some discussion it was determined there are some areas that need further clarification.
- C. **FY 25 Budget Publication Approval** – On a motion by Council President Cox, seconded by Councilwoman Norris and carried the proposed FY 25 Budget was approved for publication in the newspaper.
- D. **Purchase of 2 Police Vehicles** – Council President Cox presented a quote for two new fully equipped police vehicles, the only change we are making is we are going to pay cash for the vehicles as opposed to financing. On a motion by Council President Cox, seconded by Councilwoman Norris and carried it was approved to spend up to \$118,000 on two new fully equipped police vehicles.

- E. **Public Works Truck Purchase** – Council President Cox presented a quote from Strosnider Chevrolet for a 2016 Ford F-150 at \$29,975.30 to replace one of the older trucks in the fleet and to be paid out of ARPA funds. On a motion by Council President Cox, seconded by Councilman Bernstorf and carried the Strosnider Chevrolet quote was approved as presented.
- F. **Public Works Dump Truck Discussion** – Council President Cox initially stated this was just a discussion item but Council decided it was in the best interest to make a decision on the purchase as it can be hard to find a dump truck for sale. After a short discussion it was approved on a motion by Councilman T. Jones, seconded by Councilwoman Norris and carried to purchase the quoted 2020 Ford F-550 Super Duty from Strosnider Chevrolet up to \$62,000 from ARPA funds.
- G. **Melody Inn Discussion** – On a motion by Council President Cox, seconded by Councilman Bernstorf and carried it was approved to give the Mayor authority to open discussions on bids to sell the Melody Inn sign.
- H. **May Council Meeting Date Change** – Council President Cox mentioned that there is a schedule conflict that has been presented for May 14th and would like to ask Council for the authority to move the May Council Meeting to Wednesday, May 15th. On a motion by Councilman T. Jones, seconded by Councilman Bernstorf and carried it was approved to move the May Council date.

Closed Session:

Council President Cox moved that Council go into Closed Session at 7:32 p.m. under Section 2.2-3711(A) of the Code of Virginia to discuss legal matters and to include in this session Council and the Town Attorney. This motion was seconded by Councilman K. Jones and carried on a roll call vote with all members of Council present and voting in the affirmative.

Rise and Certify Closed Session:

Council Rose from Closed Session at 8:10 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 Bernstorf and carried on a roll call vote with all members of Council being present and voting in the affirmative.

Closed Session Report:

There was no business conducted in Closed Session.

As there was no further business to come before Council the meeting was recessed at 8:00 p.m. on a motion by Councilman Bernstorf, seconded by Councilman K. Jones and carried.


Clerk of Council


Council President