

March 12, 2024 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 all members of Council present. Town Attorney Richard Matthews was also present.

Adopt Agenda:

Mayor McPhaul advised she needed to add under New Business 18. D. Waverly Ruritan Scoreboard. On a motion by Council President Cox, seconded by Councilman K. Jones and carried the agenda was approved as amended.

Presenters:

There were no Presenters.

Citizen's Wishing to Appear:

There were no Citizen's Wishing to Appear.

Clerk's Report:

- A. **Reading/Approval of February 13, 2024 Council Meeting Minutes** - On a motion by Councilman K. Jones, seconded by Councilwoman Norris and carried the reading of the February 13, 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 March 1, 2024. Mrs. Morman stated the training with Edmunds has begun. Mrs. Morman advised Brown Edwards plans to present the final audit at the May Council Meeting. Mrs. Morman advised the Budget Workshop has been scheduled for Tuesday, March 26, 2024 at 6:00 p.m. at Town Hall. Mrs. Morman advised Admin staff and herself have started going over past due/delinquent tax accounts and will be sending final notices before sending to collections. On a motion by Councilman Bernstorf, seconded by Councilman T. 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 Councilwoman Norris 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 advised at their last monthly meeting Susan Seward was voted as Chairman, and Tom Baicy will be the Vice Chairman. Mr. McPhaul did advised that Mr. Frank Irving has decided to retire as the Executive Director and the SSA Board will be seeking qualified candidates to fill the vacancy. Mr. McPhaul advised their next meeting will be Monday, March 18, 2024 at 7:00 p.m. if anyone would like to attend and he plans to attend the monthly Council Meetings going forward.

Planning Commission Report:

Ms. Williams advised they had a meeting last week where they reviewed and discussed the plans for the Wawa. No business was conducted.

Zoning Administrator – Lee Copeland:

Mayor McPhaul advised she is having Mr. Copeland review an Animal Control Ordinance that Wakefield recently passed to determine if it would be a good fit to incorporate within the Town.

Economic Development Authority (EDA):

- A. **USDA – Rural Business Development Grant** – Mayor McPhaul advised there was no update at this time.
- B. **Industrial Revitalization Fund Grant** – Mayor McPhaul stated the brewery project is no longer going to be, but she has meet with a group about a distillery.
- C. **Community Block Loan Grant** – Mayor McPhaul advised this is the “Shark Tank” style grant. There have been 4 applicants at this time. Mayor McPhaul stated the group conducting the classes have decided to push back the start date in hopes of getting a few more program applications.

Mayor’s Report:

Mayor McPhaul reminded everyone the 5k is fast approaching and in order to secure a t-shirt registration forms need to be completed and turned in within the next few weeks. Mayor McPhaul stated the Miss Sussex County pageant on March 23, 2024 will be at the Wakefield Foundation this year there are fourteen participants ranging from 4-12 years old. The Miles B. Carpenter Museum will be hosting a Community Yard Sale from 9am – 1pm on April 20, 2024 with something for everyone. Mayor McPhaul stated Dr. Tolliver is hosting an Easter Egg Hunt from 1pm – 3pm on March 30, 2024. The Library is also have the Easter Bunny stop by on March 26, 2024 from 5pm – 7pm. Mayor McPhaul stated Public Works will be landscaping the area in front of the signboard.

Departments Reports:

- A. **Police** – No one was present from the Sheriff’s Department. Mayor McPhaul did make note of the increased State Police presence in the area.
- B. **Public Works** – Foreman Randy Ellis was present. Mayor McPhaul commended Randy and the entire Public Works staff for everything that has been done since Mr. H. Jones has been on medical leave. Mr. Ellis advised he plans to start the landscaping at the signboard tomorrow. Mayor McPhaul asked Randy to explain the current status of the backhoe and how it just isn’t dependable.

Standing Committee Reports:

- A. **Health & Safety** – Councilman T. Jones advised Ms. Britton will be at the 5k with a booth to take vitals of those interested, she will also be at future upcoming events as well. It was noted that Ms. Britton receives class credits for her community involvement. Ms. Britton was available via phone, she introduced herself and stated she works at the Virginia Department of Health as their Community Health Coordinator. She specifically works within the Crater Health district. Ms. Britton stated if the Town has a need or wants to conduct more health events or literacy training she could be available to assist.
- B. **Finance** – Councilman Bernstorf advised no report.
- C. **Memorial/Beautification** – Councilwoman Norris stated Public Works has done a great job cleaning up the cemetery and getting the flags swapped out. Councilwoman Norris also made note of the upcoming spring/Easter pole decorating contest.
- D. **Public Property** – Council President Cox advised he is waiting on Rawlings Mechanical for some clarification on adding some additional vents for heat and air in a few offices at Town Hall. Council President Cox made note of drainage issues within the Town after these recent hard rains. Council President Cox also

stated VDOT will clean the ditches especially if they know the trouble areas and you can report road problems at 1-800-FOR-ROAD.

- E. **Streets** – Councilman K. Jones advised Public Works has been cleaning the storm drains within the Town. The grass and dirt along the curbs have been cleaned up in order to allow the storm water to drain freely. Councilman K. Jones advised due to recent media coverage regarding the condition of the railroad tracks, repairs have taken place.

Old Business:

- A. **Planning Commission Re-appointments** – Mayor McPhaul advised no new update at this time.
- B. **BZA Appointment** – Mayor McPhaul advised she would like to have a conversation with Calvin Taylor to see if he may be interested in filling the vacancy left by Mr. Rutherford.
- C. **Enforcement of Existing Zoning Ordinances** – Mayor McPhaul updated and reminded everyone of the existing zoning ordinances that will start being enforced as of April 1, 2024.
- D. **Update to Town Code** – Mr. Matthews advised the Code is being reviewed by the legal department to be sure there is nothing that oversteps state codes.
- E. **LibertyOVE Trails** – Mayor McPhaul advised Public Works will start working on clearing the existing trails soon.

New Business:

- A. **S. Johnson Appeal** – Mayor McPhaul briefly explained to Council the situation as Ms. Johnson was not in attendance. Mayor McPhaul stated Ms. Johnson feels there hasn't been sufficient communication between herself and Mr. Copeland.
- B. **James River Equipment Quote** – Mayor McPhaul noted the quote Council received in their packet has been replaced and in turn saving the Town \$13,000. Mayor McPhaul advised the current quote is to have a bucket installed on the tractor as opposed to buying a new tractor with a bucket. On a motion by Councilwoman Norris, seconded by Council President Cox and carried the quote from James River Equipment for \$6707.43 was approved as presented using ARPA funds.
- C. **First Responders Event** – Mayor McPhaul explained someone on the BOS presented an idea to have a first responder's event in the county and to include fire, rescue and police. The plan has yet to be fully determined as it has been noted there needs to be one event at a centralized location for all county responders to be able to attend. The Chamber of Commerce would like to host an event at the Museum and open it to surrounding areas first responders. Mayor McPhaul advised the Chamber has asked for a donation of \$500.00 towards this event. On a motion by Council President Cox, seconded by Councilwoman Norris and carried it was approved to donate \$500.00 from our Parks and Recreation account to the Chamber of Commerce when the event date gets closer.
- D. **Waverly Ruritan Scoreboard** – Mayor McPhaul explained all the other sports fields in the Town have been updated and now the Ruritan's would appreciate a helping hand for their board. On a motion by Councilwoman Norris, seconded by Councilman T. Jones is was approved to spend \$5,750.00 with ARPA funds.

Closed Session:

Council President Cox moved that Council go into Closed Session at 7:23 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, SSA Waverly Rep. Fitz McPhaul and 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:

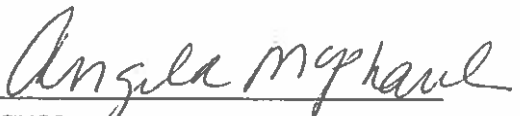
Council Rose from Closed Session at 7:59 p.m.

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 all members of Council being present and voting in the affirmative.

Closed Session Report:

As there was no further business to come before Council the meeting was adjourned at 8:00 p.m. on a motion by Council President Cox, seconded by Councilman Bernstorff and carried.


Clerk of Council


Mayor