

February 14, 2023

## **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:

Kenneth Jennings, Mayor

Mark Wilkes, Vice Mayor

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

Russell Thurston, Town Manager

Mike Crews, Public Works Director

Robert Kolich, Chief of Police

Absent: Scott Fisher, Council Member and Bobbie Waller, Clerk/Treasurer

### **INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG**

### **APPROVAL OF AGENDA**

Upon motion by Mark Wilkes, seconded by Conner Francis, and unanimously carried, Council approved the agenda for the February 14, 2023, regular meeting of the Brookneal Town Council.

### **MINUTES**

Upon motion by Mark Wilkes, seconded by Conner Francis, and unanimously carried, Council approved the minutes for the January 10, 2023 Town Council meeting and the January 17, 2023 Physical Development Committee meeting.

### **TREASURER'S REPORT**

Mayor Jennings asked that the February 2023 treasurer's report be filed for audit.

### **PRESENTATION AND APPROVAL OF INVOICES**

Be it resolved that motion was made by Conner Francis, seconded by Cynthia Johnson, and unanimously carried, authorizing the payment of the invoices for the period of January 11, 2023 through February 14, 2023, in the amount of \$42,620.48.

### **RESOLUTION FOR THE DIXIE GIRLS' SOFTBALL TEAM**

Town Manager Russell Thurston and Vice Mayor Mark Wilkes presented the following resolution to the Dixie Girls' Softball team.

**VIRGINIA STATE CHAMPIONS  
RESOLUTION OF CONGRATULATIONS  
BROOKNEAL DIXIE BELLES SOFTBALL TEAM**

**WHEREAS**, the Brookneal Dixie Girls Softball team finished the 2022 season with nine wins and only three losses in District, State, and World Series play, and

**WHEREAS**, this outstanding record resulted in the Brookneal Dixie Belles being crowned the back-to-back District 7 Champions and State Champions in 2021 and 2022, and

**WHEREAS**, this Championship victory was the second State Softball Championship in Brookneal Dixie Girls history, once again establishing the Brookneal Dixie Belles Softball team as a recognized leader in their sport, and

**WHEREAS**, the players have been under the leadership of Manager Thomas Short and his Coaches Jason Francis and Hannah Smith during the 2022 season and they have been the guiding force behind the development of a team strategy that made the team's offense and defense the best in the Commonwealth, and

**WHEREAS**, through the support of the Brookneal Dixie Softball organization, parents, friends and the Brookneal community, this team has been able to rise to the level of high achievement which is well earned and well deserved.

**NOW THEREFORE BE IT RESOLVED**, the Brookneal Town Council extends its sincere congratulations to the 2022 Brookneal Dixie Belles Softball Team for their accomplishments throughout the season and for being crowned the District 7 Champions, Commonwealth of Virginia State Champions, and their World Series Third Place finish.

**BE IT ALSO RESOLVED**, that the Brookneal Town Council is proud of how the Brookneal Dixie Belles Softball team represented our community during their journey to softball history by receiving the World Series Sportsmanship Award. May the memories of this experience remain with each player and serve as a foundation upon which many more victories both on and off the field may be achieved.

\_\_\_\_\_  
Kenneth Jennings, Mayor, Town of Brookneal

\_\_\_\_\_  
Date

**RESOLUTION FOR THE DIXIE BOYS' BASEBALL TEAM**

Town Manager Russell Thurston and Vice Mayor Mark Wilkes presented the following resolution to the Dixie Boys' Baseball team.

**VIRGINIA STATE CHAMPIONS**

**RESOLUTION OF CONGRATULATIONS  
BROOKNEAL DIXIE OZONE BASEBALL TEAM**

**WHEREAS**, the Brookneal Dixie Boys Ozone Baseball team finished the 2022 season with eight wins and only three losses in District, State and World Series play, and

**WHEREAS**, this outstanding record resulted in the Brookneal Dixie Ozone team being crowned the District 6 Division 2 Champions and State Champions in 2022, and

**WHEREAS**, this Championship victory was the first State Baseball Championship in Brookneal Dixie Ozone history establishing the Brookneal Dixie Ozone Baseball team as a recognized leader in their sport, and

**WHEREAS**, the Ozone team has been under the leadership of Manager Curt Mason and his Coaches Clif Mason and Sam Terry during the 2022 season; they have been the guiding force behind player development and game-day strategy making the team's offense and defense among the best in the Commonwealth, and

**WHEREAS**, through the support of the Brookneal Dixie Baseball organization, parents, friends and the Brookneal community, this team has been able to rise to the level of high achievement which is well earned and well deserved.

**NOW THEREFORE BE IT RESOLVED**, the Brookneal Town Council hereby extends its sincere congratulations to the 2022 Brookneal Dixie Ozone Team for their accomplishments throughout the season and for being crowned the District 6 Division 2 Champions, Commonwealth of Virginia State Champions, and World Series Contenders.

**BE IT ALSO RESOLVED**, that the Brookneal Town Council is proud of how the Brookneal Dixie Ozone team represented our community throughout their journey to baseball history. May the memories of this experience remain with each player and serve as a foundation upon which many more victories both on and off the field may be achieved.

\_\_\_\_\_  
Kenneth Jennings, Mayor, Town of Brookneal

\_\_\_\_\_  
Date

**THOMAS SHORT OF THE BROOKNEAL DIXIE GIRLS SOFTBALL PROGRAM**

Thomas Short said that he and Curt Mason, president of the Brookneal Dixie Boys, are looking into doing a joint project in Brookneal for the children. He said that the facilities in the Brookneal ballpark have seen massive upgrades over the last few years. He said that one thing that is missing is a place for the kids to go in the winter time to participate in some sort of athletic sport, preferably softball or baseball. He said that both leagues have come together with a plan to build an indoor facility down there. He said they have been to the bank and have gotten pre-approved for a loan for this; he said he wanted to bring this to the Town Council before they went further. He presented an aerial map of the ball park to the Council, and they have sketched in the area where they think the building should go. He said they feel like the area next to the girls' concession stand and behind the middle ball field is the best place for it to go. He said they are looking to purchase a pre-fab aluminum building with rough dimensions of 40 foot wide and 70 up to 90 foot long. He said they would use either a propane heater for heat or

2 diesel fuel shop heaters. He said the only thing the town might incur is electricity for a few LED lights. He said that the board of directors of the both Brookneal Dixie Girls and Boys voted unanimously to pursue this project. Mr. Short also said that this facility would fall under the insurance policy of the Dixie Girls and Boys.

Mayor Jennings asked that the matter be turned over to the Physical Development Committee for their review. Mr. Short said that he thought they would not be working on this project until late summer since he is now in the middle of ball season.

- **APPROVAL FOR THE DIXIE SOFTBALL AND BASEBALL PROGRAM TO CONSTRUCT BUILDING AT THE TOWN BALL PARK**

Upon motion by Cynthia Johnson, seconded by Conner Francis, and unanimously carried, the Council voted to allow the Dixie Boys and Girls Programs to proceed with the construction of the building for a batting cage at the ball park.

## **POLICE REPORT**

Robert Kolich, Chief of Police, presented the police report for January 2023. He said of the 118 calls for service, 106 were answered by the Brookneal Police Department and 12 by the Campbell County Sheriff's office.

## **PUBLIC WORKS REPORT**

Public Works Director Mike Crews presented a written report to the Town Council. Included in the report were the following items:

- Pot hole on Main Street has been repaired
- Applications for renewing the permits for the lagoons have been done and will be advertised in the Union Star for 2 weeks as required.
- He is working on the general permit registration statement for a potable water treatment plant.
- Public Works has installed roughly 15 more new water meters in the last month.
- Mowing equipment is being service in preparation for grass cutting season

## **TOWN MANAGER REPORT**

Town Manager Russell Thurston presented a written report to the Town Council. Included in the report were the following items:

- A \$25,000 grant was received to conduct a geological study to determine the best locations within the Town of Brookneal to drill underground wells to be used to supplement the Town's drinking water system
- Working with the new owners of the prior Staunton River Community church property who are planning to use the building for an auction house and perhaps other uses.

- Working with Barbara Laprade to develop a policy the Town can use to assist us with responding to/managing social media as it relates to Town business.
- Working on the legal corrective action process to try to improve the conditions of the property of 311 Virginia Avenue which has fallen into a state of disrepair.
- Created a meeting schedule for the budget process to begin
- He has attempted multiple times without success to meet with the Campbell County Economic Development Director to discuss county grant opportunities
- Continuing to work on architectural plans for the new playground are at the ballpark.

**REQUEST FOR TRANSFERS OF APPROPRIATION**

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

**REQUEST FOR TRANSFERS OF APPROPRIATION**

To: Brookneal Town Council

Date: February 14, 2023

The following **Appropriation Transfers** are requested for **FY2023**:

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Town Council/Other--01-1101-5801	\$ 3,000.00	\$ 9,700.00	\$ 0.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 3,000.00	\$32,029.00	\$ 32,029.00

To cover elections costs and donations to the Dixie Boys and Girls teams.

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<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Office Supplies--01-1227-5401	\$ 1,500.00	\$ 9,300.00	\$ 1,417.40

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 1,500.00	\$ 30,529.00	\$ 30,529.00

To cover the cost of cigarette stamps and copier upgrade.

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<u>Category--Revenue</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Police Grants—01-2404-0100	\$ 2,500.00	\$ 35,500.00	N/A

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Police Supplies—01-3101-5401	\$ 2,500.00	\$ 6,500.00	\$ 789.31

To cover police grant for supplies.

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<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Streets Fuel—01-4102-5409	\$ 1,000.00	\$ 4,000.00	\$ 785.91

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 1,000.00	\$29,529.00	\$ 29,529.00

To account for increasing fuel costs.

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<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Sanitation Repairs & Maint.—01-4203-5407	\$ 3,000.00	\$ 7,000.00	\$ 388.11

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Sanitation—Fuel—01-4203-5409	\$ 1,500.00	\$ 10,000.00	\$ 2,571.24

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 4,500.00	\$ 25,029.00	\$ 25,029.00

To cover the cost of cigarette stamps and copier upgrade.

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<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Heating Service—01-4302-5102	\$ 600.00	\$ 1,600.00	\$ 99.22

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund---01-8102-7010	\$ 600.00	\$ 24,429.00	\$ 24,429.00

To cover increasing costs of fuel oil.

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<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Recreation Vehicle Supplies—01-7104-5408	\$ 1,500.00	\$ 2,700.00	\$ 145.28

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund---01-8102-7010	\$ 1,500.00	\$ 22,929.00	\$ 22,929.00

To cover mower repairs that exceeded budget.

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<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Legal & Professional—01-1204-3002	\$ 13,780.00	\$ 15,780.00	\$ 145.28

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Recreation—Repairs&Maint—01-7104-5407	\$ 12,780.00	\$139,020.00	\$ 127,230.75

To re-allocate ARPA funds for park design under legal and professional services.

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<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Other—Misc. Revenue—01-1899-1300	\$ 1,000.00	\$ 2,800.00	N/A

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Legal & Professional—01-1204-3002	\$ 1,000.00	\$ 16,780.00	\$ 411.79

To account for attorney fees that were reimbursed by the sale of delinquent real estate.

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Treasurer

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Date

### **RECOMMENDATION FOR ACCEPTING SEALED BIDS ON THE POLICE DEPARTMENT'S CHEVROLET IMPALA**

Upon motion by Barbara Laprade, seconded by Joseph David, and unanimously carried, the Council voted to allow sealed bids to be accepted on the police department's Chevrolet Impala.

### **COUNCILPERSON FRANCIS' REMARKS CONCERNING CENTRA HEALTH**

Councilperson Francis informed the Council that Dr. Bill Jones of Brookneal Medical Center is retiring this year. He said Dr. Jones informed Centra Health of this over a year ago, and at this point Centra is not going to replace his position with either a new physician or a nurse practitioner. He said Dr. Jones is asking for help from this governing body to highlight this issue. Mr. Francis said this is a serious concern for individuals as well as businesses.

Mr. Francis said that he is making a motion to establish a select committee for the sole purpose of this Centra issue. The motion received a second from Joseph David and was unanimously carried. Mr. Francis asked the mayor to appoint a chairperson. Mayor Jennings said he would have that committee formed in the next week. He recommended Councilperson Francis to be the chairman. Upon motion by Joseph David, seconded by Cynthia Johnson, and unanimously carried, the Council voted for Councilperson Francis to be the chairperson of this committee.

## **COUNCILPERSON FRANCIS REMARKS CONCERNING A BROOKNEAL PATRIOT AWARD**

Councilperson Francis recommended a Brookneal patriot award in lieu of a resolution (which takes up a lot of staff time) for certain commendations. He suggested the Council draft a list of criteria for this award. Mayor Jennings asked Councilperson Francis to submit a list of criteria for the Council's review.

## **COMMITTEE RECOMMENDATIONS**

There were no committee recommendations.

## **ITEMS FROM TOWN COUNCIL**

Councilperson Johnson asked that the personnel committee look at the more maturing staff of the Town and the possible retirement of an employee.

Councilperson David said that the Council has talked about getting citizens on all the committees and getting their input. He said the Council has talked about organizing a planning commission. He had recommended Eddie Parks of Virginia Avenue last month. Councilperson Francis said that Mayor Jennings is going to ask for the Council's recommendations at the March meeting for these committee add-ons. Mr. Francis asked Mr. Thurston if there are any criteria that the Council should be aware of as far as appointments to the planning commission. Mr. Thurston noted that it is a very serious and important committee. He said it needs to be people that are impartial, objective and must be able to follow the law as it is written. He said the members need to be able to read the law and interpret the law and apply it clearly. He said land use issues are the number one litigated issues localities face. Mayor Jennings noted that this planning commission will also need to work closely with the Town attorney.

Councilperson Francis said the Brookneal Community Alliance is taking applications to join the Alliance. He said applications will be available through any Alliance member. He said March 13 is the kickoff meeting of the membership drive.

## **ADJOURNMENT**

Upon motion by Conner Francis, seconded by Joseph David, and unanimously carried, Mayor Jennings announced that the February 14, 2023, Council meeting was adjourned.

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Bobbie A. Waller  
Clerk/Treasurer

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Kenneth Jennings  
Mayor