

April 14, 2020

MINUTES OF THE BROOKNEAL TOWN COUNCIL

7:00 PM – The regular meeting of the Brookneal Town Council

Due to the Covid-19 pandemic, the municipal government of the Town of Brookneal met at the Brookneal Community Building, 261 Main Street, so that social distancing could be practiced properly, with the following members present:

James Nowlin, Mayor
Richard Adams, Vice Mayor
Barbara Laprade (came in at 7:12 p.m.), Mark Wilkes, Joseph David and Cynthia Johnson, Council Members
Russell Thurston, Town Manager
Bobbie Waller, Clerk/Treasurer
Mike Crews, Public Works Director
Richard Baldwin, Chief of Police
Absent: Phyllis Campbell, Council Member

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA

Upon motion by Mark Wilkes, seconded by Richard Adams, and unanimously carried, Council approved the agenda for the April 14, 2020, regular meeting of the Brookneal Town Council.

MINUTES

Upon motion by Mark Wilkes, seconded by Cynthia Johnson, and unanimously carried, Council approved the minutes for the March 10, 2020, Town Council meeting.

TREASURER’S REPORT

Mayor Nowlin asked that the April 2020 treasurer’s report be filed for audit.

PRESENTATION AND APPROVAL OF INVOICES

Be it resolved that motion was made by Joseph David, seconded by Mark Wilkes, and unanimously carried, authorizing the payment of the invoices for the period of March 11, 2020 to April 14, 2020 in the amount of \$16,465.13.

PUBLIC COMMENT

No one from the public was in attendance at the meeting.

POLICE REPORT

Police Chief Richard Baldwin presented the police report for March 2020. He said of the 66 calls for service last month, 64 were answered by the Brookneal Police Department and 2 by the Campbell County Sheriff's office.

PUBLIC WORKS REPORT

Public Works Director Mike Crews said that during the pandemic everything has been operating on schedule; trash is being collected and water and sewer operations are ongoing as usual.

TOWN MANAGER REPORT

Town Manager Russell Thurston said that work on the budget has continued since COVID-19; some meetings have been cancelled and done by conference call instead.

FY21 BUDGET PRESENTATION

Town Manager Russell Thurston presented the proposed FY21 budget. He said the general fund proposed revenue/expenses are balanced at \$679,889.00; this is only an increase of 3 tenths of 1 percent or .03% in comparison to the current FY20 budget. He outlined the following:

- No increases in real estate, personal property taxes or vehicle license fees are proposed.
- 4% increase in health insurance premiums. The Town will absorb the increase.
- Energy costs are expected to be lower in the upcoming year.
- Interest earnings on Town funds are increasing each year.
- There is a 2% cost of living pay increase in this budget for all town employees.

He said the utility fund proposed revenue/expenses are balanced at \$480,756.92; this budget is 2% higher than the current FY20 utility fund budget. He said there are no proposed increases in water or sewer rates for FY21.

RECOMMENDATION TO ADVERTISE PUBLIC HEARING FOR THE FY20/21 BUDGET

Upon motion by Richard Adams, seconded by Joseph David, and unanimously carried, the Council voted to advertise for a public hearing the proposed fiscal year budget 2020/2021 General Fund and Utility Fund at the regular meeting of the Town Council on May 12, 2020. Councilperson David seconded the motion with the exception that the public be allowed to

submit written questions to the office by mail or email in lieu of attending the public hearing if needed due to COVID-19 restrictions.

PROCLAMATION TO DECLARE A LOCAL EMERGENCY

Upon motion by Richard Adams, seconded by Cynthia Johnson, and unanimously carried, the Council voted to adopt the following proclamation. A verbal vote was taken as follows:

Ms. Laprade	Aye	Mayor Nowlin	Aye
Ms. Johnson	Aye	Mr. David	Aye
Mr. Adams	Aye	Mr. Wilkes	Aye

PROCLAMATION TO DECLARE A LOCAL EMERGENCY

WHEREAS, due to the outbreak of COVID-19 (Corona Virus), having a national, state, and local impact, the Town of Brookneal along with many localities throughout the Commonwealth of Virginia, is facing conditions of extreme peril to the lives, health and safety of residents which necessitates the proclamation of an emergency; and,

WHEREAS, Section 44-146.21 of the Code of Virginia provides for the declaration of a local emergency; and,

WHEREAS, The Town of Brookneal, operates in partnership with Campbell County and participates along with, and under the County of Campbell's approved Emergency Operations Plan:

(<http://www.campbellcountyva.gov/DocumentCenter/View/2399/Campbell-County-Emergency-Operations-Plan?bidId=>).

NOW THEREFORE, BE IT RESOLVED, that the Mayor and the Brookneal Town Council authorize this declaration of emergency.

BE IT FURTHER RESOLVED, that during the existence of this emergency the powers, functions, and duties of the Director of Emergency Services for the County of Campbell and other Town and County officers and employees having emergency responsibilities, shall be those prescribed by the PLAN and all applicable State and Federal law; and,

BE IT FURTHER RESOLVED, this Proclamation shall not be used as a tool to infringe upon the rights of the citizens and that Due Process under the law shall be upheld.

FINALLY, BE IT RESOLVED, that this proclamation is effective this date, and shall remain in effect until rescinded by the Town of Brookneal Governing Body as provided by law.

Adopted this day; April 14, 2020

Mayor, James Nowlin

Mrs. Bobbie Waller, Town Clerk

REQUEST FOR TRANSFERS OF APPROPRIATION

Upon motion by Mark Wilkes, seconded by Richard Adams, and unanimously carried, the Council voted to approve the following transfers of appropriation:

REQUEST FOR TRANSFERS OF APPROPRIATION

To: **Brookneal Town Council**

Date: **April 14, 2020**

The following **Appropriation Transfers** are requested for **FY2020**:

Category---Expense	INCREASE	New Total	Balance in Account
Police--Telecommunications—01-3101-5203	\$ 1,500.00	\$ 4,000.00	\$ 1,149.39
Category---Expense	DECREASE	New Total	Balance in Account
Police—Salaries--01-3101-1001	\$ 1,500.00	\$117,509.00	\$23,885.08

To cover costs of internet service for the police vehicles.

Category---Expense	INCREASE	New Total	Balance in Account
Property Insurance—01-1229-5310	\$ 251.64	\$ 22,251.64	\$ 0.00
Category---Expense	DECREASE	New Total	Balance in Account
Insurance—Gen. Liability--01-1229-5308	\$ 32.76	\$ 4,534.24	\$ 0.00
Category---Expense	DECREASE	New Total	Balance in Account
Insurance--Auto—01-1229-5309	\$ 20.44	\$ 2,720.56	\$ 0.00
Category---Expense	DECREASE	New Total	Balance in Account
Contingency Fund—01-8102-7010	\$ 198.44	\$ 6,320.88	\$ 6,320.88

To cover the cost of property insurance that went slightly over for FY20.

Category---Expense	INCREASE	New Total	Balance in Account
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Legal and Professional--01-1204-3002	\$ 106.60	\$ 3,700.00	\$ 593.40
Category---Expense	DECREASE	New Total	Balance in Account
Contingency Fund--01-8102-7010	\$ 106.60	\$ 6,214.28	\$ 6,214.28

To cover costs of legal expenses for FY20. The majority of this is from real estate tax collections and will be collected by the Town when the taxes are paid and/or properties sold.

Respectfully requested by:

Treasurer _____
Date

COMMITTEE RECOMMENDATIONS

Physical Development Committee Chairperson Mark Wilkes said that because of COVID-19, his committee did not meet tonight, but will plan to meet at 6:00 p.m. on May 12, 2020.

ITEMS FROM TOWN COUNCIL

Councilperson Laprade said she would like to see the brick on the community building cleaned or power washed.

ADJOURNMENT

Upon motion by Mark Wilkes, seconded by Richard Adams, and unanimously carried, Mayor Nowlin announced that the April 14, 2020 Council meeting was adjourned.

Bobbie A. Waller _____
Clerk/Treasurer James Nowlin
Mayor