

June 18, 2020

## MINUTES OF THE BROOKNEAL TOWN COUNCIL

### 4:00 PM – The special called meeting of the Brookneal Town Council in Council Chambers.

The municipal government of the Town of Brookneal met with the following members present:

James Nowlin, Mayor  
Richard Adams, Vice Mayor  
Mark Wilkes, Barbara Laprade, Joseph David and Cynthia Johnson (by phone), Council Members  
Russell Thurston, Town Manager  
Bobbie Waller, Clerk/Treasurer  
Mike Crews, Public Works Director  
Absent: Phyllis Campbell, Council Member

### INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG

### APPROVAL OF THE 2020 AMENDMENT TO THE MUTUAL AID AGREEMENT

Upon motion by Joseph David, seconded by Richard Adams, and unanimously carried, the Council approved the following 2020 amendment to the mutual aid agreement.

#### 2020 AMENDMENT TO MUTUAL AID AGREEMENT

This Amendment is made to the Mutual Aid Agreement dated May 1, 2017 and effective until April 30, 2022 (hereinafter the 2017 Agreement), the original of which is maintained in the Office of the Clerk of the Lynchburg City Council. It is agreed that the Sheriffs of the Counties of Appomattox, Bedford, and Campbell Counties who were elected in 2019, shall from the date of the signature of the Clerk of the Lynchburg City Council acknowledging and accepting custody of this Amendment, shall be parties to the 2017 Agreement. All other terms and conditions of the 2017 Agreement shall remain in full force and effect.

#### TOWN OF BROOKNEAL

The undersigned party hereby agrees to this 2020 Amendment to the Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson and Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham, and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
Town of Brookneal

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By

\_\_\_\_\_  
Bobbie Waller  
Town Clerk, Town of Brookneal

\_\_\_\_\_  
Russell Thurston  
Town Manager, Town of Brookneal

**APPROVAL/DISAPPROVAL OF THE 2020/2021 GENERAL FUND BUDGET AS PRESENTED AND ADVERTISED**

Upon motion by Richard Adams, seconded by Joseph David and unanimously carried, the Council voted to approve the 2020/2021 general fund budget as presented and advertised.

A roll call vote was taken as follows:

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

	<b>REVENUE</b>	
<b>GENERAL FUND</b>	<b>01</b>	
<b>ACCOUNT</b>	<b>NAME</b>	<b>BUDGET 20/21</b>
1101-0100	REAL ESTATE TAXES	87,000.00
1102-0100	CURRENT RE TAXES, PUBLIC SERVICE	13,814.00
1102-0300	CURRENT PP TAXES, PUBLIC SERVICE	300.00
1103-0100	PERSONAL PROPERTY	83,000.00
1104-0100	MACHINERY & TOOLS	9,000.00
1106-0100	PENALTIES/INT, TAXES	3,000.00
1106-0300	PENALTIES/INT-BUS LIC	200.00
1201-0000	LOCAL SALES TAX	55,000.00
1201-0100	MEALS TAX	155,000.00
1202-0000	CONSUMER UTILITY TAX	44,000.00
1203-0100	B/L CONTRACTING	500.00
1203-0200	B/L RETAIL SALES	40,000.00
1203-0400	B/L REPAIR, PERSONAL	11,000.00
1203-0500	B/L WHOLESALE	6,500.00
1203-0600	B/L OTHER	150.00
1205-0000	DECALS/MOTOR VEHICLE TAX	22,625.00
1206-0000	BANK STOCK TAX	48,000.00
1401-0100	COURT FINES	2,000.00

1501-0100	INTEREST ON BANK DEPOSITS	11,000.00
1502-0100	RENTAL OF RECREATIONAL	3,000.00
1502-0500	KERSEY BUILDING RENT	600.00
1608-0200	WASTE COLLECTION	26,000.00
1899-1200	SALE OF CEMETERY LOTS	1,000.00
1899-1300	OTHER MISC. REVENUE	1,800.00
2201-0800	DMV/ROLLING STOCK	8,500.00
2404-0100	POLICE GRANTS	32,900.00
2404-0700	LITER CONTROL GRANT	1,000.00
2404-1000	OTHER INCOME - CAMPBELL COUNTY	3,000.00
2404-1100	FIRE FUND	10,000.00
<b><u>TOTAL</u></b>	<b><u>REVENUE FOR FUND</u></b>	<b><u>679,889.00</u></b>

<b>GENERAL FUND</b>	<b>EXPENSE</b>	
<b>ACCOUNT</b>	<b>NAME</b>	<b>BUDGET 20/21</b>
01-1101-5307	TOWN COUNCIL/PUBLIC	400.00
01-1101-5801	TOWN COUNCIL/OTHER	6,700.00
<b>TOTAL</b>		<b>7,100.00</b>
01-1103-1001	MAYOR - SALARY	2,000.04
01-1103-2001	MAYOR - SS/MEDI	153.00
01-1103-5500	TRAVEL	100.00
<b>TOTAL</b>		<b>2,253.04</b>
01-1201-1001	TOWN MANAGER - SALARY	56,156.58
01-1201-2001	TOWN MANAGER - SS/MEDI	4,295.98
01-1201-2002	TOWN MANAGER - VSRS	7,730.55
01-1201-2006	TOWN MANAGER - LIFE	748.48
01-1201-5408	TOWN MANAGER - VEHICLE	1,250.00
01-1201-5409	TOWN MANAGER-VEHICLE FUEL	1,500.00
01-1201-5500	TOWN MANAGER - TRAVEL	600.00
01-1201-5801	TOWN MANAGER - DUES	90.00
<b>TOTAL</b>		<b>72,371.59</b>
01-1202-1001	TREASURER - SALARY	38,301.60

01-1202-1002	TREASURER - OVERTIME	1,200.00
01-1202-2001	TREASURER - SS/MEDI	3,021.87
01-1202-2002	TREASURER - VSRS	5,259.42
01-1202-2005	TREASURER - HOSPITAL	14,709.00
01-1202-2006	TREASURER - LIFE INS	509.22
01-1202-5500	TREASURER - TRAVEL	500.00
01-1202-5801	TREASURER - DUES & SUB	210.00
<b>TOTAL</b>		<b>63,711.11</b>
01-1203-1001	REC/CASHIER - SALARY	3,422.72
01-1203-2001	REC/CASHIER - SS/MED	261.84
<b>TOTAL</b>		<b>3,684.56</b>
01-1204-3002	LEGAL AND PROFESSIONAL	3,000.00
<b>TOTAL</b>		<b>3,000.00</b>
01-1208-3002	AUDITOR	5,000.00
<b>TOTAL</b>		<b>5,000.00</b>
01-1226-3007	ADVERTISING	2,500.00
<b>TOTAL</b>		<b>2,500.00</b>
01-1227-5401	OFFICE SUPPLIES	7,800.00
01-1227-5403	INFORMATION TECH	4,000.00
01-1227-5411	BOOKS & SUBSCRIPTIONS	400.00
<b>TOTAL</b>		<b>12,200.00</b>
01-1228-5201	POSTAL SERVICES	2,000.00
01-1228-5203	TELECOMMUNICATIONS	6,650.00
<b>TOTAL</b>		<b>8,650.00</b>
01-1229-5308	GEN LIABILITY INS	4,567.00
01-1229-5309	AUTO INS	2,741.00
01-1229-5310	PROPERTY INS	22,300.00

<b>TOTAL</b>		<b>29,608.00</b>
01-3101-1001	POLICE - SALARIES	120,121.18
01-3101-1002	POLICE - OVERTIME	4,000.00
01-3101-2001	POLICE - SS/MEDICARE	9,495.27
01-3101-2002	POLICE - VSRS	9,672.50
01-3101-2005	POLICE -HOSPITAL INS	26,510.88
01-3101-2006	POLICE - LIFE INS	936.50
01-3101-2011	POLICE - WORKMAN	3,453.00
01-3101-5203	POLICE - TELECOMMUN	4,400.00
01-3101-5308	POLICE - LIABILITY INS	4,000.00
01-3101-5309	POLICE-LINE OF DUTY ACT	2,089.00
01-3101-5401	POLICE - SUPPLIES	4,000.00
01-3101-5403	POLICE - INFORMATION TECH	4,250.00
01-3101-5407	POLICE - REPAIRS & MAINT	5,500.00
01-3101-5408	POLICE - VEHICLE FUEL/OIL/ETC	8,600.00
01-3101-5410	POLICE - UNIFORMS	1,500.00
01-3101-5411	POLICE - BOOKS & SUBSCR	200.00
01-3101-5412	POLICE - REPLACE CARS	4,000.00
01-3101-5500	POLICE - TRAVEL	1,500.00
01-3101-5801	POLICE - DUES & MEMBER	1,500.00
01-3101-5805	POLICE - MISC	200.00
<b>TOTAL</b>		<b>215,928.33</b>
01-3202-5604	FIRE DEPT - OPERATING	10,000.00
<b>TOTAL</b>		<b>10,000.00</b>
01-4101-1001	PUBLIC WORKS - SALARY	42,449.12
01-4101-1002	PUBLIC WORKS - OVERTIME	4,000.00
01-4101-2001	PUBLIC WORKS - SS/MEDI	3,553.36
01-4101-2002	PUBLIC WORKS - VSRS	5,833.44
01-4101-2005	PUBLIC WORKS - HOSPITAL	7,155.36
01-4101-2006	PUBLIC WORKS - LIFE INS	564.80
01-4101-5801	PUBLIC WORKS - DUES	40.00
<b>TOTAL</b>		<b>63,596.08</b>
01-4102-1001	STREETS - SALARIES	24,095.20

01-4102-1002	STREETS - OVERTIME	800.00
01-4102-2001	STREETS - SS/MEDICARE	1,904.48
01-4102-2002	STREETS - VSRS	3,293.26
01-4102-2005	STREETS - HOSPITAL INS	8,944.20
01-4102-2006	STREETS - LIFE INS	318.86
01-4102-2011	STREETS - WORKMAN COMP	1,000.00
01-4102-2012	GF--VIRGINIA LOCAL DISABILITY (VRS)	168.00
01-4102-5407	STREETS - REPAIRS	5,000.00
01-4102-5408	STREETS - VEHICLE SUPP	1,800.00
01-4102-5409	STREETS - FUEL	3,000.00
01-4102-5801	STREETS - SAFETY EQUIP	1,100.00
<b>TOTAL</b>		<b>51,424.00</b>
01-4104-5100	STREET LIGHTING	26,700.00
<b>TOTAL</b>		<b>26,700.00</b>
01-4203-1001	SANITATION - SALARIES	27,622.88
01-4203-2001	SANITATION - SS/MEDICARE	2,113.15
01-4203-2011	SANITATION - WORKMANS	1,867.00
01-4203-5407	SANITATION - REPAIRS	4,000.00
01-4203-5408	SANITATION - VEHICLE SUP	1,200.00
01-4203-5409	SANITATION - FUEL	6,500.00
01-4203-5801	SANITATION - SAFETY EQUIP	1,100.00
<b>TOTAL</b>		<b>44,403.03</b>
01-4302-5101	ELECTRICAL SERVICE	5,300.00
01-4302-5102	HEATING SERVICE	5,000.00
01-4302-5103	WATER & SEWER	1,104.00
01-4302-5405	HOUSEKEEPING SUPPLIES	1,200.00
01-4302-5407	GENERAL PROP. - REPAIR	5,500.00
01-4302-5409	KERSEY BUILDING EXP	1,200.00
01-4302-5804	AIRPORT	6,000.00
<b>TOTAL</b>		<b>25,304.00</b>
01-7104-5101	RECREATION - ELECTRIC	6,000.00
01-7104-5102	RECREATION - HEATING	6,500.00

01-7104-5103	RECREATION - WATER & SEWER	1,104.00
01-7104-5405	RECREATION - HOUSEKEEPING	9,300.00
01-7104-5407	RECREATION - REPAIRS	1,800.00
01-7104-5408	RECREATION - VEHICLE & SUPPL	1,200.00
01-7104-5409	RECREATION - FUEL	420.00
<b>TOTAL</b>		<b>26,324.00</b>
01-7105-5103	LIBRARY - WATER & SEWER	552.00
<b>TOTAL</b>		<b>552.00</b>
01-8102-7010	CONTINGENCY FUND	5,579.26
<b>TOTAL</b>		<b>5,579.26</b>
<b><u>TOTAL</u></b>	<b><u>EXPEND FOR FUND</u></b>	<b><u>679,889.00</u></b>

**APPROVAL/DISAPPROVAL OF THE 2020/2021 WATER FUND BUDGET AS PRESENTED AND ADVERTISED**

Upon motion by Richard Adams, seconded by Joseph David and unanimously carried, the Council voted to approve the 2020/2021 water fund budget as presented and advertised.

A roll call vote was taken as follows:

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

Revenue	Budget FY 20/21	20/21 BUDGET BUDGET	20/21 BUDGET WATER	20/21 BUDGET SEWER
<b>UTILITY FUND</b>	<b>02</b>			
1100-0000	WATER & SEWER RENTS	404,956.92	265,436.88	139,520.04
1200-0000	WATER & SEWER CONNECTIONS	2,500.00	1,250.00	1,250.00
1300-0000	CUT ON FEES	5,200.00	5,200.00	
1400-0000	W&S PENALTIES	7,000.00	3,500.00	3,500.00
1500-0000	W&S INTEREST	10,000.00	5,000.00	5,000.00
1600-0000	CAMPBELL CO. GRANT	48,000.00	11,194.50	36,805.50
1700-0000	W&S MISC. REVENUE	2,500.00	1,250.00	1,250.00
1800-0000	TOWN RESERVOIR FISHING PERMITS	600.00	600.00	

<b><u>TOTALS</u></b>		<b><u>480,756.92</u></b>	<b><u>293,431.38</u></b>	<b><u>187,325.54</u></b>
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EXPENSE	BUDGET FY 2020-2021	20/21 BUDGET		
		20/21 BUDGET	20/21 BUDGET	20/21 BUDGET
<b>02</b>	<b>WATER AND SEWER FUND</b>		<b>WATER</b>	<b>SEWER</b>
02-1103-3002	AUDITOR	4,750.00	2,375.00	2,375.00
<b>TOTAL</b>		<b>4,750.00</b>	<b>2,375.00</b>	<b>2,375.00</b>
02-1104-3002	ENGINEER	0.00	0.00	0.00
<b>TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
02-1105-5401	W&S - OFFICE SUPPLIES	2,000.00	1,000.00	1,000.00
02-1105-5402	W&S - STATE FEES	7,900.00	3,160.00	4,740.00
02-1105-5403	W&S - INFORMATION TECH	4,100.00	2,460.00	1,640.00
02-1105-5413	W&S—OTHER	150.00	75.00	75.00
<b>TOTAL</b>		<b>14,150.00</b>	<b>6,695.00</b>	<b>7,455.00</b>
02-1106-5201	W&S POSTAL SERVICES	2,600.00	1,820.00	780.00
02-1106-5203	W&S TELECOMMUNICATIONS	3,200.00	2,240.00	960.00
<b>TOTAL</b>		<b>5,800.00</b>	<b>4,060.00</b>	<b>1,740.00</b>
02-1101-1001	ADMIN. ASSISTANT SALARY	5,134.08	3,080.45	2,053.63
02-1101-2001	ADMIN. ASSISTANT-SS/MED	392.75	235.65	157.10
<b>TOTAL</b>		<b>5,526.83</b>	<b>3,316.10</b>	<b>2,210.73</b>
02-2030-1001	PUBLIC WORKS SALARY	10,537.28	6,322.37	4,214.91
02-2030-1002	PUBLIC WORKS OVERTIME	1,000.00	600.00	400.00
02-2030-2001	PUBLIC WORKS MED/SS	882.60	529.56	353.04
02-2030-2002	PUBLIC WORKS VSRS	1,458.36	875.02	583.34
02-2030-2005	PUBLIC WORKS HOSPITAL INSURANCE	1,788.84	1,073.30	715.54
02-2030-2006	PUBLIC WORKS LIFE INSURANCE	141.20	84.72	56.48

<b>TOTAL</b>		<b>15,808.28</b>	<b>9,484.97</b>	<b>6,323.31</b>
02-2101-1001	FILTER PLANT - SALARIES	67,971.20	47,579.84	20,391.36
02-2101-1002	FILTER PLANT - OVERTIME	9,000.00	6,300.00	2,700.00
02-2101-2001	FILTER PLANT - SS/MEDI	5,888.29	4,121.80	1,766.49
02-2101-2002	FILTER PLANT - VSRS	9,324.17	6,526.92	2,797.25
02-2101-2005	FILTER PLANT - HOSPITAL	14,709.00	10,296.30	4,412.70
02-2101-2006	FILTER PLANT - LIFE INS	910.81	637.57	273.24
02-2101-2011	FILTER PLANT - WORKMAN COMP	1,867.39	1,307.17	560.22
02-2101-5500	FILTER PLANT - TRAVEL	200.00	140.00	60.00
<b>TOTAL</b>		<b>109,870.86</b>	<b>76,909.60</b>	<b>32,961.26</b>
02-2102-3003	FILTER PLANT - ANALY	13,100.00	13,100.00	
02-2102-3004	FILTER PLANT TREATMENT	25,000.00	25,000.00	
02-2102-5101	FILTER PLANT - ELECTRIC	12,200.00	12,200.00	
02-2102-5102	FILTER PLANT - HEATING	4,500.00	4,500.00	
02-2102-5203	FILTER PLANT - TELECOM	720.00	720.00	
02-2102-5407	FILTER PLANT - REPAIR	6,000.00	6,000.00	
02-2102-5408	FILTER PLANT - VEHICLE	1,000.00	1,000.00	
02-2102-5409	FILTER PLANT - FUEL	1,000.00	1,000.00	
02-2102-5801	FILTER PLANT - SAFETY EQUIP	1,140.00	1,140.00	
02-2102-5805	FILTER PLANT - MISC			
<b>TOTAL</b>		<b>64,660.00</b>	<b>64,660.00</b>	
02-2103-3003	SEWER PLANT - ANALYT	14,000.00		14,000.00
02-2103-3004	SEWER PLANT - TREATMENT	3,000.00		3,000.00
02-2103-5101	SEWER PLANT - ELECTRIC	13,000.00		13,000.00
02-2103-5102	SEWER PLANT - PUMP STATION ELEC	800.00		800.00
02-2103-5407	SEWER PLANT - REPAIRS	2,000.00		2,000.00
02-2103-5408	SEWER PLANT - VEHICLE	1,000.00		1,000.00
02-2103-5410	SEWER PLANT - VEHICLE FUEL(NEW08/09)	1,400.00		1,400.00
<b>TOTAL</b>		<b>35,200.00</b>		<b>35,200.00</b>
02-2301-1001	W&S SALARIES	59,651.20	29,825.60	29,825.60
02-2301-1002	W&S OVERTIME	3,000.00	1,500.00	1,500.00
02-2301-2001	W&S SS/MEDICARE	4,792.81	2,396.41	2,396.40

02-2301-2002	W&S VSRS	8,172.69	4,086.35	4,086.34
02-2301-2005	W&S HEALTH INS	29,418.00	14,709.00	14,709.00
02-2301-2006	W&S LIFE INS	791.29	395.65	395.64
02-2301-2011	W&S WORKMANS COMP	1,867.39	933.70	933.69
02-2301-2012	W&S VA LOCAL DISABILITY PROGRAM	300.00	150.00	150.00
<b>TOTAL</b>		<b>107,993.38</b>	<b>53,996.71</b>	<b>53,996.67</b>
02-2302-5407	W&S - REPAIR	23,000.00	13,800.00	9,200.00
02-2302-5408	W&S VEHICLE SUPPLIES	1,200.00	720.00	480.00
02-2302-5409	W&S VEHICLE FUEL (NEW FOR 08/09)	4,500.00	3,150.00	1,350.00
02-2302-5801	W&S - SAFETY EQUIP	960.00	672.00	288.00
02-2302-5807	W&S PUMP STATION	5,000.00		5,000.00
<b>TOTAL</b>		<b>34,660.00</b>	<b>18,342.00</b>	<b>16,318.00</b>
02-2401-7010	CONTINGENCY FUND	27,245.57	0.00	27,245.57
02-2401-7011	HEALTH INSURANCE CONTINGENCY FUND	3,000.00	1,500.00	1,500.00
<b>TOTAL</b>		<b>30,245.57</b>	<b>1,500.00</b>	<b>28,745.57</b>
02-2501-6001	W&S - CAPITAL IMPROVEMENTS	52,092.00	52,092.00	
<b>TOTAL</b>		<b>52,092.00</b>	<b>52,092.00</b>	
<b>TOTAL</b>	<b>EXPEND FOR FUND</b>	<b>480,756.92</b>	<b>293,431.38</b>	<b>187,325.54</b>

**APPROVAL/DISAPPROVAL OF THE 2020/2021 SEWER FUND BUDGET AS PRESENTED AND ADVERTISED**

Upon motion by Richard Adams, seconded by Mark Wilkes, and unanimously carried, the Council voted to approve the 2020/2021 sewer fund budget as presented and advertised.

A roll call vote was taken as follows:

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

## REQUEST FOR TRANSFERS OF APPROPRIATION

Upon motion by Mark Wilkes, seconded by Joseph David, and unanimously carried, the Council voted to approve the following request for transfers of appropriation.

## REQUEST FOR TRANSFERS OF APPROPRIATION

To: **Brookneal Town Council**

Date: **June 9, 2020**

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

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Information Technology—01-1227-5403	\$ 400.00	\$ 4,800.00	\$ 289.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Sanitation—Fuel---01-4203-5409	\$ 400.00	\$ 6,600.00	\$ 2,381.90

To cover costs of website updates and changes due to COVID-19.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Receptionist/Cashier Salary—01-1203-1001	\$ 500.00	\$ 3,765.00	\$ 444.68

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Receptionist/Cashier SS/Med—01-1203-2001	\$ 50.00	\$ 300.00	\$ 45.76

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 550.00	\$ 2,064.00	\$ 2,064.00

To cover the cost of receptionist/cashier salary that has gone over budget for FY20.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Street Lighting—01-4104-5100	\$ 191.61	\$ 26,891.61	\$ 0.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 191.61	\$ 1,872.39	\$ 1,872.39

To cover costs of street lighting that went over budget for FY20.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
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