

April 11, 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

Joseph David, Cynthia Johnson, Scott Fisher and Conner Francis, Council Members

Russell Thurston, Town Manager

Mike Crews, Public Works Director

Bobbie Waller, Clerk/Treasurer

Chris Tanner, Police Officer

Absent: Barbara Laprade and Robert Kolich, Chief of Police

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA

Upon motion by Mark Wilkes, seconded by Scott Fisher, and unanimously carried, Council approved the agenda for the April 11 2023, regular meeting of the Brookneal Town Council with the following addition 1) Planning Commission discussion by Councilperson Francis

MINUTES

Upon motion by Mark Wilkes, seconded by Joseph David, and unanimously carried, Council approved the minutes for the March 14, 2023 Town Council meeting.

TREASURER'S REPORT

Mayor Jennings asked that the April 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 March 15, 2023 through April 11, 2023, in the amount of \$50,461.28.

PUBLIC COMMENT

No one appeared before Council during public comment time.

POLICE REPORT

Chris Tanner, Police Officer, presented the police report for March 2023. He said of the 159 calls for service, 145 were answered by the Brookneal Police Department and 14 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:

- All the water meters have been installed.
- Dixie Girls' softball and Dixie Boys' baseball seasons are underway.
- The 2010 Kenworth trash truck has been repaired.
- Spring clean up is complete. If someone was omitted, please contact the office.
- The Booker Road pump station is in need of some major repairs, and they are looking at options for repairs.
- Dixie Boys Baseball will be hosting the district tournament starting June 23. They are looking for volunteers.

TOWN MANAGER REPORT

Town Manager Russell Thurston presented the FY24 proposed budget to Council. Highlights of the budget are below:

- The general fund revenue and expenses are \$867,896.70 for FY24.
- In the general fund, there are no increases proposed in any taxes. It includes a 3% pay increase for town employees and merit pay as appropriate. It also includes a \$35,688.06 contingency fund, \$5,000 vehicle replacement fund for public works, and a \$5,000 health insurance reserve fund.
- The utility fund revenue and expenses are \$492,845.97 for FY24. There is no proposed increase in water and sewer rates for FY24.

Mr. Thurston also said that the independent governmental auditor has done their FY22 report. He said that the Town got a very good report card. He said their letter says that the results of their audit disclosed no instances of non-compliance or other matters that are required to be reported under governmental auditing standards. He said the actual revenue for FY22 was 1.9% above what was projected, and the actual expenses were 0.38% higher than was expected.

RECOMMENDATION TO ADVERTISE PUBLIC HEARING FOR THE FY23/24 BUDGET

Upon motion by Conner Francis, seconded by Joseph David, and unanimously carried, the Council voted to advertise for a public hearing for the proposed fiscal year budget 2023/2024, general and utility funds, at the regular meeting of the Town Council on May 9, 2023 at 7 p.m.

REQUEST FOR TRANSFERS OF APPROPRIATION

Upon motion by Mark Wilkes, seconded by Scott Fisher, and unanimously carried, the Council voted to approve the transfers of appropriation as presented.

REQUEST FOR TRANSFERS OF APPROPRIATION

To: **Brookneal Town Council**

Date: **April 11, 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>
Recreation—Electric Service—01-7104-5101	\$ 2,600.00	\$ 8,600.00	\$ 1,733.22

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 2,600.00	\$20,829.06	\$ 20,829.06

To cover ball park electric bills that have went over budget for FY23.

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Heating Service--01-4302-5102	\$ 1,979.86	\$ 3,579.86	\$ 0.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Recreation—Heating--01-7104-5102	\$ 1,979.86	\$ 4,520.14	\$ 1,520.87

To cover heating costs that have gone over budget for FY23.

Treasurer

Date

APPROVAL OF THE FY22 AUDIT

Upon motion by Joseph David, seconded by Cynthia Johnson, and unanimously carried, the Council voted to approve the FY22 audit.

PLANNING COMMISSION

Councilperson Francis said that the Council had discussed and came to a consensus last year to establish a planning commission to address the chicken issue addressed by Mr. John Gill about 1 year ago. Mr. Francis' nominee was Mr. Gene Moorefield. Town Manager Thurston said that 5 people are needed for a planning commission with one being a council member; he said Vice Mayor Mark Wilkes has served in this capacity in the past. Mr. Francis said that Martha Wilson has expressed interest in serving, and Mr. David said that he had talked to Eddie Parks of Virginia Avenue who has also agreed to serve. Mr. David suggested having a meeting of interested people who wish to serve on the planning commission.

Consensus was that a physical development committee meeting will be held at 6 p.m. prior to the May 9, 2023 Council meeting. At this meeting, individuals interested in being on the planning commission will be urged to attend; Council members will spread the word about this meeting. The physical development committee will put these interested individuals to a vote before the Town Council meeting on May 9, 2023. Mayor Jennings said he would like to see the entire Council be involved in this decision-making process unless they felt led otherwise.

ITEMS FROM TOWN COUNCIL

Councilperson Francis congratulated the Brookneal Volunteer Fire Department on a successful marathon in which they exceeded their fundraising goal. Mr. Francis also gave an update on the health committee. He said a petition has been started, and it has been cycling on the internet and a paper copy has also been cycling in the community. He said Councilperson Laprade is leading an effort requesting people to write letters to Centra asking them to add another physician to the Brookneal Medical Center.

CLOSED SESSION UNDER VA CODE SECTION 2.2-3711 (A) (3) FOR THE PURPOSE OF DISCUSSING THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE

Upon motion by Conner Francis, seconded by Cynthia Johnson, and unanimously carried, the Council voted to go into closed session under VA Code Section 2.2-3711 (A) (3) for the purpose of discussing the acquisition of real property for a public purpose.

CERTIFICATION

Mayor Jennings called for a vote certifying that only those items were discussed as allowed under VA Code Section 2.2-3711 (A)(3) for the purpose of discussing the acquisition of real property for a public purpose.

Voting was as follows:

Mr. David	Aye	Mayor Jennings	Aye
Ms. Johnson	Aye	Mr. Wilkes	Aye
Mr. Fisher	Aye	Mr. Francis	Aye

ADJOURNMENT

Upon motion by Conner Francis, seconded by Cynthia Johnson, and unanimously carried, Mayor Jennings announced that the April 11, 2023, Council meeting was adjourned.

Bobbie A. Waller
Clerk/Treasurer

Kenneth Jennings
Mayor