

April 8, 2025

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:

Barbara LaPrade, Mayor

Mark Wilkes, Vice Mayor

Scott Fisher, Cynthia Johnson, Conner Francis, Crystal Travis, and Eugene Moorefield, Council Members

Mike Crews, Public Works Director

Bobbie Waller, Clerk/Treasurer

Craig Hughes, Town Manager

Tripp Isenhour, Town Attorney

Chris Tanner, Police Officer

Absent: Robert Kolich, Chief of Police

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG

PUBLIC HEARING ON CODE OF ORDINANCES AMENDMENT

Mayor LaPrade opened the public hearing at 7:04 p.m. for the proposed amendment to Section 153.053 of the Brookneal Code of Ordinances pursuant to VA Code Ann. §§ 15.2-1427 and 15.2-2204 to allow mixed commercial and residential use in the town's central business district.

Town Manager Craig Hughes explained a little about the proposed amendment. He said that he looked through other towns who had this ordinance and obtained information from them. He said he compiled the information and drafted a modification to the town ordinance; he sent that to the town attorney who reviewed it and deemed it lawful. He said once he got that back from the town attorney, he scheduled a meeting for the planning commission. He said they met last week and approved the change to allow mixed commercial and residential use in the town's central business district; their recommendation was sent to the Town Council for their review. He said there are approximately 10-12 businesses in town district B-1 who will have the opportunity to have apartments on the upper level of their building with a business on the lower level if this amendment passes.

Mr. Jeff Carpenter, owner of the Department Store Antiques, spoke during the hearing in favor of the modification which he said would be a positive thing for the town to allow businesses to grow to have residential space above and commercial space below.

Mayor LaPrade closed the public hearing at 7:09 p.m.

MAYOR COMMENTS/UPDATES

Mayor LaPrade welcomed familiar faces to the April council meeting, and she thanked council members for their work. She said she was excited about things that are being accomplished. She highlighted the success of the fire department marathon with \$42,000 raised. She noted the opening of the Dixie Boys baseball season. She said these items remind us of the impact that can be created when you work together towards shared goals. She said several important topics will be addressed tonight affecting the community. She encouraged everyone to actively participate. She said the council remains committed to transparency, collaboration and progress for all.

APPROVAL OF AGENDA

Upon motion by Cynthia Johnson, seconded by Scott Fisher, and unanimously carried, Council approved the agenda for the April 8, 2025, regular meeting of the Brookneal Town Council.

MINUTES

Upon motion by Mark Wilkes, seconded by Cynthia Johnson, and unanimously carried, the Council approved the minutes for the March 11, 2025, Town Council meeting.

TREASURER'S REPORT

Mayor LaPrade asked that the April 2025 treasurer's report be filed for audit.

PRESENTATION AND APPROVAL OF INVOICES

Be it resolved that motion was made by Conner Francis, seconded by Scott Fisher, and unanimously carried, authorizing the payment of the invoices for the period of March 12, 2025, through April 8, 2025, in the amount of \$39,841.79.

POLICE REPORT

Office Chris Tanner presented the police report for March 2025. He said that of the 125 calls for service in March, 112 were answered by the Brookneal Police Department and 13 by the Campbell County Sheriff's office or Virginia State Police.

PUBLIC WORKS REPORT

Public Works Director Mike Crews presented a written report which contained the following items:

- The Maintenance men repaired water leaks on Ridge Street, Todd Street and Clark Street
- Spring cleanup is complete
- Dixie Boys had opening ceremonies Sunday, April 6, Dixie Girls opening is this Saturday, April 12, 2025

- The maintenance men have been checking a lot of sewer lines; the Town's side and some citizens' lines as well.

Councilperson Francis asked Mr. Crews about the status of Tom Keefer's property that was condemned near Burgers, Shakes & Cream; the Council had deemed this property a public safety hazard. Mr. Crews said that the last thing he heard from Mr. Keefer was that he had informed the town that he was getting the building checked for asbestos, but the town is still waiting for that report. Councilperson Francis asked if Mr. Keefer has even contacted the company to come out. Mr. Crews said Mr. Keefer said he had, but he has not received any information. Mr. Francis said that since the town has declared it a public hazard that the town needs to keep pushing the issue and not continue allowing the building to be there as it is. Mr. Hughes said that the code allows for 4 different types of fines for this problem. He said that he will come up with the appropriate fine and follow through. Mr. Francis asked how the fines are enforceable. Mr. Isenhour said if the fine was issued and unpaid, it would be a civil collection matter. He said he has to look at the particular statute that is being looked at here. He said he would have to look at this situation to determine at what level he is able to impose fines.

TOWN MANAGER COMMENTS

Town Manager Craig Hughes said that repairs to the BEAM office at the community building are complete; new doors are on order and new light fixtures are coming in also with the last few lights being delivered by the middle of May. He said Staunton Station is now open, and there was a lot of traffic in town on their first weekend with the Brookneal Volunteer Fire Department marathon that weekend also.

APPROVAL/DISAPPROVAL OF THE AMENDMENT TO THE CODE OF ORDINANCES TO ALLOW MIXED COMMERCIAL AND RESIDENTIAL USE IN THE TOWN'S CENTRAL BUSINESS DISTRICT

Upon motion by Mark Wilkes, seconded by Conner Francis, and unanimously carried, the Council voted to approve the amendment to the code of ordinances to allow mixed commercial and residential use in the town's central business district. Mr. Francis asked for the area this covers to be defined. Mr. Crews said this includes Main Street, Rush Street, and a portion of Lynchburg Avenue across the railroad tracks near Main Street.

A roll call vote was taken as follows:

Mr. Francis	Aye	Mr. Fisher	Aye
Ms. Johnson	Aye	Mr. Moorefield	Aye
Ms. Travis	Aye		
Mr. Wilkes	Aye		

RECOMMENDATION TO ADVERTISE PUBLIC HEARING FOR THE FY25/26 BUDGET

Upon motion by Cynthia Johnson, seconded by Conner Francis, and unanimously carried, the Council voted to advertise for a public hearing for the FY 25/26 budget.

RECOMMENDATION TO ADVERTISE PUBLIC HEARING FOR THE PROPOSED TRASH FEE OF \$15 PER HOUSEHOLD PER MONTH FOR FY26

Upon motion by Scott Fisher, seconded by Cynthia Johnson, and unanimously carried, the Council voted to advertise for a public hearing for the proposed trash fee of \$15 per household per month for FY26.

REQUEST FOR TRANSFERS OF APPROPRIATION

Upon motion by Cynthia Johnson, seconded by Conner Francis, and unanimously carried, the Council approved the following request for transfers of appropriation.

REQUEST FOR TRANSFERS OF APPROPRIATION

To: Brookneal Town Council

Date: April 8, 2025

The following **Appropriation Transfers** are requested for **FY2025**:

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Information Technology—01-1227-5403	\$ 1,000.00	\$10,735.49	\$ 246.01

<u>Category---Revenue</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund—01-8102-7010	\$ 1,000.00	\$ 3,245.10	\$ 3,245.10

To cover costs of security cameras for the town office and police department

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Police Rep. & Maint—01-3101-5407	\$ 297.00	\$ 9,369.00	\$ 247.02

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Police-W/C Insurance—01-3101-2011	\$ 652.00	\$ 6,152.00	\$ 0.00

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Police—LODA-----01-3101-5309	\$ 51.00	\$ 2,151.00	\$ 0.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Police—Health Insurance—01-3101-2005	\$ 1,000.00	\$ 14,936.00	\$ 14,936.00

To cover the costs of police dept. repairs and maint., w/c insurance, and LODA that went over budget in FY25

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Auditor—01-1208-3002	\$ 245.70	\$ 5,720.70	\$ 0.00

<u>Category---Expense</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund--01-8102-7010	\$ 245.70	\$ 2,999.40	\$ 2,999.40

To cover the cost of the audit for FY24 that went over budget for FY25

<u>Category---Expense</u>	<u>INCREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Streets—Overtime.—01-4102-1002	\$ 600.00	\$ 1,600.00	\$ 562.33

<u>Category---Revenue</u>	<u>DECREASE</u>	<u>New Total</u>	<u>Balance in Account</u>
Contingency Fund--01-8102-7010	\$ 600.00	\$ 2,399.40	\$ 2,399.40

To account for overtime in the streets department that has went over budget for FY25

Treasurer

Date

PUBLIC COMMENT

No one appeared before Council during public comment time.

COMMITTEE RECOMMENDATIONS

Physical Development Committee Chairperson Mark Wilkes said that the Brookneal YMCA day care program director Casey Goff has requested use of the community building for their graduation program on May 29, 2025. Upon motion by Mark Wilkes, seconded by Scott Fisher, and unanimously approved, the Council voted to allow the use of the building this year, and any subsequent years needed at no cost.

TOWN ATTORNEY COMMENTS/REMARKS

Mr. Isenhour said the petition for the special election has been filed. He said the nuisance cleanup on Virginia Avenue is complete, and he has sent notice to the property owner to pay that cleanup bill. He said if that is not paid in a timely fashion, he will put that property up for an auction to satisfy the town's payout for that.

ITEMS FROM TOWN COUNCIL

Councilperson Francis noted the success of the Brookneal Volunteer Fire Department marathon on April 5, 2025. He congratulated Saxton Seals on the opening of the Staunton Station. He noted all the barn quilts that are up on buildings in the town. He said Senator Mark Peake joined the town for the Brookneal Fire Department marathon on April 5. He noted the VDOT public meeting is coming up on April 23. Mr. Francis said there is an open seat on the Brookneal Community Alliance; contact a member for more information.

Vice Mayor Mark Wilkes asked about more veteran banners being added. Ms. Waller said she is working on adding more, but anyone can come in and have their name added to the list. Mr.

Wilkes also commented on the positive comments he received about the ball park and the playground facilities there; he said there was a child's birthday party there Sunday afternoon.

Councilperson Moorefield said that a citizen, Mr. James Rocco, mentioned to him about the town installing vegetation to block the view to Elite Recycling where they took the house down on Virginia Avenue. He said the town or Elite agreed to install something for the residents on that street. Mayor LaPrade said that she understood Elite was to plant trees, but she didn't believe those trees had grown very much to block the view on one side. Mr. Crews said that one of the conditions when Elite Recycling was granted their special use permit was that they were to plant trees along the fence line all around the perimeter of their building to block some of the sites of their business. Mr. Hughes said he would work on drafting a letter to them concerning this.

Councilperson Fisher asked about the Amish buggies at Food Lion. Mr. Hughes said that he talked to the manager at Food Lion last week, but he didn't have an answer yet. Mr. Fisher asked if anything has been heard from VDOT concerning the parking space in front of Guthrie's Hardware store. Mr. Hughes said an email was sent to Council concerning this a couple of weeks ago. He said Mr. Brown from VDOT told him they were changing the signs from "No parking" to "No parking/Loading Zone". Mayor LaPrade said that what that would do is to allow Guthrie's customers to park in front of their store when they are patronizing that store without being in jeopardy of receiving a ticket.

Mayor LaPrade said that a letter was sent on April 9, 2025, from the town to Pittsylvania County regarding the town's opposition to the data center.

ADJOURNMENT

Upon motion by Cynthia Johnson, seconded by Conner Francis, and unanimously carried, Mayor LaPrade announced that the April 8, 2025, Council meeting was adjourned.

Bobbie A. Waller
Clerk/Treasurer

Barbara LaPrade
Mayor