

**TOWN OF ELKTON  
ELKTON TOWN COUNCIL MEETING  
AUGUST 21, 2023**

A Town Council meeting was held on August 21, 2023, at 6:00 p.m. at the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia, with Mayor Joshua J. Gooden presiding.

**Present:** Mayor Joshua J. Gooden, Vice-Mayor Rick Workman, Council Member Jan Hensley, Council Member Virginia Fulginiti, Council Member Louis Heidel, Council Member Rachel Michael, and Council Member Aaron Napotnik.

**Also Present:** Town Manager Greg Lunsford, Town Attorney Quinton Callahan, Chief of Police Mike King, Public Works Director Gaither Hurt, Community Development Director Delores Hammer, EACC Director Jessy Beasley, Treasurer Donna Curry, and Clerk of Council Denise Monger.

Mayor Gooden called the meeting to order and the Clerk was asked to call the roll.

Council Member Fulginiti gave the Invocation. All present were asked to join in the Pledge of Allegiance.

**ADOPTION OF REVISED AGENDA**

**Council member Hensley moved, seconded by Council member Heidel, and carried to adopt the revised agenda as presented.**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

**JOINT PUBLIC HEARING**

**Request from Kai Li for the issuance of a special exception permit for a short-term rental at 17140 Mt. Pleasant Road, Elkton, Virginia**

In addition to the Mayor and Council, the following Planning Commissioners were present: Dan Talbot, Gene Kite, Dorenda Flick, Donna Mowbray, Jennifer McDonald, and Wesley Walls.

Dr. Li briefly spoke regarding certain aspects of his rental property. He loved Elkton and looked forward to spending time in the area.

There were no other speakers.

**Commission Kite moved, seconded by Commissioner McDonald and carried to close the joint public hearing.**

**YEAS: D. Talbot, G. Kite, D. Flick, D. Mowbray, W. Walls, and J. McDonald**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

The joint public hearing was closed.

**PRESENTATION**

**Glo Fiber Presentation**

Mr. Stuart French gave a power point presentation for Glo Fiber. He noted that Shentel had been in telecommunications for over 119 years and was now focused on delivering broadband, CATV, phone and wireless service to rural markets. A franchise TV agreement would need to be approved by Council in September.

**PUBLIC HEARING**

**Sell a portion of a public road to the adjunct land owner via boundary line adjustment.**

consisting of 0.095 acres, more or less, identified as tax map no. 131 (A) 34, on Mt. Pleasant Road, Elkton, Virginia

Wayne Printz, 336 W. Washington, Elkton, asked that documentation be available for hearings. He noted that most of the Town property being sold was located in a flood zone. He believed the Town changed the zoning in certain areas to avoid a planned unit development in the area; run-off would cause problems. Mayor Gooden responded that any property would be required to obtain a land disturbance permit. Council member Michael noted that the resolution to be approved by Council was in the packet and had been made available to the public.

#### PUBLIC INFORMATION HEARING

Hosted by staff of the Department of Historic Resources to present and explain the nomination process and results of the historic district designation, to hear public comment, and answer questions

The information hearing was conducted by Aubrey Von Lindern, Architectural Historian / Certified Local Government Program Manager for the Virginia Department of Historic Resources. She discussed the proposal which had been recommended and was eligible for the Virginia Landmarks and National Registers. The proposal would be presented to the State Review Board and the Board of Historic Resources on September 21, 2023. A copy of the proposal was available on-line. The following citizens spoke at the hearing:

Margaretta Isom (property owner in the district)  
Wayne Printz (adjacent to the district)  
Esther Nizer (community member, candidate for House of Delegates)  
Joshua Gooden (property owner in the district)  
Jan Hensley (adjacent to the district)

#### PUBLIC COMMENT

Wayne Printz, 336 W. Washington, spoke regarding out-of-town billing and survey flags.

#### CONSENT AGENDA

**Council member Fulginiti moved, seconded by Council member Michael, and carried to approve the Consent Agenda as amended.**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

#### TOWN MANAGER'S REPORT

Mr. Lunsford reported that the Town was still under a drought watch with Rockingham County being one of the only counties still under a watch. If a drought warning was issued the Town could mandate water restrictions. He briefly discussed the completed wastewater treatment plant and the start of five other capital projects.

Mr. Lunsford stated that Rockingham County had reviewed the site plan for the downtown marketplace and made suggestions which had been addressed by the engineer. He noted that bids for the project would be advertised as required. The staff reports were included in the packet.

#### Staff Reports

No additional reports.

TOWN ATTORNEY

Mr. Callahan introduced Katherine Mann, an associate attorney who worked on some of the Town's projects. He noted that they recently had the opportunity to tour the Town with Mr. Lunsford, Mr. Hurt, Chief King, and Mrs. Hammer. They viewed some properties in Town that could be deemed unsafe. They also viewed personal property that could be considered "rubbish" and issues with vehicles. Also, there was an issue with parking in utility right of way making it difficult for the public works department to perform their duties. They were in the process of creating new laws for the Council and Planning Commission to review. He had items to discuss with Council in closed session.

COMMITTEE REPORTS

Public Health & Safety Committee: Chairperson Heidel reported the committee looked forward to working with the new Chief.

Special Projects and Economic Development Committee: Chairperson Napotnik reported that the car show would be held on September 16, 2023 along with Touch-a-Truck. The committee would be discussing ideas for fundraising for the downtown marketplace.

Finance Committee: Chairperson Michael reported that a common theme discussed under public comments was the Town's financial welfare. She noted that Davenport Financial had partnered with the Town to review the Town's financial welfare. They would compare the Town to other like districts, review the debt profile and investments, and ensure the Town had a healthy financial stance.

Public Utilities: Chairperson Workman reported on a new sidewalk and noted that paving would be done in September.

Parks and Recreation Committee: Chairperson Fulginiti reported on the excellent job Jessy Beasley had done as the new administrator. She briefly noted some future activities at the center.

Policy/Personnel Committee: Chairperson Hensley reported that one of the first issues addressed at their meeting was transparency. She noted that many documents, events, and announcements were on the Town's website and other items were available under FOIA. She noted that Council wanted to reach out to citizens and held the first community meeting on the front lawn of the Town hall. There were twenty-five to thirty people at the event. Many items were discussed and citizens were allowed to speak individually to Council members on a more personal level.

Council member Hensley addressed the increased cost to taxpayers for the nearly twenty-year delay in building both the Town's wastewater treatment plant and the drinking water project. Had these projects been undertaken when the Town received estimates for them in 2005 - rather than delaying - it would have saved our taxpayers over \$16 million dollars. While it placed a burden on all of us, it is our lowest income residents who are penalized the most. They are the ones who bear a disproportionate share of their income. Failure to act on our critical water project will further burden all residents.

UNFINISHED BUSINESS

Real estate sales contract between Town of Elkton and Marty Pavlik to purchase a lot on Mt. Pleasant Road, Elkton

**Vice-Mayor Workman moved, seconded by Council member Hensley, and carried to approve real estate contract between the Town of Elkton and Marty Pavlik to purchase a lot on Mt. Pleasant Road.**

Mayor Gooden noted that a copy of the contract was included in the packet and the public hearing was held in early 2022.

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 roll call) Motion carried**

**NEW BUSINESS**

**2023 Records Management Policy**

**Council member Heidel moved, seconded by Council member Napotnik, and carried to adopt the 2023 Records Management Policy as follows:**

**TOWN OF ELKTON  
RECORDS MANAGEMENT POLICY  
2023**

**Statement of Intent**

This policy establishes the general responsibilities for management, retention, and disposition of TOWN records as mandated by the Virginia Public Records Act (VPRA), Code of Virginia § 42.1-76–§ 42.1-91. This policy applies to all employees (including part-time and per diem) and authorized agents of the TOWN and its affiliates.

The TOWN is committed to effectively managing its records, regardless of media type, by adhering to best practices and following a systematic and logical plan developed by the organizational units that maintain the records. The successful implementation and ongoing effectiveness of this policy is dependent on the cooperation of each organizational unit to ensure that permanent records are preserved and nonpermanent records are destroyed in a timely and orderly manner.

The policy will provide guidance for achieving the following objectives:

1. Comply with the Virginia Public Records Act (VPRA), Code of Virginia § 42.1-76–§ 42.1-91, which governs the creation, maintenance, and disposition of public records
2. Develop and implement procedures, guidelines, systems, and business practices that facilitate the creation, backup, preservation, filing, storage, and disposal of records of all formats
3. Create a network of personnel throughout the TOWN trained to manage records of all types
4. Reduce risks associated with unintended disclosure of sensitive information
5. Protect essential and historical information about the TOWN

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## I. Responsibilities Under the Virginia Public Records Act (VPRA)

### **Records Management Program**

The TOWN will implement a sound records management program in accordance with the Virginia Public Records Act (VPRA) § 42.1-76 et seq. An effective records management program will implement Library of Virginia–approved records retention and disposition schedules, document destruction of scheduled records, train employees, and create and disseminate records management procedures.

### **Designated Records Officer**

The TOWN will designate at least one records officer to oversee the TOWN'S records management program in accordance with the Virginia Public Records Act (VPRA) § 42.1-85. The designated records officer(s) will serve as a liaison(s) to the Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction of obsolete records.

The TOWN will identify the person or persons who will serve as records officer(s) by submitting the Records Officer Designation and Responsibilities Form (RM-25) to the Library of Virginia.

### **Delivery of Records to Successor**

At the end of a records custodian's term of office, appointment, or employment, all records should be turned over to his/her successor. In the event that the TOWN ceases to exist and there is no successor, all records should be transferred to the Library of Virginia per the Code of Virginia § 42.1-88.

## II. Public Records

### **Public Records**

Public records are those that document the transaction of business by the TOWN. The format in which the information is presented, as well as the medium on which the information is contained, have no bearing on the determination of whether the record is a public record. (Code of Virginia § 42.1-77)

### **Non-records**

Public records shall not include materials made or acquired and kept solely for reference or exhibition purposes, copies of records kept only for convenience or reference, and stocks of publications. These are considered "non-records." (Code of Virginia § 42.1-77)

### **Copy of Record**

The "copy of record" shall be construed to mean the "official" copy of a particular public record, with no regard as to whether it is an original, copy, or reformatted version. All work units within the TOWN shall work with the designated records officer to establish in writing the ownership of and responsibility for copies of record.

### **Confidential Records**

Public records that are restricted from disclosure by statute, court order, or legally adopted rules and regulations are considered confidential. TOWN records that are deemed confidential are still considered to be public records even though they are not publicly available. TOWN records management procedures will contain references to all applicable regulations and statutes affecting TOWN records.

### III. Roles and Responsibilities

#### **Town Council**

The ELKTON TOWN COUNCIL is responsible for establishing and approving the TOWN records management program and identifying to the Library of Virginia the person(s) to serve as the designated records officer(s).

#### **Department Heads**

The heads of departments are responsible for ensuring that procedures and programs within their areas of responsibility meet the requirements of the TOWN'S records management program relative to record identification, generation, control, maintenance, processing, storage, and disposition.

#### **Town-designated Records Officer**

The designated records officer is responsible for the development, implementation, and ongoing coordination of the records management program to meet regulatory requirements.

Responsibilities of the records officer include:

- Developing procedures to implement the TOWN'S records management program in coordination with the Library of Virginia
- Providing training in records management procedures and practices, including the use of appropriate forms
- Implementing systems to meet program requirements for completeness, legibility, reproducibility, retrievability, distribution, control, security, storage, and disposition of records, regardless of format or media type
- Advising staff members on where to access and how to use Library of Virginia-approved retention schedules
- Coordinating staff in the surveying of records
- Ensuring that essential, archival, and permanent records are identified, properly maintained, protected, and accessible for the length of time cited in an applicable retention schedule
- Maintaining contact and connections with TOWN records coordinators

#### **Records Coordinators**

Records coordinators are responsible for assisting in the design, implementation, and management of the TOWN records management program by serving as liaisons between their respective work units and the TOWN'S designated records officer. One may be appointed by department heads, if needed.

Responsibilities of a records coordinator include:

- Being familiar with the TOWN'S internal records management policy
- Developing the unit's records management procedures and practices, consistent with this policy
- Educating staff within the organizational unit in understanding sound record management practices
- Restricting access to confidential records and information
- Coordinating the destruction of records with the records officer as provided in the applicable procedures

### IV. Records Retention and Disposition Schedules

Records retention and disposition schedules are created and maintained by the Library of Virginia. Retention schedules are approved sets of clearly identified, related records series that dictate the length of time a series must be kept and its required disposition.

All TOWN records must be managed in accordance with the most current Library of Virginia–approved records retention and disposition schedules.

If a new category of records is created, and no applicable series is found on an existing retention schedule, then the TOWN’s designated records officer must contact the TOWN’s assigned records analyst at the Library of Virginia so that the records may be scheduled.

#### V. Electronic Records

The TOWN will manage its electronically stored information (ESI) consistent with the Library of Virginia–approved records retention and disposition schedules and any legal obligations that may apply. The retention schedules govern retention of electronic records in the same manner as paper records. Content, not format, drives records retention.

The destruction of electronic records must be documented through submission of the Certificate of Records Destruction (RM-3 Form). (See section VII of this policy.)

#### VI. Disposition of Public Records

There are two options for public records disposition: permanent retention or destruction. Use the records retention and disposition schedules to determine whether a series is permanent or when it should be destroyed.

##### **Permanent Records**

A public record is considered permanent when it has been determined to have “continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law.” (Code of Virginia § 42.1-77)

Permanent records held by the TOWN are identified on a Library of Virginia–approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth. The retention schedules will identify whether a record must be maintained by the TOWN or may be offered to the Archives at the Library of Virginia. Permanent records of the TOWN cannot be given away, sold, or loaned to any outside person, organization, or business entity.

TOWN staff or work units in possession of permanent records that may be offered to the Library of Virginia must contact the TOWN designated records officer when the records are no longer active. The records officer will contact the Library to begin the transfer process.

##### **Non-permanent Records**

All TOWN records that have not been deemed permanent must eventually be destroyed. The records retention and disposition schedules identify when a set of records has reached the end of its usefulness. A retention schedule may also state whether records must be destroyed in a certain manner. Retention schedules constitute a legal timeline for the destruction of records from which the TOWN must not deviate unless in the midst of a legal hold. (See section IX of this policy.)



## **Destruction of Public Records**

All records destruction performed by the TOWN must be done in accordance with written procedures and documented on a Certificate of Records Destruction (RM-3 Form). The RM-3 Form is required when destroying public records, in all formats, that are deemed copies of record. The original RM-3 Form must be submitted to the Library of Virginia. The TOWN must retain a copy of the RM-3 Form for three (3) years.

TOWN records must be destroyed in the manner identified by the appropriate series on a general or specific records retention and disposition schedule. All TOWN records must be destroyed once the applicable retention period has expired. No records may be maintained past the end of their stated retention unless involved in current litigation, investigation, or audit. (Code of Virginia § 42.1-86.1)

TOWN records may not be destroyed because of lack of space or funding for storage. Do not report the destruction of materials that are not public records, such as copies, personal items, and reference materials on an RM-3 Form.

### **Non-confidential Destruction**

Acceptable methods of destruction for non-confidential TOWN records include trash, recycling, or deletion of electronic records. Destruction must be done in a timely manner, construed by the Library of Virginia to be one (1) year from retention expiration.

### **Confidential Destruction**

Acceptable methods of destruction for confidential TOWN records include cross-cut shredding, pulping, incinerating, physical destruction of electronic storage media, "wiping" of electronic records with appropriate software, and degaussing of magnetic material. Destruction of confidential records containing personally identifying information must be done within six (6) months of retention expiration. (Code of Virginia § 42.1-86.1)

### **Non-record Destruction**

The destruction of non-record material, confidential or otherwise, will not be reported to the Library of Virginia. If necessary, the destruction of non-records can be recorded by the TOWN for internal purposes.

## **VII. Storage, Retrieval, and Disaster Recovery**

### **Storage**

All TOWN records shall be maintained in such a way that they are identifiable and accessible for the entirety of their assigned retention period.

All TOWN records must be stored in areas with consistent temperatures and humidity levels. Ideal conditions are a temperature maintained in the 65–70° range and humidity maintained at 40% +/- 5%.

All TOWN records must be:

- Protected from fire by the installation of smoke detectors, water sprinklers, and fire extinguishers
- Free of vermin and insects
- Far from water pipes

If records are of a confidential nature, they should be stored in a secure area that is locked and has controlled access for select personnel only. Strict procedures must be in place for

retrieval, use, and re-filing of confidential records. Access to confidential records in electronic formats will be limited by assigning appropriate log-in credentials.

### **Retrieval**

All work units must have procedures in place for the retrieval of records, their use, and re-filing.

### **Disaster Recovery**

The TOWN will have in place a Records Emergency Action Plan (REAP) that clearly communicates the procedures for records recovery in the event of a natural disaster, fire, or other catastrophic event affecting the TOWN.

## **VIII. Legal Matters, Audits, and Investigations**

Any TOWN record that is relevant to pending or anticipated action, i.e., litigation, claim, audit, agency charge, investigation, or enforcement action, shall be retained until final resolution of the matter. In these circumstances, the work unit involved with the ongoing action will notify all other relevant organizational units and work with staff to identify and retain any records (including electronic records) and other information that could be relevant to the matter. This will include a directive that the relevant work unit's normal document destruction procedures be suspended temporarily.

TOWN employees who become aware that an action, investigation, or legal proceeding has commenced or is anticipated against their department or work unit must promptly notify the manager of the affected organizational unit, as well as the town-designated records officer, so that all records with potential relevance to the investigation or legal proceeding can be retained as necessary. After matter is closed, records should be maintained according to appropriate records series retention and disposition.

## **IX. Data Privacy**

All records created and maintained by the TOWN that contain personal or other confidential information must be kept in accordance with the Government Data Collection and Dissemination Practices Act, Code of Virginia § 2.2-3800 et seq. (See section VIII of this policy for information on the storage of and access to confidential records).

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 roll call) Motion carried**

### Records officer designation

**Council member Heidel moved, seconded by Council member Michael, and carried to designate Denise Monger as the Town's records officer.**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

Resolution to sell a portion of a public road to the adjunct land owner via boundary line adjustment, consisting of 0.095 acres, more or less, identified as tax map no. 131 (A) 34, on Mt. Pleasant Road, Elkton, Virginia

**Vice-Mayor Workman moved, seconded by Council member Napotnik, and carried adopt the resolution as presented:**

**TOWN COUNCIL OF THE TOWN OF ELKTON, VIRGINIA**

**RESOLUTION**

**WHEREAS**, the Town of Elkton owns a public road known as Charlotte’s Way, which is a 50’ lane connecting Route 623, also known as Mt. Pleasant Road, to the parcel identified as TM 131 (A) 34, among the tax records of the County of Rockingham, Virginia, which parcel is also owned by the Town of Elkton; and

**WHEREAS**, the Town of Elkton desires to sell a portion of the public road known as Charlotte’s Way to the adjunct land owner of Lot 9 for the amount of \$11,140.20, which conveyance is to be made through a boundary line adjustment pursuant to the Town of Elkton ordinances §§ 110-908, 110-909, and 110-910. Said conveyance shall be made to Superior Siding & Home Improvement, Inc., the record owner of the parcel identified as Lot 9, Tax Map No. 131-A-9 (“Superior”), by deed recorded among the land records of the Clerk’s Office of the Circuit Court of Rockingham County, Virginia, in Deed Book 5287, Page 566; and

**WHEREAS**, the portion of Charlotte’s Way to be conveyed to Superior consists of 0.095 acres, more or less, and is shown on a boundary line adjustment survey entitled “Boundary Line Adjustment Survey of Lot 9 and Charlotte’s Way, Elk Run Subdivision, Section 1” created by Randall K. Newman, L. S., dated July 12, 2023 (the “Plat”); and

**WHEREAS**, the new acreage of Lot 9 shall be 0.268 acres, more or less, following the boundary line adjustment as shown on the Plat; and

**WHEREAS**, the Elkton Planning Commission recommended at their June 5, 2023 meeting, that the Town sell a portion of Charlotte’s Way to Superior as described above; and

**WHEREAS**, the Town of Elkton has determined it is in the Town’s best interest to authorize the sale of a portion of Charlotte’s Way to Superior as described above; and

**WHEREAS**, the Town of Elkton has reviewed a proposed deed prepared by the Town Attorney to be recorded with the Plat for the purpose of conveying a portion of Charlotte’s Way to Superior as described above;

**NOW THEREFORE, BE IT RESOLVED**, the Elkton Town Council approves the sale of a portion of Charlotte’s Way as shown on the Plat through a boundary line adjustment pursuant to the Town of Elkton ordinances §§ 110-908, 110-909, and 110-910, for the amount of \$11,140.20. The Town further approves the deed prepared by the Town Attorney which shall be recorded with the Plat. The Town Attorney shall prepare any other appropriate closing documents, including, but not limited to: memorandum of sale terms, settlement statement, and owner’s affidavits.

The undersigned Clerk of the Town Council of the Town of Elkton, Virginia, certifies that the foregoing constitutes a true, complete and correct copy of the Resolution adopted at a meeting of the Town Council of the Town of Elkton, Virginia, held on August 21, 2023, and has not been revoked, rescinded, or repealed.

\_\_\_\_\_  
Clerk, Town Council, Town of Elkton,  
Virginia

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

**MAYORS BUSINESS**

Mayor Gooden stated that he had the honor to present to the Elkton Lion’s Club about the downtown historic district. He thanked Neighborhood Watch for the National Night Out event

they recently hosted. He noted that the community meeting was a highlight for him from the last ten years.

**CLOSED SESSION**

**Council member Fulginiti moved, seconded by Council member Hensley, and carried that council go from Regular Session in to Closed Session pursuant Virginia Code § 2.2-3711.A.7 and Virginia Code § 2.2-3711.A.1 as follows:**

- a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."**
- b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

**OPEN SESSION/MOTION TO CERTIFY CLOSED MEETING**

**Vice-Mayor Workman moved, seconded Council member Michael, that Council go from Closed Session back into Regular Session and Council certify pursuant to Virginia Code § 2.2-3712(D), that to the best of each member's knowledge, as recognized by each Council member's knowledge, as recognized by each Council member's affirmative vote, that only such business matters lawfully exempted from Open Meeting requirements under Virginia Code § 2.2-3711, as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of the Town Council.**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

**Appoint Sergeant to Police Department**

**Council member Napotnik moved, seconded by Council member Hensley, and carried to appoint Ryan Insana to Sergeant for the Elkton Police Department.**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

Appoint Corporal to Police Department

**Council member Michael moved, seconded by Council member Heidel, and carried to appoint Chuck Roberts to Corporal for the Elkton Police Department.**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

Hire Police Officer

**Council member Fulginiti moved, seconded by Vice-Mayor Workman, and carried to hire Aaron Meek to the Elkton Police Department.**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

Motion to Adjourn


**Vice-Mayor Workman moved, seconded by Council member Napotnik, and carried to adjourn the meeting.**

**YEAS: J. Hensley, V. Fulginiti, R. Workman, R. Michael, A. Napotnik, and L. Heidel**

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

With no additional business, the meeting was adjourned at 8:07 p.m.

Mayor:   
Joshua J. Gooden

Recorder:   
Denise R. Monger, Clerk