

TOWN OF ELKTON



VIRGINIA

Elkton Town Council

Elkton Area Community Center
20593 Blue and Gold Drive - Elkton, VA 22827
August 21, 2023 – 6:00 p.m.

Unless otherwise indicated or unless relocated by the Council, agenda items will be taken in order. The Council reserves the right to remove, add, and/or relocate agenda items as necessary. Public Hearings will begin promptly at the advertised time.

1. CALL TO ORDER – ROLL CALL
 - a. Invocation
 - b. Pledge of Allegiance
2. ADOPTION OF AGENDA
3. PRESENTATION
 - a. Glo Fiber
4. HEARINGS
 - a. Joint Public Hearing with the Elkton Planning Commission - Request from Kai Li for the issuance of a special exception permit for a short-term rental at 17140 Mt. Pleasant Road, Elkton, Virginia
 - b. 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
 - c. 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
5. PUBLIC COMMENT (Please see “Rules for Citizen Comments at Council Meetings”)
6. CONSENT AGENDA
 - a. Minutes
 - b. Reappoint Donna Mowbray to the Elkton Planning Commission for a four year term from June 30, 2023 to June 30, 2027
7. TOWN MANAGER’S REPORT
 - a. Staff reports
8. TOWN ATTORNEY’S REPORT
9. COMMITTEE REPORTS

10. UNFINISHED BUSINESS

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

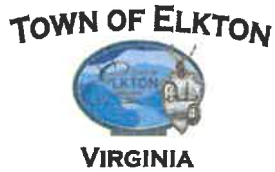
11. NEW BUSINESS

- a. 2023 Records Management Policy
- b. Records officer designation
- c. 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

12. CLOSED SESSION

- 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."
- c. Pursuant to Virginia Code § 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

13. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Adoption of Agenda

BACKGROUND: Council may add items to the agenda.

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
Amount: N/A
Budget Line Item: N/A

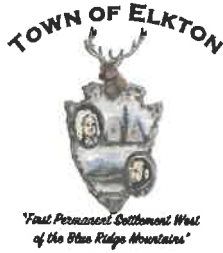
If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council adopt the Agenda as presented.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Item # 3a

Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Glo Fiber Presentation

BACKGROUND: N/A

ACTION REQUESTED:

Information Only ☐ Discussion ☒ Reports ☐
Action Item ☐ Public Hearing ☐ Closed Session ☐

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☐
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

TOWN MANAGER APPROVAL:



Greg Lunsford

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Shentel and Glo Fiber Introduction



Company Overview

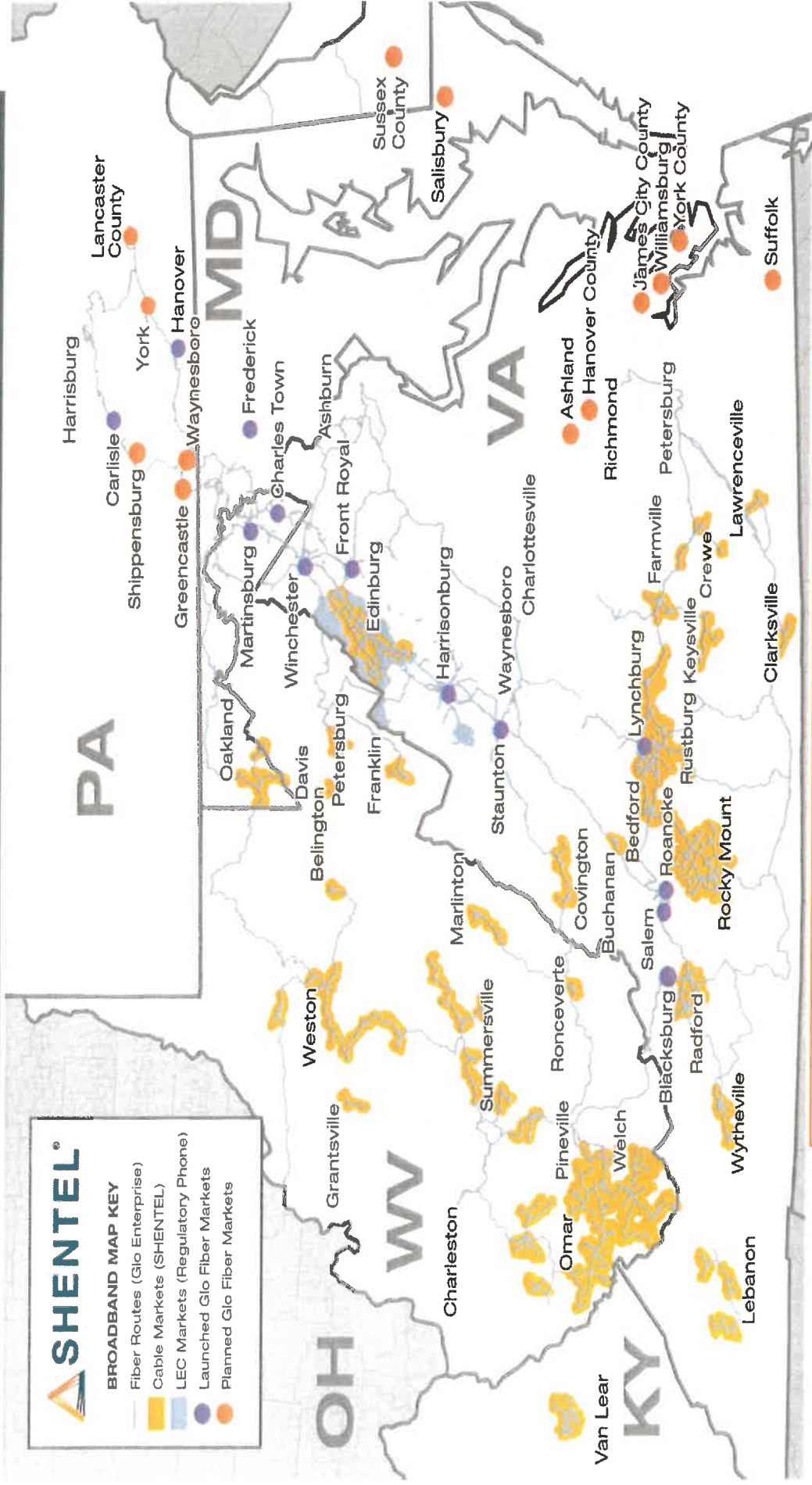
- 121 year old company (NASDAQ: SHEN) focused on delivering broadband, CATV, phone service to rural markets.
- Advanced Networks
- Excellent Customer Support
- Local Community Investment & Partnership
- 847 employees
- \$267 million in annual revenues and profitable
- Offering fiber to the home (FTTH) as Glo Fiber to 182,000+ homes

Our Mission: Ensure that rural communities have access to the same level of telecommunication services as those found anywhere else in the US





9,000 miles of fiber and counting

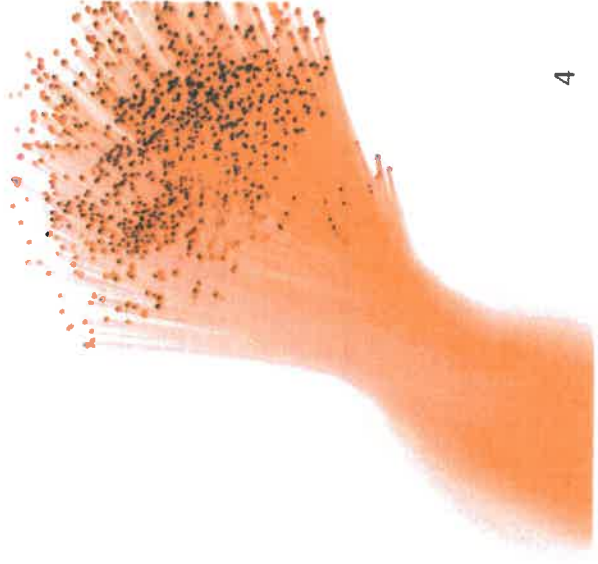


396K+ homes passed w/broadband | Fiber to 500+ cell sites



System Overview

- 100% fiber network
- Triple play (Internet, Video & Phone)
- Ultra high-speed bandwidth
- Better reliability than cable or DSL
- Symmetrical bandwidth (upload speed equals download speed)
- Facilitates upgrades for beyond 10Gig speeds



Benefits

- Significant capital investment in the market
- Competitive offering for internet, television, and phone
- Positive Economic Development Impact
 - Hospitals/Medical Field
 - Education
 - Private Enterprise
 - Telecommuting
- Affordable Connectivity Program (ACP) participating company
 - \$30 discount for qualifying customers

Timeline

- Municipal Engagement
- Utility Engagement
- Engineering & Construction
 - Engineering Surveys & Permits
 - Construction – commence 18 to 24 months after franchise award
- Local jobs will include Marketing, Sales, and Operations positions
- Sales & Marketing
- Community Engagement
- Other



Simple Pricing No Gimmicks

Internet

600 Mbps.....	\$65.00
1.2 Gbps	\$80.00
2.4 Gbps.....	\$135.00
5 Gbps.....	\$285.00

Streaming TV

Locals.....	\$49.00
Entertain	\$116.00
Delight	\$152.00
Indulge.....	\$192.00

Fiber Phone

Unlimited Calling	\$20.00
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Discounts

Get a \$10 discount for Internet when you add any other service, or get a \$20 discount when you buy all 3.



Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Hearings

- a. Joint Public Hearing with the Elkton Planning Commission - Request from Kai Li for the issuance of a special exception permit for a short-term rental at 17140 Mt. Pleasant Road, Elkton, Virginia
- b. 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
- c. 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

BACKGROUND: Please see attached documents.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input checked="" type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager



Staff Report/Recommendation

ATTACHMENTS:

- a. Short term rental: Application, house rules, management plan, short term rental agreement, GIS map, emergency evacuation plan, and the R-4 zoning code.
- b. Sell portion of public road: Resolution.
- c. Public Information Hearing: Correspondence from the Commonwealth of Virginia, Department of Historic Resources date July 27, 2023, and Public Information Notice.

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

TOWN OF ELKTON **ZONING PERMIT FOR BUSINESS**

ZP 2023-066
This permit shall be posted in a conspicuous place

Application is hereby made for a Zoning Permit and Certificate of Zoning Compliance in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

Property owner

Name Kai Li Phone Number 757-839-9204
Address 1737 13th St S City Arlington State VA Zip 22204

Applicant

Builder ☐ Builder VA License _____ Exp date _____
Name _____ Phone Number _____
Address _____ City _____ State _____ Zip _____
Business Owner ☒ Owner Business License _____ Exp date _____
Name Kai Li Phone Number _____
Address 1737 13th St S City Arlington State VA Zip 22204

Property Information

Tax Map/Parcel Number 131-114)-L11 Zoning R-4
Address 17140 Mt Pleasant Rd
Existing Structures (Number & Type) _____
Water supply source? Sewage disposal source?
Municipal ☒ Private Well ☐ Cistern ☐ Municipal ☒ Septic Tank ☐
Is public water and sewer available? ☒ Yes ☐ No

Type of Permit Requested Check all that apply!

<input type="checkbox"/> Addition <input type="checkbox"/> Commercial / Industrial Structure Specify _____ <input type="checkbox"/> Sign <input type="checkbox"/> Accessory Bldg. Size _____	<input checked="" type="checkbox"/> Other Specify <u>Short term rental application</u> <input type="checkbox"/> re-roof <input type="checkbox"/> Special Exception Permit specify _____
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For the above: Provide an Official Plat map including location on property where buildings/additions will be located also show locations of present buildings. Provide an elevation of building (front and one side).

Please provide brief description of this project :

Please print or type all information

Please see addendum

I Certify that:

- I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings and that all construction will conform with all applicable State, County and Town Laws, ordinances and regulations with regard to zoning, health and building. **FAILURE TO DO SO** will automatically render this permit invalid.
- Two copies of a plot plan or (a signage plan for signs) must be submitted with this application.
- Construction requires a building permit issued by the Rockingham County Building Officials.
- I agree to give advanced notification to the Town when footer inspection is to be performed by County Inspectors
- I agree to give advanced notification to the Town when a final inspection is to be performed by County Inspectors.
- A separate application must be made for Water & Sewer connections.
- All contractors must register with the Town prior to commencing work.
- I agree to repair any damages to sidewalks, streets, and utilities caused during construction.
- I agree to pay an inspection deposit and notify the Zoning Administrator within (10) days of completion of the work for an inspection and issuance of a Certificate Of Zoning compliance.
- Failure to do so may result in the forfeiture of the deposit, which in no way relieves me of any obligation to comply with all Town requirements.
- Land may not be used or occupied, and buildings structurally altered or erected be used or changed in use until the Certificate of Zoning Compliance is issued.

Date

4/19/23

Print Name

Kai Li

Signature

**** FOR TOWN USE ONLY ****

Lot and Zoning verification performed

sig _____

date _____

Is Parcel in the flood plain?

☐ Yes ☐ No

Refer to Planning Commission

☐ Yes ☐ No Approved ☐ Yes ☐ No sig _____ date _____

Refer to Town Council

☐ Yes ☐ No Approved ☐ Yes ☐ No sig _____ date _____

Public Hearing Required

☐ Yes ☐ No

Public Hearing date: _____

Requires Advertisement

☐ Yes ☐ No

First Advertisement

Date _____

Second Advertisement

Date _____

Zoning Administrator

☐ Approved

Fee paid

\$100.☐ Disapproved☐ Approved with conditions (See Attachments).

Signature (Zoning Administrator) _____

Date _____

Exhibit A - House Rules

- Guests MUST be 25 years of age to rent, and guests under 18 years of age must never be left alone in the home.
- No more than 8 Guests are allowed to stay in the home. The number of guests must be agreed upon prior to staying and you will be charged additionally for guests not claimed.
- Check-in is anytime after 4PM and check out by 10AM
- Self check-in with keypad code
- No pets
- No smoking (Marijuana or tobacco cigarettes, cigars, electronic cigarette or any similar product whose use generates smoke or vapors. Any evidence of smoking will incur a \$1000 charge.
- No parties or events allowed. Outside premises will be monitored with security cameras. Indoor premises will be monitored with noise detectors. Any party activity will result in immediate cancellation of your reservation and eviction from the premises.
- Please be respectful of the neighbors and reduce noise volume between 10PM & 8AM
- No bikes or skis/snowboards in the home, use the front or back porch.
- This is a short term rental only. The provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of at least two consecutive days but fewer than 30 consecutive days, in exchange for a charge for the occupancy.
- 3 Night Minimum stay required but cannot exceed 30 nights consecutively. Any stay beyond 6 nights requires additional cleaning charges for a cleaning to be completed on the 7th day of stay, etc.
- Vehicles must be parked in the driveway only. No vehicles on the grass/ lawn, or parked on the roadway/ right of ways. Maximum number of vehicles is 4 (as long as they fit on the driveway). You are required to clean up any oil or leaking fluids from your vehicle. You will be charged for cleaning of the driveway if spots are left.
- Lawn care is provided by a service. They will be allowed on the property to access the lawn .
- Trash is picked up on Friday morning. Bags are to be left near the mailbox for pickup. Everything must be bagged to be picked up. Any garbage left that is billed to the home due to it's size or nature will be passed along as an additional charge to the renter.

Short term rental intent and management plan

1741 Mt Pleasant Rd

Elkton, VA 22827

Owner: Kai Li - 757-839-9204

Intent: part-time short-term rental on AirBNB and VRBO

Property management plan:

1. Guests will be carefully screened to prevent bookings which may result in neighborhood disturbance
2. I will manage all guest communication and bookings.
3. Smartcode lock will be installed to allow seamless check-in without impact to neighbors
4. I will coordinate with cleaning crew who will access and inspect the property after each guest. They will clean up garbage after each booking.
5. External cameras will confirm the guests entering the property. Only registered guests will be allowed.
6. Noise level detectors will be installed inside which will alert me. Any disturbances I will contact the guest immediately and address them.
7. Strict rules will be provided to guests and enforced to be respectful to the property and not disturb the neighbors.
8. There will be a maximum of 2 guests per bedroom per town guidelines.
9. Emergency evacuation will be through the front and back doors. Plan will be posted inside the building.
10. Guest parking will be on property driveway, not on public street.

Local contact: Sharon Bowling – 540-421-3878

All lodging taxes will be paid duly according to the Town Code.

This property will be registered annually to the Zoning Administrator.

Sincerely,

Kai Li



8/8/2023

SHORT TERM RENTAL AGREEMENT

1. The Parties

This agreement made this ____ day of _____, 20____ between _____ [name of tenant], hereinafter referred to as "Tenant", and _____ [name of landlord], hereinafter referred to as "Landlord".

2. The Property

17140 Mt Pleasant Rd
Elkton, VA 22827

3. Period and Guests

Total people in renting party consists of ____ Adults, ____ Children, _____, and not to exceed 8.

Rental period begins at ____:____ ☐ AM ☐ PM (local time) on the ____ day of _____, 20____ and ends at ____:____ ☐ AM ☐ PM on the day of _____, 20____.

4. Rental Amount

Total rental amount for the period is _____ Dollars (\$ _____)
or equal to _____ Dollars (\$ _____) per night.

5. Fees, Taxes, and Deposit

- ☐ Cleaning Fee: \$ _____
- ☐ Security Deposit: \$ _____
- ☐ Taxes: \$ _____
- ☐ Other _____: \$ _____

Total Deposit and Fees Due with Signed Agreement: \$ _____

6. Termination

The Landlord has the right to inspect the premises and complete necessary repairs with prior notice as stated with the applicable laws. Should the Tenant violate any of the terms of this agreement, the rental period shall be terminated immediately in accordance with applicable law. The Tenants waive all rights to process if they fail to vacate the premises upon termination of the rental period. The Tenants shall vacate the premises at the expiration time and date of this agreement.

7. Maintenance and Repairs

The Tenants shall maintain the premises in a good, clean, and ready to rent condition, and use the premises only in a careful and lawful manner. Tenants shall pay for maintenance and repairs should the premises be left in a lesser condition. The tenants agree that the Landlord shall deduct costs of said services from the security deposit prior to refund if tenants cause damage to the premises or its furnishings.

8. House Rules.

Tenant agrees to abide by the House Rules attached as Exhibit A at all times while at the property and shall cause all members of the rental party and anyone else Tenant permits on the property to abide by such rules at all times while at the property.

9. Trash

The Tenants shall dispose of all waste material generated during the rental period in the designated garbage area.

10. Subletting

The Tenant shall not have the right to sublet the property.

11. Quiet Enjoyment

The Tenants shall behave in a civilized manner and shall be good neighbors respecting the rights of the surrounding property owners. The Tenants shall not create noise or disturbances likely to disturb or annoy the surrounding property owners. Creating a disturbance of the above nature shall be grounds for immediate termination of this agreement and Tenants shall then immediately vacate the premises.

12. Essentials

Landlord shall provide the Tenant with towels, linens, cups, dishes, utensils, and basic cookware. It is the responsibility to the Tenant to clean the forgoing during the tenancy.

13. Landlord's Liability

The Tenants and Tenants' Guests shall hereby indemnify and hold harmless the Landlord against any and all claims of personal injury or property damage or loss arising from use of the premises regardless of the nature of the accident, injury or loss. Tenants expressly recognize that any insurance for property damage or loss which the Landlord may maintain on the property does not cover the personal property of Tenants, and that Tenants should purchase their own insurance for Tenants and Guests if such coverage is desired.

14. Attorney's Fees

Tenants agree to pay all reasonable costs, attorney's fees and expenses that shall be made or incurred by Landlord enforcing this agreement.

15. Use of Property

Tenants expressly acknowledge and agree that this Agreement is for transient occupancy of the Property, and that Tenants do not intend to make the property a residence or household nor will it be used for commercial purposes.

16. Shortened Stays and Conditions

There shall be no refunds of rents due to shortened stays or ruined expectations because of weather conditions.

17. Showings

If the property should go on the MARKET FOR SALE, it may be shown to qualified buyers during the Tenant's stay. Every effort will be made to schedule the showing at a convenient time and not interrupt the Tenant's term. Tenant shall allow reasonable viewings of the home between 9 am and 8 PM (local time) whether they may be present or not.

18. Firearms and Hazardous Materials

Firearms shall not be allowed on the premises. Tenant agrees that Fireworks and other hazardous materials shall not be used in or around the property.

19. Illegal Use

Tenant shall use the property for legal purposes only and other use, such as but not limited to, illegal drug use, abuse of any person, harboring fugitives, etc. shall cause termination of this agreement with no refund of rents or deposits. No Tenant shall grow any Marijuana, Cannabis or similar plant in any part of the premises.

20. Possessions

Valuable items left behind by tenant will be held for the tenant and every reasonable effort will be made to contact the tenant for return. If items are not claimed for longer than 15 days they shall become the property of the Landlord. The Landlord shall not be held liable for condition of said items.

21. Streaming TV

Streaming TV is provided and service level has been chosen by the Landlord. No refund of rents shall be given for outages, content, lack of content, or personal preferences with regard to streaming TV service.

22. Internet

High speed wireless internet is provided as a convenience only and is not integral to the agreement. No refund of rents shall be given for outages, content, lack of content, speed, access problems, lack of knowledge of use, or personal preferences with regard to internet service.

23. Manager/Landlord Contact

Landlord/Manager's Name: **Kai Li**

Landlord/Manager's Telephone: 757-839-9204

Landlord/Manager's E-Mail: kai.li1288@gmail.com

24. Governing Law

This agreement is governed under the laws of the State of Virginia.

25. Other Agreements

In addition to the language stated in this agreement the parties, Landlord and Tenant, agree to the following:

Landlord and Tenant agree to the above conditions on this ____ day of _____, 20____ and hereby swear that the information provided is accurate and true:

Tenant's Signature _____ Date _____

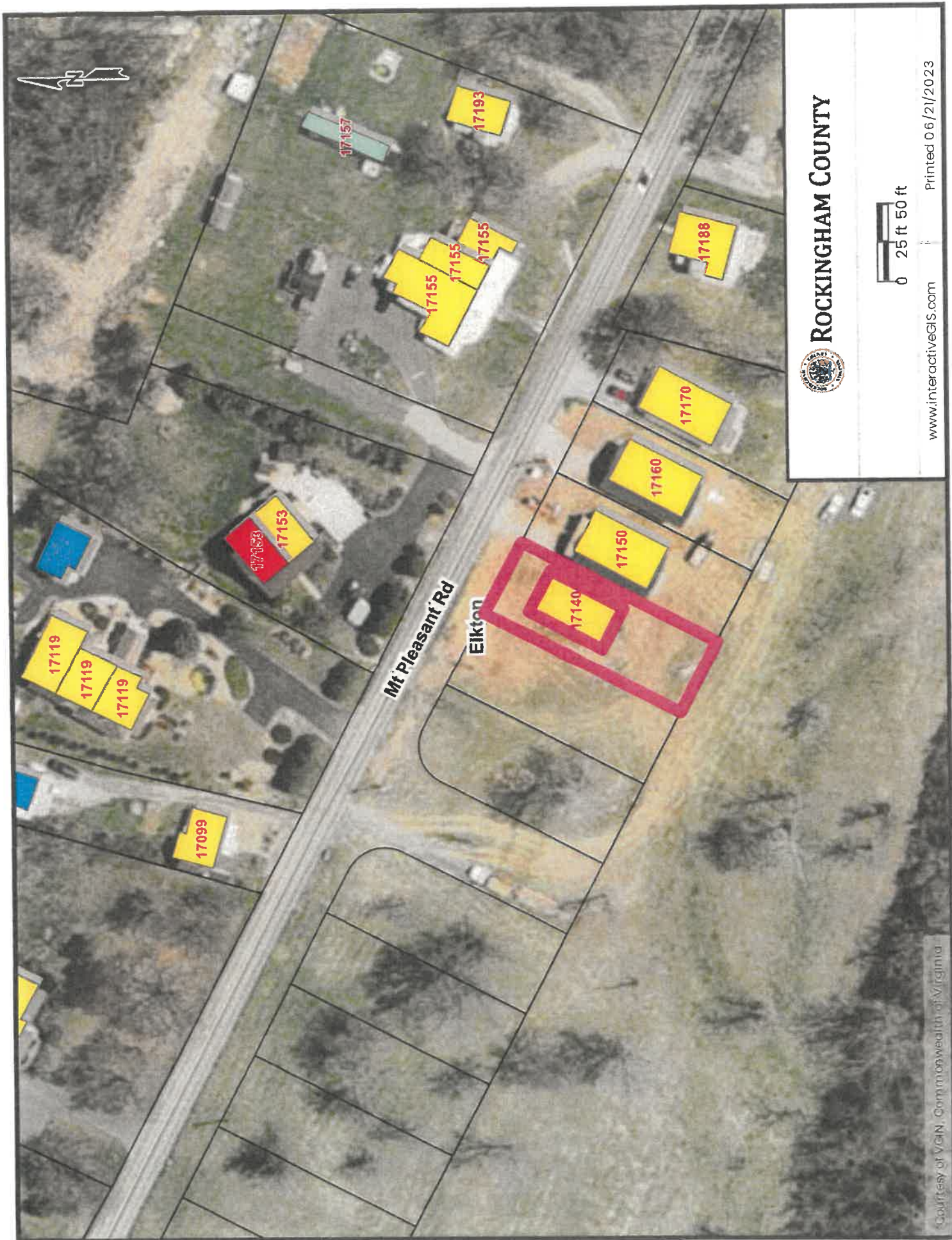
Print Name _____

Tenant's Signature _____ Date _____

Print Name _____

Landlord's Signature _____ Date _____

Print Name _____



17140 MT PLEASANT RD: ELKTON, VA
Emergency Evacuation Plan

20' 4" FT

HEADERS 2 FLY 2x10

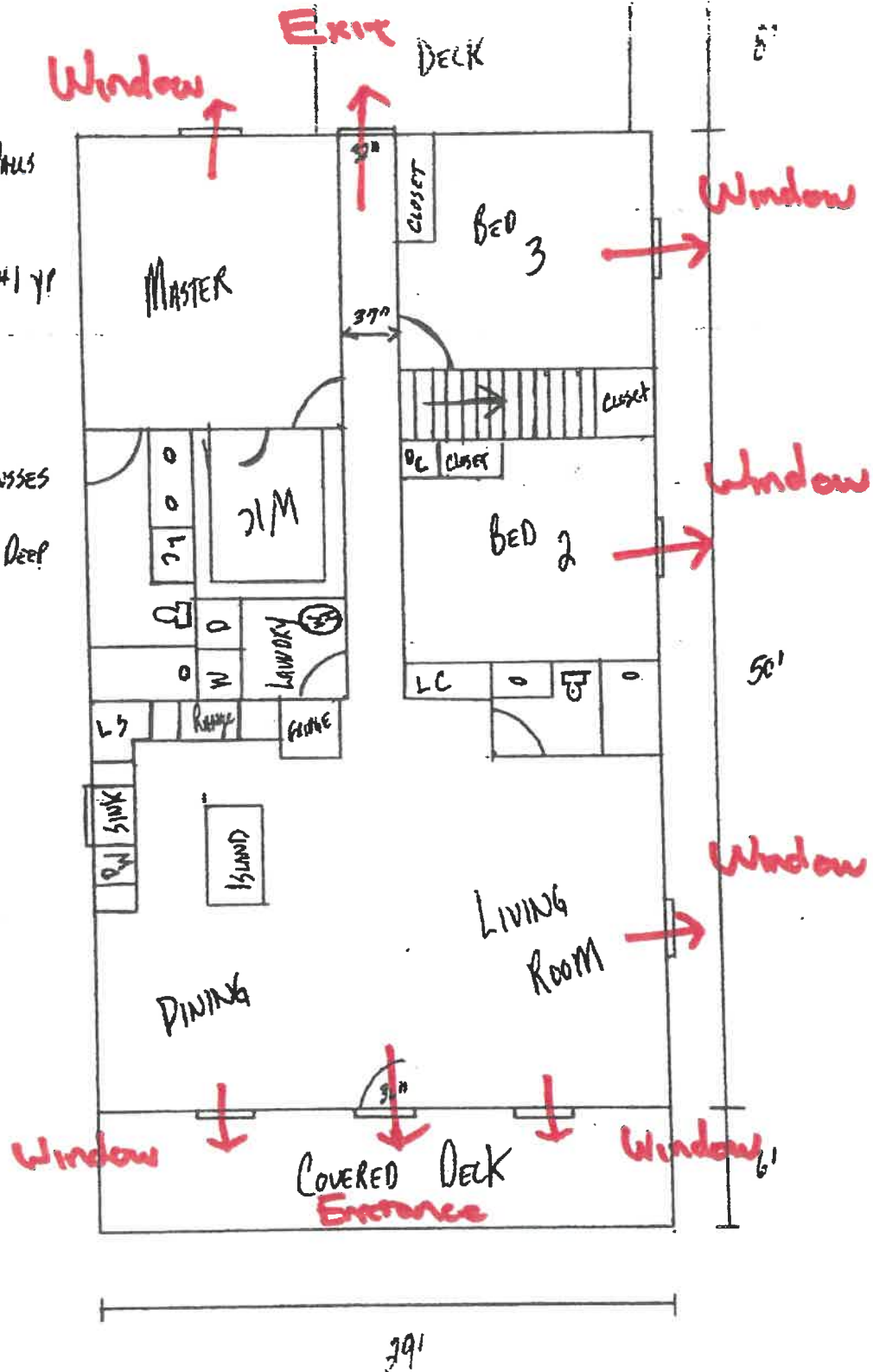
INTERIOR AND EXTERIOR WALLS
 8' TALL 16" OC

FLOOR SYSTEM 2x10 #1 YF
 16" OC

8" CMU FOUNDATION

ENGINEERED ROOF TRUSSES

PEAKS 16" x 16" 8" DEEP
 8.34' OC



SCALE 1/8" = 1'

§ 110-605 **Residential District R-4.**

A. Purpose of Residential District R-4. The purpose of the R-4 Residential District is to protect the residential character of established neighborhoods and communities. The regulations for this district tend to reflect and protect established neighborhoods which reflect on long-standing character.

B. Permitted uses. Within the Residential District R-4 the following uses are permitted:

(1) Single-family detached dwellings.

(2) Two-family dwellings, provided that the intent of this district is maintained in the design and use of two-family dwellings.

(3) Public utilities.

(4) Public water and sewage facilities.

(5) Public service or storage buildings.

(6) Modular homes.

[Added 3-25-1991; amended 12-18-2000]

(7) Single-family attached dwellings, provided that no more than two dwelling units shall be permitted in each single-family attached dwelling.

[Added 1-18-2010]

C. Special exceptions. When, after review of an application and hearing thereon, in accordance with Article **VIII** herein, the following uses may be permitted by special exception permit:

[Amended 3-25-1991]

(1) Schools.

(2) Churches and other places of worship with attendant educational and recreational facilities. No recreational facility shall be located closer than 100 feet from any residential lot.

(3) Public parks, playgrounds, recreational facilities, tennis courts, public swimming pools and outdoor recreational activities, all of a noncommercial nature. No swimming pool or structure shall be located closer than 100 feet from any residential lot.

(4) Child-care centers and family day-care homes. The main structure shall not be located closer than 50 feet from any residential lot.

(5) Family care homes, foster homes or group homes serving the mentally retarded, developmentally disabled or others, rest homes, homes for adults, or nursing homes, provided that licensing requirements are met.

(6) Commercial radio wave towers.

(7) Bed-and-breakfast facilities, limited.

(8) Cemeteries.

(9) (Reserved)¹¹ **[1]** *Editor's Note: Former Subsection C(9), home occupations, was redesignated as an accessory use 4-18-2005. See now Subsection **D(10)**.*

(10) Other uses of the same general character as those listed above and deemed appropriate by the Planning Commission and in accordance with Article **VIII**.

(11) Short-term rental in single-family detached dwellings. Short-term rentals are not allowed in multifamily dwellings, duplexes, townhouses, or apartments.

[Added 9-17-2018]

(12) Accessory apartment, subject to the provisions of § **110-716**.

[Added 1-28-2020]

D. Accessory uses. Where a lot is devoted to a permitted principal use, customary accessory uses and structures are authorized, including but not limited to the following:

[Amended 11-18-1991]

(1) Living quarters of persons principally employed on the premises.

(2) Travel trailers, which may be stored within the minimum yard requirements and shall be prohibited from occupancy.

(3) Temporary buildings of office trailers for uses incidental to construction work, such buildings shall be removed upon completion or abandonment of the construction work.

(4) Signs as provided for in Article **VII**.

(5) Parking as provided for in Article **VII**.

(6) Private parking garage.

(7) Shelter for house pets.

(8) Private swimming pool.

(9) Satellite antenna.

(10) Home occupations in accordance with § **110-705**.

[Added 4-18-2005]

E. Lot regulations.

(1) Main building:

(a) Minimum lot size:

[1] 6,250 square feet with public water and sewer. If two-family dwelling, 6,250 square feet for first unit and 3,000 square feet for additional unit, making a total of 9,250 square feet.

[2] 21,000 square feet with other facilities.

[3] Maximum density is eight units per acre.

(b) Setback: 25 feet.

(c) Frontage at setback: 50 feet.

(d) Side yard:

[1] One side: five feet.

[2] Two sides: 15 feet.

[3] Add 15 feet for corner lots.

[4] Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within the same blocks and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the required side yard, but not less than the existing side yards on the developed lots, plus 15 extra feet for corner lots.

[Amended 11-18-2013]

(e) Rear yard: 25 feet.

(f) Maximum height: 35 feet.

[1] The height limit for dwellings may be increased up to a maximum of 45 feet and up to three stories, provided that each side yard is 20 feet, plus one foot or more of side yard for each additional foot of building height over 35 feet.

[2] A public or semipublic building, such as a school, church, or library, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

[3] Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antenna and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

[4] For buildings over 45 feet in height, approval shall be obtained from the Zoning Administrator. Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities, not normally occupied by workers are excluded from this limitation. Parapet walls are permitted up to four feet above the limited height of the building on which the walls rest.

(2) Accessory buildings and uses: 10 feet from main building.

(a) Side yard: five feet.

[1] Add 15 feet for corner lots.

[2] Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within the same block and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the

required side yard, but not less than the average of the existing side yards on the existing developed lots.

(b) Rear yard: five feet.

(c) Height: 35 feet.

[1] Accessory buildings over one story in height shall be at least 10 feet from any lot line. All accessory buildings shall not exceed the main building in height.

F. See § **110-701**, Area regulations.

G. See § **110-708**, Nonconforming uses.

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 ___, 2023, and has not been revoked, rescinded, or repealed.

Clerk, Town Council, Town of Elkton,
Virginia

Daily News-Record
Daily News-Record

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[Back](#)

Notice Publish Date:
Monday, August 07, 2023

Notice Content

The VA Dept of Historic Resources will conduct a public information hearing of the Elkton Historic District on Monday, August 21, 2023. The meeting begins at 6:00 pm and will be held at Elkton Area Community Center 20593 Blue and Gold Drive, Elkton, VA. Public comment regarding the proposal will be taken at the time of the hearing or can be sent to Director Julie Langan, Dept of Historic Resources, 2801 Kensington Ave, Richmond, VA 23221. This proposal has been recommended eligible for the Virginia Landmarks and National Registers. This proposal will be presented to the State Review Board and the Board of Historic Resources on September 21, 2023. For additional information, contact Joanna McKnight at Joanna.mcknight@dhr.virginia.gov or 804-482-6093. 8/7, 8/14

[Back](#)



COMMONWEALTH of VIRGINIA

Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Travis A. Voyles
Secretary of Natural
and Historic Resources

Julie V. Langan
Director

Tel: (804) 367-2323
Fax: (804) 367-2391
www.dhr.virginia.gov

July 27, 2023

Re: Elkton Historic District, Rockingham County

Dear Property Owner:

The Department of Historic Resources (DHR), Virginia's historic preservation office, is considering nomination of the above-referenced Historic District (**boundary enclosed**) to the National Register of Historic Places and the Virginia Landmarks Register. The national and state registers are the official lists of places in Virginia recognized as having architectural, archaeological, or historical significance at the local, state, or national level. Over 500 other districts in the Commonwealth share this honorary status which, used as an educational tool, allow us to better understand our shared history.

The Virginia Landmarks Register and the National Register of Historic Places programs are designed to provide multiple opportunities for public participation, including the right of private property owners to state their support for, or objection to, listing in the registers. On **Monday, August 21, 2023**, staff of DHR will host a **public information hearing** beginning at 6:00 p.m. in the **Elkton Area Community Center** located at **20593 Blue and Gold Drive, Elkton, VA 22827-1696**. The purpose of the meeting is to present and explain the nomination process and results of historic district designation, to hear public comment, and to answer questions. DHR will forward the comments to the State Review Board, the Board of Historic Resources, and the agency director.

At a meeting to be held on **Thursday, September 21, 2023**, starting at **9:30 a.m.**, the Boards will consider the district for recommendation to the National Register of Historic Places and for inclusion in the Virginia Landmarks Register. You are welcome to attend this meeting, but are not required to do so. Information about the board meeting venue, including name of meeting facility, street address, phone number, and, if available, website address, will be posted on DHR's website at <https://www.dhr.virginia.gov/boards/> 30 days in advance of the meeting. Additionally, results of the joint Board meeting will appear on this webpage within ten business days following the meeting.

Enclosed is additional information explaining the register programs and the process by which owners of private property within the proposed historic district may express support for, comment on, or object to listing in the registers. Please be aware that for an objection to a nomination, you must submit to us a written letter that is attested and notarized by a notary public at least 7 business days prior to the joint Board meeting date listed above, in order for your objection to be considered with the nomination at this meeting.

If you have questions or need additional information before the joint Board meeting, please contact Ms. Aubrey Von Lindern in the **Northern Region Preservation Office** at (540) 868-7029.

Sincerely,

Amanda S. Terrell
Director, Community Services Division

Enclosures

Western Region Office
962 Kime Lane
Salem, VA 24153
Tel: (540) 387-5443
Fax: (540) 387-5446

Northern Region Office
5357 Main Street
PO Box 519
Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
Fax: (804) 367-2391

Elkton Historic District, Town of Elkton, Rockingham County, DHR No. 216-5097

The Elkton Historic District includes the town's entire downtown commercial center and early residential streets. What began as a crossroads community established in the second half of the nineteenth century was formally platted in 1890. The primary resource types are one- to three-story commercial block stores and single-family dwellings, as well as two churches and one school. At the northwest extent of the district are two larger farm complexes. Overall, the resources in the district were constructed in vernacular interpretations of styles and forms common during the district's period of significance, including Queen Anne, Folk Victorian, Gothic Revival, Colonial Revival, Craftsman, Minimal Traditional, and Ranch. The district has 288 total architectural resources, of which 214 are contributing to the district due to their historic character and associations. Of the 74 noncontributing resources, 34 are secondary resources, such as sheds and garages, which are generally unobtrusive. Forty primary resources are noncontributing either because they are of recent construction or they lack integrity to convey their historic associations. The district captures Elkton's earliest historic resources and the period of growth that occurred after the town became a stop on the Shenandoah Valley Railroad.

Located near the heart of the Shenandoah Valley, the town of Elkton has occupied an approximately 103-acre swath of land on the eastern bank of the South Fork Shenandoah River since about 1816, when a small mountain crossroads community was established at the intersection of present-day West Rockingham Trail and Shenandoah Avenue. Originally named Conrad's Store, the settlement steadily grew throughout the nineteenth century and a boom period upon the railroad's arrival in 1881. The bustling village was formally incorporated as the Town of Elkton in 1908. Prosperity and growth continued through the early- and mid-twentieth century and was physically manifested on the landscape through increased residential and commercial development.

The Elkton Historic District is locally significant under Criterion A in the areas of Commerce and Transportation for its historic role as a commercial center since its establishment and for its status as a stop along the Shenandoah Valley Railroad, which created new opportunities for commerce, industry, and travel. The district is also locally significant under Criterion C in the area of Architecture for its intact collection of historic buildings and structures that illustrate the town's development across 160 years. Examples of popular Romantic- and Victorian-era styles, including Italianate, Classical Revival, and Queen Anne, are among the architecturally important buildings in the district. Historic commercial buildings in town are distinguished by roof parapets, large display windows, and ornamental brickwork. A striking example of Art Moderne design occupies a corner lot and is distinguished by its rounded corner, curve storefront windows, and glass block windows on upper stories. The Elkton United Methodist Church is an austere example of Gothic Revival design, which was an enduringly popular style for churches from the mid-19th through early-20th century. As Elkton continued to prosper in the twentieth century, empty lots were infilled and some older buildings were replaced with Classical Revival, Colonial Revival, Minimal Traditional, bungalow, and American Foursquare buildings. The district's period of significance begins in 1816, when Conrad's Store was settled as a small crossroads community, and ends in 1975, when passenger rail service (one of the key factors in Elkton's development) was discontinued. The end of rail service was of exceptional local significance and meets Criteria Consideration G, which pertains to events that occurred less than 50 years ago.

COMMONWEALTH of VIRGINIA

Department of Historic Resources (DHR), 2801 Kensington Avenue, Richmond, Virginia 23221

Key Points about the National and State Register Process for Property Owners

- Listing in the national and state registers is honorary. It recognizes a historic property's importance to its community, the State, and/or the Nation as well as encouraging good stewardship of the historic property.
- National and state register listings do not place restrictions on private property owners. Owners have no obligation to open their properties to the public, to restore them, or even to maintain them to a specific standard, if they choose not to do so.
- Under Federal and State laws, private property owners can do anything they wish with their Register-listed property, provided that no Federal or State license, permit, or funding is involved.
- If a listed property is destroyed or its integrity is greatly altered, it is removed from the registers.
- To ensure public participation in the nomination process, property owners and local officials are notified of proposed nominations to the National Register and Virginia Landmarks Register and are provided the opportunity to comment. In addition, once a nomination is submitted to the National Park Service, another public comment period is published in the *Federal Register*.
- Federal agencies whose projects affect a listed property must give DHR (Virginia's State Historic Preservation Office) an opportunity to comment on the project and its effects on the property. Further details are provided below.
- Federal and State Historic Rehabilitation Tax Credits for rehabilitation and other provisions are available, should a property owner choose to use them. Further details are provided below.
- Owners may also qualify for Federal and State grants for historic preservation when funding is available. Refer to the National Park Service website for Federal grant information (<https://www.nps.gov/orgs/1623/index.htm>). DHR administers several State grant programs (<https://www.dhr.virginia.gov/grants/>).
- Owners of properties that have been determined eligible for or listed in the Virginia Landmarks Register are eligible to consider perpetual legal protection of the property through the donation of a historic preservation easement. For more information, see <https://www.dhr.virginia.gov/easements/>.

National Register of Historic Places (NRHP)

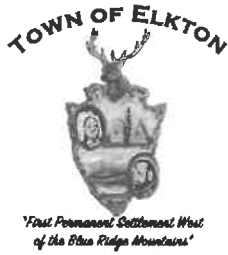
Established under the National Historic Preservation Act of 1966 (NHPA), as amended, the national historic preservation program is a partnership between the Federal, State, Tribal, and local governments; private organizations; and the public. The Act and its provisions establish the framework within which citizens plan, identify, evaluate, register, and protect significant historic and archeological properties throughout the country. Central to this framework is the NRHP--the Nation's official list of historic properties worthy of preservation, administered by the National Park Service (NPS), U.S. Department of the Interior. Properties listed in the NRHP include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture.

Historic places are nominated to the NRHP by nominating authorities: the State Historic Preservation Officer (SHPO), appointed by the Governor of the State in which the property is located; the Federal Preservation Officer (FPO) for properties under Federal ownership or control; or by the Tribal Historic Preservation Officer (THPO) if the property is on tribal lands. Anyone can prepare a nomination to the NRHP, at which time the SHPO, FPO or THPO reviews the proposed nomination, and notifies property owners and local officials of the intent to nominate. Nominations submitted through the State must first be approved by a State Review Board (SRB) before being reviewed by the NPS. The members of the SRB, who are appointed by the SHPO, use the same criteria as the National Register to evaluate properties and then recommend them to the NPS for listing in the NRHP.

The NRHP continues to reflect the desire of Americans, as expressed in the NHPA, that "the historical and cultural foundation of the nation should be preserved as a living part of our community life and development in order to give a sense of orientation to the American people."

Virginia Landmarks Register (VLR)

In 1966, the Virginia General Assembly established the Virginia Historic Landmarks Commission, now the Department of Historic Resources (DHR). DHR is the State Historic Preservation Office responsible for managing



Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Consent Agenda

BACKGROUND: Approval for draft minutes of the regular council meeting held on July 17, 2023 and on August 1, 2023, the Elkton Planning Commission voted to recommend reappointment of Donna Mowbray to a four year term from June 30, 2023 to June 30, 2027.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council approve the Consent Agenda as presented.

APPROVAL: 

 Greg Lunsford, Town Manager

ATTACHMENTS: Draft minutes for July 17, 2023

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

**TOWN OF ELKTON
ELKTON TOWN COUNCIL MEETING
JULY 17, 2023**

A Town Council meeting was held on July 17, 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 Aaron Napotnik.

Also Present: Town Manager Greg Lunsford, Town Attorney Quinton Callahan, Chief of Police Dave Harris, Public Works Director Gaither Hurt, Community Development Director Delores Hammer, 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 AMENDED AGENDA

Vice-Mayor Workman moved, seconded by Council member Hensley, and carried to adopt the 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

PRESENTATION

Mr. Eric Evans and Mr. Troy Evans spoke regarding the upcoming "Sounds of the Valley Bluegrass Festival for Special Olympics" scheduled for September 16, 2023 to benefit Virginia Area 4. The event would start at 10:00 a.m. in Blue Ridge Park which included several bands and food trucks.

PUBLIC COMMENT

Wayne Printz spoke regarding the Special Olympics event, FOIA requests, and rate increases.

CONSENT AGENDA

Council member Fulginiti moved, seconded by Council member Heidel, 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 welcomed Quinton Callahan as the new town attorney. He noted that the Town's annual Field Day was a success. He read a letter from Doug Shifflett as follows:

"On behalf of the Blue Ridge Council No. 149 Junior Order of United American Mechanics Civic Club, we would like to take this opportunity to thank the Town of Elkton for your \$3,000 donation along with the Junior Order's help to make this year's fireworks display at the Elkton Field Day celebration possible. The fireworks by Pyrotechnico were absolutely beautiful and enjoyed by the entire community. We would also like to thank the Elkton Police Department for all of their help with the parade and helping to secure the area needed for the fireworks on Saturday afternoon and for standing by to keep the area secure during the display on Saturday night. Our understanding was that they put in over 140 hours throughout the entire Field Day celebration

The Field Day parade was also a great success this year as well with over 120 units. A big thank you to everyone who entered. The children got as much or even more candy than they do at Halloween. Thanks to the good Lord the weather was beautiful throughout the entire week with no events rained out unlike last year when both the parade and the fireworks were rained out.

Also, a big thank you to all the volunteers who helped in the food and drink booths as well. Again, we thank everyone who came out and helped make this year's Elkton Field Day a great success." – Doug Shifflett, Field Day Committee

Mr. Lunsford reported the following:

- Thanked Ryan Insana and Mike King for their assistance with the Field Day events.
- FY24 budget completed.
- New wastewater treatment plant on-line.
- Hired new operator for the plant.
- Forty-eight employee evaluations completed.
- Jessy Beasley started on July 1, 2023 as the new EACC Director.
- All cars on Terrace Avenue had been removed.
- Thanked Mrs. Hammer for her assistance with the fireworks.
- Gaither Hurt completed an ADA Coordinator Training certification program and was now a safety officer as required by the Town's liability insurance.

Staff Reports

Mrs. Beasley reported on an Elk Run Trails event. Sponsors were needed for the twenty-four hour trail run event scheduled for November 2-3, 2024. It was requested that camping be allowed for the race participants.

TOWN ATTORNEY

Mr. Callahan thanked everyone for the opportunity. He noted that Mr. Miller had been assisting him with the transition.

COMMITTEE REPORTS

Policy/Personnel Committee: Chairperson Hensley welcomed Mr. Callahan and Mrs. Beasley. She attended a Rockingham County Board of Supervisors meeting regarding the recent boundary line adjustment.

Parks and Recreation Committee: Chairperson Fulginiti welcomed Mrs. Beasley and noted the amazing job she was already doing by promoting the center on social media. She noted an increase in attendance at the center.

Public Utilities: Chairperson Workman reported on the plan for sidewalks. There were articles regarding the Town in the Virginia Rural Water Association's magazine "Streamline" which featured an article on Elkton's WWTP operator Lelan Siler, who was named "Operator of the Year." The Town's new WWTP plant was also featured with interviews from Gaither Hurt and Greg Lunsford.

Finance Committee: Chairperson Michael reported on the excellent job that Treasurer Curry and her department had accomplished regarding the budget and recent audit. She noted that over \$100,000 in interest had been earned due to the treasurer reviewing the Town's resources.

Special Projects and Economic Development Committee: Chairperson Napotnik reported that Gil Coleman with Coleman Engineering would be submitting plans to the County for the pavilion. He noted there were new ideas for the "welcome" signs at the entrances into Town.

Public Health & Safety Committee: Chairperson Heidel stated he looked forward to working with Mr. Callahan and Mrs. Beasley. He thanked Treasurer Curry for her hard work on the budget.

UNFINISHED BUSINESS

VDH placeholder request for potential loan

Mr. Lunsford stated that the Town would start a new drinking water project with an estimated cost between \$8 – 9 million. He noted the Town was confident that grant funds would be available to the Town for the project from USDA. There could be other grants available to the Town. Approximately \$1 million from ARPA funds had been earmarked for the drinking water project. He noted the motion to be presented was a placeholder for a potential loan the Town could commit to in the next year.

Council member Hensley clarified that the request was not a loan. It was available money should the Town need it and had been preapproved for. Mr. Lunsford responded that no loans had been taken out for the project.

Council member Michael moved, seconded by Vice-Mayor Workman, and carried to approve the VDH placeholder request for a potential loan.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

NEW BUSINESS

Recommendation by the Elkton Planning Commission to hold a joint public hearing to permanently close a public street pursuant to § 143-37

Mrs. Hammer stated that the Town had a 50' public use road on Mt. Pleasant Road, per a resolution approved in 2018. A developer wanted to build homes on two lots but could not make the set-back requirements with the existing public use road there. The Planning Commission reviewed the area and recommended to change the 50' public use road to a 20' utility easement (alley). She noted that if Council wanted to move forward and hold a joint public hearing, the date of August 21, 2023 at 6:00 p.m. would be suitable for the Planning Commission.

Council member Heidel moved, seconded by Council member Napotnik, and carried to accept the recommendation by the Elkton Planning Commission to hold a joint public hearing on August 21, 2023 at 6:00 p.m. to permanently close a public street pursuant to § 143-37.

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

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

MAYORS BUSINESS

Mayor Gooden stated that the Massanutten Regional Library would hold a strategic planning meeting on July 18, 2023 at 6:00 p.m. in the Council Chambers, at the Elkton Area Community Center. On August 21, 2023, Aubrey Von Lindern with the Virginia Department of Historic Resources would provide Council an update on the downtown historic district. He noted that Glo Fiber would soon be available in Town. On August 7, 2023, an informal community meeting would be held at the Town Hall.

CLOSED SESSION

Council member Hensley moved, seconded by Council member Michael, 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 Napotnik, 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

Hire Elkton Police Officer

Council member Hensley moved, seconded by Council member Heidel, and carried to accept Chief of Police Dave Harris' recommendation to hire Jared Hurt as an Elkton Police Officer.

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

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

Appoint Interim Chief of Police

Council member Hensley moved, seconded by Council member Fulginiti, and carried to appoint Mike King as Interim Chief of Police in the absence of a Chief of Police.

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

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

Motion to Adjourn

Council member Michael moved, seconded by Council member Heidel, 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.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Town Manager's Report

BACKGROUND: Report to be presented verbally by Mr. Lunsford.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input checked="" type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL:



 Greg Lunsford, Town Manager

ATTACHMENTS: Staff reports

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

CONSOLIDATED MONTHLY RUNS REPORT
JULY 2023

Law Enforcement Agencies

HPD.....	6391
RCSO.....	3033
Bridgewater.....	818
Broadway.....	571
Dayton.....	445
Elkton.....	744
Grottoes.....	1100
Timberville.....	1191
 TOTAL.....	 14,293

TOWN OF ELKTON POLICE REPORT 2023

ARREST/CHARGES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ASSAULT & BATTERY	2	3	0	2	0	0	0						
CURFEW VIOLATIONS	0	0	0	0	0	0	0						
DRIVING UNDER THE INFLUENCE	1	0	0	1	0	0	0						
DRINKING IN PUBLIC/PUBLIC INTOXICATION	1	0	0	2	1	2	1						
DRUGS (POSSESSION & DISTRIBUTION)	7	1	1	2	1	1	0						
LOITERING	0	0	0	0	0	0	0						
PARKING TICKETS	0	0	0	0	0	0	2						
RECKLESS DRIVING	3	2	0	1	1	0	1						
SEAT BELT/CHILD RESTRAINT VIOL.	0	0	0	0	0	0	1						
SPEEDING	18	10	9	5	2	1	6						
MISCELLANEOUS	24	38	22	47	11	17	13						
ADULT ARRESTS	51	54	29	59	15	20	24						
JUVENILE ARRESTS	5	0	3	1	1	1	0						

POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS

BUSINESS/RESIDENTIAL ALARMS	18	9	15	14	14	9	8						
DOMESTIC SITUATIONS	4	2	4	3	2	5	6						
DISORDERLY	6	8	12	13	8	2	7						
LARCENY COMPLAINTS	6	4	2	1	3	6	2						
TRAFFIC CRASHES	4	6	5	5	7	4	2						
TRAFFIC STOPS	65	58	49	37	35	18	29						
VANDALISM/PROPERTY DAMAGE	2	3	0	3	2	3	1						
ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)	2	4	5	5	4	0	4						
MISCELLANEOUS	1015	1143	1245	764	664	629	685						
TOTAL	1122	1237	1337	845	739	676	744						

MIKE KING
INTERIM CHIEF

TOWN OF ELKTON



VIRGINIA

Public Works Work Order List for July 2023

Cemetery	9
Electric	10
Gen.Govt	8
Recreation	8
Sewer	8
Streets	22
Water	18
Total	83

173 W. SPOTSWOOD AVENUE | ELKTON, VIRGINIA 22827
ELKTONVA.GOV

#	Date issue:	Caller:	St #	Address	Ph:	Project	Comp	Date comp:	Initial
3450	7/3/2023	cemetary		elk run cemetary		final grade grave for charles breeden	x	7/5/23	kb-bb-rl
3451	7/3/2023	cemetary		elk run cemetary		final grade grave for peggy dean	x	7/5/23	kb-bb-rl
3452	7/3/2023	cemetary		elk run cemetary		final grade grave for dean	x	7/5/23	kb-bb-rl
3453	7/1/2023	cemetary		elk run cemetary		final grade grave for mike powell	x	7/5/23	kb-bb-rl
3454	6/30/2023	cemetary		elk run cemetary		grave for nancy dorsett	x	7/6/23	kb-bb-rl
3474	7/7/2023	cemetary		elk run cemetary		mark stone for michael-brenda comer	x	7/7/23	lb-gf
3476	7/12/2023	cemetary		elk run cemetary		seed and straw several graves	x	7/12/2023	lb-gf
3522	07/25/23	cemetary		elk run cemetary		mark stone for david hensley	x	7/25/2023	lb-gf
3526	7/25/2023	cemetary		elk run cemetary		grave for geraldine parrott	x	7/27/2023	kb-bb-rl
3448	7/3/2023	electric		substation		run generator	x	7/3/23	jb
3469	7/6/2023	electric		downtown triangle		repair outlets and wiring	x	7/6/2023	jb-sh
3487	7/12/2023	electric	344	west spring		install new street light	x	7/12/23	jb-sh
3488	7/12/2023	electric	412	west spring		install new street light	x	7/12/23	jb-sh
3489	07/11/23	electric	206	lee ave		connect service and install new meter	x	7/11/2023	jb-sh
3490	7/10/2023	electric		blue and gold drive		disconnect service to fire-rescue building	x	7/10/23	jb-sh
3498	6/23/2023	electric		beatty drive		repair street light	x	7/13/2023	jb-sh
3501	1/17/2023	electric		willow oaks		layout for new electrical connections	x	7/17/23	jb-sh
3512	7/21/2023	electric		hill ave		power outage	x	7/21/2023	jb-kb
3515	7/13/2023	electric		substation		run generator	x	7/13/2023	jb
3480	7/11/2023	gen.govt		eacc		pull weeds-weedeat-mulch flower beds	x	7/11/2023	lb-gf
3483	7/10/2023	gen.govt		eacc		spray bee nests	x	7/10/2023	kb-bb-rl
3485	7/10/2023	gen.govt		town		disconnects	x	7/10/23	kb-bb-rl
3505	07/18/23	gen.govt		eacc		replace lights at monument	x	7/18/2023	jb-sh
3514	7/12/2023	gen.govt		eacc		repair outlets-several odd jobs	x	7/21/2023	jb-rl
3521	07/25/23	gen.govt		town hall		wash front porch amd clean around the building	x	7/25/2023	lb-gf
3524	7/23/2023	gen.govt		town		radio read meters	x	7/26/23	lb-gf
3525	7/27/2023	gen.govt		town		meter re-checks/demand+town meters	x	7/27/23	lb-gf
3527	7/28/2023	gen.govt		town hall		replace lights in PD	x	7/28/2023	jb-sh
3446	07/03/23	recreation		stonewall park		replace sewer pump at restrooms	x	7/3/23	kb-gf-bb
3456	7/3/2023	recreation		parks		check and clean parks	x	7/9/2023	bs-jp-rh
3481	7/10/2023	recreation		stonewall park		weedeat-spray around playground	x	7/10/2023	bs-jp-rh
3493	7/10/2023	recreation		parks		check and clean parks	x	7/16/23	bs-jp-rh
3496	7/17/2023	recreation		stonewall park		replace 9/11 monument lights	x	7/17/2023	jb-gf-sh

3511	07/20/23	recreation	M.Sutton		stonewall park		help unload turf for blue sox field	x	7/20/23	crew
3517	7/17/2023	recreation			parks		check and clean parks	x	7/23/2023	bs-jp-rh
3531	7/24/2023	recreation			parks		check and clean parks	x	7/31/23	bs-jp-rh
3471	7/6/2023	sewer	ecc	710 4th street			sewer back up	x	7/6/2023	lb-gf
3491	7/14/2023	sewer		109 north stuart ave			sewer back up	x	7/14/23	kb-bb-rl
3499	7/17/2023	sewer		west spotswood			locate sewer for pavilion	x	7/17/2023	kb-bb-rl
3507	7/19/2023	sewer		wwtp			pull influent pump 4	x	7/19/23	kb-jb-bb-rl
3510	7/21/2023	sewer		wwtp			assemble desk for plant office	x	7/21/2023	kb-bb-rl
3529	7/28/2023	sewer		502 east rockingham st			sewer back up	x	7/28/23	kb-bb-rl
3530	7/28/2023	sewer		wwtp			assemble storage cabinet for lab	x	7/28/23	kb-bb-rl
3538	7/31/2023	sewer		wwtp			remove old hvac system-start new install	x	7/31/2023	bb-jb-sh
3447	7/3/2023	streets		town			hand event banners for jr order	x	7/3/23	jb-rl
3449	7/5/2023	streets		shop			pick up new truck for street crew	x	7/5/23	lb-gf
3455	7/5/2023	streets		town			mow-weedeat	x	7/7/2023	bs-jp-rh
3467	7/5/2023	streets		town			tend the flowers	x	7/7/2023	lb-gf
3468	07/06/23	streets		town			set up the parade route	x	7/6/2023	kb-bb-rl
3472	7/7/2023	streets		shop			wash trucks-prep parade truck	x	7/7/23	crew
3473	7/7/2023	streets		stock pile			clean up fill dirt site	x	7/7/23	jb-sh
3475	7/12/2023	streets		town			take down 4th of july decorations	x	7/12/2023	lb-gf
3477	6/28/2023	streets		quail run entrance			mow king property-charge 2 hours	x	7/11/2023	bs-jp-rh
3478	7/11/2012	streets		town			take down graduation banners	x	7/11/12	jb-sh
3479	7/11/2012	streets		dance studio			remove overgrown bush in alley	x	7/11/2023	bs-jp-rh
3482	7/10/2023	streets		shop			take new truck for light and snow package	x	7/10/2023	lb-gf
3484	7/10/2023	streets		town			pick up cones from parade	x	7/10/23	lb-gf
3486	7/10/2023	streets		town			take down jr order event banners	x	7/10/23	jb-sh
3492	7/14/2023	streets		shop			shop clean up-clean trucks	x	7/14/2023	crew
3494	7/10/2023	streets		town			mow-weedeat	x	7/14/2023	bs-jp-rh
3495	7/10/2023	streets		town			tend the flowers	x	7/14/2023	lb-gf
3508	7/18/2023	streets	V.Bennington	414 lee ave			clean up storm debris	x	7/19/23	jb-rl
3516	7/17/2023	streets		town			mow-weedeat	x	7/21/2023	bs-jp-rh
3518	07/17/23	streets		town			tend the flowers	x	7/21/2023	lb-gf
3532	7/24/2023	streets		town			mow-weedeat	x	7/28/2023	bs-jp-rh
3533	7/24/2023	streets		town			tend the flowers	x	7/28/2023	lb-gf
3470	7/5/2023	water	southerly	14725 greenview drive			set and program water meter	x	7/5/2023	kb-bb-rl

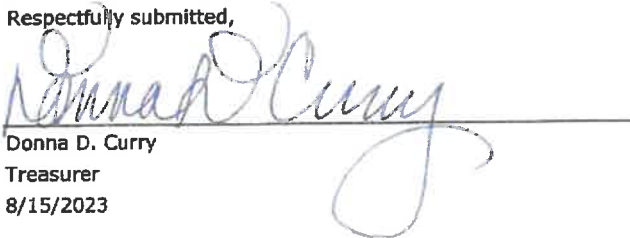
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**TOWN OF ELKTON
TREASURER'S REPORT
For Month Ending July 31, 2023**

FIRST BANK OPERATING ACCOUNT

BEGINNING BALANCE			\$	5,340,905.29
DEPOSITS			\$	490,407.98
Interest earned			\$	22,938.34
EXPENDITURES			\$	(930,040.23)
Bank Service Charge			\$	-
ENDING BALANCE			\$	4,924,211.38
Outstanding Checks			\$	(123,696.25)
ARPA FUNDING (deposited 6/29/2021)		\$	1,505,955.00	
Expended		\$	(681,010.00)	
Proposed Projects		\$	(1,350,000.00)	
Drinking Water Project		\$	(980,900.00)	
ARPA FUNDING (deposited 7/22/2022)		\$	1,505,955.00	
(these funds are included in the Operating total)		\$	-	
ADDITIONAL ACCOUNTS				
INFINEX ACCOUNT (REPO)	6/30/2023	\$	471,684.21	\$ 471,684.21
Bank of America	5/31/2023	\$	-	\$ -
<i>(transferred funds to First Bank \$354,456.87 and closed the account to avoid additional fees)</i>				
SWEEP Accounts				
F & M Bank	7/19/2023	\$	250,020.54	\$ 250,020.54
F & M Bank	7/31/2023	\$	12,577.21	\$ 12,577.21
United Bank	5/31/2023	\$	331,416.79	\$ 331,416.79
United Bank	7/31/2023	\$	450,667.55	\$ 450,667.55
United Bank	7/31/2023	\$	5,000.00	\$ 5,000.00
		\$	1,049,682.09	\$ 1,397,670.05
TOTAL FUNDS			\$	6,321,881.43

Respectfully submitted,

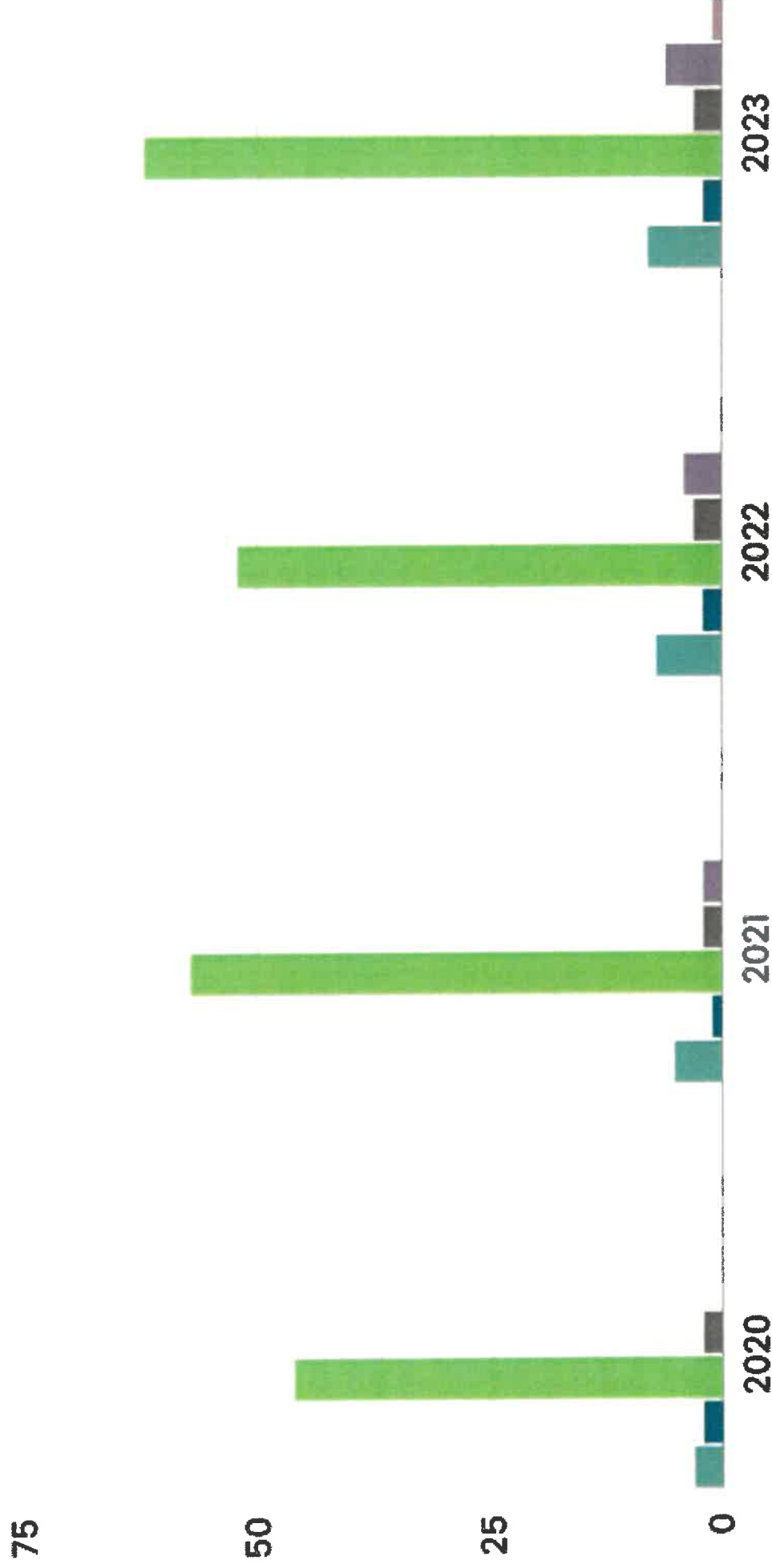


Donna D. Curry
Treasurer
8/15/2023

TOWN OF ELKTON ZONING PERMITS -

YTD FEE'S COLLECTED \$10,630

- Single family homes
- Duplexes
- Misc. - vacate lot lines, subdivision, decks, storage building, etc.
- Special Exception
- Short Term Rental
- Construction New Business



10-340-0100 PERMITS - 10-340-0100 PERMITS

GL Account	AType	Date	Description1	Debit	Credit	Batch	FPname
GL Account: 10-340-0100 PERMITS							
FPname: Fiscal Period - 2023							
10-340-0100 PERMITS	R	01/04/2023	MISC PAYMENT	\$0.00	\$25.00		53386 Fiscal Period - 2023
10-340-0100 PERMITS	R	01/04/2023	MISC PAYMENT	\$0.00	\$25.00		53385 Fiscal Period - 2023
10-340-0100 PERMITS	R	01/18/2023	MISC PAYMENT	\$0.00	\$50.00		53603 Fiscal Period - 2023
10-340-0100 PERMITS	R	01/23/2023	MISC PAYMENT	\$0.00	\$25.00		53641 Fiscal Period - 2023
10-340-0100 PERMITS	R	01/25/2023	MISC PAYMENT	\$0.00	\$50.00		54107 Fiscal Period - 2023
10-340-0100 PERMITS	R	01/26/2023	MISC PAYMENT	\$0.00	\$25.00		54188 Fiscal Period - 2023
10-340-0100 PERMITS	R	01/27/2023	MISC PAYMENT	\$0.00	\$25.00		54266 Fiscal Period - 2023
10-340-0100 PERMITS	R	01/27/2023	MISC PAYMENT	\$0.00	\$100.00		54245 Fiscal Period - 2023
10-340-0100 PERMITS	R	01/30/2023	MISC PAYMENT	\$0.00	\$50.00		54274 Fiscal Period - 2023
10-340-0100 PERMITS	R	02/01/2023	MISC PAYMENT	\$0.00	\$25.00		54560 Fiscal Period - 2023
10-340-0100 PERMITS	R	02/01/2023	MISC PAYMENT	\$0.00	\$100.00		54559 Fiscal Period - 2023
10-340-0100 PERMITS	R	02/02/2023	MISC PAYMENT	\$0.00	\$25.00		54573 Fiscal Period - 2023
10-340-0100 PERMITS	R	02/07/2023	MISC PAYMENT	\$0.00	\$25.00		54668 Fiscal Period - 2023
10-340-0100 PERMITS	R	02/21/2023	MISC PAYMENT	\$0.00	\$50.00		54931 Fiscal Period - 2023
10-340-0100 PERMITS	R	03/06/2023	MISC PAYMENT	\$0.00	\$25.00		55029 Fiscal Period - 2023
10-340-0100 PERMITS	R	03/10/2023	MISC PAYMENT	\$0.00	\$25.00		55097 Fiscal Period - 2023
10-340-0100 PERMITS	R	03/20/2023	MISC PAYMENT	\$0.00	\$25.00		55154 Fiscal Period - 2023
10-340-0100 PERMITS	R	03/22/2023	MISC PAYMENT	\$0.00	\$75.00		55168 Fiscal Period - 2023
10-340-0100 PERMITS	R	03/23/2023	MISC PAYMENT	\$0.00	\$100.00		55170 Fiscal Period - 2023
10-340-0100 PERMITS	R	03/27/2023	MISC PAYMENT	\$0.00	\$25.00		55182 Fiscal Period - 2023
10-340-0100 PERMITS	R	04/14/2023	MISC PAYMENT	\$0.00	\$25.00		55340 Fiscal Period - 2023
10-340-0100 PERMITS	R	04/17/2023	MISC PAYMENT	\$0.00	\$25.00		55353 Fiscal Period - 2023
10-340-0100 PERMITS	R	04/18/2023	MISC PAYMENT	\$0.00	\$500.00		55393 Fiscal Period - 2023
10-340-0100 PERMITS	R	04/21/2023	MISC PAYMENT	\$0.00	\$150.00		55459 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/01/2023	MISC PAYMENT	\$0.00	\$25.00		55521 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/02/2023	MISC PAYMENT	\$0.00	\$25.00		55536 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/05/2023	MISC PAYMENT	\$0.00	\$50.00		65583 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/08/2023	MISC PAYMENT	\$0.00	\$50.00		65651 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/11/2023	MISC PAYMENT	\$0.00	\$125.00		65704 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/23/2023	MISC PAYMENT	\$0.00	\$135.00		65810 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/23/2023	MISC PAYMENT	\$0.00	\$200.00		65808 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/24/2023	MISC PAYMENT	\$0.00	\$25.00		65815 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/30/2023	MISC PAYMENT	\$0.00	\$25.00		65832 Fiscal Period - 2023
10-340-0100 PERMITS	R	05/30/2023	MISC PAYMENT	\$0.00	\$50.00		65832 Fiscal Period - 2023

GL Account History

1/1/2023 - 7/31/2023
10-340-0100 PERMITS - 10-340-0100 PERMITS

GL Account	AType	Date	Description1	Debit	Credit	Batch	Fpname
10-340-0100 PERMITS	R	05/31/2023	MISC PAYMENT	\$0.00	\$25.00	65870	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/01/2023	MISC PAYMENT	\$0.00	\$25.00	65884	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/06/2023	MISC PAYMENT	\$0.00	\$25.00	65970	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/09/2023	MISC PAYMENT	\$0.00	\$25.00	66074	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/09/2023	MISC PAYMENT	\$0.00	\$25.00	66074	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/12/2023	MISC PAYMENT	\$0.00	\$25.00	66077	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/12/2023	MISC PAYMENT	\$0.00	\$100.00	66081	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/13/2023	MISC PAYMENT	\$0.00	\$25.00	66082	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/16/2023	MISC PAYMENT	\$0.00	\$25.00	66115	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/16/2023	MISC PAYMENT	\$0.00	\$50.00	66115	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/20/2023	MISC PAYMENT	\$0.00	\$25.00	66127	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/27/2023	MISC PAYMENT	\$0.00	\$20.00	66180	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/27/2023	MISC PAYMENT	\$0.00	\$25.00	66180	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/27/2023	MISC PAYMENT	\$0.00	\$100.00	66179	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/27/2023	MISC PAYMENT	\$25.00	\$0.00	66180	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/28/2023	MISC PAYMENT	\$0.00	\$100.00	66208	Fiscal Period - 2023
10-340-0100 PERMITS	R	06/28/2023	MISC PAYMENT	\$25.00	\$2,905.00		
FPname: Fiscal Period 2024							
10-340-0100 PERMITS	R	07/07/2023	MISC PAYMENT	\$0.00	\$25.00	66341	Fiscal Period 2024
10-340-0100 PERMITS	R	07/10/2023	MISC PAYMENT	\$0.00	\$25.00	66366	Fiscal Period 2024
10-340-0100 PERMITS	R	07/17/2023	MISC PAYMENT	\$0.00	\$50.00	66425	Fiscal Period 2024
10-340-0100 PERMITS	R	07/17/2023	MISC PAYMENT	\$0.00	\$50.00	66425	Fiscal Period 2024
10-340-0100 PERMITS	R	07/17/2023	MISC PAYMENT	\$50.00	\$0.00	66425	Fiscal Period 2024
10-340-0100 PERMITS	R	07/20/2023	MISC PAYMENT	\$0.00	\$300.00	66451	Fiscal Period 2024
10-340-0100 PERMITS	R	07/21/2023	MISC PAYMENT	\$0.00	\$100.00	66456	Fiscal Period 2024
10-340-0100 PERMITS	R	07/24/2023	MISC PAYMENT	\$0.00	\$25.00	66455	Fiscal Period 2024
10-340-0100 PERMITS	R	07/26/2023	MISC PAYMENT	\$0.00	\$25.00	66475	Fiscal Period 2024
10-340-0100 PERMITS	R	07/26/2023	MISC PAYMENT	\$50.00	\$600.00		
10-340-0100 PERMITS	R	07/26/2023	MISC PAYMENT	\$75.00	\$3,505.00		
10-340-0100 PERMITS	R	07/26/2023	MISC PAYMENT	\$75.00	\$3,505.00		

C10-Fiber

\$7,125.00

\$10,630.00

ELK RUN CEMETERY REPORT
TRANSACTIONS
July 2023

LOTS SOLD.....	5	YTD = 26
INTERMENTS.....	3	YTD = 27
NICHE.....	1	YTD = 1
CREMATIONS.....	1	YTD = 5
Space Contract.....	1	YTD =4
Niche Contract.....	0	YTD=0

Interments this month	Lot Sales	Opening/Closing
Eldridge Shifflett		\$750
Nancy Dorsett		\$750
Patricia Parrott		\$750
	Sales/Contracts	
Rebel Phelps	Contract payment	\$500
Jeff Shifflett	Contract payment	\$250
Leo Lawson	O/C payment	\$100
	Fence Plaque Sales	
Billie Jo Dofflemyer		\$200
Angela R. Smith		\$200
Brandi McDaniel		\$200

Total: \$3,700

• **Cemetery Commission Members**

Chairperson: Lee Dearing

Vice Chair: Mark Hensley

Dwight "Gene" Kite

Billie Jo Dofflemyer

Sue Armbruster

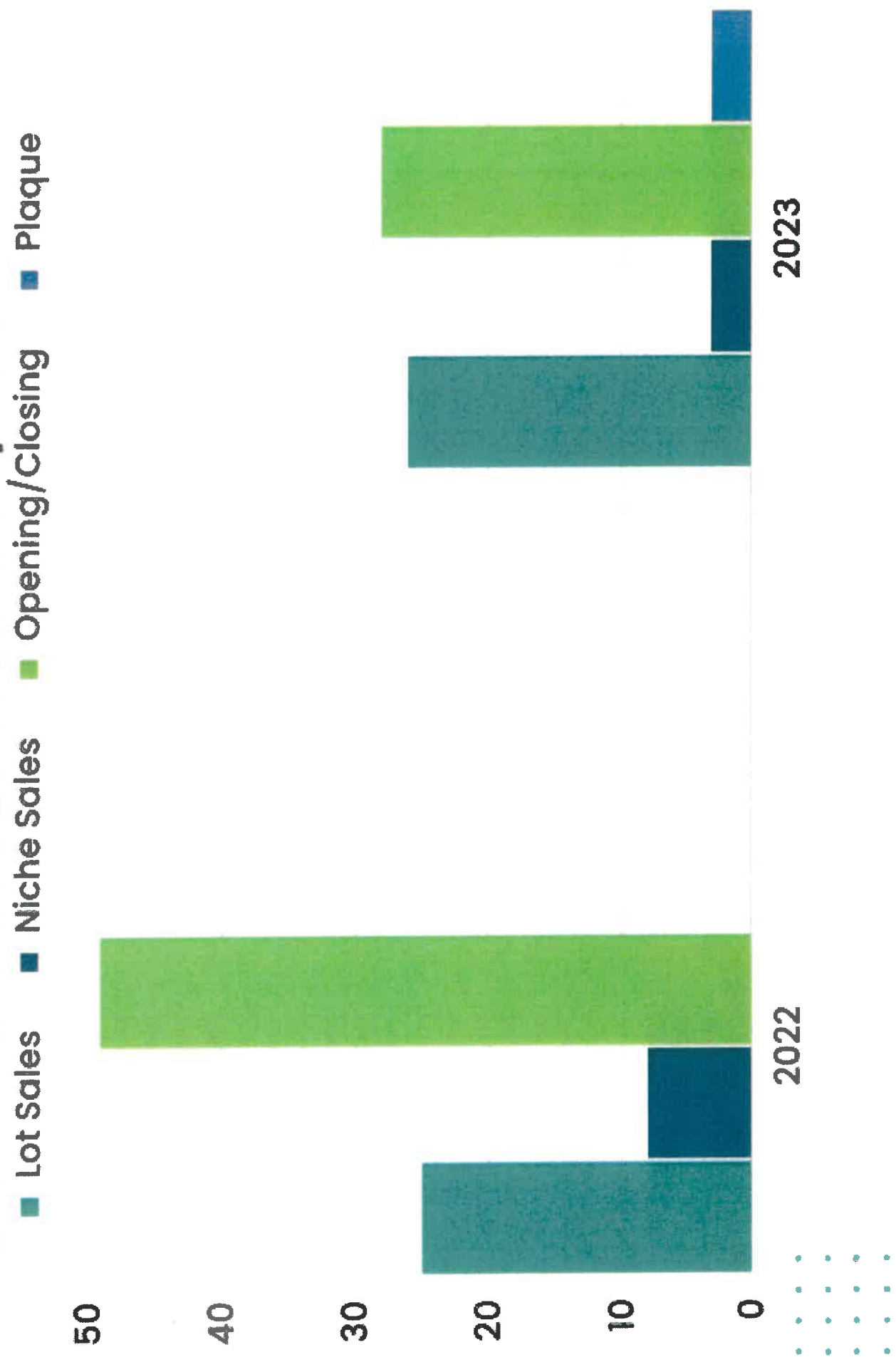
Michelle Dean

Mark Stevanus

Submitted by: Delores Hammer – Director of Community Development

ELK RUN CEMETERY

YTD FEE'S COLLECTED \$54,600



GL Trans Date	GL Acct Num	GL Acct Name	GL Acct	Misc Code	Dr Amt	Cr Amt
Code Desc: CEMETERY FENCE DONATIONS						
7/10/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	CEMFENCEDON	\$400.00	\$0.00
7/10/2023	52-300-0260	CEMETERY FENCE DON	52-300-0260-CEMETER	CEMFENCEDON	\$0.00	\$400.00
7/18/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	CEMFENCEDON	\$200.00	\$0.00
7/18/2023	52-300-0260	CEMETERY FENCE DON	52-300-0260-CEMETER	CEMFENCEDON	\$0.00	\$200.00
					\$600.00	\$600.00
Code Desc: OPEN/CLOSE FEE - CEM						
1/4/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$750.00	\$750.00
1/19/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$750.00	\$750.00
2/13/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$750.00	\$750.00
2/23/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$600.00	\$600.00
3/9/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$750.00	\$750.00
3/13/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$750.00	\$750.00
3/17/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$1,800.00	\$1,800.00
3/27/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$750.00	\$750.00
3/28/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$300.00	\$300.00
3/31/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$750.00	\$750.00
4/11/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$1,500.00	\$1,500.00
4/14/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$750.00	\$750.00
5/22/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$1,500.00	\$0.00
5/22/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$1,500.00
5/24/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$750.00	\$0.00
5/24/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$750.00
6/5/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$750.00	\$0.00
6/5/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$750.00
6/9/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$750.00	\$0.00
6/9/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$750.00
6/14/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$1,500.00	\$0.00

Transaction Date from 1/1/2023 - 7/31/2023 GL Misc Transaction Summary Report

Date: 8/10/2023 3:08 PM

GL Trans Date	GL Acct Num	GL Acct Name	GL Acct	Misc Code	Dr Amt	Cr Amt
6/14/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$1,500.00
6/26/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$300.00	\$0.00
6/26/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$300.00
6/28/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$750.00	\$0.00
6/28/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$750.00
7/3/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$100.00	\$0.00
7/3/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$100.00
7/12/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$750.00	\$0.00
7/12/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$750.00
7/17/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$100.00	\$0.00
7/17/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$100.00
7/31/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	OPEN/CLOSE	\$750.00	\$0.00
7/31/2023	52-300-0400	OPEN/CLOSE FEE - CEM	52-300-0400-OPEN/CLO	OPEN/CLOSE	\$0.00	\$750.00
Code Desc: SALE OF LOTS ELK RUN CEMETERY					\$18,200.00	\$18,200.00
1/4/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTS SALES	\$1,000.00	\$0.00
1/4/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTS SALES	\$0.00	\$1,000.00
1/13/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTS SALES	\$9,500.00	\$0.00
1/13/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTS SALES	\$0.00	\$9,500.00
1/26/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTS SALES	\$150.00	\$0.00
1/26/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTS SALES	\$0.00	\$150.00
1/31/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTS SALES	\$2,000.00	\$0.00
1/31/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTS SALES	\$0.00	\$2,000.00
3/1/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTS SALES	\$250.00	\$0.00
3/1/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTS SALES	\$0.00	\$250.00
3/2/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTS SALES	\$1,300.00	\$0.00
3/2/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTS SALES	\$0.00	\$1,300.00

Transaction Date from 1/1/2023 - 7/31/2023 GL Misc Transaction Summary Report

Date: 8/10/2023 3:08 PM

GL Trans Date	GL Acct Num	GL Acct Name	GL Acct	Misc Code	Dr Amt	Cr Amt
3/14/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$3,000.00	\$0.00
3/14/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$3,000.00
4/18/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$1,000.00	\$0.00
4/18/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$1,000.00
4/20/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$3,250.00	\$0.00
4/20/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$3,250.00
4/24/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$2,000.00	\$0.00
4/24/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$2,000.00
5/2/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$2,000.00	\$0.00
5/2/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$2,000.00
5/11/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$250.00	\$0.00
5/11/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$250.00
5/31/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$200.00	\$0.00
5/31/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$200.00
6/15/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$250.00	\$0.00
6/15/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$250.00
6/20/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$6,000.00	\$0.00
6/20/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$6,000.00
6/26/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$1,000.00	\$0.00
6/26/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$1,000.00
7/6/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$500.00	\$0.00
7/6/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$500.00
7/14/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	LOTSALES	\$250.00	\$0.00
7/14/2023	52-300-0000	SALE OF LOTS	52-300-0000-SALE OF L	LOTSALES	\$0.00	\$250.00
Code Desc: SALE OF NICHE					\$33,900.00	\$33,900.00
1/10/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	NICHE	\$100.00	\$0.00

Transaction Date from 1/1/2023 - 7/31/2023 GL Misc Transaction Summary Report

Date: 8/10/2023 3:08 PM

GL Trans Date	GL Acct Num	GL Acct Name	GL Acct	Misc Code	Dr Amt	Cr Amt
1/10/2023	52-301-0000	SALE OF NICHE	52-301-0000-SALE OF N	NICHE	\$0.00	\$100.00
2/21/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	NICHE	\$1,200.00	\$0.00
2/21/2023	52-301-0000	SALE OF NICHE	52-301-0000-SALE OF N	NICHE	\$0.00	\$1,200.00
4/6/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	NICHE	\$200.00	\$0.00
4/6/2023	52-301-0000	SALE OF NICHE	52-301-0000-SALE OF N	NICHE	\$0.00	\$200.00
5/9/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	NICHE	\$25.00	\$0.00
5/9/2023	52-301-0000	SALE OF NICHE	52-301-0000-SALE OF N	NICHE	\$0.00	\$25.00
5/15/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	NICHE	\$275.00	\$0.00
5/15/2023	52-301-0000	SALE OF NICHE	52-301-0000-SALE OF N	NICHE	\$0.00	\$275.00
6/5/2023	52-101-0400	CASH FIRST BANK	52-101-0400-CASH FIR	NICHE	\$100.00	\$0.00
6/5/2023	52-301-0000	SALE OF NICHE	52-301-0000-SALE OF N	NICHE	\$0.00	\$100.00
					\$1,900.00	\$1,900.00
					\$54,600.00	\$54,600.00

Administrative Report July 2023

Elkton Area Community Center/Stonewall District

Monthly Center Programs
 Strong Figure Bootcamp / Elkton Fitness: Monday-Saturday
 Pilates: Tuesday/Thursday
 Pound Class: Thursdays
 Latin Fitness Dancing: Wednesdays
 Next Level Karate / Instructional: Monday-Friday

Town Residents: 11
 County Residents: 13
 Non Residents: 7
 Daily Book Sign In Count: 139

Family: 4
 Youth: 2
 Adult: 8
 Senior: 17

Total New Members: 31

Total \$ Daily Fees / Walking Track: (Month) \$174.00
 Total \$ Monthly Membership (Adult, Family, Senior & Youth): (Month) \$3,313.00
 Total \$ Yearly Membership (Adult, Family, Senior & Youth): (Month) \$165.00
Monthly Total: \$3,652.00

Room Rentals Including Deposits \$2,120.00

Shelter Rental Fees Collected:	\$1,150.00
Monthly Donations:	\$2.00
Credit Card Transaction Fees Collected:	\$196.00
Computer Copy Fees Collected:	\$13.80
<u>Monthly Total:</u>	\$3,481.80

Total Membership Fiscal Year:	\$27,460.00
Total Room Rentals Fiscal Year:	\$15,789.00
<u>Current Yearly Total:</u>	\$43,249.00

July Water Hauling Report

<u>July 2022-June 2023</u>		<u>Revenue</u>
July	837,377.00	5,986.31
August	888,570.00	6,445.32
September	818,569.00	5,955.66
October	832,144.00	6,050.27
November	723,466.00	5,289.36
December	724,205.00	5,299.56
January	665,506.00	4,888.69
February	551,263.00	4,093.86
March	639,340.00	4,710.40
April	720,553.00	5,283.92
May	998,779.00	7,241.72
June	1,077,155.00	7,790.19
YTD:	9,476,927.00	69,035.26

<u>July 2023-June 2024</u>		<u>Revenue</u>
July	996,911.00	8,046.47
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
YTD:	996,911.00	8,046.47



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Town Attorney's Report

BACKGROUND: Report to be presented verbally by the town attorney.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input checked="" type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Committee Reports

BACKGROUND: Reports to be presented verbally by committee chairs.

ACTION REQUESTED:

Information Only ☐ Discussion ☐ Reports ☒
 Action Item ☐ Public Hearing ☐ Closed Session ☐


FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

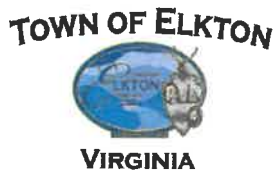
STAFF RECOMMENDATION: N/A

APPROVAL:


 Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

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

BACKGROUND: Reports to be presented verbally by committee chairs.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input checked="" type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

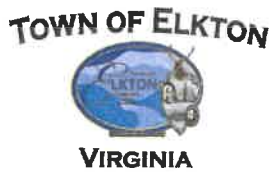
If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 
 Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: 2023 Records Management Policy

BACKGROUND: The Town wants to establish a policy with general responsibilities for management, retention, and disposition of town records as mandates by the Virginia Public Records Act.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That the Elkton Town Council adopt the 2023 Records Management Policy as presented.

APPROVAL: 
 Greg Lunsford, Town Manager

ATTACHMENTS: Policy

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

**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

Table of Contents

- I. Responsibilities Under the Virginia Public Records Act (VPRA)
- II. Public Records
- III. Roles and Responsibilities
- IV. Records Retention and Disposition Schedules
- V. Electronic Records
- VI. Disposition of Public Records
- VII. Destruction of Public Records
- VIII. Storage, Retrieval, and Disaster Recovery
- IX. Legal Matters, Audits, and Investigations
- X. Data Privacy

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).



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Appoint Denise Monger as the Town's Records Officer

BACKGROUND: N/A

ACTION REQUESTED:

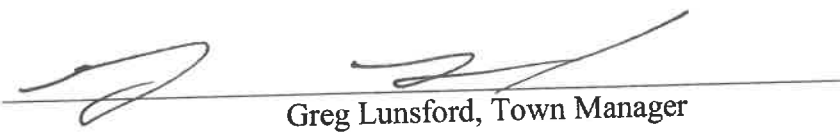
Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council appoint Denise Monger as the Town's records officer.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



LIBRARY OF VIRGINIA

Records Analysis Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES

(RM-25 Form November 2012)

Pursuant to the *Virginia Public Records Act (VPRA)* of the *Code of Virginia* (§42.1-76 et. seq.), the responsibilities of a designated Records Officer include, but are not limited to, the following (NB: "Agency" means State Agency, Locality, or Regional Authority/Entity):

- Complete and return by mail or delivery an original, type-written, signed RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES (RM-25 Form) to the Library of Virginia.
- Develop and implement a records management program based on records management best practices and procedures promulgated by the Archives, Records, and Collections Services Division of the Library of Virginia.
- Provide training in records management procedures, practices, and use of appropriate forms, as necessary. As needed, collaborate with departmental Records Coordinators to help maintain an effective records management program.
- Distribute Library of Virginia-approved RECORDS RETENTION AND DISPOSITION SCHEDULE information to appropriate staff members. Assist staff in surveying records that are unique to the agency in order to develop and implement accurate RECORDS RETENTION AND DISPOSITION SCHEDULES.
- Assist in identifying records that can be destroyed in accordance with applicable RECORDS RETENTION AND DISPOSITION SCHEDULES. Approve the accurate and timely destruction of records by completing and/or reviewing CERTIFICATE(S) OF RECORDS DESTRUCTION (RM-3 Form), pursuant to Library of Virginia procedures for the destruction of records.
- Identify all essential and archival records. Ensure records are properly maintained, protected, and accessible for the length of time cited in applicable RECORDS RETENTION AND DISPOSITION SCHEDULE.
- Participate in decisions concerning records reformatting and/or storage.
- Coordinate and approve the transfer of permanent, archival records, using the ARCHIVAL TRANSFER LIST AND RECEIPT (ARC-1 Form), and/or non-permanent records, using Infonline, to the Library of Virginia.
- Coordinate the development of a plan to help ensure the protection / recovery of records in the event of a disaster or any other unplanned incident.
- Receive periodic updates from the Library of Virginia on important records management issues within the Commonwealth via the Virginia Records Officer Listserv (VA-ROL).
- The responsibilities of a Records Coordinator are defined by the agency to include some variation of, but not to exceed, the responsibilities above, and should be documented in the agency's records management policy.

1. Agency / Locality / Regional Authority/Entity Town of Elkton	2. Division or Department Administrative	2a. Section or Sub-Department (if needed)
3. Name of Incoming Records Officer or Coordinator Denise R. Monger	4. Office / Job Title Clerk of Council	
5. Mailing Address, City, State, Zip Code 173 W. Spotswood Avenue, Elkton, Virginia 22827	8. New: <input type="checkbox"/> Records Officer Additional: <input type="checkbox"/> Records Officer Replacement: <input checked="" type="checkbox"/> Records Officer Replacing: Charlotte Shifflett	8a. For the listed: <input checked="" type="checkbox"/> Agency / Locality / Regional Authority <input type="checkbox"/> Department or Division <input type="checkbox"/> Sub-Department or Section
6. Phone Number, with Direct Extension 5402989480		
7. E-mail dmonger@townofelkton.com		

We have read and understand the responsibilities of a Records Officer / Coordinator as outlined herein and pursuant to the *VPRA* of the *Code of Virginia*.

9. Incoming Records Officer / Coordinator (Print)

Denise R. Monger

Signature

Date

10. Agency Head or Designee (Print)

Greg Lunsford

Signature

Date

MAIL / DELIVER TYPE-WRITTEN FORM WITH ORIGINAL SIGNATURES TO THE ADDRESS IN TOP LEFT CORNER



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: 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.

BACKGROUND: N/A

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input checked="" type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: Resolution

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

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 ____, 2023, and has not been revoked, rescinded, or repealed.

Clerk, Town Council, Town of Elkton,
Virginia



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: August 21, 2023

SUBJECT/TOPIC: Closed Session pursuant to Virginia Code § 2.2-3711.A.7, § 2.2-3711.A.1, and § 2.2-3711.A.3.

BACKGROUND: N/A

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input checked="" type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☐
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council go into a Closed Session pursuant to the following:

- 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."



Staff Report/Recommendation

- c. Pursuant to Virginia Code § 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

APPROVAL: _____
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

