

TOWN OF ELKTON



VIRGINIA

Elkton Town Council

Elkton Area Community Center
20593 Blue and Gold Drive - Elkton, VA 22827

July 17, 2023 – 6:00 p.m.

Agenda

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
2. ADOPTION OF AGENDA
3. PRESENTATION
 - a. Sounds of the Valley Bluegrass Festival for Special Olympics
4. CONSENT AGENDA
 - a. Minutes
5. TOWN MANAGER'S REPORT
 - a. Staff reports
6. TOWN ATTORNEY'S REPORT
7. COMMITTEE REPORTS
8. UNFINISHED BUSINESS
 - a. VDH placeholder request for potential loan
9. NEW BUSINESS
 - a. Recommendation by the Elkton Planning Commission to hold a joint public hearing to permanently close a public street pursuant to § 143-37
10. 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."

11. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: July 17, 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.



Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: July 17, 2023

SUBJECT/TOPIC: Consent Agenda

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 approve the Consent Agenda as presented.

APPROVAL:



 Greg Lunsford, Town Manager

ATTACHMENTS: Draft minutes for June 19, 2023 and June 26, 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
JUNE 19, 2023**

A Town Council meeting was held on Monday, June 19, 2023, at 6:00 p.m. at the Elkton Area Community Center, located at 20593 Blue and 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, Chief of Police Dave Harris, 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 AGENDA

Council member Hensley requested to amend the agenda to include a motion to extend the freeze on short-term rentals until July 1, 2023.

Council member Fulginiti moved, seconded by Vice-Mayor Workman, 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 – Nathan Miller appreciation plaque

Town Attorney Miller was absent from the meeting.

Mayor Gooden recessed the regular council meeting and opened the public hearing.

PUBLIC HEARING - Proposed new categories and increase to the flat rates of electric customers across all categories of users

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, Chief of Police Dave Harris, Community Development Director Delores Hammer, Treasurer Donna Curry, and Deputy Clerk of Council Kim Shifflett.

Mayor Gooden opened the public hearing.

Mr. Lunsford gave a brief overview of the proposed new categories and flat rate increases to the electric rates.

There were no public comments.

The public hearing was closed.

Mayor Gooden reconvened the regular council meeting.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Vice-Mayor Workman moved, seconded by Council member Michael, and carried to approve the Consent Agenda as presented.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

TOWN MANAGER'S REPORT

Mr. Lunsford reported on the Town's capital improvements projects. The new wastewater treatment plant was finished and operational. The Town should be ready to apply for a new permit with DEQ in July. He thanked Mr. Hurt and Mr. Siler for their management throughout the project. He noted that \$2 million from the project remained unspent and would be used to replace sewer lines.

WW Associates had prepared a preliminary engineering report (PER) on the Town's drinking water in 2010 which had been approved by the Town. The project did not move forward; however, an update to the report was prepared in 2021. He noted that in order to qualify for USDA grant funds, the Town had to request WW Associates to provide an additional update to the PER. Once the report had been updated and the design created, the project could go out to bid.

Mr. Lunsford and staff members met with Lineage Architects last week to review two initial plans for the station. A proposal would be forthcoming. He thanked the public works department who repaired two significant water line breaks over Father's Day weekend.

TOWN ATTORNEY

Mr. Miller was absent from the meeting.

COMMITTEE REPORTS

Public Health & Safety Committee: Chairperson Heidel reported no additional business.

Special Projects and Economic Development Committee: Chairperson Napotnik reported no additional business.

Finance Committee: Chairperson Michael reported no additional business.

Public Utilities: Chairperson Workman reported no additional business.

Parks and Recreation Committee: Chairperson Fulginiti reported that a nice reception was held on June 14, 2023 for the newly hired EACC Director, Jessy Beasley. She thanked everyone that helped organize the event. She thanked Mrs. Hammer for her assistance with the new signage in Town.

Policy/Personnel Committee: Chairperson Hensley reported that Quinton Callahan would begin working as the Town's attorney on July 1, 2023.

UNFINISHED BUSINESS

First Reading for an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2023 and ending June 30, 2024, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

Council member Michael moved on a First Reading to approve an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2023 and ending June 30, 2024, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified.

Accept the Elkton Planning Commission's recommendation for a First Reading for an ordinance amendment to Chapter 110 Land Development, § 110-603, § 110-604, § 110-605, §110-606, §110-715 to add limitations on short-term rentals

Council member Hensley moved on a First Reading to accept the Elkton Planning Commission's recommendation on a First Reading for an ordinance amendment to Chapter 110 Land Development, § 110-603, § 110-604, § 110-605, §110-606, §110-715 to add limitations on short-term rentals.

Accept the Elkton Planning Commission's recommendation for a First Reading for an ordinance amendment to Chapter 110 Land Development, § 110-610 Downtown Business District B-1 and § 110-715 (B) to add short-term rentals as a permitted use in B-1 district

Council member Hensley moved on a First Reading to accept the Elkton Planning Commission's recommendation on a First Reading for an ordinance amendment to Chapter

110 Land Development, § 110-610 Downtown Business District B-1 and § 110-715 (B) to add short-term rentals as a permitted use in B-1 district.

Accept the Elkton Planning Commission's recommendation for a First Reading for an ordinance amendment to Chapter 110 Land Development, § 110-706 Signs, to change the height of an elevated sign structure adjacent to a sidewalk; redefine the Downtown District area for a freestanding or non-freestanding sign; and submit a map to be used as Attachment 3.1

Council member Hensley moved on a First Reading to accept the Elkton Planning Commission's recommendation on a First Reading for an ordinance amendment to Chapter 110 Land Development, § 110-706 Signs, to change the height of an elevated sign structure adjacent to a sidewalk; redefine the Downtown District area for a freestanding or non-freestanding sign; and submit a map to be used as Attachment 3.1.

Extend short-term rental freeze to July 1, 2023

Council member Hensley moved, seconded by Council member Heidel, and carried that Council extend the freeze on accepting short-term rentals until July 1, 2023.

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

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

NEW BUSINESS

Schedule special council meeting for June 26, 2023 at 5:30 p.m.

Council member Hensley moved, seconded by Council member Napotnik, and carried to schedule a special council meeting for June 26, 2023 at 5:30 p.m.

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

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

Roy Davis resignation from the Elkton Planning Commission

Vice-Mayor Workman moved, seconded by Council member Michael, and carried to accept the resignation of Roy Davis from the Elkton Planning Commission.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Property line adjustment request from Ricky Cubbage and Terri Jo Herring for property located at 14580 and 14568 Beatty Drive, Downey Knolls Subdivision, tax map numbers 130G (2)-23 and 130G (2)-24

Council member Heidel moved, seconded by Council member Hensley, and carried to approve a property line adjustment request from Ricky Cubbage and Terri Jo Herring for property located at 14580 and 14568 Beatty Drive, Downey Knolls Subdivision, tax map numbers 130G (2)-23 and 130G (2)-24.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Recommendation by the Elkton Planning Commission to hold a joint public hearing with the Elkton Town Council to receive comments on rezoning properties located within the new boundary line adjustment area

Vice-Mayor Workman moved, seconded by Council member Napotnik, and carried to accept the recommendation by the Elkton Planning Commission to hold a joint public hearing with the Elkton Town Council on July 16, 2023 at 6:00 p.m.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Recommendation by the Elkton Planning Commission to hold a joint public hearing with the Elkton Town Council to receive comments on rezoning 17.335 acres on Mt. Pleasant Road from R-8 to C-1

Council member Hensley moved, seconded by Council member Heidel, and carried to accept the recommendation by the Elkton Planning Commission to hold a joint public hearing with the Elkton Town Council to receive comments on rezoning 17.335 acres on Mt. Pleasant Road from R-8 to C-1 for July 16, 2023 at 6:00 p.m.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

MAYORS BUSINESS

Mayor Gooden stated that the Virginia Municipal League Conference would be held in October 2023 and asked any Council member or staff who wanted to attend to let the Town know so reservations could be made.

CLOSED SESSION

Vice-Mayor Workman 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.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

Council member Michael 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

Sale of Town owned real property

Council member Heidel moved, seconded by Council member Fulginiti, and carried to schedule a public hearing on July 17, 2023 for comments on the sale of Town owned real property, identified as an undeveloped right-of-way along Mt. Pleasant Road.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Motion to Adjourn

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

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Meeting adjourned at 6:52pm

**TOWN OF ELKTON
ELKTON TOWN COUNCIL
SPECIAL MEETING
JUNE 26, 2023**

A special meeting of the Elkton Town Council was held on June 26, 2023, at 5:30 p.m. at the Elkton Area Community Center, located at 20593 Blue and 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, and Council Aaron Napotnik.

Absent: Council member Rachel Michael.

Also Present: Town Manager Greg Lunsford, Community Development Director Delores Hammer, and Clerk of Council Denise Monger.

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

ADOPTION OF AGENDA

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

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

TOWN MANAGER’S REPORT

Mr. Lunsford reported no additional business.

COMMITTEE REPORTS

No additional reports.

Second Reading to adopt an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2023 and ending June 30, 2024, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

Council member Hensley moved on a second reading as presented:

**AN ORDINANCE PROPOSING A BUDGET FOR THE
TOWN OF ELKTON, VIRGINIA FOR THE FISCAL YEAR
BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024,
APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SAID FISCAL YEAR;**

**ADJUSTING RATES, FEES AND TAXES;
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE
TOWN OF ELKTON, VIRGINIA, RELATING TO TAXES, LICENSES,
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND
ALL ORDINANCES RELATING TO THE TIME OF
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN
SPECIFICALLY MODIFIED
(Second Reading June 26, 2023)**

BE IT ORDAINED by the Town Council of the Town of Elkton, Virginia as follows:

SECTION 1. That the following budget for the Town of Elkton, Virginia, for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is hereby proposed and recommended for adoption:

(SEE ATTACHED BUDGET)

SECTION 2. Public revenues of the Town of Elkton, Virginia, are hereby appropriated for public purposes for the fiscal year beginning July 1, 2023 and ending June 30, 2024 as set forth in the appropriate Section of said budget.

SECTION 3. There will be a sixteen percent (16%) increase to the base rate, in all categories for water user rates (In-Town). The increases would become effective July 1, 2023 and shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. They are as follows:

Residential Water: Current Base Rate would increase from \$12.13 to \$14.07

Commercial Water: Current Base Rate would increase from \$12.14 to \$14.07

Industrial Water: Current Base Rate would increase from \$12.14 to \$14.07

Out-of-Town water rates shall be double the in-Town rates.

Water Hauler rates shall increase from \$7.00 to \$8.00 per 1,000 gallons.

SECTION 4. There will be an eight percent (8%) increase to the base rate, in all categories for sewer user rates (In-Town). The increases would become effective July 1, 2023 and shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. They are as follows:

Residential Sewer: Current Base Rate would increase from \$27.96 to \$30.20

Commercial Sewer: Current Base Rate would increase from \$27.96 to \$30.20

Industrial Sewer: Current Base Rate would increase from \$27.96 to \$30.20

Out-of-Town sewer rates shall be double the In-Town rates.

SECTION 5. There will be an increase to the electric flat rate, in the redefined categories, as follows: RESIDENTIAL ELECTRICAL SERVICE (RS) flat rate per meter per month to increase from \$9.50 to \$10.50; SMALL GENERAL SERVICE/SMALL COMMERCIAL (SGS) formerly SMALL COMMERCIAL ELECTRIC (TOTAL ELECTRIC) flat rate per meter per month to increase from \$9.50 to \$15.00; MEDIUM GENERAL SERVICE (MGS) formerly GENERAL SERVICE – SMALL COMMERCIAL flat rate per meter per month to increase from \$15.00 to \$55.00; LARGE GENERAL SERVICE (LGS) formerly LARGE COMMERCIAL USERS flat rate per meter per month to increase from \$40.00 to \$75.00. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. The increases would become effective July 1, 2023.

SECTION 6. There will be no increase to the tax rate for real estate, including real estate owned by public service corporations, subject to tax for the fiscal year beginning July 1, 2023. Such rate is fixed at \$0.11 per \$100.00 of assessed value of such property per year. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

SECTION 7. There will be no increase to the tax rate for all personal property subject to tax for the fiscal year beginning July 1, 2023. Such rate is fixed at \$0.46 per \$100.00 of assessed value per year. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

SECTION 8. There will an increase to the refuse collection fees. The residential fee would increase from \$15.50 to \$16.50 per month, and the commercial fee would increase from \$26.00 to \$27.00 per month. Bulk pick-up fees shall increase from \$30.00 to \$55.00. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. The increases would become effective July 1, 2023.

SECTION 9. The Fund Budgets in Section 1 as included in the general budget are hereby adopted and made the official budget document of the Town of Elkton. It is expressly provided that the restrictions with respect to the expenditure of the moneys appropriated shall apply only to the lump sum amounts for the classes of expenditures, of Funds, which have been included in this ordinance.

SECTION 10. Any ordinance in conflict with this ordinance is hereby repealed to the extent that such conflict exists. However, all ordinances not in conflict with this ordinance shall continue in effect, specifically; all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other collection thereof shall continue in effect except as herein specifically modified.

SECTION 11. If any part of this ordinance is found to be invalid by competent authority, the remaining portions of the ordinance shall continue in effect.

ADOPTED AND APPROVED this 26th day of June, 2023.

Joshua J. Gooden, Mayor

ATTEST:

Denise R. Monger, Clerk of Council

Duly seconded by Vice-Mayor Workman.

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

NAYS: None

VOTE: (5 – 0 roll call) Motion carried

Second Reading to adopt an ordinance to amend to Chapter 110 Land Development, § 110-603, § 110-604, § 110-605, §110-606, §110-715 to add limitations on short-term rentals

Council member Hensley moved on a second reading as presented which included removing the limit on short-term rentals per previous motion:

**AN ORDINANCE TO AMEND CHAPTER 110 (LAND
DEVELOPMENT) OF THE CODE OF THE TOWN OF
ELKTON, VIRGINIA**

WHEREAS, on December 28, 2000, the Town of Elkton previously adopted Chapter 110 (Land Development) of the Code of Elkton; and

WHEREAS, the Town has determined it is in its best interest to amend and update this Chapter.

BE IT ORDAINED by the Town Council of Elkton, Virginia that Chapter 110 (Land Development) is hereby amended to as follows:

1. Chapter 110, § 110-603 Low-Density Residential District R-2 is hereby amended to read as follows:
 - (a) Amend: Section C (9) Special Exceptions, Short-Term rental provided that a minimum of 1 unit or a maximum of 4% of the dwellings in a contiguous zoning or adjacent dwellings be issued such permits.
2. Chapter 110, § 110-604 Single Family Residential District R-3 is hereby amended to read as follows:
 - (a) Amend: Section C(12) Special Exceptions, Short-Term rental provided that a minimum of 1 unit or a maximum 5% of the dwellings in a contiguous zoning or adjacent dwellings be issued such permits.
3. Chapter 110, § 110-605 Residential District R-4 is hereby amended to read as follows:
 - (a) Amend: Section C(11) Special Exceptions, Short-Term rental in single-family detached dwelling provided that a minimum of 1 unit or a maximum 6% of the dwellings in a contiguous zoning or adjacent dwellings be issued such permits. Short-term rentals are not allowed in multifamily dwellings, duplexes, townhouses, or apartments

4. Chapter 110, § 110-606 Residential District R-5 is hereby amended to read as follows:
 - (a) Amend: Section C(13) Special Exceptions, Short-Term rental in single-family detached dwelling provided that a minimum of 1 unit or a maximum 7% of the dwellings in a contiguous zoning or adjacent dwellings be issued such permits. Short-term rentals are not allowed in multifamily dwellings, duplexes, townhouses, or apartments
5. Chapter 110, § 110-715 Short Term Rentals is hereby amended to read as follows:
 - (a) Add: Section K,
The following requirements shall be met for all short-term rentals:
 1. Age of renter must be 25 or older.
 2. No property owner may be issued greater than two (2) short term rental permits in the residential zonings of the Town.
 - (b) Add: Section L,
There shall be no more than 25 Short term rental permits issued in the Town at any time. Fifteen (15) of such permits may be issued in the Tourism District. This area runs along Spotswood Trail/Ave. from First Street to Clarke Avenue. Then, North to Gibbons and B streets and South to the Highway 33.¹ Ten (10) of such permits may be issued outside of the Tourism District.

110 Attachment 4.1

¹ Editor's Note: A map of the Tourism District is Included as an Attachment 4.1 to this chapter.

6. Chapter 110, § 110-302 Terms Defined amended to add the following definitions:
- (a) Contiguous Zoning – A group or cluster of adjoining lots within the Town Limits that are all zoned with the same zoning and that are bordered on all sides by lots zoned with a different zoning or the Town Limits.
 - (b) Contiguous Zoning Short term rental Calculation -- A maximum number of short-term rentals allowed in an individual Contiguous Zoning using the following formula: = (% of short term rentals allowed based on zoning) ÷ (Total Single family dwellings in that individual Contiguous Zoning). Then rounded down to the nearest whole number but no less than 1.

7. Except as modified herein, the Code of the Town of Elkton remains in full force and effect. This modification to the Code shall be effective immediately upon its adoption.

ADOPTED by the Town Council of the Town of Elkton this 26th day of June, 2023.

Joshua Gooden, Mayor

Denise Monger, Clerk of Council

Approved this 26th day of June, 2023.

Joshua Gooden, Mayor

Duly seconded by Council member Heidel.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Second Reading to adopt an ordinance to amend to Chapter 110 Land Development, § 110-610 Downtown Business District B-1 and § 110-715 (B) to add short-term rentals as a permitted use in B-1 district

Council member Heidel moved on a second reading as presented:

**AN ORDINANCE TO AMEND CHAPTER 110 (LAND DEVELOPMENT)
OF THE CODE OF THE TOWN OF ELKTON, VIRGINIA**

WHEREAS, on December 28, 2000, the Town of Elkton previously adopted Chapter 110 (Land Development) of the Code of Elkton; and

WHEREAS, the Town has determined it is in its best interest to amend and update this Chapter.

BE IT ORDAINED by the Town Council of Elkton, Virginia that Chapter 110 (Land Development) is hereby amended to as follows:

1. Chapter 110, § 110-610 Downtown Business District B-1 is hereby amended to read as follows:

(a) Add: Section 110-610(40) Short-terms rentals, subject to:

(i) the conditions and requirements set forth in the Elkton Town Code Section 110-715 Short-Term Rentals and this Section 110-610 Downtown Business District B-1;

(ii) Living and/or sleeping quarters shall be a permitted use only when constructed above the ground and basement floors; and

(iii) No living and/or sleeping quarters shall be permitted in any detached accessory building or structure on the same lot with any building.

(b) Amend Chapter 110 Section 110-715(B) by deleting the current language and replace it as follows:

Prior to using the dwelling as a short-term rental, the owner(s) shall obtain a special exception permit pursuant to the terms of Article VIII herein; except however where the ordinances allow short-term rentals by right. Owner(s) shall not be required to submit a site plan as detailed as in § 110-802B (1); however, owner(s) shall provide any documentation requested by the Zoning Administrator detailing the proposed use of the property, including, but not limited to, the area(s) or rooms of the property to be utilized for short-term rental and the emergency evacuation plan detailed in Subsection G below.

2. Except as modified herein, the Code of the Town of Elkton remains in full force and effect. This modification to the Code shall be effective immediately upon its adoption.

ADOPTED by the Town Council of the Town of Elkton this 26th day of June, 2023.

Josh Gooden, Mayor

Clerk of Council

Approved this 26th day of June, 2023.

Josh Gooden, Mayor

Duly seconded by Council member Napotnik.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Second Reading to adopt an ordinance to amend to Chapter 110 Land Development, § 110-706 Signs, to change the height of an elevated sign structure adjacent to a sidewalk; redefine the Downtown District area for a freestanding or non-freestanding sign; and submit a map to be used as Attachment 3.1

Vice-Mayor Workman moved on a second reading as presented:

**AN ORDINANCE TO AMEND CHAPTER 110 (LAND
DEVELOPMENT) OF THE CODE OF THE TOWN OF
ELKTON, VIRGINIA**

WHEREAS, on December 28, 2000, the Town of Elkton previously adopted Chapter 110 (Land Development) of the Code of Elkton; and

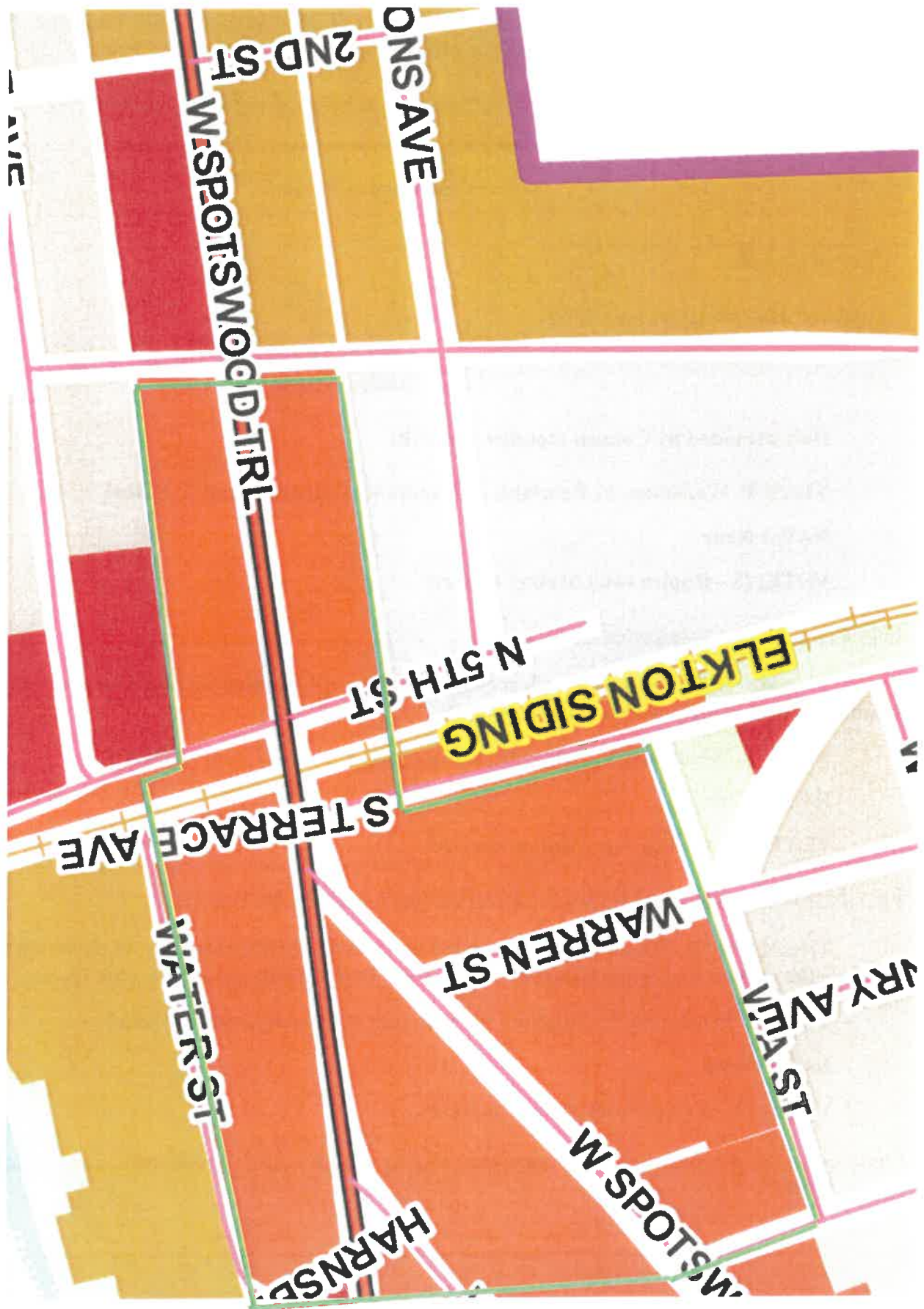
WHEREAS, the Town has determined it is in its best interest to amend and update this Chapter.

BE IT ORDAINED by the Town Council of Elkton, Virginia that Chapter 110 (Land Development) is hereby amended to as follows:

1. Chapter 110, § 110-706 Signs is hereby amended as follows:
 - (a) Amend: Section C General requirements, subpart (9) to read as follows: No portion of any elevated sign structure shall be less than 7 feet above the level of an adjacent sidewalk or other pedestrian thoroughfare, whether developed or undeveloped; or, less than 16 feet above the level of an adjacent public driveway, alley, or street. This excludes official road markers that otherwise comply with applicable state and local codes.
 - (b) Amend: Section C)General Requirements, subpart (14) to read as follows: The maximum sign area for a freestanding or non-freestanding sign in the Downtown District is 20 square feet. This area runs along Old Spotswood Trail from Shenandoah Avenue to Harnsberger Street/ Ashby Avenue. Then, North and South to the first Alley or Street in each direction that is closest to Old Spotswood Trail. ² Otherwise, the maximum sign area for any freestanding sign is 40 square feet unless specified differently for specific purposes in another section of this chapter.
 - (c) Map to be used as Attachment 3.1 of this chapter.

110 Attachment 3.1

² Editors Note: A map of the Downtown District is Included as an Attachment 3.1 to this chapter.



2. Except as modified herein, the Code of the Town of Elkton remains in full force and effect. This modification to the Code shall be effective immediately upon its adoption.

ADOPTED by the Town Council of the Town of Elkton this 26th day of June, 2023.

Josh Gooden, Mayor

Clerk of Council

Approved this 26th day of June, 2023.

Josh Gooden, Mayor

Duly seconded by Council member Fulginiti.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Solicit RFP for downtown pavilion park

Vice-Mayor Workman moved, seconded by Council member Heidel, and carried to solicit an RFP for the downtown pavilion park.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Revised real estate contract between the Town of Elkton and Clayton Homes

Vice-Mayor Workman moved, seconded by Council member Hensley, and carried to approve the revised real estate contract between the Town of Elkton and Clayton Homes.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Engineering fee proposal by WW Associates, Inc. to update a 2010 Preliminary Engineering Report (PER)

Council member Hensley moved, seconded by Council member Fulginiti, and carried approve the engineering fee proposal from WW Associates, Inc. to update the 2010 Preliminary Engineering Report (PER).

Mr. Lunsford stated that the original PER was prepared by WW Associates in 2010 and updated in 2021. He noted that an update was required so the Town could meet the USDA requirements to apply for grant funding for the project.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

CLOSED SESSION

Council member Hensley moved, seconded by Council member Fulginiti, and carried that council go from Regular Session in to Closed Session 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: P. Workman, V. Fulginiti, A. Napotnik, J. Hensley, and L. Heidel

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

OPEN SESSION/MOTION TO CERTIFY CLOSED MEETING

Vice-Mayor Workman moved, seconded by Council member Fulginiti, 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: P. Workman, V. Fulginiti, A. Napotnik, J. Hensley, and L. Heidel

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Motion to adjourn

Council member Heidel moved, seconded by Council member Napotnik, and carried to adjourn the meeting.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: July 17, 2023

SUBJECT/TOPIC: Town Manager's Report

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

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.

CONSOLIDATED MONTHLY RUNS REPORT

JUNE 2023

Law Enforcement Agencies

HPD.....6875

RCSO.....3004

Bridgewater.....993

Broadway.....515

Dayton.....437

Elkton.....676

Grottoes.....1208

Timberville.....1066

TOTAL.....14,774

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							
CURFEW VIOLATIONS	0	0	0	0	0	0							
DRIVING UNDER THE INFLUENCE	1	0	0	1	0	0							
DRINKING IN PUBLIC/PUBLIC INTOXICATION	1	0	0	2	1	2							
DRUGS (POSSESSION & DISTRIBUTION)	7	1	1	2	1	1							
LOITERING	0	0	0	0	0	0							
PARKING TICKETS	0	0	0	0	0	0							
RECKLESS DRIVING	3	2	0	1	1	0							
SEAT BELT/CHILD RESTRAINT VIOL.	0	0	0	0	0	0							
SPEEDING	18	10	9	5	2	1							
MISCELLANEOUS	24	38	22	47	11	17							
ADULT ARRESTS	51	54	29	59	15	20							
JUVENILE ARRESTS	5	0	3	1	1	1							
POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS													
BUSINESS/RESIDENTIAL ALARMS	18	9	15	14	14	9							
DOMESTIC SITUATIONS	4	2	4	3	2	5							
DISORDERLY	6	8	12	13	8	2							
LARCENY COMPLAINTS	6	4	2	1	3	6							
TRAFFIC CRASHES	4	6	5	5	7	4							
TRAFFIC STOPS	65	58	49	37	35	18							
VANDALISM/PROPERTY DAMAGE	2	3	0	3	2	3							
ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)	2	4	5	5	4	0							
MISCELLANEOUS	1015	1143	1245	764	664	629							
TOTAL	1122	1237	1337	845	739	676							

DAVE HARRIS
CHIEF OF POLICE

TOWN OF ELKTON



VIRGINIA

Public Works Report for June 2023

Work Order List

Cemetery	8
Electric	16
Garbage	2
Gen.Govt	12
Recreation	8
Sewer	6
Streets	13
Water	5
Total	70

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

#	Date issue:	Caller:	St #	Address	Ph:	Project	Comp	Date comp:	Initial
3369	6/5/2023	cemetery		elk run cemetery		grave for peggy dean	x	6/7/23	kb-rl
3387	6/12/2023	cemetery		elk run cemetery		grave for kenneth morris	x	6/16/2023	kb-bb-rl
3388	6/13/2023	cemetery		elk run cemetery		grave for marshall shifflett	x	6/16/2023	kb-bb-rl
3394	6/7/2023	cemetery		elk run cemetery		grave for randy hitt	x	6/12/2023	kb-rl
3401	6/21/2023	cemetery		elk run cemetery		touch up several graves	x	6/21/23	lb-gf
3405	6/22/2023	cemetery		elk run cemetery		touch up several graves	x	6/22/2023	lb-gf
3424	6/20/2023	cemetery		elk run cemetery		cremation for margery kite	x	6/25/2023	kb-gf-rl
3432	06/26/23	cemetery		elk run cemetery		grave for eldred shifflett	x	7/1/2023	kb-jb-rl
3377	6/1/2023	electric	207	lee ave		install wire for new service	x	6/1/2023	jb-sh
3381	6/6/2023	electric		shop		re-stock bucket trucks	x	6/6/2023	jb-sh
3382	6/6/2023	electric		hill ave		hang streetlights on new poles	x	6/6/2023	jb-sh
3389	6/5/2023	electric		west washington-6th st		pull old pole-complete transfer	x	6/5/23	jb-sh
3391	6/8/2023	electric		340-subway		replace street light	x	6/8/2023	jb-sh
3392	6/8/2023	electric		f and m bank		replace street light	x	6/8/2023	jb-sh
3393	6/8/2023	electric	108	hill ave		disconnect service for repairs-reconnect	x	6/8/2023	jb-sh
3414	6/13/2023	electric		middle school		clear trees away from power lines	x	6/13/2023	jb-sh
3418	6/14/2023	electric		ace hardware		clear trees away from power lines	x	6/14/23	jb-sh
3422	6/19/2023	electric		substation		run generator	x	6/19/2023	jb-sh
3423	6/26/2023	electric		substation		run generator	x	6/26/2023	jb-sh
3425	6/20/2023	electric	107	north stuart ave		replace street light	x	6/20/2023	jb-sh
3428	06/22/23	electric		spotswood ave		replace street light	x	6/22/2023	jb-sh
3429	6/20/2023	electric		wirt ave		clear trees away from power lines	x	6/20/2023	jb-sh
3430	6/19/2023	electric		ace hardware		replace street light	x	6/19/23	jb-sh
3436	6/27/2023	electric	415	lee ave		replace street light	x	6/27/2023	jb-sh
3370	5/31/2023	garbage	308	west summit		brush grinding	x	6/1/23	kb-bb-rl
3386	6/14/2023	garbage	119	spotswood ave		brush grinding	x	6/14/2023	kb-bb-rl
3371	6/1/2023	gen.govt		town		read town and demand meters	x	6/2/23	lb-gf
3374	6/5/2023	gen.govt		town		disconnects	x	6/5/23	kb-bb-rl
3380	6/2/2023	gen.govt		eacc		clear old equipment out of chambers	x	6/2/2023	kb-bb-rl
3410	6/13/2023	gen.govt		town		decorate for flag day/july 4th	x	6/13/23	lb-gf
3412	6/13/2023	gen.govt		shop		assemble-install new council chairs	x	6/13/23	bs-jp-rh
3426	6/26/2023	gen.govt		town		flag order for officer mark christopher	x	6/27/2023	bs-jp-rh
3431	06/27/23	gen.govt		town		27 miss utilities	x	6/27/2023	kb-rl

3439	6/28/2023	gen.govt			town	radio read meters	x	6/28/23	lb-gf
3440	6/29/2023	gen.govt			town	read town and demand meters	x	6/29/23	lb-gf
3441	6/30/2023	gen.govt			town	meter re-checks	x	6/30/23	lb-gf
3442	6/30/2023	gen.govt			shop	end of year inventory count	x	6/30/2023	crew
3443	6/23/2023	gen.govt			office	vosh webinar	x	6/23/2023	kb-jb
3372	6/1/2023	recreation			parks	check and clean parks	x	6/4/23	bs-gf
3379	06/02/23	recreation			stonewall park	repair water fountain	x	6/2/2023	kb-bb-rl
3397	6/5/2023	recreation			parks	check and clean parks	x	6/11/23	bs-jp-rh
3406	6/21/2023	recreation			riverside park	cut brush back from the road	x	6/22/2023	bs-jp-rh
3407	6/20/2023	recreation			stonewall park	clean up willow tree debris	x	6/20/2023	bs-jp-rh
3409	6/19/2023	recreation			pocket park	mow-weedeat	x	6/19/2023	bs-jp-rh
3433	6/20/2023	recreation			river trail	widen path to the river	x	6/20/23	jb-sh
3444	6/26/2023	recreation			parks	check and clean parks	x	6/30/2023	bs-jp-rh
3376	6/6/2023	sewer			4th street	install water and sewer for new house	x	6/9/2023	kb-lb-rl-bb-gf
3398	6/19/2023	sewer		130	north st	sewer back up	x	6/19/23	kb-rl
3403	6/22/2023	sewer		102	north st	sewer back up	x	6/22/2023	kb-bb-rl
3420	6/26/2023	sewer		202	jackson ave	sewer back up	x	6/26/2023	kb-sh-rl
3421	06/26/23	sewer		509	jackson ave	sewer back up	x	6/26/23	kb-bb-rl
3438	06/26/23	sewer	C.Morris	118	north street	check for sewer back-up/ none found	x	6/26/23	kb-bb-rl
3367	06/05/23	streets	J.Gooden	502	chestnut ave	mow gentry lot	x	6/6/23	jp-rh
3368	5/31/2023	streets		621	west spotswood trail	mow shifflett lot	x	6/6/23	jp-rh
3373	6/5/2023	streets			town	hang high school grad banners	x	6/5/23	jb-sh
3375	6/5/2023	streets			town	tend flowers	x	6/5/23	lb-gf
3383	6/5/2023	streets			town	mow-weedeat	x	6/9/23	bs-jp-rh
3384	6/12/2023	streets	A.Wood	181	quail run	locate property pins	x	6/12/23	kb-bb-rl
3395	6/9/2023	streets			shop	service-wash trucks	x	6/9/23	crew
3396	6/5/2023	streets			town	tend flowers	x	6/9/23	lb-gf
3407	6/20/2023	streets			33 east ramp	clean up storm debris from trees	x	6/20/2023	bs-jp-rh
3408	6/20/2023	streets			340-washington ave	repair stop sign	x	6/20/2023	bs-jp-rh
3427	6/21/2023	streets			co-op rockingham st	remove bush growing over sidewalk	x	6/21/2023	bs-jp-rh
3437	6/28/2023	streets		93	north stuart ave	cut brush back from the road	x	6/28/2023	bs-jp-rh
3445	6/26/2023	streets			town	mow-weedeat	x	6/30/2023	bs-jp-rh
3378	6/1/2023	water	J.Berry		hillside-north st	fix water leak	x	6/1/2023	kb-bb-rl
3385	6/12/2023	water	C.McCoy	14547	vinny court	check water pressure-45 psi	x	6/12/23	kb-bb-rl

Administrative Report June 2023

Elkton Area Community Center/Stonewall District

Monthly Center Programs

Strong Figure Bootcamp / Elkton Fitness Monday- Saturday

Pound Class / Thursday's

Brian Maynes Karate / Instrctional Monday-Friday

Town Residents: 17
 County Residents: 12
 Non Residents: 1
 Daily Book Sign In Count: 214

Family: 0
 Youth: 6
 Adult: 11
 Senior: 13

Total New Members: **30**

Total \$ Daily Fees / Walking Track: (Month) \$174.00
 Total \$ Monthly Membership (Adult,Family, Senior & Youth): (Month) \$2,352.00
 Total \$ Yearly Membership (Adult,Family, Senior & Youth): (Month) \$165.00
Monthly Total: **\$2,691.00**

Room Rentals Including Deposits \$3,275.00
 Shelter Rental Fees Collected: \$720.00
 Monthly Donations: \$0.00

Credit Card Transaction Fees Collected:
Computer Copy Fees Collected:

\$166.00
\$14.60
Monthly Total: **\$4,175.60**

Total Membership Fiscal Year:
Total Room Rentals Fiscal Year:

\$27,460.00
\$15,789.00
Current Yearly Total: **\$43,249.00**

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
LOTSALES	52-300-0000	52-101-0400	RUTHANNE KIBLER	1/4/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DEBBIE SHIFFLETT	1/13/2023		\$8,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LARRY EPPARD	1/13/2023		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DANNY HENSLEY	1/26/2023		\$150.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	MARLA MCCAULEY	1/31/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF & BRENDA SHIFFLETT	3/1/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ALLEN MEADOWS	3/2/2023		\$1,300.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	FREDRICK SHMIDT	3/14/2023		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DON SHIFFLETT	4/18/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFFREY SHIFFLETT BREND	4/20/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ADAM LAM	4/20/2023		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	SANDRA CAMPBELL	4/24/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LISA MORRIS	5/2/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	5/11/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	WALTHEY HENSLEY	5/31/2023		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	6/15/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	RICHARD MILLER	6/20/2023		\$6,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ELVA CATHERINE SHIFFLETT	6/26/2023		\$1,000.00	\$0.00
Code Desc: SALE OF NICHE							\$33,150.00
NICHE	52-301-0000	52-101-0400	DEBORAH COMER	1/10/2023		\$100.00	\$0.00
NICHE	52-301-0000	52-101-0400	DORIS ACCTON	2/21/2023		\$1,200.00	\$0.00
NICHE	52-301-0000	52-101-0400	DEBRA COMER	4/6/2023		\$200.00	\$0.00
NICHE	52-301-0000	52-101-0400	DEBBIE MORRIS	5/9/2023		\$25.00	\$0.00
NICHE	52-301-0000	52-101-0400	RONNIE MORRIS	5/15/2023		\$275.00	\$0.00
NICHE	52-301-0000	52-101-0400	DEBRA COMER	6/5/2023		\$100.00	\$0.00
							\$1,900.00
							\$51,550.00

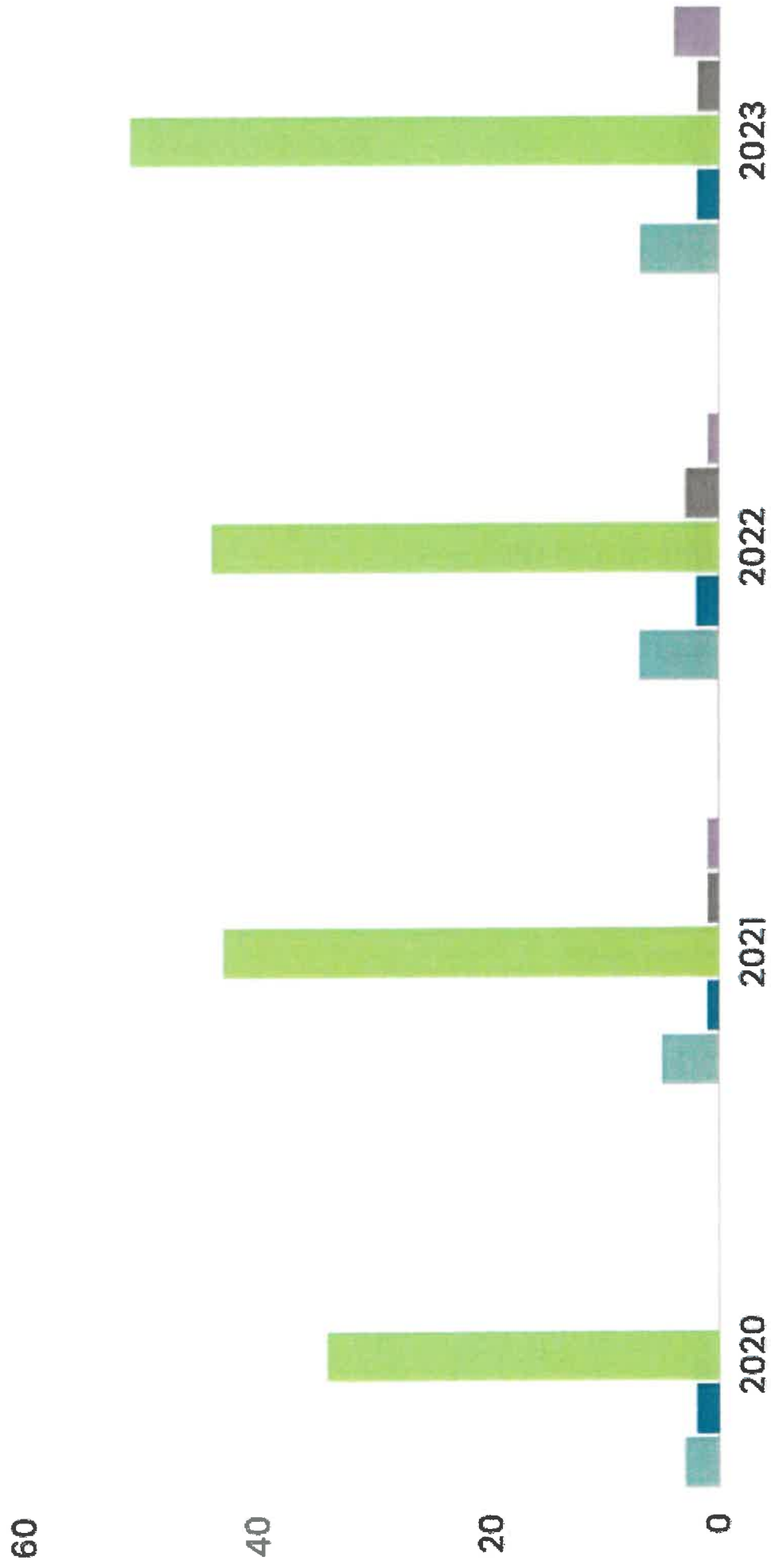
Transaction Date from 1/1/2023 - 6/30/2023 Miscellaneous Transaction Code Report

Date: 7/6/2023 10:32 AM

TOWN OF ELKTON ZONING PERMITS -

YTD FEE'S COLLECTED \$10,030

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



ELK RUN CEMETERY REPORT
TRANSACTIONS
June 2023

LOTS SOLD.....	5	YTD = 26
INTERMENTS.....	5	YTD = 24
NICHE.....	1	YTD = 1
CREMATIONS	1	YTD = 5
Space Contract.....	0	YTD =3
Niche Contract.....	0	YTD=0

MEETING DATE

Interments this month	Lot Sales	Opening/Closing
Peggy Dean		\$750
Randy Hitt		\$750
Marshall Shifflett		\$750
Kenneth Morris		\$750
Margery Kite		\$300
	Sales/Contracts	
Walthey Hensley	Contract payment	\$200
Jeff & Brenda Shifflett	Contract payment	\$250
Debra Comer	Niche contract	\$100
Richard Miller	4 spaces	\$6,000
Elva Shifflett	1 space	\$1,000

Total: \$10,850

• **Cemetery Commission Members**

Chairperson: Lee Dearing

Vice Chair: Mark Hensley

Dwight "Gene" Kite

Billie Jo Dofflemyer

Sue Armbruster

Michelle Dean

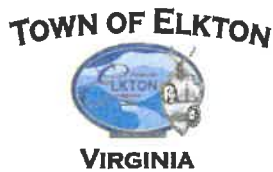
Mark Stevanus

Submitted by: Delores Hammer – Director of Community Development

June Water Hauling Report

<u>July 2021-June 2022</u>		<u>Revenue</u>
July	1,155,763.00	7,109.94
August	1,142,263.00	7,053.83
September	882,183.00	5,498.37
October	819,249.00	5,135.76
November	751,979.00	4,732.19
December	853,928.00	5,343.64
January	744,663.00	4,687.91
February	704,292.00	4,445.82
March	773,251.00	4,859.42
April	811,698.00	5,090.37
May	1,025,063.00	6,370.26
June	1,012,747.00	6,301.47
YTD:	10,677,079.00	66,628.98

<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

**Staff Report/Recommendation****REQUESTED:** Town Manager Greg Lunsford**MEETING DATE:** June 19, 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: July 17, 2023

SUBJECT/TOPIC: Committee Reports

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: July 17, 2023

SUBJECT/TOPIC: VDH placeholder request for potential loan

BACKGROUND: Mr. Lunsford to verbally discuss the matter with Council.

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: 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

REQUESTING DEPARTMENT: Community Development

MEETING DATE: July 17, 2023

SUBJECT/TOPIC: Schedule a joint public hearing with Planning Commission as pursuant to §143-37 Permanent Closure of a public street or alley.

BACKGROUND: On May 9, 2023 the Elkton Planning Commission voted unanimously to hold a joint public hearing with Town Council pursuant to §143-37 Permanent Closure of a public street or alley. The request is being made to close a 50' public street named Charlotte's Way off of Mt. Pleasant. The Commission has recommended this public street become a 20' town utility easement.

ACTION REQUESTED:

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

FINANCIAL IMPACT:

Budgeted: YES <input type="checkbox"/>	NO <input type="checkbox"/>	No Financial Impact <input checked="" type="checkbox"/>
Amount:		Positive Financial Impact <input type="checkbox"/>

If fund expenditure or positive revenue generation is expected, the amount and the line item name/number must be stated. If required funds for an expenditure are not available in the appropriate line item but they are available in a different line item within the department, you must state from which line item name/number you propose to transfer the funds.

STAFF RECOMMENDATION:

TOWN MANAGER APPROVAL: 

 Greg Lunsford

ATTACHMENTS:

1. GIS map of requested location

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.

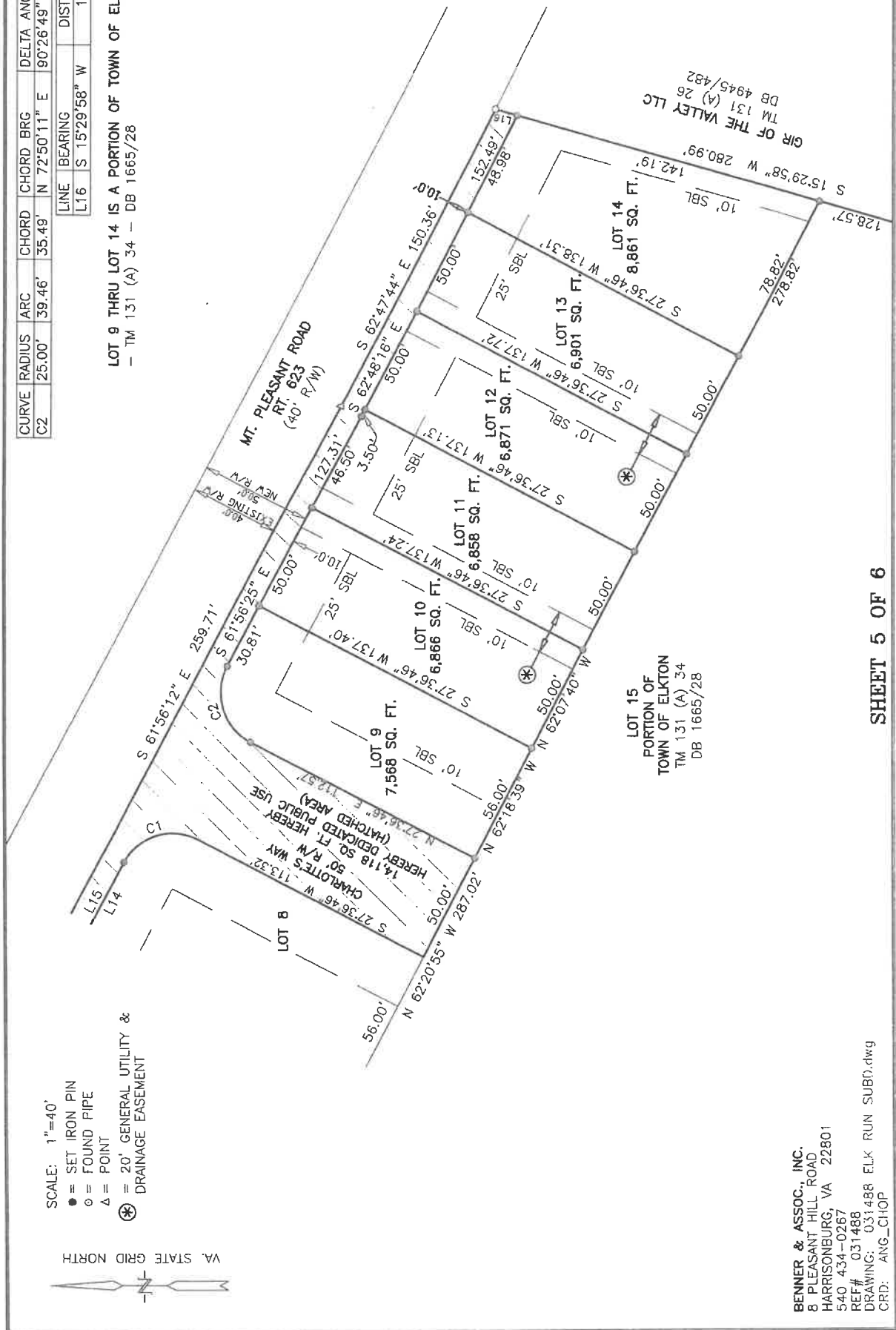
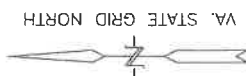


CURVE	RADIUS	ARC	CHORD	BRG	DELTA ANGLE
C2	25.00'	39.46'	35.49'	N 72°50'11" E	90°26'49"

LINE	BEARING	DISTANCE
L16	S 15°29'58" W	10.23'

LOT 9 THRU LOT 14 IS A PORTION OF TOWN OF ELKTON
 - TM 131 (A) 34 - DB 1665/28

SCALE: 1"=40'
 ● = SET IRON PIN
 ○ = FOUND PIPE
 Δ = POINT
 ⊛ = 20' GENERAL UTILITY & DRAINAGE EASEMENT



GIR OF THE VALLEY LLC
 TM 131 (A) 26
 DB 4945/482

LOT 15
 PORTION OF
 TOWN OF ELKTON
 TM 131 (A) 34
 DB 1665/28

BENNER & ASSOC., INC.
 8 PLEASANT HILL ROAD
 HARRISONBURG, VA 22801
 540 434-0267
 REF# 031488
 DRAWING: 031488 ELK RUN SUBD.dwg
 CRD: ANG_CHOP

SHEET 5 OF 6



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: July 17, 2023

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

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."

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.