



**Elkton Town Council Agenda**  
Elkton Area Community Center  
20593 Blue and Gold Drive - Elkton, VA 22827  
Tuesday, February 21, 2023 – 6:00 p.m.

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*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.*

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1. CALL TO ORDER – ROLL CALL
  - a. Invocation
  - b. Pledge of Allegiance
2. ADOPTION OF AGENDA
3. JOINT PUBLIC HEARINGS
  - a. Special exception permit request by Seth and Laura Stace to allow short term rentals at 101 Tamarack Lane, Elkton, VA.
  - b. Special exception permit request by Sean Gorman to allow short term rentals at 252 Kensington Drive, Elkton, VA.
  - c. Special exception permit request by Tiffany Shepherd to allow short term rentals at 101 Hill Avenue, Elkton, VA.
  - d. Request from County of Rockingham to rezone real estate consisting of one parcel(s) containing 3.049 acres +/- from R-8 Planned Unit Development to B-2 General Business District. The property is located at 20871 Blue and Gold Drive, in the Town of Elkton and is further described at tax map no. 131-A-34B.
  - e. Request from Town of Elkton to rezone real estate consisting of 3.351 +/- acres located on Blue and Gold Drive, 20913, 20939 Blue and Gold Drive also identified as tax map no., 131-(A)-L31, 20995 Blue and Gold Drive also identified as tax map no., 131-(A)-L32, 21063 Blue and Gold Drive also identified as tax map 131-(A)-L33, rezone to General Business District B-2.
  - f. Request from Town of Elkton to rezone real estate consisting of one parcel(s) containing 113 +/- acres from R-8 Planned Unit Development to C-1 Conservation District described as the residue of tax map no. 131-A-34.
4. PUBLIC COMMENT (Please see "Rules for Citizen Comments at Council Meetings")
5. CONSENT AGENDA
  - a. Minutes
6. TOWN ATTORNEY'S REPORT



**7. STAFF REPORTS**

**8. UNFINISHED BUSINESS**

- a. Resolution to amend and restate the Cemetery supervision

**9. NEW BUSINESS**

- a. Reappoint Planning Commissioners
- b. Committee Business and Appointments

**10. COMMITTEE REPORTS**

- a. Community Center & Recreation
- b. Finance
- c. Personnel
- d. Public Safety
- e. Public Utilities
- f. Special Projects & Economic Development

**11. MAYOR'S BUSINESS**

**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."

**13. ADJOURNMENT**





**Staff Report/Recommendation**

**REQUESTED:** Mayor Joshua J. Gooden

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Adoption of Agenda

**BACKGROUND:** Any revisions to the agenda would be added.

**ACTION REQUESTED:**

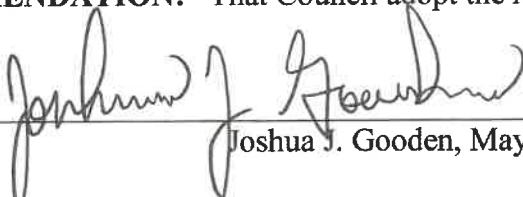
Information Only ☐      Discussion ☐      Reports ☐  
 Action Item ☒      Public Hearing ☐      Closed Session ☐

**FINANCIAL IMPACT:**

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

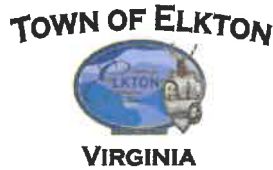
*If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to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

**STAFF RECOMMENDATION:** That Council adopt the Agenda as presented.

**APPROVAL:**   
 Joshua J. Gooden, Mayor

**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:** Mayor Joshua J. Gooden

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Three (3) joint public hearings for special exception permit requests for short term rentals and three (3) joint public hearings on rezoning requests.

**BACKGROUND:** The Elkton Planning Commission recommended six (6) joint public hearings be held with the Elkton Town Council. At the February 6 meeting, the Council scheduled all hearings for February 21, 2023, at 6:00 p.m. at the EACC. Notice was published in the Daily News Record, as required.

**ACTION REQUESTED:**

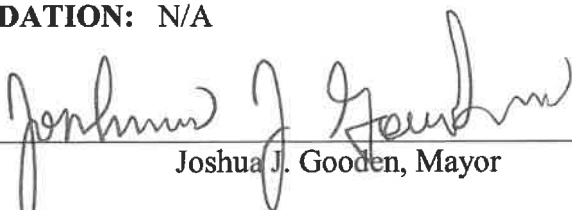
Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input checked="" type="checkbox"/>	Closed Session <input type="checkbox"/>

**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:**   
 Joshua J. Gooden, Mayor

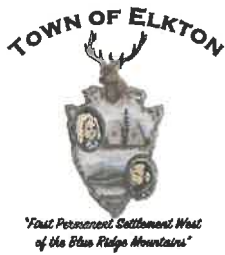
**ATTACHMENTS:** Public hearing notice

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.

**NOTICE OF JOINT PUBLIC HEARINGS  
TOWN COUNCIL FOR THE TOWN OF ELKTON  
ELKTON PLANNING COMMISSION  
FEBRUARY 21, 2023**

Joint public hearings will be held on February 21, 2023, at 6:00 p.m., in the Council Chambers, at the Elkton Area Community Center, located at 20593 Blue and Gold Drive, Elkton, Virginia, to receive comments on the following:

1. Special exception permit request by Seth and Laura Stace to allow short term rentals at 101 Tamarack Lane, Elkton, VA.
2. Special exception permit request by Sean Gorman to allow short term rentals at 252 Kensington Drive, Elkton, VA.
3. Special exception permit request by Tiffany Shepherd to allow short term rentals at 101 Hill Avenue, Elkton, VA.
4. Request from County of Rockingham to rezone real estate consisting of one parcel(s) containing 3.049 acres +/- from R-8 Planned Unit Development to B-2 General Business District. The property is located at 20871 Blue and Gold Drive, in the Town of Elkton and is further described at tax map no. 131-A-34B.
5. Request from Town of Elkton to rezone real estate consisting of 3.351 +/- acres located on Blue and Gold Drive, 20913, 20939 Blue and Gold Drive also identified as tax map no., 131-(A)-L31, 20995 Blue and Gold Drive also identified as tax map no., 131-(A)-L32, 21063 Blue and Gold Drive also identified as tax map 131-(A)-L33, rezone to General Business District B-2.
6. Request from Town of Elkton to rezone real estate consisting of one parcel(s) containing 113 +/- acres from R-8 Planned Unit Development to C-1 Conservation District described as the residue of tax map no. 131-A-34.



## Staff Report/Recommendation

**REQUESTING DEPARTMENT:** Clerk of Council

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Consent Agenda

**BACKGROUND:** Draft minutes of meeting

**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"/>

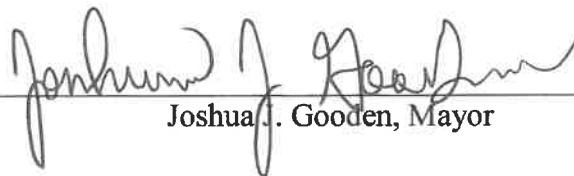
**FINANCIAL IMPACT:**

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

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

**APPROVAL:**

  
 Joshua J. Gooden, Mayor

**ATTACHMENTS:** Draft minutes from meetings held on January 3, 2023 and January 12, 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  
ORGANIZATIONAL MEETING  
JANUARY 3, 2023  
5:30 p.m.**

Mayor Joshua J. Gooden called to order the organizational meeting of the Elkton Town Council for January 3, 2023, at 5:30 p.m., held in the Council Chambers, at the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia.

Mayor Gooden called the meeting to order. The following Council members and staff were in attendance:

Present: Mayor Joshua J. Gooden, Vice-Mayor Phillip Workman, II, Council Member Virginia Fulginiti, Council Member Rachel Michael, Council Member Aaron Napotnik, and Council Member Steve America.

Absent: Council Member Troy Eppard.

Also Present: Town Attorney Nathan Miller, Chief of Police Dave Harris, Public Works Director Gaither Hurt, Economic & Community Development Director Delores Hammer, Town Treasurer Donna Curry, and Clerk of Council Denise Monger.

Adoption of Amended Agenda

**Council member America moved, seconded by Council member Fulginiti, and carried to adopt the amended agenda.**

**YEAS: V. Fulginiti, P. Workman, II, R. Michael, A. Napotnik, and S. America**

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion approved**

Introduction of Department Heads and Overview of Current Projects

Chief Harris reported on past endeavors by the department and advised Council of upcoming projects. He provided contact information for the department.

Mr. Hurt briefly discussed eighteen (18) acres of farmland near the wastewater treatment plant that could be leased to an individual party for maintenance. He noted that surplus items from various departments would be identified and presented to Council.

Mrs. Hammer provided Council with her contact information and summary of her various job duties. She asked Council to consider revising several aspects of citizens serving on boards and commissions as follows: set term limits, only one member per household to serve on any board or commission, no town employees to be appointed.

Mrs. Curry provided Council with an overview of the Town's current budget and summarized the ARPA funds previously discussed on many occasions. A public hearing would be held on January 17, 2023, to discuss spending the ARPA funds.

Town Attorney Miller stated that his office is careful about spending public money for legal bills. He briefly discussed his other partners and office staff that assist with his legal representation.

## NEW BUSINESS

### Appoint Vice-Mayor

**Council member Fulginiti moved, seconded by Council member Michael, and carried to nominate Rick Workman as Vice-Mayor for the Town Council.**

**YEAS: V. Fulginiti, R. Michael, A. Napotnik, and S. America**

**NAYS: None**

**ABSTAIN: P. Workman, II**

**VOTE: (4 – 0 roll call w/ 1 abstention) Motion approved**

### Appoint Council Committees

**Council member America moved, seconded by Vice-Mayor Workman, and carried to appoint the Council Committees as presented:**

Special Projects & Economic Development - Aaron Napotnik (Chair), Rick Workman, Troy Eppard

Personnel - Rick Workman (Chair), Virginia Fulginiti, Rachel Michael

Finance - Rachel Michael (Chair), Aaron Napotnik, Steve America

Recreation & Community Center - Virginia Fulginiti (Chair), Steve America, Rick Workman

Public Safety - Steve America (Chair), Troy Eppard, Virginia Fulginiti

Public Utilities - Troy Eppard (Chair), Aaron Napotnik, Rachel Michael

**YEAS: V. Fulginiti, P. Workman, II, R. Michael, A. Napotnik, and S. America**

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion approved**

### Boards and Commissions

This matter was briefly discussed. A resolution would be prepared for adoption at the next Council meeting regarding changes to the Cemetery committee.

#### Elkton Area Community Center & Recreation Advisory Board

Mayor Gooden stated that the board was created in 2022; however, no members were ever appointed by the Town Council to the board. He noted that Council could appoint members to that board if they chose to.

#### Restoration of Leadership Team

No Action.

#### UNFINISHED BUSINESS

##### Surplus

It was determined no action would be taken on the matter until each department had all items listed; sealed bids or live bids were discussed.

##### Boundary Line Adjustments

Town Attorney Miller stated that he and Mrs. Hammer had been working on various aspects of several boundary line adjustments in Town. He noted that Hal Benner was preparing a preliminary plat of the areas. He provided the plats to Council. He noted that an agreement would need to be prepared with the County regarding the boundary line adjustments and a public hearing held by both.

##### Pavilion

Mayor Gooden provided Council with copies of various documents regarding the downtown farmers market / pavilion. He noted that Council would need to approve the site plan work when completed.

##### Code updates

Mayor Gooden stated there were a number of Charter and Town Code changes that were needed. He noted that staff would be making recommendations at future meetings.

##### Council policy

Mayor Gooden briefly discussed the remote attendance policy which allowed Council members to attend meetings remotely, under certain circumstances. It was determined the Town would keep the current policy which complied with the state code.

##### Attendance policy

Mayor Gooden stated that an attendance policy was needed. He noted that Town Council members were in attendance to serve Elkton and absences were a disservice to the residents. He noted there were issues in the past of not having a quorum due to absences which delayed projects and other matters that were time sensitive.

### **CLOSED SESSION**

Vice-Mayor Workman 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" and award of public contract pursuant to Virginia Code 2.2-3711.A.29 for "Discussion of the award of a public contract involving the expenditure of public funds including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body."

**YEAS: V. Fulginiti, P. Workman, II, R. Michael, A. Napotnik, and S. America**

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion approved**

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

Vice-Mayor Workman moved, seconded 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: V. Fulginiti, P. Workman, II, R. Michael, A. Napotnik, and S. America**

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion approved**

### **Motion to Adjourn**

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

**YEAS: V. Fulginiti, P. Workman, II, R. Michael, A. Napotnik, and S. America**

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion approved**

DRAFT

**TOWN OF ELKTON  
ELKTON TOWN COUNCIL  
SPECIAL MEETING  
JANUARY 12, 2023 AT 5:30 p.m.**

Mayor Joshua J. Gooden called a special meeting of the Elkton Town Council for Thursday, January 12, 2023, at 5:30 p.m., to be held at the Jennings House, 173 W. Spotswood Avenue, Elkton, Virginia, for a closed session to discuss and/or interview applicants for possible employment, 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."

Mayor Gooden called the meeting to order. The following Council members and staff were in attendance:

Present: Mayor Joshua J. Gooden, Vice-Mayor Phillip Workman II, Council Member Virginia Fulginiti, Council Member Rachel Michael, Council Member Aaron Napotnik, and Council Member Steve America (5:33 p.m.).

Absent: Council member Troy Eppard.

Also Present: Town Attorney Nathan H. Miller.

Mayor Gooden called the meeting to order at 5:30 p.m. and noted that the special meeting was for interviews.

**CLOSED SESSION**

Council member Fulginiti moved, seconded by Council member Michael, 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:** V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and S. America

**NAYS:** None

**VOTE:** ( 5 – 0 roll call ) Motion carried

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

Council member America moved, seconded by Vice-Mayor Workman, 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: V. Fulginiti, P. Workman, R. Michael, A. Napotnik, and S. America**

**NAYS: None**

**VOTE: ( 5 – 0 roll call ) Motion carried**

**With no additional business, the meeting adjourned at 8:52p.m.**

DRAFT



## Staff Report/Recommendation

**REQUESTED:** Mayor Joshua J. Gooden

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Town Attorney Report

**BACKGROUND:** Town Attorney Miller to provide his report verbally to Council.

**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"/>

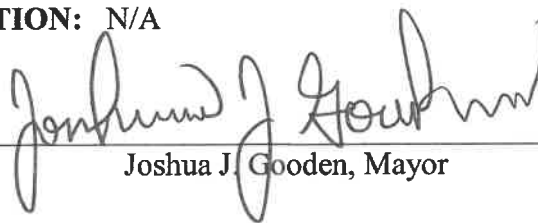
**FINANCIAL IMPACT:**

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

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**STAFF RECOMMENDATION:** N/A

**APPROVAL:**

  
 Joshua J. Gooden, Mayor

**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:** Mayor Joshua J. Gooden

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Staff Reports

**BACKGROUND:** Reports provided in the packets

**ACTION REQUESTED:**

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

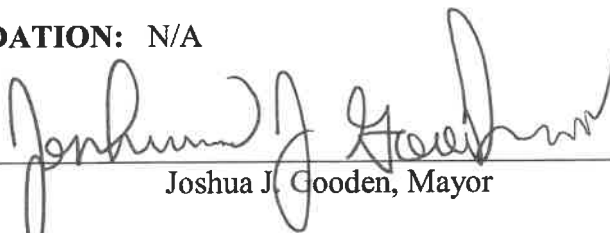
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Budgeted:      YES ☐      NO ☐      No Financial Impact ☒  
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**STAFF RECOMMENDATION:** N/A

**APPROVAL:**

  
 Joshua J. Gooden, Mayor

**ATTACHMENTS:** Staff Reports

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CONSOLIDATED MONTHLY RUNS REPORT  
JANUARY 2023

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Law Enforcement Agencies

HPD.....	7401
RCSO.....	3584
Bridgewater.....	1377
Broadway.....	581
Dayton.....	732
Elkton.....	1122
Grottoes.....	891
Timberville.....	775
 TOTAL.....	 16,463

# TOWN OF ELKTON POLICE REPORT 2023

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

## POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS

BUSINESS/RESIDENTIAL ALARMS	18												
DOMESTIC SITUATIONS	4												
DISORDERLY	6												
LARCENY COMPLAINTS	6												
TRAFFIC CRASHES	4												
TRAFFIC STOPS	65												
VANDALISM/PROPERTY DAMAGE	2												
ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)	2												
MISCELLANEOUS	1015												
TOTAL	1122												

DAVE HARRIS  
CHIEF OF POLICE

# TOWN OF ELKTON



## VIRGINIA

### Public Works Report for January 2023

#### Work Order List

<b>Cemetery</b>	<b>3</b>
<b>Electric</b>	<b>16</b>
<b>Garbage</b>	<b>2</b>
<b>Gen.Govt</b>	<b>12</b>
<b>Recreation</b>	<b>6</b>
<b>Sewer</b>	<b>6</b>
<b>Streets</b>	<b>16</b>
<b>Water</b>	<b>11</b>
<b>Total</b>	<b>72</b>

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

#	Date issue:	Caller:	St #	Address	Ph:	Project	Comp	Date comp:	Initial
2965	1/9/2023	cemetery		elk run cemetery		grave for william sellers	x	1/12/23	kb-gf-rl
2966	1/4/2023	cemetery		elk run cemetery		touch up grave for ronnie heatwole	x	1/12/23	sh-rl
2971	1/11/2023	cemetery		elk run cemetery		mark headstone for patricia shifflett	x	1/13/23	kb-rl
2937	1/4/2023	electric	209	west marshall ave		disconnect power for demo	x	1/4/23	jb-lb-sh-gf
2951	1/6/2023	electric	99	hill ave		install new service to new building	x	1/6/2023	jb-lb-sh-gf
2961	1/10/2023	electric		town		replace several meters-transmitters	x	1/10/2023	jb-lb-sh-gf
2962	1/10/2023	electric	202	jackson ave		install temp meter-calibrate old meter	x	1/10/2023	jb-sh
2963	1/11/2023	electric		county dumpsters		replace streetlights	x	1/11/2023	jb-sh
2968	1/12/2023	electric		eaus		replace several streetlights	x	1/12/23	jb-sh
2979	1/20/2023	electric		eacc		replace several bulbs around track	x	1/20/2023	jb-sh
2980	1/17/2023	electric	138	north street		replace streetlights	x	1/23/23	jb-sh
2981	1/18/2023	electric		dance studio		replace several light bulbs	x	1/23/23	jb-sh
2985	01/18/23	electric	642	east spotswood ave		repair electric wire	x	1/20/2023	jb-sh
2987	1/20/2023	electric	310	jackson ave		low voltage	x	1/24/23	jb-sh
2990	1/26/2023	electric		wrrtp		replace lights in the shop area	x	1/26/2023	jb-sh
2992	1/26/2023	electric	502	roland ave		turn down voltage on transformer	x	1/27/2023	jb-sh
2994	1/26/2023	electric	212	morgan ave		electrical upgrade	x	1/27/2023	jb-sh
3001	01/31/23	electric	92	ashby ave		replace electric meter	x	1/31/2023	jb-sh
3005	1/31/2023	electric		substation		meet dominion about breaker testing	x	1/31/23	jb-sh
2936	01/03/23	garbage	232	east spotswood ave		missed trash	x	1/3/23	bs-jp-rh
2995	1/27/2023	garbage	111	lee ave		bulk pick up	x	1/27/2023	kb-bs-rl
2945	1/4/2023	gen.govt		town		remove christmas lights	x	1/6/2023	jb-lb-sh-gf
2954	1/9/2023	gen.govt		town		disconnects	x	1/9/23	kb-rl
2969	01/03/23	gen.govt		eacc		several odd jobs	x	1/13/2023	jb-lb-sh-gf
2977	1/18/2023	gen.govt		eacc		repair several exit signs per inspection	x	1/19/2023	jb-sh
2982	1/23/2023	gen.govt		town hall		repair fence	x	1/23/23	bs-jp-rh
2988	1/23/2023	gen.govt		town		flag order for monterey park victims	x	1/27/23	bs-jp-rh
2996	1/27/2023	gen.govt		town		radio read meters	x	1/27/2023	lb-gf
2997	1/27/2023	gen.govt		town		replace several faded flags	x	1/27/2023	bs-jp-rh
2998	01/30/23	gen.govt		eacc		repair hvac unit for council chambers	x	1/30/2023	jb-bb-sh
3003	1/30/2023	gen.govt		town		flag order for delegate massie	x	1/31/23	bs-jp-rh
3004	1/30/2023	gen.govt		town		meter rechecks	x	1/30/23	lb-gf
3006	1/31/2023	gen.govt		town		read demand and town meters	x	1/31/2023	lb-gf

2946	1/4/2023	recreation			stonewall park			place signage around walking track	x	1/4/2023	bs-jp-rh
2952	1/6/2023	recreation			parks and buildings			clean up and haul off trash	x	1/6/23	bs-jp-rh
2986	1/24/2023	recreation			pocket park			clear trees along the creek	x	1/24/23	kb-lb-rl-gf
2991	01/26/23	recreation			pocket park			clear trees along the creek	x	1/26/23	kb-lb-rl-gf
2999	1/30/2023	recreation			pocket park			clear trees along the creek	x	1/30/2023	bs-jp-rh
3007	1/31/2023	recreation			stonewall park			repair gate at dog park	x	1/31/2023	bs-jp-rh
2938	1/6/2023	sewer	B. Fridley	100	morgan ave			sewer back up	x	1/6/23	jb-lb-sh-gf
2939	1/6/2023	sewer	seniors	102	north stuart ave			sewer back up	x	1/6/23	jb-lb-sh-gf
2940	1/2/2023	sewer	seniors	102	north stuart ave			sewer back up	x	1/2/23	kb-rl
2944	1/3/2023	sewer			wwtp			bush hog buffer field	x	1/5/23	bs-jp-rh
2947	1/4/2023	sewer	D. Flick	415	lee ave			sewer back up	x	1/4/2023	jb-lb-sh-gf
2974	1/17/2023	sewer	S. Bailey	115	clover lane			sewer call-no clean out	x	1/17/2023	kb-rl
2943	1/3/2023	streets			spotswood ave-clarke			fix pothole	x	1/3/23	bs-jp-rh
2949	1/5/2023	streets			shop			repair ventrac	x	1/5/2023	bs-jp-rh
2950	1/5/2023	streets			shop			service bush hog	x	1/5/2023	bs-jp-rh
2953	1/6/2023	streets			town			clean bridges and storm drains	x	1/6/23	bs-jp-rh
2956	1/9/2023	streets			town			litter clean up	x	1/9/2023	bs-jp-rh
2957	1/10/2023	streets			town			cut brush back in several locations	x	1/10/2023	bs-jp-rh
2958	1/10/2023	streets	R. Clark	202	jackson ave			clean up broken glass	x	1/10/23	bs-jp-rh
2959	1/9/2023	streets			quail run			repair broken stop sign	x	1/9/2023	bs-jp-rh
2967	1/12/2023	streets			shop			service trucks	x	1/12/23	crew
2970	1/13/2023	streets			shop			clean shop and equipment	x	1/13/23	crew
2972	1/17/2023	streets			shop			service several trucks	x	1/17/2023	crew
2973	1/17/2023	streets			shop			have several trucks inspected	x	1/17/23	crew
2978	1/19/2023	streets			shop			remove -order alternator for dump truck	x	1/19/2023	kb-rl
2983	1/23/2023	streets			shop			install new alternator on dump truck	x	1/23/23	kb-rl
2989	1/25/2023	streets			shop			prep winter equipment	x	1/25/2023	crew
3002	01/17/23	streets	N. Hui	235	quail run			locate property pins	x	1/30/2023	kb-rl
2941	1/3/2023	water			elkwood well			check power-drive burnt out	x	1/3/23	jb-sh
2942	1/3/2023	water			jr order park			fix water leak	x	1/3/23	jb-rl-sj-gf-lb
2948	01/05/23	water			elkwood well			assist contractor with generator	x	1/5/2023	jb-lb-sh-gf
2955	1/9/2023	water			town			replace several transmitters	x	1/9/2023	jb-lb-sh-gf
2960	1/10/2023	water			fire hall on 33			replace fire hydrant	x	1/11/2023	kb-gf-rl
2964	1/11/2023	water	D. Meadows	205	jackson ave			check for leak-shut off water	x	1/11/23	jb-sh



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

**FIRST BANK OPERATING ACCOUNT**

<b>BEGINNING BALANCE</b>		<b>\$</b>	<b>4,449,064.99</b>
<b>REVENUE</b>		\$	1,129,919.60
Interest earned		\$	16,802.29
<b>EXPENDITURES</b>		\$	(986,589.14)
Bank Service Charge		\$	(3.00)
<b>ENDING BALANCE</b>		<b>\$</b>	<b>4,609,194.74</b>

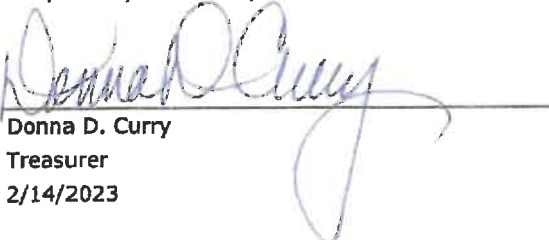
Outstanding Checks		\$	(209,533.94)
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ARPA FUNDING (deposited 6/29/2021)	\$	1,505,955.00
Expended	\$	(687,963.00)
Earmarked	\$	(900,000.00)
ARPA FUNDING (deposited 7/22/2022)	\$	1,505,955.00
(these funds are included in the Operating total)	\$	1,423,947.00

**ADDITIONAL ACCOUNTS**

INFINEX ACCOUNT (REPO)	(12/31/2022)	\$	469,365.13	\$	469,365.13
Bank of America	(1/31/2023)	\$	164,233.91	\$	164,233.91
<b>SWEEP Accounts</b>					
F & M Bank	(12/31/2022)	\$	250,019.86	\$	250,019.86
F & M Bank	(1/31/2023)	\$	12,255.30	\$	12,255.30
United Bank	(1/31/2023)	\$	331,253.42	\$	331,253.42
United Bank	(1/31/2023)	\$	450,667.55	\$	450,667.55
United Bank	(1/31/2023)	\$	5,000.00	\$	5,000.00
		\$	1,049,196.13	\$	1,473,261.23
<b>TOTAL FUNDS</b>				<b>\$</b>	<b>6,082,455.97</b>

Respectfully submitted,

  
Donna D. Curry  
Treasurer  
2/14/2023

**ELK RUN CEMETERY REPORT**  
**TRANSACTIONS**  
**2023 Fiscal Year**  
**January 2023**

<b>Lots Sold.....</b>	<b>12</b>	<b>YTD = 12</b>
<b>Interments.....</b>	<b>2</b>	<b>YTD = 2</b>
<b>Cremations .....</b>	<b>0</b>	<b>YTD = 0</b>
<b>Space Contract .....</b>	<b>0</b>	<b>YTD = 0</b>
<b>Niche Contract .....</b>	<b>0</b>	<b>YTD = 0</b>

<b>Interments this month</b>	<b>Lot Sales</b>	<b>Opening/Closing</b>
Mary Dunbar		\$750
William Sellers		\$750
	Space/Niche Sales	
Ruthanne Kibler	1 space	\$1,000
Deborah Comer	Niche contract payment	\$100
Debbie Shifflett	8 spaces	\$8,000
Larry Eppard	1 space	\$1,500
Danny Hensley	Space contract payment	\$150
Marla McCauley	2 spaces	\$2,000

Cemetery Commission Meeting - Not Scheduled

• **Cemetery Commission Members**

*Chairperson: Lee Dearing*

*Vice Chairperson: Mark Hensley*

*Dwight "Gene" Kite*

*David Smith*

*Billie Jo Dofflemyer*

*JoAnn Flynn*

*Sue Armbruster*

Submitted by: Delores Hammer – Cemetery Director

## January 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		
March		
April		
May		
June		
YTD:	5,489,837.00	39,915.17

# Administrative Report December 2023

## Elkton Area Community Center/Stonewall District

### Monthly Center Programs

Strong Figure Bootcamp / Elkton Fitness Monday- Saturday  
 Strength Up w/ Betsy Dean / Monday Thursday 6:30  
 Pound Class / Monday - Wednesday  
 Brian Maynes Karate / Instructional

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Town Residents:	8
County Residents:	21
Non Residents:	10
Daily Book Sign In Count:	254
Family:	1
Youth:	4
Adult:	14
Senior:	20
 Total New Members:	 <b><u>39</u></b>

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Total \$ Daily Fees / Walking Track: (Month)	\$198.00
Total \$ Monthly Membership (Adult,Family, Senior & Youth): (Month)	\$5,467.00
Total \$ Yearly Membership (Adult,Family, Senior & Youth): (Month)	\$827.00
<b><u>Monthly Total:</u></b>	<b>\$6,492.00</b>

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Room Rentals Including Deposits	\$4,556.80
Monthly Donations:	\$6.00
Credit Card Transaction Fees Collected:	\$138.00
Computer Copy Fees Collected:	\$15.00
<b><u>Monthly Total:</u></b>	<b>\$4,715.80</b>

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Total Membership Fiscal Year:	\$5,467.00
Total Room Rentals Fiscal Year:	\$2,731.80
<b><u>Current Yearly Total:</u></b>	<b>\$8,198.80</b>



## Staff Report/Recommendation

**REQUESTED:** Mayor Joshua J. Gooden

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Resolution to amend and restate Cemetery supervision

**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"/>

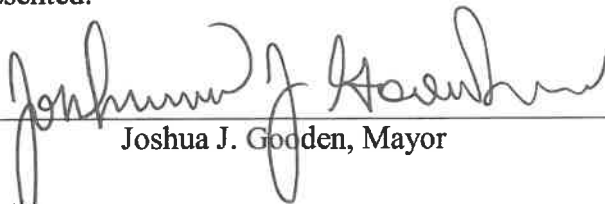
**FINANCIAL IMPACT:**

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 adopt the Resolution to Amend and Restate the Cemetery Supervision as presented.

**APPROVAL:** \_\_\_\_\_

  
 Joshua J. Gooden, Mayor

**ATTACHMENTS:** Resolution

**ELKTON TOWN COUNCIL  
RESOLUTION TO AMEND AND RESTATE THE  
CEMETERY SUPERVISION RESOLUTION  
#2019-6 adopted September 16, 2019**

**RECITALS:**

1. By Deed recorded April 16, 1985, in the Clerk's Office of Rockingham County, Virginia, Elk Run Cemetery, Inc. (Cemetery), Garner H. Downey and Mae Frances Downey conveyed to the Town of Elkton (Town) certain Cemetery properties with conditions.
2. The condition under which the Town accepted conveyance of the Cemetery were:
  - A. "It will manage the above described property as a community cemetery, the management of which shall be under the control of a commission appointed by the Town Council for that purpose."
  - B. "That funds coming into its hands shall be managed for the purpose of perpetual care and accounted for in the Town's annual audit as a separate account."
  - C. "The Town will have the right to be compensated for labor and materials used by it in the maintenance and care of the cemetery on the basis of the fair market of said labor and materials."

3. The Town accepted the responsibility for the management and supervision of the Elk Run Cemetery.
4. From April 16, 1985, to present, management of the Cemetery took several forms and structures, culminating in the present arrangement.
5. The Town Council has determined that the current structure is not in compliance with the conditions outlined in the Deed of conveyance, and the current structure is not adequate to be true to the obligations accepted by the Town to manage the Cemetery as a “community cemetery”.
6. The Town has determined that the management and operation of the Cemetery must be clarified to enforce the Town’s control of and accountability for funding, maintenance, revenues, and expenditures generated by Cemetery operations.

**NOW THEREFORE**, be it resolved that the Town Council by this Resolution amends and adopts the following in regard to the management and operations of the Elkton Cemetery.

The Rules and Procedures that govern the Advisory Commission are amended as follows:

(a) **The Commission:**

- (1) The Cemetery Advisory Commission shall be composed of seven (7) members, who shall be appointed by the Town Council. No member shall be an employee of the Town of Elkton. The members shall serve terms of four (4) years each. Four (4) members

will serve a four year term beginning in 2023 (Expiring in 2026) and three (3) members will serve a term beginning in 2023 (expiring in 2024).

(2) Vacancies shall be filled by appointment made by the Council.  
Members of the Commission shall be eligible for reappointment.

(3) Members of the Commission may be removed by the Council.

(b) **Quorum.** A majority of members of the Commission shall constitute a quorum for any meetings.

(c) **Officers.** The officers of the Commission shall consist of a Chairperson and Vice-Chairperson elected from the membership. Regular terms for officers shall be one (1) year. Nomination of officers may be made at any meeting, and election of officers shall follow immediately. Removal of an officer shall be by a vote of the Town Council.

(d) **Duties of Officers and Director:**

(1) **The Chair Shall:** Preside at all meetings. Rule on procedural questions (subject to reversal by a majority vote of the members present). Carry out other duties as assigned by a majority of the Commission.

(2) **The Vice-Chair Shall:** Act in the absence or inability of the Chairperson to act. Have the powers to function in the same capacity as the Chairperson in cases of the Chairperson's inability to act.

(3) **The Director Shall:** Manage the day to day responsibilities and obligations pursuant to the directions of the Elkton Town Manager.

(e) **Meetings:**

(1) Meetings of the Commission may be held in the conference room at Town Hall, 173 W. Spotswood Avenue, Elkton, Virginia 22827 after proper notice. The Cemetery

Director shall be responsible for scheduling, and posting a public notice of meeting dates and times.

(2) The Commission shall meet the second Monday of the months of January and June at 6:00 PM. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless the Commission selects an alternative day.

(3) Special meetings shall be called as needed by the Chairman or the Director. The Director shall mail a written notice or send an email to all members, at least five (5) days before a special meeting stating the time, place, and purpose of the meeting.

(4) Scheduled meetings may be cancelled, by the Chairman, up to 48 hours before the meeting.

(5) All meetings of the Commission shall be open to the public.

(h) **Rules Concerning Cemetery:** The Commission shall, from time to time, recommend rules, regulations, fees, and other matters, regarding the use, maintenance, and upkeep of the Cemetery. Upon review and recommendation by the Town Manager, the recommendation will be presented to the Elkton Town Council by the Cemetery Director for consideration and action.

7. The Cemetery Supervision Resolution #2019-6 adopted September 16, 2019 is reaffirmed except as herein modified.

8. This resolution shall be effective upon the date of its adoption.

**GIVEN** under my hand this \_\_\_\_th day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Joshua J. Gooden  
Mayor, Town of Elkton

ATTEST:

\_\_\_\_\_  
Denise Monger, Clerk of Council



## Staff Report/Recommendation

**REQUESTING DEPARTMENT:** Community Development

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Reappoint Jennifer McDonald, Wesley Walls and Dorenda Flick to a four year term with the Town of Elkton Planning Commission.

**BACKGROUND:** On January 31, 2023 the Planning Commission voted to recommend reappointment of Jennifer McDonald, Wesley Walls and Dorenda Flick to each a four year term to the Elkton Planning Commission running January 31, 2023 – January 31, 2027.

**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:**

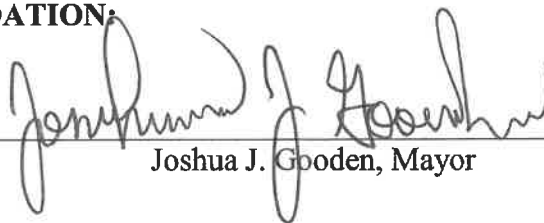
Budgeted: YES <input type="checkbox"/>	NO <input type="checkbox"/>	No Financial Impact <input checked="" type="checkbox"/>
Amount:		Positive Financial Impact <input type="checkbox"/>

Budget Line Item:

*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:**

**APPROVAL:** \_\_\_\_\_

  
Joshua J. Gooden, Mayor

**ATTACHMENTS:**

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:** Mayor Joshua J. Gooden

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Committee Business & Appointments

**BACKGROUND:** Council to discuss possibly renaming a committee and changing members on some committees.

**ACTION REQUESTED:**

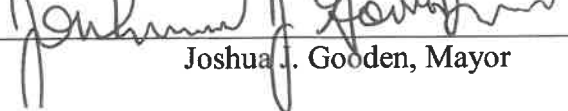
Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

**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:**   
Joshua J. Gooden, Mayor

**ATTACHMENTS:**

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.

## 2023 Town of Elkton Proposed Committees

Vice Mayor: Rick Workman (Three nominations)

### Special Projects & Economic Development

- Aaron Napotnik (Chair)
- Rick Workman
- Jan Hensley

### Policy & Personnel

- Jan Hensley (Chair)
- Virginia Fulginiti
- Rachel Michael

### Finance

- Rachel Michael (Chair)
- Aaron Napotnik
- Steve America

### Recreation & Community Center

- Virginia Fulginiti (Chair)
- Steve America
- Rick Workman

### Public Safety

- Steve America (Chair)
- Jan Hensley
- Virginia Fulginiti

### Public Utilities

- Rick Workman (Chair)
- Aaron Napotnik
- Rachel Michael



**Staff Report/Recommendation**

**REQUESTED:** Mayor Joshua J. Gooden

**MEETING DATE:** February 21, 2023

**SUBJECT/TOPIC:** Committee Reports

**BACKGROUND:** Reports to be presented verbally by committee chairs.

**ACTION REQUESTED:**

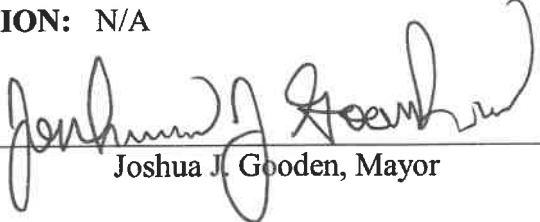
Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input checked="" type="checkbox"/>
Action Item	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

**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:**   
Joshua J. Gooden, Mayor

**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:** Mayor Joshua J. Gooden

**MEETING DATE:** February 21, 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 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" and 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:** \_\_\_\_\_

Joshua J. Gooden, Mayor

**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.