

Elkton Town Council Agenda
Elkton Area Community Center
20593 Blue and Gold Drive - Elkton, VA 22827
Monday, January 17, 2023 – 6:00 p.m.

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

1. CALL TO ORDER – ROLL CALL
 - a. Invocation
 - b. Pledge of Allegiance
2. ADOPTION OF AGENDA
3. PUBLIC HEARING
 - a. Budget amendment for additional revenue from the Commonwealth of Virginia in relation to the American Rescue Plan Act (ARPA)
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. COMMITTEE REPORTS
 - a. Community Center & Recreation (Chairperson: V. Fulginiti)
 - b. Finance (Chairperson: R. Michael)
 - c. Personnel (Chairperson: P. Workman)
 - i. Action item
 - d. Public Safety (Chairperson: S. America)
 - e. Public Utilities (Chairperson: T. Eppard)
 - f. Special Projects & Economic Development (Chairperson: A. Napotnik)
9. NEW BUSINESS
 - a. Reinstate Leadership Team
 - b. Additional sanitary sewer rehabilitation project – Phase 2
 - c. Proposal from WW Associates for a Preliminary Engineering Report (PER) regarding storm drain improvements on West Spotswood Avenue, Elkton

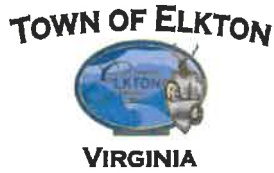
- d. Advertise for an agricultural lease for town owned property located at the wastewater water treatment plant to be maintained
- e. Proposal to update the Town's service line inventory to meet the EPA's new lead copper and galvanized pipe regulations
- f. Hire part-time police officer
- g. VEMA representative
- h. Resolution to amend the Town of Elkton FY2022/2023 budget by the addition of \$3,011,910 of funding from the Commonwealth of Virginia related to the American Rescue Plan Act

10. MAYOR'S BUSINESS

11. CLOSED SESSION

- a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."
- b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."
- c. Pursuant to Virginia Code 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

12. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Mayor Gooden

MEETING DATE: January 17, 2023

SUBJECT/TOPIC: Adoption of Agenda

BACKGROUND: Any revisions to the agenda would be added.

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"/>

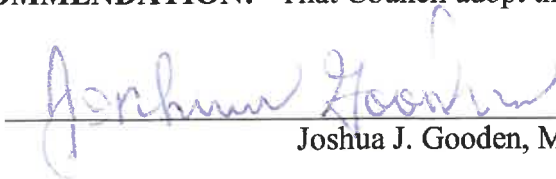
FINANCIAL IMPACT:

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."

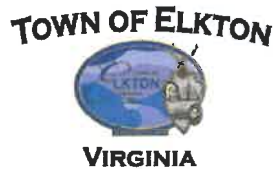
STAFF RECOMMENDATION: That Council adopt the Agenda as presented.

APPROVAL:


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 Gooden

MEETING DATE: January 17, 2023

SUBJECT/TOPIC: Public hearing on a budget amendment for additional revenue from the Commonwealth of Virginia in relation to the American Rescue Plan Act (ARPA).

BACKGROUND: The Town received \$3,011,910 from ARPA funds and needs to amend the current budget. A public hearing is required to be held on the matter. The notice from the publication is attached.

ACTION REQUESTED:

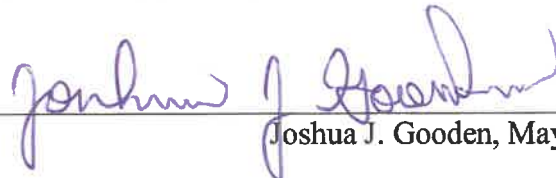
Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input checked="" type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

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

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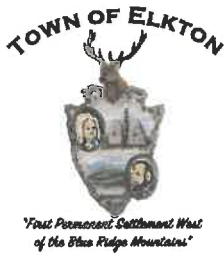
STAFF RECOMMENDATION: N/A

APPROVAL: 
 Joshua J. Gooden, Mayor

ATTACHMENTS: Public hearing notice

**NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF ELKTON
JANUARY 17, 2023 AT 6:00 p.m.**

Notice is hereby given, that the Town Council of the Town of Elkton, Virginia, will hold a public hearing on January 17, 2023, at 6:00 p.m., in the Council Chambers of the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia, to consider an amendment to the FY 2022/2023 budget pursuant to section §15.2-2507 of the Code of Virginia (1950), as amended. The amendment would include \$3,011,910 of additional revenue from the Commonwealth of Virginia in relation to the American Rescue Plan Act. The public may present oral or written comments and ask questions concerning the proposed amendment. Copies of the amended budget are available in the Treasurer's office, at 173 W. Spotswood Avenue, Elkton, Virginia.



Staff Report/Recommendation

REQUESTING DEPARTMENT: Clerk of Council

MEETING DATE: January 17, 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"/>

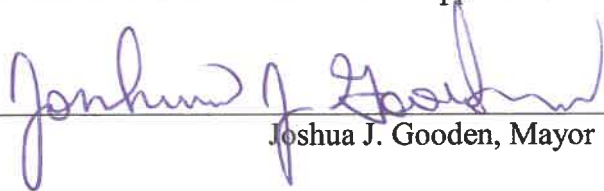
FINANCIAL IMPACT:

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

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:


 Joshua J. Gooden, Mayor

ATTACHMENTS: December 19, 2022 Regular Meeting

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
REGULAR COUNCIL MEETING
DECEMBER 19, 2022
6:00 p.m.**

A Town Council meeting was held on Monday, December 19, 2022 at 6:00 p.m., in the Council Chambers of 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 Randell Snow, Council Member Phillip Workman, II, Council Member Troy Eppard, Council Member David Smith, Council Member Jay Dean, and Council Member Steve America.

Also Present: Town Attorney Nathan H. Miller, Chief of Police Dave Harris, Public Works Director Gaither Hurt, Town Treasurer Donna Curry, and Clerk of Council Denise Monger.

REGULAR COUNCIL MEETING

CALL TO ORDER

Mayor Gooden opened the meeting and the clerk was asked to call roll.

Council member Dean gave the Invocation. All present were asked to join in the Pledge of Allegiance.

AMEND & ADOPT AGENDA

Town Attorney Miller requested the agenda be amended to add a closed session for litigation.

Council member Eppard requested the agenda be amended to add a closed session to discuss a few issues at the community center. He noted it would be legal issues.

Council member Dean moved, seconded by Council member America, and carried to adopt the agenda with an amendment to add a closed session for litigation.

YEAS: D. Smith, T. Eppard, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

OATHS OF OFFICE

Chaz Haywood, Clerk of the Rockingham County Circuit Court, was present to administer the Oaths of Office for Joshua J. Gooden, Phillip Workman, II, Virginia Fulginiti, Rachel Michael, and Aaron Napotnik.

PUBLIC COMMENT

Scott Lam, President, Elkton Volunteer Fire Company, spoke regarding the recent awards banquet and the department's 1,000 calls for service. He noted there had been a major water leak at their location which had been repaired.

Jennifer McDonald, spoke regarding the last audit from the Department of Health regarding the Town's water infrastructure. She was shocked to find out that due to the Town's significant water loss, there was a risk of the VDH shutting down the water system. She noted the situation was an emergency and should be a top priority. She encouraged Council to seek funding via grants.

CONSENT AGENDA

Council member America moved, seconded by Vice-Mayor Snow, and carried to approve the consent agenda as presented.

YEAS: D. Smith, T. Eppard, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

TOWN ATTORNEY REPORT

Town Attorney Miller reported that action was needed regarding the resignation of Cory Brown.

Council member America moved, seconded by Council member Dean, and carried to accept the resignation of Cory Brown, a part-time police officer, as of October 2021.

YEAS: D. Smith, T. Eppard, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

STAFF REPORTS

All staff reports were included in the packet. No additional business was discussed.

MANAGEMENT REPORTS

No additional reports were presented.

Council member David Smith thanked Council for appointing him. He had enjoyed his time on Council and working with Town staff. He enjoyed getting to know everyone and thanked the Town residents for attending the meetings and having interest in the Town.

Council member Jay Dean stated that he appreciated being on Council for twelve years. He noted that big projects had been completed. He wished the new Council members good luck.

Vice-Mayor Randell Snow stated that he would not say farewell as the door was still open for him. He had accomplished a lot with the Council's he had been on.

NEW BUSINESS

Change January meeting date

Council member Workman moved, seconded by Council member Dean, and carried to change the reorganizational meeting date from January 2, 2023 to January 3, 2023 at 5:30 p.m. due to the observance of a holiday.

YEAS: D. Smith, T. Eppard, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Schedule public hearing to discuss the Town's plans to spend ARPA funds

Vice-Mayor Snow moved, seconded by Council member Smith, and carried to schedule a public hearing to discuss the Town's plans to spend ARPA funds for January 17, 2023 at 6:00 p.m.

YEAS: D. Smith, T. Eppard, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Resolution to obtain financial assistance from the USDA, for development of a water improvements project

Vice-Mayor Snow moved, seconded by Council member Dean, and carried to adopt the resolution to obtain financial assistance from the USDA, for development of a water improvements project.

It was noted that only drinking water projects could be funded from the USDA.

YEAS: D. Smith, T. Eppard, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

MAYOR'S BUSINESS

Mayor Gooden thanked everyone for the success of recent Town holiday events. He noted that a concert was hosted at the EACC which approximately four hundred people attended over two nights. He noted that a donation was made to the farmer's market project from the event.

CLOSED SESSION

Town Attorney Miller inquired as to the nature of the legal issues to be discussed in closed session regarding the community center, as he was unaware of the subject matter that Council member Eppard was referring to. Council member Eppard responded it was a legal matter, but did not define any issues.

Council member Dean moved, seconded by Vice-Mayor Snow, and carried that council go from Regular Session in to 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."

YEAS: D. Smith, T. Eppard, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

OPEN SESSION/MOTION TO CERTIFY CLOSED MEETING

Council member Workman moved, seconded by Vice-Mayor Snow, 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.

Mayor Gooden stated that Council was back in open session and turned matters over to Town Attorney Miller.

Town Attorney Miller stated that in order to confirm the agreement, a motion was needed to approve the declaration of an 8' Olson pool table as Town surplus and accept an offer to purchase the pool table for \$800 from Council member Troy Eppard. Mr. Miller stated that to be valid the action must not violate the Town's Procurement Act or the Va. Conflict of Interest statutes.

Motion that Council Member Troy Eppard Buy Pool Table

Council member America moved, seconded by Council member Smith, and carried to declare the 8' Olson pool table (red velvet) as Town surplus and accept an offer to purchase the table for \$800 from Council member Troy Eppard; subject to the Town Attorney's review and opinion that the action did not violate the Town's procurement Act or the Virginia Conflict of Interest statutes.

Vice-Mayor Snow requested the resolution include that the proceeds from the sale of the pool table go towards replacement equipment at the community center. Town Attorney Miller stated that aspect of the transaction was not included in the motion.

Council member America amended the motion to include: "Letting the proceeds from the sale go towards replacement equipment."

Mayor Gooden stated that Council member Eppard should abstain from voting on the matter.

YEAS: D. Smith, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

ABSTAIN: T. Eppard

VOTE: (5 - 0 - 1 roll call) Motion carried with 1 Abstention

Phase I Update Camera System

Council member Smith brought forward a recommendation from the EACC Advisory Board for what they called the "Phase I - Updated Camera System" which included coverage of the exercise area, pool room, and larger assembly rooms. He noted the cameras would be on the same program as Town Hall; Phase II would include outside cameras. The total cost for the Phase I project was between \$15-16,000 for the eight cameras.

Vice-Mayor Snow stated that he had assured the current interim EACC Director that there was a contingency fund of \$90,000 in the budget that could be used to purchase the cameras.

Council member Eppard reiterated it would be eight additional new cameras that would get more coverage of the area inside the building. He noted the purpose was to incorporate a building sweep periodically by staff and the Police Department.

Vice-Mayor Snow requested there be a motion on the matter. Council member Dean inquired if bids had been received for the camera system.

Since it could not be verified if funds were available for the purchase, Council decided to delay a vote on the matter. It was agreed the matter could be included for consideration under "Unfinished Business" at a future meeting. Council member Smith would verify the decision with

the interim EACC director and ensure that he forwards the proper documentation to Treasurer Curry.

Motion to Adjourn

Council member Dean moved, seconded by Council member Smith, and carried to adjourn the meeting.

YEAS: D. Smith, T. Eppard, P. Workman, R. Snow, J. Dean, and S. America

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

After the meeting adjourned, a group photo was taken of the current council.

TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

REQUESTED: Mayor Gooden

MEETING DATE: January 17, 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

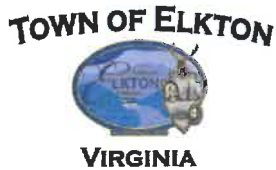
APPROVAL:

A handwritten signature in blue ink, appearing to read "Joshua J. Gooden", is written over a horizontal line.

Joshua J. Gooden, Mayor

ATTACHMENTS: None

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Staff Report/Recommendation

REQUESTED: Mayor Gooden

MEETING DATE: January 17, 2023

SUBJECT/TOPIC: Staff Reports

BACKGROUND: Reports provided in the packets.

ACTION REQUESTED:

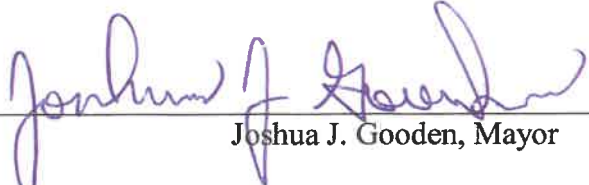
Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input checked="" type="checkbox"/>
Action Item	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

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: Staff Reports

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

CONSOLIDATED MONTHLY RUNS REPORT

DECEMBER 2022

Law Enforcement Agencies

HPD.....	7505
RCSO.....	3226
Bridgewater.....	979
Broadway.....	524
Dayton.....	595
Elkton.....	544
Grottoes.....	706
Timberville.....	747
TOTAL.....	14,826

TOWN OF ELKTON POLICE REPORT 2022

ARREST/CHARGES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ASSAULT & BATTERY	0	0	0	2	0	0	0	1	0	0	0	0	3
CURFEW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0
DRIVING UNDER THE INFLUENCE	1	0	0	1	0	1	0	1	1	0	1	1	7
DRINKING IN PUBLIC/PUBLIC INTOXICATION	0	1	0	1	0	1	0	0	1	1	2	1	8
DRUGS (POSSESSION & DISTRIBUTION)	0	0	0	0	0	0	0	1	1	0	0	2	4
LOITERING	0	0	0	0	0	0	0	0	0	0	0	0	0
PARKING TICKETS	0	0	3	1	0	0	0	0	0	1	2	0	7
RECKLESS DRIVING	1	1	1	1	5	3	2	2	2	2	1	2	23
SEAT BELT/CHILD RESTRAINT VIOL.	0	0	0	0	1	1	0	1	0	0	0	0	3
SPEEDING	6	10	8	17	9	6	2	7	12	2	2	3	84
MISCELLANEOUS	8	20	21	28	44	8	5	13	12	14	6	11	190
ADULT ARRESTS	16	31	33	48	59	19	8	25	29	18	14	20	320
JUVENILE ARRESTS	0	1	0	2	0	1	1	1	0	1	0	0	7

POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS

BUSINESS/RESIDENTIAL ALARMS	9	10	8	8	16	15	6	6	2	13	4	19	116
DOMESTIC SITUATIONS	3	1	4	4	1	1	3	3	0	1	0	1	22
DISORDERLY	4	9	15	14	9	11	7	13	7	8	6	10	113
LARCENY COMPLAINTS	4	2	1	2	4	5	2	6	4	4	8	5	47
TRAFFIC CRASHES	5	8	10	10	10	7	11	8	9	14	9	8	109
TRAFFIC STOPS	30	45	63	60	65	37	10	30	33	31	32	31	467
VANDALISM/PROPERTY DAMAGE	2	4	2	1	1	3	2	1	3	0	1	1	21
ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)	2	4	4	6	5	4	2	5	3	2	4	5	46
MISCELLANEOUS	159	179	235	384	358	302	224	280	355	379	391	464	3710
TOTAL	218	262	342	489	469	385	267	352	416	452	455	544	4651

DAVE HARRIS
CHIEF OF POLICE



Public Works Report for December 2022

Work Order List

Cemetery	7
Electric	13
Garbage	5
Gen.Govt	14
Recreation	1
Sewer	5
Streets	20
Water	6
Total	71

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

TOWN OF ELKTON



VIRGINIA

Year in Review for 2022

Work Order List

Cemetery	111
Electric	196
Garbage	40
Gen.Govt	187
Recreation	77
Sewer	64
Streets	233
Water	136
Total	1044

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

#	Date issue:	Caller:	St #	Address	Ph:	Project	Comp	Date comp:	Initial
9169	11/30/2022	cemetary		elk run cemetary		grave for lena pearl shifflett	x	12/3/22	rl-lb-gf
9183	12/2/2022	cemetary		elk run cemetary		grave for wilda meadows	x	12/7/22	kb-rl
9193	12/13/2022	cemetary		elk run cemetary		touch up several graves	x	12/13/22	lb-gf
9196	12/10/2022	cemetary		elk run cemetary		grave for elinor morris	x	12/14/22	kb-rl
9203	12/16/2022	cemetary		elk run cemetary		clean up storm debris	x	12/16/2022	bs-jp-rh
9214	12/20/22	cemetary		elk run cemetary		cemetary clean up	x	12/20/2022	lb-gf
9233	12/29/2022	cemetary		elk run cemetary		grave for mary bunbar	x	12/31/22	kb-gf-rl
9168	12/2/2022	electric	dominion	substation		run generator	x	12/2/22	jb-sh
9170	12/2/2022	electric		jr. order		adjust voltage	x	12/2/22	jb-sh
9176	12/5/2022	electric		terrace ave		repair electric lines to snowflakes	x	12/5/2022	jb-lb-sh
9177	12/05/22	electric		mr. jays bagels		install electric upgrade	x	12/5/2022	jb-lb-sh
9180	12/7/2022	electric		mr. jays bagels		complete service upgrade	x	12/7/2022	jb-gf-lb-sh
9181	12/7/2022	electric	90	north street		install new brace pole	x	12/7/22	jb-gf-lb-sh
9197	12/14/2022	electric		town		clear trees from powerlines	x	12/14/22	crew
9207	12/19/2022	electric		town hall		replace several light bulbs	x	12/19/2022	jb-lb-sh
9208	12/19/2022	electric		wwrtp		replace several light bulbs	x	12/19/2022	jb-lb-sh
9209	12/19/2022	electric		elkwood well		replace several light bulbs	x	12/19/22	jb-lb-sh
9210	12/19/2022	electric		shop		replace streetlight in alley	x	12/19/22	jb-lb-sh
9213	12/20/2022	electric	300	block lee ave		power outage	x	12/20/2022	jb-sh
9219	12/22/2022	electric		town		several power outages	x	12/24/2022	jb-sh
9172	12/2/2022	garbage	104	tamarack		bulk pick up	x	12/2/22	rl-lb-gf
9173	11/30/2022	garbage	140	west spotswood ave		bulk pick up	x	12/2/22	rl-lb-gf
9186	12/2/2022	garbage	321	fairfax ave		bulk pick up	x	12/7/2022	jp-rh
9222	12/27/2022	garbage	104	tamarack		bulk pick up	x	12/27/2022	jp-rh
9234	12/29/2022	garbage	112	water street		bulk pick up	x	12/29/22	jp-rh
9165	12/01/22	gen.govt		town hall		set up for tree lighting	x	12/1/22	crew
9166	12/1/2022	gen.govt		town		read demand and town meters	x	12/1/22	lb-gf
9174	12/2/2022	gen.govt		town hall		clean up from tree lighting	x	12/2/2022	crew
9182	12/7/2022	gen.govt		town		disconnects	x	12/7/22	kb-rl
9185	12/7/2022	gen.govt		middle school-epd		takes gits to easus for wrapping	x	12/7/2022	jp-rh
9187	12/7/2022	gen.govt		town		flag order for pearl harbor	x	12/8/22	jp-rh
9188	12/12/2022	gen.govt		town		clean up from old town christmas	x	12/12/2022	crew
9199	12/13/2022	gen.govt		town		flag order for delegate campbell	x	12/15/22	bs-rh

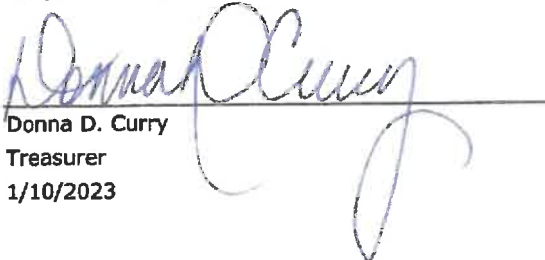
9202	12/6/2022	gen.govt			eacc			replace several light bulbs-soap dishes	x	12/15/22	sh-jb-rl-kb
9221	12/27/2022	gen.govt	governor		town			flag order for chief joseph carey	x	12/24/2022	bs-jp-rh
9228	12/27/2022	gen.govt			town			radio read meters	x	12/27/2022	lb-gf
9229	12/28/2022	gen.govt			town			read town and demand meters	x	12/28/22	crew
9230	12/28/22	gen.govt			shop			prep police units for auction	x	12/29/2022	jp-rh
9231	12/29/22	gen.govt			town			meter rechecks	x	12/29/2022	crew
9189	12/12/2022	recreation			stonewall park			clean up debris at blue sox field	x	12/12/2022	crew
9179	12/6/2022	sewer	T.Southerly		fairfax ave			install sewer connection	x	12/6/2022	kb-rl
9195	12/13/2022	sewer	Journeys	219	north stuart ave			sewer back up	x	12/13/22	kb-rl
9211	12/20/2022	sewer	J.Parikh	110	maple leaf			sewer back up	x	12/20/22	kb-rl
9223	12/27/2022	sewer	J.Patterson	115	ashby ave			sewer back up	x	12/27/2022	kb-sh-rl
9224	12/27/2022	sewer	L.Fawley	208	ashby ave			sewer back up	x	12/27/2022	kb-sh-rl
9167	12/1/2022	streets			shop			shop clean up	x	12/1/22	crew
9171	12/2/2022	streets			town			set up parade route	x	12/2/22	crew
9175	12/5/2022	streets			east prospect			touch up shoulders on new road	x	12/5/2022	kb-gf-rl
9178	12/6/2022	streets		90	north street			remove tree	x	12/6/2022	jb-gf-lb-sh
9184	12/7/2022	streets			town			set up cones for old town christmas	x	12/7/2022	jp-rh
9190	12/12/2022	streets			shop			shop clean up	x	12/12/2022	crew
9191	12/13/2022	streets			shop			haul road salt	x	12/13/2022	jb-sh
9192	12/13/2022	streets			town			repair christmas lights	x	12/13/2022	lb-gf
9194	12/13/2022	streets		500	block of lee ave			cut brush	x	12/15/22	bs-jp-rh
9198	12/14/22	streets			shop			prep equipment for winter storm	x	12/14/2022	crew
9200	12/15/2022	streets			town			winter storm	x	12/15/22	crew
9201	12/16/2022	streets			shop			clean up and store snow equipment	x	12/16/2022	crew
9204	12/15/2022	streets			town			clean up storm debris	x	12/16/2022	crew
9215	12/21/2022	streets			shop			install and trim new front door	x	12/21/22	crew
9216	12/21/2022	streets			shop			prep equipment for winter storm	x	12/21/22	crew
9217	12/19/2022	streets			town			cut brush back in several locations	x	12/21/22	bs-jp-rh
9218	12/21/2022	streets			town			clean storm drains and ditches	x	12/21/2022	bs-jp-rh
9220	12/22/22	streets			town			clear sidewalks-parking areas of snow-ice	x	12/22/22	crew
9226	12/27/2022	streets			boat landing			prep work trucks for auction	x	12/27/2022	jp-rh
9227	12/27/22	streets			shop			prep kubotas for trade in	x	12/27/2022	jp-rh
9205	12/14/2022	water	T.Southerly	219	fairfax ave			set water meter	x	12/19/2022	kb-gf-rl
9206	12/19/2022	water			el paso			repair water service	x	12/19/2022	kb-gf-rl

**TOWN OF ELKTON
TREASURER'S REPORT
For Month Ending December 31, 2022**

FIRST BANK OPERATING ACCOUNT

BEGINNING BALANCE			\$	4,563,502.73
REVENUE			\$	638,051.41
Interest earned			\$	15,644.21
EXPENDITURES			\$	(768,130.36)
Bank Service Charge			\$	(3.00)
ENDING BALANCE			\$	4,449,064.99
Outstanding Checks			\$	(394,603.46)
<i>ARPA FUNDING (deposited 6/29/2021)</i>		\$	<i>1,505,955.00</i>	
Expended		\$	(687,963.00)	
Earmarked		\$	(900,000.00)	
<i>ARPA FUNDING (deposited 7/22/2022)</i>		\$	<i>1,505,955.00</i>	
<i>(these funds are included in the Operating total)</i>		\$	<i>1,423,947.00</i>	
ADDITIONAL ACCOUNTS				
INFINEX ACCOUNT (REPO)	(12/31/2022)	\$	469,365.13	\$ 469,365.13
Bank of America	(12/31/2022)	\$	454,100.61	\$ 454,100.61
SWEEP Accounts				
F & M Bank	(12/31/2022)	\$	250,019.86	\$ 250,019.86
F & M Bank	(12/31/2022)	\$	12,211.16	\$ 12,211.16
United Bank	(12/31/2022)	\$	331,211.23	\$ 331,211.23
United Bank	(12/31/2022)	\$	450,667.55	\$ 450,667.55
United Bank	(12/31/2022)	\$	5,000.00	\$ 5,000.00
		\$	1,049,109.80	\$ 1,577,972.08
TOTAL FUNDS			\$	6,027,037.07

Respectfully submitted,


Donna D. Curry
Treasurer
1/10/2023

Administrative Report December 2022

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

Town Residents: 0
 County Residents: 14
 Non Residents: 5
 Daily Book Sign In Count: 125

Family: 6
 Youth: 2
 Adult: 6
 Senior: 5

Total New Members: **19**

Total \$ Daily Fees / Walking Track: (Month)	\$400.00
Total \$ Monthly Membership: (Month)	\$2,471.00
Total \$ Yearly Membership: (Month)	\$332.00
<u>Monthly Total:</u>	\$3,203.00

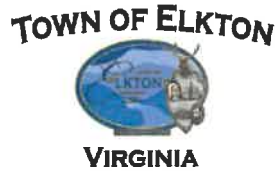
Room Rentals / Actual Rental Fees:	\$1,998.00
Monthly Donations:	\$6.00
Credit Card Transaction Fees Collected:	\$94.00
Computer Copy Fees Collected:	\$6.40
<u>Monthly Total:</u>	\$2,104.40

Total Membership Fiscal Year:	\$45,429.50
Total Room Rentals Fiscal Year:	\$36,166.96
<u>Current Yearly Total:</u>	\$81,596.46

December 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		
February		
March		
April		
May		
June		
YTD:	4,824,331.00	35,026.48



Staff Report/Recommendation

REQUESTED: Mayor Gooden

MEETING DATE: January 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"/>

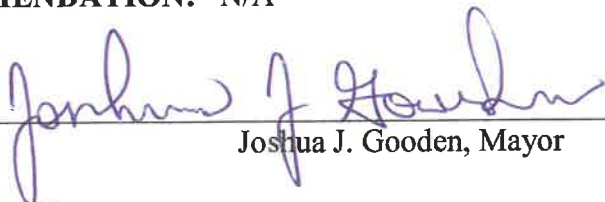
FINANCIAL IMPACT:

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."

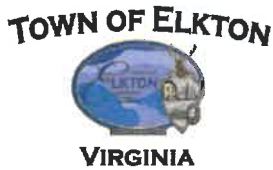
STAFF RECOMMENDATION: N/A

APPROVAL:


 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 Gooden

MEETING DATE: January 17, 2023

SUBJECT/TOPIC: Reinstate Leadership Team

BACKGROUND: N/A

ACTION REQUESTED:

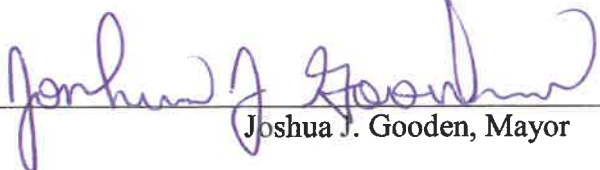
Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

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

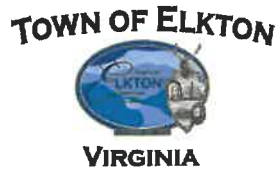
If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be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

STAFF RECOMMENDATION: That Council reinstate the Leadership Team.

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

REQUESTING DEPARTMENT: Public Works

MEETING DATE: January 17th 2023

SUBJECT/TOPIC: additional I and I project

BACKGROUND: Under the current USDA funding for the first phase of the I and I work and the WWTP upgrades there is still enough funding for additional projects. I have worked with our engineer to target known problem areas in the sewer system.

ACTION REQUESTED:

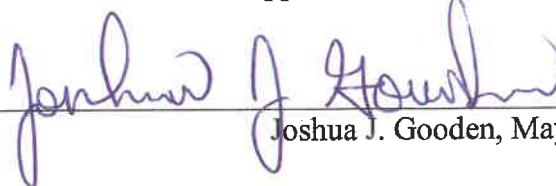
Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

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

If expenditure of funds is required, the amount and line item name/number must be stated. If funds are unavailable in the appropriate line item, but 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: approve the attached amendment

APPROVAL: 
 Joshua J. Gooden, Mayor

ATTACHMENTS:

Amendment to Owner-Engineer agreement
 Map of targeted areas

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.

This is **EXHIBIT K**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated September 4, 2019.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 6

The Effective Date of this Amendment is: **December 31, 2022**

Background Data

Effective Date of Owner-Engineer Agreement: **September 4, 2019**

Owner: **Town of Elkton, Virginia**

Engineer: **WW Associates, Inc.**

Project: **Sanitary Sewer Rehabilitation, Phase 2**

Nature of Amendment:

 X Additional Services to be performed by Engineer

Description of Modifications:

Design and Construction Administration Services for Sanitary Sewer Rehabilitation, Phase 2. Scope of additional Sanitary Sewer Project as indicated in graphic dated October 5 2022 (approximately 10,000 ft). Estimated Construction Cost is \$2.5 million.

Agreement Summary:

Original agreement amount:	\$ <u>1,437,500</u>
Net change for prior amendments:	\$ <u>542,200</u>
This amendment amount:	\$ <u>242,500</u>
Adjusted Agreement amount:	\$ <u>2,222,200</u>

Change in time for services (days or date, as applicable): 540

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER: Town of Elkton, Virginia

ENGINEER: WW Associates, Inc.

By: _____

By:  _____

Print
name: _____ Joshua Gooden _____

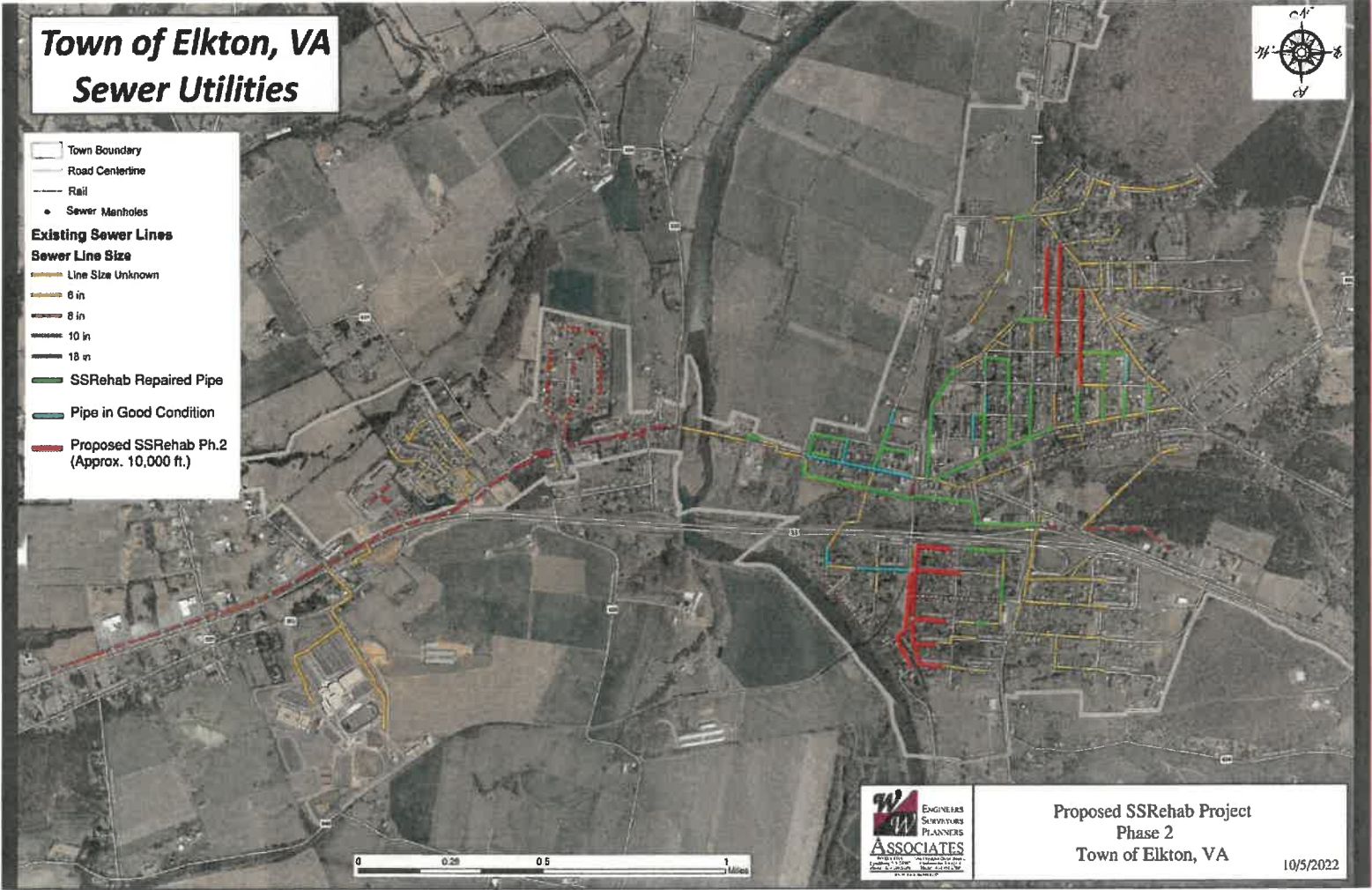
Print
name: _____ Herbert F. White, III, P.E. _____

Title: _____ Mayor _____

Title: _____ President _____

Date Signed: _____

Date Signed: December 31, 2022





Staff Report/Recommendation

REQUESTING DEPARTMENT: Public Works

MEETING DATE: January 17th 2023

SUBJECT/TOPIC: Storm water issue on Spotswood Ave

BACKGROUND: I have received a proposal to provide a PER for the engineering to address the storm water run-off issue on Spotswood Ave. This would also capture additional run-off from the Farmers Market project.

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:
 Budget Line Item:

If expenditure of funds is required, the amount and line item name/number must be stated. If funds are unavailable in the appropriate line item, but 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: approve the attached proposal

APPROVAL:

Joshua J. Gooden, Mayor

ATTACHMENTS: engineering proposal

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.



December 31, 2022

Mr. Gaither Hurt
Director of Public Works
Town of Elkton
173 West Spotswood Avenue
Elkton, Virginia 22827

Ref: Preliminary Engineering Report for West Spotswood Avenue Storm Drainage Improvements

Dear Mr. Hurt:

We are pleased to submit this engineering fee proposal for preparing a Preliminary Engineering Report for West Spotswood Avenue Storm Drainage Improvements. We understand that West Spotswood Avenue experiences significant flooding issues during rainfall events. This Preliminary Engineering Report will address these flooding issues, as well as the drainage associated with the proposed Farmers Market project.

The Preliminary Engineering Report will provide the following services:

- Preliminary stormwater calculations.
- Analysis of the stormwater capacity of the existing system.
- Recommendations for stormwater improvements.
- A phasing plan for stormwater improvements to allow for budgeting portions of the project over time. The phasing plan will start at the bottom of the drainage basin and work the phase uphill in the drainage basin.
- Provide a construction cost estimate for phased improvements.

We propose to provide these engineering services for a lump sum fee of \$ 40,000. Once the PER is prepared and approved by the Town, we will offer a fee proposal for design phase services. We anticipate a 90 day schedule for preparation of the PER.


Invoicing for lump sum fee services will be on a monthly basis based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates.

Should this proposal be deemed acceptable, please sign below, and forward an executed copy to this office. Your signature will be considered our Notice to Proceed.

968 Olympia Drive ■ Charlottesville, VA 22911
Telephone (434) 984-2700 ■ Fax (434) 978-1444
Charlottesville ■ Lynchburg

Sincerely,

WW Associates, Inc.



Herbert F. White, III, P.E.
President

Joshua Gooden
Mayor
Town of Elkton

Date

968 Olympia Drive ■ Charlottesville, VA 22911
Telephone (434) 984-2700 ■ Fax (434) 978-1444

Charlottesville ■ Lynchburg
Page 2 of 2



Staff Report/Recommendation

REQUESTING DEPARTMENT: Public Works

MEETING DATE: January 17th 2023

SUBJECT/TOPIC: advertise an agriculture lease for the field around the new property lines at the WWTP

BACKGROUND: The buffer field around the WWTP was once leased to a local farmer before the upgrade. If we were to lease the field the land would then be maintained at the farmer's expense and the Town would gain additional monies.

ACTION REQUESTED:

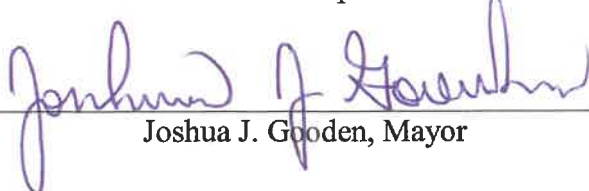
Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

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

If expenditure of funds is required, the amount and line item name/number must be stated. If funds are unavailable in the appropriate line item, but 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: Advertise to accept lease bids

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****REQUESTING DEPARTMENT: Public Works****MEETING DATE: January 17th 2023****SUBJECT/TOPIC: EPA's new Lead Copper and Galvanized pipe regulations**

BACKGROUND: I have contacted several consulting firms to assist us in getting our water service line inventory updated to meet the new EPA standards. I believe 120 Water is the best agency to assist us in achieve this task.

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: \$14,923.75
 Budget Line Item: Professional Services 3202

If expenditure of funds is required, the amount and line item name/number must be stated. If funds are unavailable in the appropriate line item, but 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: approve attached proposal**APPROVAL:**

Joshua J. Gooden, Mayor

ATTACHMENTS: Fact Sheet and Proposal

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.



120Water

Elkton - VA

Elkton - VA

173 W Spotswood Ave, -
Elkton, VA 22827
United States

Reference: 20230104-131403476

Quote created: January 4, 2023

Quote expires: February 3, 2023

Quote created by: Brenden Klenke

brenden.klenke@120water.com

Comments from Brenden Klenke

Contract start date: Time of Signature

Products & Services

Item Name & Description	Unit Price	Quantity	Term (months)
Pro - Public Water System Annual subscription PWS Pro package to manage programs and data. Unlimited users	\$5,750.00 / year	1	24
Professional Services (Assist) Discrete tappable specifics under each scope area (block of 20 hours)	\$2,500.00 / year	3	24
4x8 undesigned Postcard printed double sided with postage Postcard sent outside the platform	\$1.75	1300	

Item Name & Description	Unit Price	Quantity	Term (months)
Implementation Setup, Configuration and Guided Web Training of the 120 Water Account	\$1,500.00	1	
Subtotals			
Annual subtotal			\$11,262.50 after \$1,987.50 discount
One-time subtotal			\$3,661.25 after \$113.75 discount
Total			\$14,923.75

Purchase terms

Net 30 billing

Invoice Terms:

Billing Street Address:

Billing City:

Billing State:

Billing Zip Code:

Billing Country:

Billing Notes (if applicable):

This Order Form, together with the Master Services Agreement available at <https://120water.com/master-services-agreement/> (the "MSA"), shall become a legally binding contract upon the earlier of (a) the date both parties execute the Order Form or (b) the date Customer initially began using the Services. Any capitalized word not otherwise defined in this Order Form shall have the same meaning as set forth in the MSA.

120Water may reject this Order Form if: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their end of the Term.

Signature

Signature

Date

Printed name


Countersignature

Countersignature

Date

Printed name

Questions? Contact me


Brenden Klenke
brenden.klenke@120water.com

120Water
250 S Elm St
Zionsville, IN 46077
US

Service Line Inventory Fact Sheet

The service line inventory is meant to act as a living dataset that is continuously updated as new information is gathered and LSLs are replaced.

What must be included in the inventory?

- MATERIAL CLASSIFICATIONS of all service lines connected to a PWS distribution system (public and private-owned):
 - Lead
 - Galvanized Requiring Replacement (GRR)
 - Non-Lead
 - Unknown
- LOCATION IDENTIFIER for GRR and lead service lines (public-facing)
- EXACT STREET ADDRESS for GRR and lead service lines (internal-facing and reporting purposes)

How should service lines be classified?

- LEAD = A portion of pipe that is made of lead, which connects the water main to the building inlet
 - If a lead gooseneck, pigtail, or connector is the only portion of the service line that is lead, then the service line = Non-Lead
- GALVANIZED REQUIRING REPLACEMENT (GRR) = if it is or ever was downstream of a LSL
 - If it cannot be proven the galvanized line was never downstream of a LSL, the line must be presumed to be GRR
- NON-LEAD = If through evidence-based record, method, or technique a service line is classified as a material other than lead (i.e., copper, plastic, or galvanized never downstream of a LSL)
- UNKNOWN = if the line material is not known to be Lead, GRR, or Non-Lead

What records can be used to inform the inventory?

- Previous material evaluations
- Construction and plumbing codes/permits
- Water system records
- Distribution system inspection records
- Tax records
- Meter installation records
- Historical records on service line connections
- Standard operating procedures
- Historical capital improvement plans

What methods are acceptable to verify the records-based inventory? *

- Visual inspections
- Excavation
- Water quality sampling
- Predictive modeling

**check with your state regulatory agency for approved methods within your state*

Initial (non-verified) inventories must be submitted to your state primacy agency no later than October 16, 2024 along with an LSL replacement strategy/plan based on the service line inventory (if applicable).



What other requirements are important to know?

- Notifications must be sent to residents served by a LSL, GRR or unknown service line within 30 days of completing the initial inventory
- Notifications must be sent to the above residents annually until their service line is known as Non-Lead
- Inventories should be continuously updated and must be submitted based on your system's tap monitoring schedule (no more than once a year)
- Service line material must be identified and documented during normal operations:
 - Water meter reading, repair or replacement
 - Service line repair or replacement
 - Water main repair or replacement
 - Backflow prevention inspections
 - Other street repair or capital projects with excavation
- Sampling pools for tap monitoring must be updated with the information found from the service line inventory
- Sampling tier structures must be updated, prioritizing LSLs over copper pipes with lead solder
- Systems must be prepared to install or reoptimize CCT if a lead exceedance is discovered (considering the new lead trigger level of 10 ppb)

**some states have set earlier deadlines, check with your regulatory agency for a specific date in your state*

What other information should I be tracking?*

- Consider the source of information, pipe diameter and installation/replacement dates when gathering data, as these can help inform service line material:
 - LSLs are typically 2 inches or less in diameter
 - Lead pipe usage was banned at the federal level in 1986, and even earlier in some states and local municipalities
- Consider including the actual material of lines classified as Non-Lead and whether a GRR is known or unknown to be downstream of a LSL
- Although not a LSL, tracking the presence of lead solder is encouraged as that can also be a source of lead in drinking water
- Identifying the material of goosenecks, pigtails, connectors, meters and curb stops is also encouraged as these could contribute to lead exposure if they contain lead

**tracking additional data and material information beyond what is required during inventory development will benefit the PWS as this information could be required under LCRI or other future regulations.*

The Time To Start is Now

When planning for the LCRR, PWSs should consider key stakeholders, funding opportunities, and the staff and resources needed to achieve compliance with the LCRR. In 120Water's experience supporting the development of service line inventories, we have seen it take an average of 4-6 months to develop a preliminary inventory, and that is if the system has some data already compiled or at least an idea of where to find it. The USEPA highly advises PWSs to begin preparing, strategizing, and implementing the requirements of the LCRR now to ensure compliance is met.





Staff Report/Recommendation

REQUESTING DEPARTMENT: Police

MEETING DATE: 1/17/2023

SUBJECT/TOPIC: Part-Time Police Officer

BACKGROUND: Applicant has applied for the position of part-time Police Officer for the Town of Elkton. He is currently employed as a full-time Deputy for the Rockingham County Sheriff's Office and is a School Resource Officer for ALL Elkton area schools. This candidate is in excellent standing within the community, the school system, and within the law enforcement community. Please consider this applicant for part-time employment with the Town.

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: \$25.00 hourly rate
 Budget Line Item: 10-510-1301 SALARIES: PART-TIME

If expenditure of funds is required, the amount and line item name/number must be stated. If funds are unavailable in the appropriate line item, but 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.



Staff Report/Recommendation

REQUESTING DEPARTMENT: Public Works

MEETING DATE: January 17th 2023

SUBJECT/TOPIC: VEMA Rep

BACKGROUND: As a member of VEMA the Town has to have a rep appointed by Town Council to attend monthly meetings in Richmond Va.

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"/>

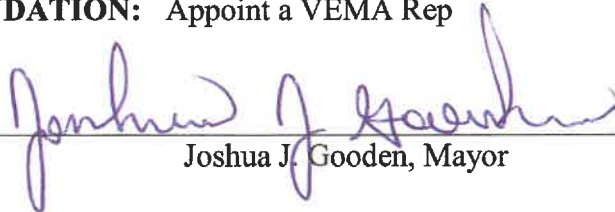
FINANCIAL IMPACT:

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

If expenditure of funds is required, the amount and line item name/number must be stated. If funds are unavailable in the appropriate line item, but 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."

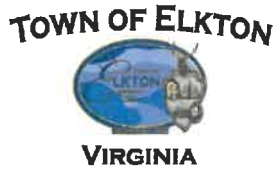
STAFF RECOMMENDATION: Appoint a VEMA Rep

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 Gooden

MEETING DATE: January 17, 2023

SUBJECT/TOPIC: Resolution to amend the Town of Elkton FY2022/2023 budget by the addition of \$3,011,910 of funding from the Commonwealth of Virginia related to the American Rescue Plan Act.

BACKGROUND: Several meetings by the Town Council had been held to discuss the expenditure of funds received from ARPA. A public hearing was scheduled for January 17, 2023 for public input.

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 the Town of Elkton FY2022/2023 budget by the addition of \$3,011,910 of funding from the Commonwealth of Virginia related to the American Rescue Plan Act.

APPROVAL: Mayor approved via email

ATTACHMENTS: Resolution

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

**RESOLUTION TO AMEND THE TOWN OF ELKTON
FY2022/2023 BUDGET BY THE ADDITION
OF \$3,011,910 OF FUNDING FROM THE
COMMONWEALTH OF VIRGINIA
RELATED TO THE AMERICAN RESCUE PLAN ACT**

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

Section 1. That the Town of Elkton hereby accepts funds from the Commonwealth of Virginia related to the American Rescue Plan Act, in the amount of \$3,011,910.

Section 2. That the sum of \$3,011,910 from the Commonwealth of Virginia is hereby appropriated into the General Fund portion of the Town's Operating Budget for Fiscal Year 2022/2023.

Section 3. That the proposed action would amend the revenue portion of the General Fund by the addition of an ARPA line item in the amount of \$3,011,910, as well as the expenditure portion of the General Fund by the addition of an ARPA line item in the amount of \$3,011,910 in order to maintain a balanced budget.

Section 4. That the Mayor and the Treasurer are hereby authorized and directed to do all things necessary to implement the transaction.

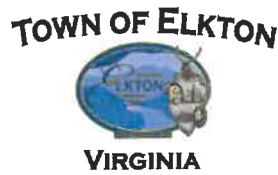
Section 4. This resolution shall be in effect on and after its adoption.

ADOPTED AND APPROVED this _____ day of January, 2023.

Joshua J. Gooden
Mayor, Town of Elkton

Attest:

Denise R. Monger
Clerk of the Council



Staff Report/Recommendation

REQUESTED: Mayor Gooden

MEETING DATE: January 17, 2023

SUBJECT/TOPIC: Closed Session pursuant to Virginia Code § 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. 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. Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."
- c. Pursuant to Virginia Code 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

APPROVAL: Approval by Mayor via email

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.