



Elkton Town Council Agenda
Elkton Area Community Center
20593 Blue & Gold Drive - Elkton, VA 22827
May 20, 2024 – 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 COMMENT (Please see “Rules for Citizen Comments at Council Meetings”)
4. CONSENT AGENDA
 - a. Minutes
 - b. Cancel Council Work Session at EACC for June 3, 2024 at 5:30 p.m.
 - c. Schedule Council Committees Meeting at Town Hall for June 3, 2024 at 5: 30 pm.
5. TOWN MANAGER’S REPORT
6. TOWN ATTORNEY’S REPORT
7. COMMITTEE REPORTS
 - a. Public Utilities - Rick Workman (Chair)
 - b. Parks & Recreation - Virginia Fulginiti (Chair)
 - c. Policy & Personnel - Rachel Michael (Chair)
 - d. Special Projects & Economic Development - Aaron Napotnik (Chair)
 - e. Finance - Jan Hensley (Chair),
 - f. Public Safety - Louis Heidel (Chair)
8. UNFINISHED BUSINESS
 - a. Second reading of an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2024 and ending June 30, 2025, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other

charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

9. NEW BUSINESS

- a. Police Appreciation Month Proclamation
- b. National Public Works Week Proclamation
- c. Nurses Appreciation Month Proclamation
- d. Resolution to request the Virginia Department of Transportation to accept the U-1 form for maintenance funding of streets

10. MAYOR'S BUSINESS

11. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: Adoption of Agenda

BACKGROUND: Council may add items to the agenda.

ACTION REQUESTED:

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

FINANCIAL IMPACT:

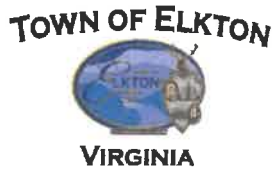
Budgeted: YES ☐ NO ☐ No Financial Impact ☐
Amount: N/A
Budget Line Item: N/A

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

STAFF RECOMMENDATION: That Council adopt the Agenda as presented.

APPROVAL:  
Greg Lunsford, Town Manager

ATTACHMENTS: None



Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: Consent Agenda

BACKGROUND: N/A

ACTION REQUESTED:

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

FINANCIAL IMPACT:

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

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

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

APPROVAL:



 Greg Lunsford, Town Manager

ATTACHMENTS: Draft minutes of meetings.

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
BUDGET RETREAT
April 1, 2024**

The Elkton Town Council held a budget retreat on April 1, 2024 at 5:30 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 Rick Workman (arrived 5:43), Council Member Jan Hensley, Council Member Virginia Fulginiti, Council Member Louis Heidel, Council Member Rachel Michael, and Council Aaron Napotnik.

Also Present: Town Manager Greg Lunsford, Public Works Director Gaither Hurt, Community Development Director Delores Hammer, Treasurer Donna Curry, and Clerk of Council Denise Monger.

BUDGET RETREAT

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

ADOPTION OF AGENDA

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

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

FY 24/25 BUDGET PRESENTATION

Greg Lunsford, Town Manager, discussed the proposed FY 24/25 Budget. He thanked the finance committee, Treasurer Curry and departments for their hard work and efforts during the budget process. The timeframe to adopt the budget was scheduled to be completed one month earlier than last year. The budget was in the preliminary stage, but the goal was to have it finalized by the next meeting in April.

Mr. Lunsford stated that the budget for the Town was complicated. The enterprise funds were listed as follows: Water, Sewer, and Electric. Additional departments were Police, Parks and Recreation, Cemetery, Town Council, and Planning Commission. The budget was positive and nearly all of the substantial increases were intentional contingency funds set-aside in General Government, Electric, Water, Wastewater, and Public Works as well as an increase to the Town's purchase of electric power which was outside of the Town's control. Other than the contingencies and purchase of electric power, all of the operational, capital, and salaries for FY25 Budget had decreased.

Mr. Lunsford highlighted other aspects of the budget as follows:

- No increase to taxes, electric, or sewer.
- \$1.50 increase to the water user base rate (from \$14.06 to \$15.56).
- \$1.00 increase to water hauler rates (from \$8.00 to \$9.00).
- No additional personnel other than for vacancies or anticipated vacancies.
- No new vehicles or heavy machinery purchases.

Mr. Lunsford stated that the proposed budget was very conservative. There were some very large projects that the Town was working on.

Council member Hensley who served as the Finance Chairperson, stated that Council had a fiduciary responsibility to the citizens and businesses in Elkton and each of them took that job very seriously. She noted there were still some unknown details such as fossil fuel charges, if any. Her priority was the drinking water project and to have the Town put as much cash into that project as possible to lower the burden on citizens and keep water rates under control. She noted that an appropriations budget process would be reinstituted so that any type of major expenditure that exceeded what the past budget was would come before Council. She briefly discussed additional budgets and plans to be reviewed, personnel issues, and a review of health insurance.

Council member Heidel stated that the water project was one of the most important. Hopefully the Town could obtain more funding in order to have less of an impact on the Town, the budget and the citizens. The Town was looking at some low interest loans. He appreciated the hard work of all involved.

Mayor Gooden thanked Mr. Lunsford, Treasurer Curry and staff for their hard work in preparing the budget. He noted that it was the most streamlined budget he had seen.

CLOSED SESSION

Council member Hensley moved, seconded by Council member Michael that Council go from Regular Session into 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: R. Workman, J. Hensley, V. Fulginiti, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

OPEN SESSION/MOTION TO CERTIFY CLOSED MEETING

Council member Michael moved, seconded Council member 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: R. Workman, J. Hensley, V. Fulginiti, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

MOTION TO ADJOURN

Council member Fulginiti moved, seconded by Council member Michael, and carried to adjourn the meeting.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

TOWN OF ELKTON
TOWN COUNCIL MEETING
April 15, 2024
6:00 p.m.

A Town Council meeting was held on April 15, 2024 at 6:00 p.m. at the Elkton Area Community Center, located at 20593 Blue and Gold Drive, Elkton, Virginia, with Mayor Joshua J. Gooden presiding.

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

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

REGULAR COUNCIL MEETING

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

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

ADOPTION OF AGENDA

Vice-Mayor Workman moved, seconded by Council member Napotnik, and carried to adopt the agenda as presented.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Mayor Gooden recessed the regular council meeting in order to hold a joint public hearing.

JOINT PUBLIC HEARING

Special exception permit request by Lezipo Properties to allow short-term rentals at 120 West E. Street, Elkton

The following Town Council members and Elkton Planning Commissioners were present:

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

Planning Commission: Dan Talbot, Gene Kite, Wesley Walls, Donna Mowbray, Jennifer McDonald

There were no public comments.

Motions to adjourn public hearing (Planning Commission)

Commissioner Gene Kite moved, seconded by Commissioner Wesley Walls, and carried to adjourn the public hearing.

YEAS: G. Kite, W. Walls, D. Mowbray, J. McDonaldson, and D. Talbot

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Motion to adjourn (Town Council)

Council member Michael moved, seconded by Council member Heidel, and carried to adjourn the public hearing.

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Mayor Gooden reconvened the Regular Council Meeting.

PUBLIC COMMENT

Wayne Printz, 336 W. Washington, spoke regarding FOIA transparency, utility rates, \$10 million loan for water, and electric rates.

CONSENT AGENDA

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

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

TOWN MANAGERS REPORT

Mr. Lunsford provided a final review of the proposed FY25 Budget. He highlighted the following:

- No tax increases
- \$1.50 base rate increase to in-town water user rates

- \$3.00 base rate increase to out-of-town water user rates
- \$1.00 increase per 1,000 gallons to water hauler rates
- No vehicles or heavy equipment purchased
- 3% increase for salaries
- Balanced budget

Chief of Police

No additional report.

Public Works

Mr. Hurt reported there was a requirement to inventory all service lines for copper and lead. The water meter inventory was completed. The recently installed road strips were designed to count traffic in certain areas of Town. Spring clean-up was ongoing. He noted that the Middle School Earth Day was set for April 18th and 19th from 8:30 a.m. – 2:30 p.m. The sidewalk construction was delayed two weeks; however when the project started, both phases would be done at the same time. The beams were set at the Elkton Downtown Marketplace and the trusses would be set soon.

Treasurer

Mrs. Curry had no additional business.

TOWN ATTORNEY REPORT

Town Attorney Callahan briefly reported on the blight/nuisance issues.

COMMITTEE REPORTS

Health & Safety Committee: Council member Heidel reported that the Police Assistance Pact would be voted on at the meeting.

Policy/Personnel Committee: Chairperson Michael reported no additional business.

Public Works Committee: Chairperson Workman briefly reported on the sidewalk project.

Parks and Recreation Committee: Chairperson Fulginiti reported on the recently held Easter Egg Hunt. She noted that new rental rates would go into effect in April.

Finance Committee: Chairperson Hensley reported no additional business.

UNFINISHED BUSINESS

Amend Town Elkton Code Section 158-18 Inoperable Vehicle Ordinance – First Reading

Mayor Gooden introduced the First Reading as presented:

158-18. Open storage of inoperable vehicles.

(l) It shall be unlawful for any person to keep for more than 10 days, except within a fully enclosed building or structure or otherwise shielded or screened from public view, on any property in the Town

zoned for residential, commercial or agricultural purposes, any motor vehicle, trailer or semitrailer, as such are defined in Section 46.2-100 of the Code of Virginia, which is inoperable.

(2) As used in this section, the term "inoperable motor vehicle" shall mean any motor vehicle which is not in operating condition; or which, for a period of 60 days or longer, has been partially or totally disassembled by the removal of tires and wheels, the engine or other essential parts required for operation of the vehicle; or for which there is no valid license plate or inspection sticker. Notwithstanding the foregoing, an antique motor vehicle (as defined by Section 46.2-100 of the Code of Virginia) is not required to have an inspection sticker if such vehicle is not used for general transportation and is only used (a) for participation in club activities, exhibits, tours, parades and similar events; and (b) on the public streets and highways of the commonwealth and municipalities for the purpose of testing their operation, obtaining repairs or maintenance and transportation to and from the activities set forth in subsection (2)(a) of this section. As used in this section, the term "shielded or screened" means not visible by someone standing at ground level from outside of the property on which the subject vehicle is located, and does not include covering the vehicle with a tarpaulin or other sheet of material.

(3) The provisions of this section shall not apply to a licensed business which, on June 26, 1970, was regularly engaged in the business as an automobile dealer, salvage yard or scrap processor.

(4) The owners of property zoned for residential, commercial or agricultural purposes, shall, within 10 days of notice to do so given in writing by the Town police department and mailed to the post office address shown for such owner in the Town tax records, remove therefrom any such inoperable motor vehicles, trailers or semitrailers that are not kept within a fully enclosed building or structure. In the event such inoperable motor vehicles, trailers or semitrailers are not so removed after the 10-day notice set forth above, the Town may, through its own agents and/or employees, remove such vehicles, trailers or semitrailers. Any such vehicles, trailers or semitrailers removed by the Town after such notice may be disposed of by the Town after giving written notice to the registered owner of such vehicles, trailers or semitrailers. Such additional notice shall be sent by first class mail to the address of the owner of such vehicle shown on the records of the Department of Motor Vehicles. Such additional notice shall advise the owner that, unless the vehicle is claimed by the owner, and all costs of removal and/or storage is paid or reimbursed to the Town within 30 days, the same will be disposed of. All costs of any such removal, storage and/or disposal shall be chargeable to the owner of such vehicle or the owner of the premises upon which it was stored prior to removal. Such costs may be collected by the Town as taxes are collected. Every cost authorized hereunder with which the owner of the premises has been assessed shall constitute a lien against the property from which the vehicle was removed and such lien shall continue until actual payment of such costs has been paid to the Town.

(5) A violation of this section shall constitute a Class 3 misdemeanor in the event three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period.

[insert applicable cross references, if any]

State law reference — Authority for above section, Code of Virginia, § 15.2-904.

Recommendation by the Elkton Planning Commission to approve revising §110-610 B-1, §110-611 B-2 to list child-care center as a permitted use; §110-302 child-care center definition, and § 110-715 short-term rental code revision – Second Reading

Council member Hensley moved on a Second Reading, seconded by Council member Heidel, and carried accept the recommendation by the Elkton Planning Commission to approve revising §110-610 B-1, §110-611 B-2 to list child-care center as a permitted use; §110-302 child-care center definition, and § 110-715 short-term rental code revision as presented:

§110-610 B-1, §110-611 B-2 to list child-care center as a permitted use

§ 110-610 Downtown Business District B-1.

A. Intent of Downtown Business District B-1. Generally, this district covers that portion of the Town intended for the conduct of general business to which the public requires direct and frequent access in the downtown area. This includes such uses as retail stores, banks, theaters, business theaters, business offices, newspaper offices, printing presses, restaurants and taverns, and garages and service stations.

B. Permitted uses. Within the Downtown Business District B-1 the following uses are permitted:

(34) Child-Care Center as provided in Article 111, §110-302

§110-302 child-care center definition

CHILD-CARE CENTER

Any facility operated for the purpose of providing care, protection, and guidance to a group of children separated from their parents or guardians during part of the day only, and meeting the licensing requirements of child-care centers of

§63.2-1700-VA code et. Seq. Of the Code of Virginia, as amended.

§ 110-715 short-term rental code

§ 110-715 Short-term rentals.

[Added 9-17-2018]

All short-term rentals shall be subject to the following conditions, which conditions shall be approved by the Zoning Administrator, in the Zoning Administrator's sole discretion, and which conditions the Zoning Administrator shall have the authority to enforce, in addition to any other enforcement mechanism in this Code:

A. The owner(s) of any dwelling shall apply for a Town of Elkton business license pursuant to the terms of Chapter **148**, Taxation, of the Town Code, prior to using the dwelling as a short-term rental.

B. Prior to using the dwelling as a short-term rental, the owner(s) shall obtain a special exception permit pursuant to the terms of Article **VIII** herein. Owner(s) shall not be required to submit a site plan as detailed in§ **110- 8026(1)**; however, owner(s) shall provide any

documentation requested by the Zoning Administrator detailing the proposed use of the property, including, but not limited to, the area(s) or rooms of the property to be utilized for short-term rental and the emergency evacuation plan detailed in

Subsection g below.

C. Prior to using the dwelling as a short-term rental, a property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval by the Zoning Administrator. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA/POA of the subdivision. The plan must be provided as part of the rental contract.

D. Maximum number of occupants shall be no more than two individuals over the age of 12 per bedroom AND maximum number of occupants shall be no more than (8) eight adults and (14) total occupants.

E. Parking for the short-term rental shall be located in driveways or other designated and approved parking areas. Parking of vehicles is prohibited in or along all rights-of-way.

F. Upon application for a business license, the Rockingham County Building Official may do a life safety inspection of the short-term rental.

G. The owner(s) of the short-term rental shall post in a conspicuous place an emergency evacuation plan for the dwelling and the neighborhood. The owner shall provide a copy of the proposed plan to the Town at the time of

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

NEW BUSINESS

Lead Service Inventory

A brief discussion took place regarding the requirements for the inventory.

Resolution to Adopt Police Assistance Pact

Council member Heidel moved, seconded by Council member Fulginiti, and carried to adopt the Police Assistance Pact Resolution as presented:

A RESOLUTION TO ADOPT THE POLICE ASSISTANCE PACT

WHEREAS, from time to time, the Town of Elkton, Virginia (the "Town") requires assistance in providing police services at various events or in response to emergencies, and

WHEREAS, mutual police assistance can be valuable in other situations as

well, serving to protect both the public and police officers, and

WHEREAS, the existing countywide mutual-assistance agreement is a useful but limited tool,

WHEREAS, the Town Council of the Town of Elkton, Virginia (the "Council") recommends the Town should enter into the proposed Police Assistance Pact attached as Exhibit A,

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Elkton, Virginia, that the Town Manager is authorized to enter into the attached Police Assistance Pact and is further authorized to make such modifications as he deems to be consistent with the purposes of this resolution.

This resolution shall take effect and be in force from and after the earlier date of the final passage hereof or passed this 15th day of April 2024.

ATTEST:



Denise Monger, Clerk

MAYOR:



Josh Gooden

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

NAYS: None

VOTE: (6 – 0 roll call) Motion carried

MAYORS BUSINESS

Mayor Gooden spoke briefly regarding a possible grand opening date of late July for the Elkton Downtown Marketplace. He and Vice-Mayor Workman would be making a presentation to students at the Elkton Middle School regarding the marketplace.

CLOSED SESSION

Council member Fulginiti moved, seconded by Council member Michael, and carried that Council go from Regular Session into 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: R. Workman, J. Hensley, V. Fulginiti, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

OPEN SESSION/MOTION TO CERTIFY CLOSED MEETING

Council member _____ moved, seconded Council member _____, 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: R. Workman, J. Hensley, V. Fulginiti, R. Michael, A. Napotnik, and L. Heidel

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Motion to Adjourn

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

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

**TOWN OF ELKTON
COUNCIL WORK SESSION
MAY 6, 2024
5:30 p.m.**

The Elkton Town Council Work Session was held on March 4, 2024 at 5:30 p.m. at Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia, with Mayor Joshua J. Gooden presiding.

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

Absent: Council Member Aaron Napotnik (excused).

Also Present: Town Manager Greg Lunsford, Chief of Police Mike King, Public Works Director Gaither Hurt, Community Development Director Delores Hammer, Community Center Director Christina Morrow, Treasurer Donna Curry, and Clerk of Council Denise Monger.

COUNCIL WORK SESSION

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

ADOPTION OF AMENDED AGENDA

Vice-Mayor Workman moved, seconded by Council member Fulginiti, and carried to adopt the agenda as amended to add there would be a closed session for legal matters and not personnel.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

PUBLIC HEARINGS

Utility Rate Increases

A public hearing was held on May 6, 2024 at 5:30 p.m. at the Elkton Area Community Center, in the Council Chambers, located at 20593 Blue & Gold Drive, Elkton, to receive comments on the following proposed rate changes pursuant to Virginia Code Sections 15.2-107 and 15.2-2109 et seq.:

- Water (in-town): \$1.50 increase in base rates;
- Water (out-of-town): \$3.00 increase in base rates;
- Water hauler rates: from \$8.00 to \$9.00 per 1,000 gallons

The proposed increases would become effective July 1, 2024.

Public Comments

Wayne Printz, 336 W. Washington, Elkton, spoke briefly regarding the rate increases that took place last year and noted what a burden to seniors it was. He noted it was a mistake to continue to increase rates.

With no additional speakers, the public hearing was closed.

FY24/25 Budget

A public hearing was held on May 6, 2024 at 5:30 p.m. in the Council Chambers of the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia, on the Town of Elkton's proposed Budget for Fiscal Year 2024-2025 (July 1, 2024 – June 30, 2025) in the amount of \$9,143,137 pursuant to Virginia Code § 15.2-2506.

Public Comments

Mr. Lunsford stated that increases were minimal and all other categories remained flat with no increase. He thanked the Finance Committee and all of the departments for their hard work.

Wayne Printz, 336 W. Washington, Elkton, stated that the damage had been done last year regarding the budget. There were many items in the budget that he had questions regarding but he would address that at a future date. He was still doing an evaluation on all of the figures. He requested that Council stop spending.

Randall Snow, 121 Clover Lane, Elkton, he questioned if any individual Council member knew what was exactly in the budget. He noted that no committee meetings were being held and the Town was not operating correctly. He had questions about line items. He was provided a copy of the budget at the meeting.

With no additional speakers, the public hearing was closed.

TOWN MANAGER'S REPORT

Mr. Lunsford spoke regarding the recent operations report provided to Council. He thanked Mr. Hurt and the Public Works Department for their hard work to clear and reestablish electric after a vehicle accident at the Post Office. The Elkton Downtown Marketplace was progressing nicely and was on budget. The new website would be ready to launch next week. A few legal steps were needed before additional action could be taken regarding the blight/nuisance issues. He noted that Mrs. Hammer had done an excellent job of working on those issues with Town Attorney Callahan.

No additional staff reports.

TOWN ATTORNEY'S REPORT

No report.

COMMITTEE REPORTS

Public Utilities (Chairperson Workman): Sidewalk projects starting.

Parks & Recreation (Chairperson Fulginiti): Mrs. Morrow was doing an amazing job as the director.

Policy & Personnel (Chairperson Michael): Working on hiring police officers.

Special Projects & Economic Development (Chairperson Napotnik): No report.

Finance (Chairperson Jan Hensley): Members of Council had reviewed the budget. She and Council member Heidel had met with staff in preparation of the budget. Committee meetings would be held in the future.

Public Safety – (Chairperson Heidel): He had reviewed the budget and worked with the Town Manager and staff. The Town received a positive water report.

UNFINISHED BUSINESS

Second Reading to amend Town Elkton Code Section 158-18 Inoperable Vehicle Ordinance

Council member Heidel moved on a Second Reading, seconded by Council member Hensley, and carried to amend the Town of Elkton Code Section 158-18 Inoperable Vehicle ordinance.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Recommendation by the Elkton Planning Commission to approve the issuance of a special exception permit to Lezipo Properties for short-term rentals at 120 West E. Street, Elkton

Vice-Mayor Workman moved, seconded by Council member Michael, and carried to accept the recommendation by the Elkton Planning Commission to approve the issuance of a special exception permit to Lezipo Properties for short-term rentals at 120 West E. Street, Elkton.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

NEW BUSINESS

Recommendation by the Elkton Planning Commission to hold a joint public hearing on a request from Elkton Area United Services to rezone real estate consisting of two parcels with one parcel containing 4.025 +/- acres at 15266 Old Spotswood Trail, Elkton (tax map no. 130-A-87) and the second parcel containing 3 acres +/- located at 15156 Old Spotswood Trail, Elkton (tax map no. 130-A-85)

Billie Joe Dofflemyer, Executive Director, for Elkton Area United Services spoke briefly about the organization and the request to rezone the parcels.

Vice-Mayor Workman moved, seconded by Council member Michael, and carried to accept the recommendation by the Elkton Planning Commission to hold a joint public hearing on a request from Elkton Area United Services to rezone real estate consisting of two parcels with one parcel containing 4.025 +/- acres at 15266 Old Spotswood Trail, Elkton (tax map no. 130-A-87) and the second parcel containing 3 acres +/- located at 15156 Old Spotswood Trail, Elkton (tax map no. 130-A-85).

It was determined the hearing would be scheduled for June 17, 2024 at 6:00 p.m.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Recommendation by the Elkton Planning Commission to approve a request from Angela H. Downey-Price to subdivide a lot located on 16760 E. Prospect Avenue, Elkton

Council member Heidel moved, seconded by Council member Fulginiti, and carried to accept the recommendation by the Elkton Planning Commission to approve a request from Angela H. Downey-Price to subdivide a lot located on 16760 E. Prospect Avenue, Elkton.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Recommendation by the Elkton Planning Commission to approve a request by Robert & Rhonda Gooden to subdivide a lot located on 16950 E. Summit Avenue, Elkton

Vice-Mayor Workman moved, seconded by Council member Hensley, and carried to accept the recommendation by the Elkton Planning Commission to approve a request by Robert & Rhonda Gooden to subdivide a lot located on 16950 E. Summit Avenue, Elkton.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Recommendation by the Elkton Planning Commission to schedule a joint public hearing for the 2024 Town of Elkton Comprehensive Plan

Council member Michael moved, seconded by Council member Heidel, and carried to accept the recommendation by the Elkton Planning Commission to schedule a joint public hearing for the 2024 Town of Elkton Comprehensive Plan.

It was determined the hearing would be scheduled for June 17, 2024 at 6:00 p.m.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

First Reading of an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2024 and ending June 30, 2025, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

Council member Hensley moved on a First Reading to adopt an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2024 and ending June 30, 2025, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified.

CLOSED SESSION

Council member Fulginiti moved, seconded by Vice-Mayor Workman, and carried that Council go from Regular Session into 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: J. Hensley, V. Fulginiti, R. Workman, R. Michael, and L. Heidel

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

OPEN SESSION/MOTION TO CERTIFY CLOSED MEETING

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

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Motion to Adjourn

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

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

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: Town Manager's Report

BACKGROUND: Mr. Lunsford to verbally present his report.

ACTION REQUESTED:

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

FINANCIAL IMPACT:

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

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

STAFF RECOMMENDATION: N/A

APPROVAL:



 Greg Lunsford, Town Manager

ATTACHMENTS: 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
APRIL 2024

Law Enforcement Agencies

HPD.....	7650
RCSO.....	2816
Bridgewater.....	995
Broadway.....	594
Dayton	521
Elkton.....	776
Grottoes.....	695
Timberville.....	1408
 TOTAL.....	 15,455

TOWN OF ELKTON POLICE REPORT 2024

ARREST/CHARGES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ASSAULT & BATTERY	1	0	0	0									1
CURFEW VIOLATIONS	0	0	0	0									0
DRIVING UNDER THE INFLUENCE	1	1	0	0									2
DRINKING IN PUBLIC/PUBLIC INTOXICATION	0	0	1	0									1
DRUGS (POSSESSION & DISTRIBUTION)	0	0	0	0									0
LOITERING	0	0	0	0									0
PARKING TICKETS	3	0	0	0									3
RECKLESS DRIVING	1	3	1	1									6
SEAT BELT/CHILD RESTRAINT VIOL.	0	0	0	0									0
SPEEDING	5	4	2	3									14
MISCELLANEOUS	8	19	22	13									62
ADULT ARRESTS	19	26	26	16									87
JUVENILE ARRESTS	0	1	0	1									2
POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS													
BUSINESS/RESIDENTIAL ALARMS	6	10	7	1									24
DOMESTIC SITUATIONS	2	3	2	3									10
DISORDERLY	4	7	4	5									20
LARCENY COMPLAINTS	1	2	5	3									11
TRAFFIC CRASHES	5	7	6	6									24
TRAFFIC STOPS	22	26	36	36									120
VANDALISM/PROPERTY DAMAGE	0	1	2	4									7
ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)	4	3	1	3									11
MISCELLANEOUS	824	631	823	715									2993
TOTAL	868	690	886	776	0	0	0	0	0	0	0	0	3220

MIKE KING
CHIEF OF POLICE



Public Works Work Order Report for April 2024

Cemetery	6
Electric	11
Garbage	3
Gen.Govt	11
Recreation	12
Sewer	6
Streets	10
Water	13
Total	72

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

#	Date issue:	Caller:	St #	Address	Ph:	Project	Comp	Date comp:	Initial
3885	4/1/2024	cemetary		elk run cemetary		grave for kenneth hensley	x	4/4/24	kb-th-bb
3900	4/11/2024	cemetary		elk run cemetary		remove broken tree limb	x	4/11/2024	bs-jp-rb-rh
3902	4/9/2024	cemetary		elk run cemetary		grave for betty engle	x	4/15/2024	kb-th-bb
3919	4/16/2024	cemetary		elk run cemetary		cremation for roy trout	x	4/21/2024	gf
3923	4/18/2024	cemetary		elk run cemetary		cremation for roy gene davis	x	4/26/24	kb-bb
3940	4/22/2024	cemetary		elk run cemetary		cremation for dymond thacker	x	4/27/2024	kb-th-bb
3886	4/4/2024	electric		boat landing		repair loose electric wire	x	4/4/24	jb-sh-rl
3891	04/09/24	electric		jir. order		replace street light	x	4/9/2024	jb-sh-rl
3892	4/9/2024	electric	305	jackson ave		replace street light	x	4/9/2024	jb-sh-rl
3905	4/15/2024	electric		substation		run generator	x	4/15/2024	jb
3908	4/15/2024	electric	206	north stuart		replace broken wire cover	x	4/18/24	jb-sh-rl
3910	4/18/2024	electric		jir order		replace ball field lights	x	4/18/24	jb-sh-rl
3930	4/24/2024	electric	106	lee ave		replace street light	x	4/24/24	sh-rl
3932	4/24/2024	electric		stonewall park		repair outfield lights	x	4/24/2024	sh-rl
3941	04/26/24	electric	209	west washington ave		power outage due to resident cutting trees	x	4/26/2024	jb-sh-rl
3942	4/25/2024	electric	509	west spotswood trl		reconnect private streetlight	x	4/29/2024	jb-sh-rl
3946	4/29/2024	electric		fire-rescue building		pick up parts for new electrical connection	x	4/29/24	jb-sh-rl
3907	4/15/2024	garbage		town		spring clean up	x	4/18/24	crew
3943	4/26/2024	garbage	337	fairfax ave		bulk pick up	x	4/29/24	bb-rl
3944	04/24/24	garbage	302	north stuart ave		brush grinding	x	4/29/2024	bb-rl
3884	4/3/2024	gen.govt		town		read town and demand meters	x	4/3/24	crew
3893	4/9/2024	gen.govt		33 fire station		repair flag pole	x	4/9/2024	jb-sh-rl
3897	4/11/2024	gen.govt		eacc		replace several lights	x	4/11/24	sh-rl
3898	4/5/2024	gen.govt		town		flag order for firefighter james ward	x	4/6/2024	bs
3906	4/15/2024	gen.govt		town		flag order for VT shooting 17 year anny	x	4/17/2024	bs
3931	4/24/2024	gen.govt		town		replace several town banners	x	4/24/24	sh-rl
3934	04/24/24	gen.govt		charlottesville		osha 10 training	x	4/25/24	jb-lb
3935	4/25/2024	gen.govt		eacc		install no rv parking signs	x	4/25/2024	bs-rh
3937	4/26/2024	gen.govt		town		radio read meters	x	4/26/2024	lb-gf
3947	4/29/2024	gen.govt		town		meter re-checks	x	4/29/24	lb-bb-gf-rl
3949	4/30/2024	gen.govt		town		meter re-checks	x	4/30/2024	lb-gf
3880	4/1/2024	recreation		stonewall park		clean up from easter event	x	4/1/24	lb-gf
3882	4/1/2024	recreation		stonewall park		take stage back to eacc	x	4/1/24	jb-sh-rl

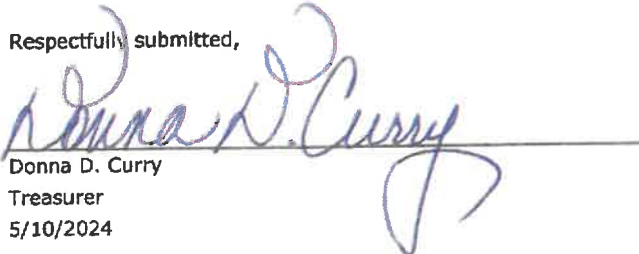
3883	4/2/2024	recreation			stonewall park		install ground cover around playground	x	4/2/24	crew
3901	4/11/2024	recreation			boat landing		remove broken tree limb	x	4/11/24	bs-jp-rb-rh
3914	4/19/2024	recreation			dance studio		secure windows	x	4/19/24	kb-lb-gf
3915	4/19/2024	recreation			basket ball courts		replace rims and nets	x	4/19/2024	kb-lb-gf
3916	4/18/2024	recreation			stonewall park		clean up fallen limbs	x	4/18/24	bs-jp-rb-rh
3917	4/18/2024	recreation			riverside park		clean up fallen limbs	x	4/18/2024	bs-jp-rb-rh
3918	4/18/2024	recreation			dance studio		clean up brush pile	x	4/18/2024	bs-jp-rb-rh
3921	4/22/2024	recreation			riverside park		replace lights in restrooms	x	4/22/2024	jb-sh-rl
3938	4/26/2024	recreation			jr order		repair their pole lights	x	4/26/2024	jb-sh-rl
3943	4/30/2024	recreation			eacc		clean up nature trails	x	4/30/24	bs-jp-rb-rh
3879	04/01/24	sewer		515	east rockingham st		sewer back up	x	4/1/24	kb-th-bb
3895	4/10/2024	sewer		402	4th street		sewer back up	x	4/10/24	kb-th-bb
3903	4/15/2024	sewer		102	north street		sewer back up	x	4/15/2024	kb-th-bb
3912	04/19/24	sewer		102	north street		sewer back up	x	4/19/2024	kb-th-bb
3925	4/23/2024	sewer			shop		replace valve on sewer machine	x	4/23/24	kb-rl-bb
3933	4/25/2024	sewer		307	east spotswood ave		replace collapsed sewer line	x	4/25/2024	kb-sh-bb-rl
3887	4/4/2024	streets			shop		replace batteries in trucks-equipment	x	4/4/24	kb-th-bb
3889	4/5/2024	streets			shop		service mowers-equipment	x	4/5/2024	crew
3894	4/9/2024	streets			swallow drive		repair street sign	x	4/9/2024	jb-sh-rl
3899	4/11/2024	streets			bear lithia		remove fallen tree	x	4/11/2024	bs-jp-rb-rh
3904	4/8/2024	streets			town		mow-weedeat	x	4/12/2024	bs-jp-rb-rh
3911	4/18/2024	streets			town		spray weeds on curbs-sidewalks	x	4/18/24	lb-gf
3924	4/23/2024	streets			shop		811/miss utility training	x	4/23/24	crew
3936	4/22/2024	streets			town		mow-weedeat	x	4/26/2024	bs-jp-rb-rh
3939	4/26/2024	streets			shop		service chipper	x	4/26/2024	kb-th-bb
3945	04/29/24	streets			e.washington-e spring		repair all damaged signs due to semi-truck	x	4/29/2024	bb-rl
3881	4/1/2024	water	C.Hitt		ashby ave		fix water leak	x	4/1/24	kb-th-bb
3888	4/5/2024	water			hill ave		fix water leak	x	4/5/2024	kb-th-bb
3890	4/8/2024	water			water tank		clear easements	x	4/12/2024	crew
3896	4/10/2024	water			park ave		fix water leak	x	4/10/24	kb-th-bb
3909	4/18/2024	water			jr order		fix water leak	x	4/18/24	kb-th-bb
3913	4/18/2024	water		14712	greenview dr		set and program new water meter	x	4/18/24	kb-bb
3920	4/22/2024	water		402	4th street		fix water leak	x	4/22/2024	kb-th-bb
3922	4/22/2024	water			storage tank		layout for new tank-water lines	x	4/22/2024	crew

**TOWN OF ELKTON
TREASURER'S REPORT
For Month Ending April 30, 2024**

FIRST BANK OPERATING ACCOUNT

BEGINNING BALANCE			\$	5,299,705.52
DEPOSITS			\$	561,245.59
Interest earned			\$	18,844.26
EXPENDITURES			\$	(1,486,409.29)
ENDING BALANCE			\$	4,393,386.08
Outstanding Checks			\$	(85,145.60)
<i>ARPA FUNDING (deposited 6/29/2021)</i>		\$	1,505,955.00	
Expended		\$	(681,010.00)	
Proposed Projects		\$	(1,350,000.00)	
Drinking Water Project		\$	(980,900.00)	
<i>ARPA FUNDING (deposited 7/22/2022)</i>		\$	1,505,955.00	
<i>(these funds are included in the Operating total)</i>		\$	-	
ADDITIONAL ACCOUNTS				
INFINEX ACCOUNT (REPO)	11/30/2023	\$	-	\$ -
<i>(Wire transfer to First Bank completed on 11/22/2023 totaling \$472,801.18)</i>				
Bank of America	5/31/2023	\$	-	\$ -
<i>(transferred funds to First Bank \$354,456.87 and closed the account to avoid additional fees)</i>				
SWEEP Accounts				
F & M Bank	4/21/2024	\$	250,022.60	\$ 250,022.60
F & M Bank	4/30/2024	\$	13,086.18	\$ 13,086.18
United Bank 1132	4/30/2024	\$	341,157.19	\$ 341,157.19
United Bank 8080	4/30/2024	\$	465,257.38	\$ 465,257.38
United Bank 9919	11/30/2023	\$	-	\$ -
<i>(this account was closed and the funds were transferred to Acct. #8080)</i>				
		\$	1,069,523.35	\$ 984,377.75
TOTAL FUNDS			\$	5,377,763.83

Respectfully submitted,


Donna D. Curry
Treasurer
5/10/2024

YEAR TO DATE SNAPSHOT OF SELECTED REVENUE TOTALS

MEALS TAX		
Budgeted:		\$1,265,000.00
Month		Amount
July, 2023	\$	102,988.45
August, 2023	\$	105,953.84
September, 2023	\$	104,923.96
October, 2023	\$	101,622.31
November, 2023	\$	106,509.42
December, 2023	\$	94,525.81
January, 2024	\$	93,011.31
February, 2024	\$	92,963.31
March, 2024	\$	106,252.23
April, 2024	\$	113,940.43
YTD	\$	1,022,691.07

CIGARETTE TAX		
Budgeted:		\$66,000.00
Month		Amount
July, 2023	\$	12,000.00
September, 2023	\$	3,000.00
October, 2023	\$	6,400.00
November, 2023	\$	6,000.00
December, 2023	\$	9,000.00
February, 2024	\$	9,000.00
March, 2024	\$	3,000.00
April, 2024	\$	3,000.00
YTD	\$	51,400.00

REAL ESTATE TAXES			
	Budget		YTD
\$	371,643.00	\$	311,667.96
\$	19,490.00	\$	9,494.25 (delinquent)

PERSONAL PROPERTY TAXES			
	Budget		YTD
\$	247,501.00	\$	171,956.23
\$	12,076.00	\$	12,076.00 (delinquent)

EARNED INTEREST YTD			
	Budget		YTD
\$	222,000.00	\$	224,574.79 First Bank
\$	742.60	\$	9,589.83 United Bank (8080)
\$	496.74	\$	9,699.55 United Bank (1132)

ELK RUN CEMETERY REPORT
TRANSACTIONS
April 2024

LOTS SOLD.....	2	YTD = 13
INTERMENTS.....	8	YTD = 24
NICHE.....	1	YTD = 2
CREMATIONS	5	YTD = 8
Space Contract.....	1	YTD =1
Niche Contract.....	0	YTD=0

Interments this month	Lot Sales	Opening/Closing
Norman Gorin		\$300
Kenneth Hensley		\$750
Rebecca Morris		\$750
Maxine Sellers		\$300
Dymond Thacker		\$300
Aaron Saum		\$300
Roy E. Davis		\$300
Judy Umbarger		\$750
	Sales/Contracts	
Deborah Shifflett	Contract payment	\$200
William Bender	Contract payment	\$125
Essie Lawson	Contract payment	\$100
Shane Dovel	2 spaces	\$2,000
Jeff Shifflett	Contract payment	\$125
Larry Sherman	Niche	\$1200

Total: \$7,500

• **Cemetery Commission Members**

Chairperson: Lee Dearing

Vice Chair: Mark Hensley

Dwight "Gene" Kite

Billie Jo Dofflemyer

Sue Armbruster

Michelle Dean

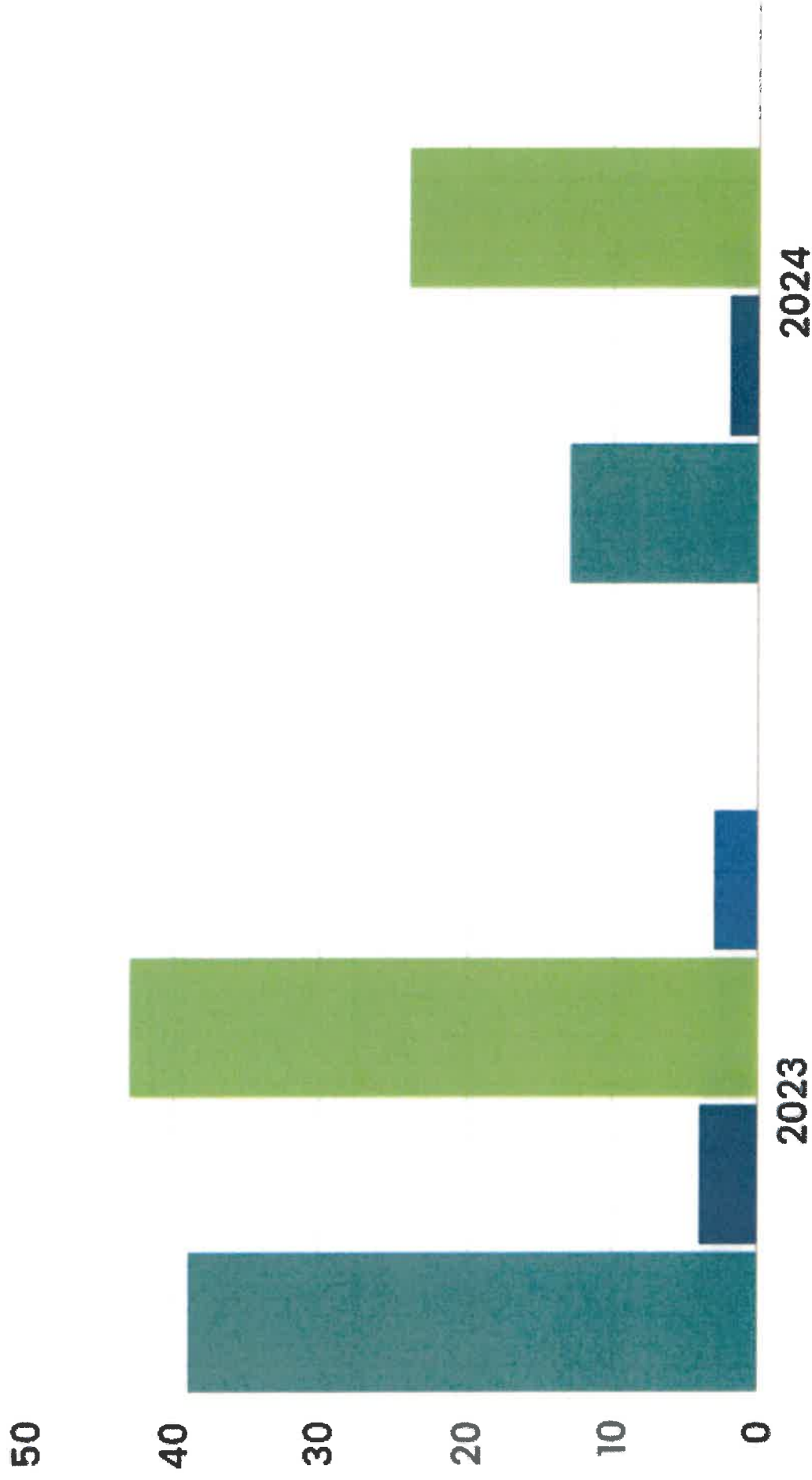
Mark Stevanus

Submitted by: Delores Hammer – Director of Community Development

ELK RUN CEMETERY

JULY 2023 - APRIL 2024 \$75,725

Lot Sales Niche Sales Opening/Closing Plaque



Full Name	Trans Date	Comment	Amount	Void
Code Desc: OPEN/CLOSE FEE - CEM				
NORMAN GORIN	4/3/2024		\$300.00	\$0.00
KENNETH HENSLEY	4/8/2024		\$750.00	\$0.00
REBECCA MORRIS	4/9/2024		\$750.00	\$0.00
MAXINE SELLERS	4/10/2024		\$300.00	\$0.00
DYMOND THACKER	4/18/2024		\$300.00	\$0.00
AARON SAUM	4/22/2024		\$300.00	\$0.00
KYGER FUNERAL HOMES	4/23/2024	ROY E. DAVIS	\$300.00	\$0.00
JUDY UMBARGER	4/30/2024		\$750.00	\$0.00
			\$3,750.00	\$0.00
Code Desc: SALE OF LOTS ELK RUN CEMETERY				
DEBORAH SHIFFLETT	4/5/2024		\$200.00	\$0.00
WILLIAM BENDER	4/5/2024		\$125.00	\$0.00
ESSIE LAWSON	4/8/2024		\$100.00	\$0.00
SHANE DOVEL	4/8/2024		\$2,000.00	\$0.00
JEFF SHIFFLETT	4/22/2024		\$125.00	\$0.00
			\$2,550.00	\$0.00
Code Desc: SALE OF NICHE				
LARRY SHERMAN	4/5/2024		\$1,200.00	\$0.00
			\$1,200.00	\$0.00
			\$7,500.00	\$0.00

Full Name	Trans Date	Comment	Amount	Void
Code Desc: OPEN/CLOSE FEE - CEM				
LEO LAWSON	7/3/2023		\$100.00	\$0.00
NANCY DORSETT	7/12/2023		\$750.00	\$0.00
LEO LAWSON	7/17/2023		\$100.00	\$0.00
KYGER FUNERAL HOMES INC	7/31/2023	GERALDINE PARROTT	\$750.00	\$0.00
CARL DOVEL	8/14/2023		\$750.00	\$0.00
EUGENIA SULLIVAN	8/14/2023		\$750.00	\$0.00
PHYLLIS LOWERY	8/28/2023		\$750.00	\$0.00
RICKY LUCAS	8/28/2023		\$750.00	\$0.00
VIRGIE BAUGHER	8/29/2023		\$750.00	\$0.00
JAMES MEADOWS	9/7/2023		\$750.00	\$0.00
PHILLIP OFFENBACKER	9/12/2023		\$300.00	\$0.00
BARBARA HORN	9/20/2023		\$300.00	\$0.00
WILMA BAKER	9/20/2023		\$750.00	\$0.00
RONALD DEARING	9/20/2023		\$750.00	\$0.00
LEO LAWSON	10/5/2023		\$100.00	\$0.00
EVA JENKINS	10/11/2023		\$750.00	\$0.00
LOUISE MONGER	10/30/2023		\$300.00	\$0.00
RUTH CRAWFORD	10/30/2023		\$300.00	\$0.00
SARA MONGER	11/6/2023		\$750.00	\$0.00
SHERRY SELLERS	11/16/2023	HELFMAN	\$300.00	\$0.00
GARLAND LAM	11/16/2023		\$750.00	\$0.00
LUCILLE SHIFFLETT	11/17/2023		\$750.00	\$0.00
ROBERT KYLE	11/27/2023		\$750.00	\$0.00
RENEE SHANK	11/27/2023	GRAVE - ROBERTA MEADOWS	\$300.00	\$0.00
MARY EPPARD	11/27/2023		\$300.00	\$0.00
ESSIE/LEO LAWSON	12/11/2023		\$100.00	\$0.00

Transaction Date from 7/1/2023 - 4/30/2024 Miscellaneous Transaction Code Report

Date: 5/13/2024 12:35 PM

Full Name	Trans Date	Comment	Amount	Void
DAVID RIHA	12/11/2023		\$750.00	\$0.00
MILLARD WILLIAMS	12/15/2023		\$750.00	\$0.00
LINDA FAWLEY	12/18/2023		\$300.00	\$0.00
HELEN SNODDY	12/19/2023		\$300.00	\$0.00
DAVID STROUPE	12/19/2023		\$750.00	\$0.00
MELVIN BAILEY	12/22/2023		\$750.00	\$0.00
MARLA NEMOYTIN	1/11/2024		\$750.00	\$0.00
STEVEN K DEAN	1/11/2024		\$750.00	\$0.00
BOBBY SHIFFLETT	1/24/2024		\$750.00	\$0.00
DELORES TURNER	1/29/2024		\$750.00	\$0.00
MARY F SHIFFLETT	2/12/2024		\$750.00	\$0.00
JAMES KITE	2/13/2024	RICHARD LAM GRAVE & CLOSI	\$750.00	\$0.00
LEO LAWSON	2/14/2024		\$100.00	\$0.00
DOREDA FLICK ARMENTROUT SECTI	2/15/2024		\$750.00	\$0.00
JOSEPH OBYRNE	2/20/2024		\$750.00	\$0.00
BONNIE SPONAUGLE	3/4/2024		\$750.00	\$0.00
WAYNE BROWN	3/4/2024		\$750.00	\$0.00
LOUISE FERRELL	3/8/2024		\$750.00	\$0.00
MARIE FREY	3/15/2024		\$0.00	\$350.00
MARIE FREY	3/15/2024		\$350.00	\$0.00
MARIE FREY	3/15/2024		\$300.00	\$0.00
ARNOLD MACE	3/19/2024		\$750.00	\$0.00
JACQULIN VILLALOBOS	3/19/2024		\$300.00	\$0.00
HAROLD MOYERS	3/27/2024		\$750.00	\$0.00
NORMAN GORIN	4/3/2024		\$300.00	\$0.00
KENNETH HENSLEY	4/8/2024		\$750.00	\$0.00
REBECCA MORRIS	4/9/2024		\$750.00	\$0.00

Transaction Date from 7/1/2023 - 4/30/2024 Miscellaneous Transaction Code Report

Date: 5/13/2024 12:35 PM

Full Name	Trans Date	Comment	Amount	Void
MAXINE SELLERS	4/10/2024		\$300.00	\$0.00
DYMOND THACKER	4/18/2024		\$300.00	\$0.00
AARON SAUM	4/22/2024		\$300.00	\$0.00
KYGER FUNERAL HOMES	4/23/2024	ROY E. DAVIS	\$300.00	\$0.00
JUDY UMBARGER	4/30/2024		\$750.00	\$0.00
Code Desc: SALE OF LOTS ELK RUN CEMETERY			\$31,900.00	\$350.00
REBEL PHELPS	7/6/2023	CONTRACT PAYMENT	\$500.00	\$0.00
JEFF SHIFFLETT	7/14/2023		\$250.00	\$0.00
ELVA SHIFFLETT	8/8/2023		\$5,000.00	\$0.00
JEFF SHIFFLETT	8/8/2023		\$250.00	\$0.00
PHYLLIS LOWERY	8/22/2023		\$1,000.00	\$0.00
JEFF SHIFFLETT	9/5/2023	CONTRACT	\$125.00	\$0.00
PHILLIP LOWERY	9/13/2023		\$1,000.00	\$0.00
SANDRA DEAN DONNIE DEAN	9/28/2023		\$3,000.00	\$0.00
WALTHEY HENSLEY	9/28/2023		\$150.00	\$0.00
LEO LAWSON	10/5/2023	CONTRACT PAYMENTS	\$100.00	\$0.00
JEFF SHIFFLETT	10/5/2023		\$125.00	\$0.00
LEO LAWSON	10/5/2023	CONTRACT PAYMENTS	\$0.00	\$100.00
SHANE DOVEL	10/31/2023		\$2,000.00	\$0.00
TIMOTHY MONGER	11/2/2023		\$1,500.00	\$0.00
KENNY & DEBBIE SHIFFLETT	11/3/2023		\$200.00	\$0.00
JEFF SHIFFLETT	11/8/2023		\$125.00	\$0.00
LEO LAWSON	11/9/2023		\$100.00	\$0.00
JAMES LACONIA	11/13/2023		\$2,000.00	\$0.00
MARY EPPARD	11/27/2023		\$3,000.00	\$0.00
DEBORAH J SHIFFLETT	12/7/2023		\$200.00	\$0.00

Transaction Date from 7/1/2023 - 4/30/2024 Miscellaneous Transaction Code Report

Date: 5/13/2024 12:35 PM

Full Name	Trans Date	Comment	Amount	Void
NANCY BAUGHER	12/7/2023		\$300.00	\$0.00
STAR PHELPS	12/11/2023	PLOT NEXT TO THOMAS PHELP	\$500.00	\$0.00
CRAIG THOMPSON	12/11/2023	PLOT NEXT TO THOMAS PHELP	\$500.00	\$0.00
JEFF SHIFFLETT	12/15/2023		\$125.00	\$0.00
MICHAEL STROUPE	12/19/2023		\$1,500.00	\$0.00
JEFF SHIFFLET	1/8/2024		\$125.00	\$0.00
LEO LAWSON	1/12/2024		\$100.00	\$0.00
DEBORAH SHIFFLETT	1/12/2024	CONTRACT PAYMENT	\$200.00	\$0.00
WILLIAM J BENDER	1/22/2024		\$125.00	\$0.00
STEPHEN NIELSEN	2/1/2024		\$2,000.00	\$0.00
DEBORAH & KENNETH SHIFFLETT	2/2/2024		\$200.00	\$0.00
WILLIAM BENDER	2/8/2024		\$125.00	\$0.00
JAMES KITE	2/13/2024	RICHARD LAM GRAVE & CLOSI	\$1,000.00	\$0.00
DOREDA FLICK ARMENTROUT SECTI	2/15/2024		\$1,000.00	\$0.00
JEFF SHIFFLETT	2/28/2024		\$125.00	\$0.00
TIMOTHY MONGER	2/28/2024		\$3,000.00	\$0.00
BONNIE SPONAUGLE	3/4/2024		\$1,000.00	\$0.00
WILLIAM JAY BNDER	3/4/2024		\$125.00	\$0.00
DEBORAH SHIFFLETT	3/8/2024		\$200.00	\$0.00
LEO LAWSON	3/12/2024		\$100.00	\$0.00
ARNOLD MACE	3/15/2024		\$1,500.00	\$0.00
JACQLIN VILLALOBOS	3/19/2024		\$1,500.00	\$0.00
RICHARD EPPARD	3/20/2024		\$1,500.00	\$0.00
DEBORAH SHIFFLETT	4/5/2024		\$200.00	\$0.00
WILLIAM BENDER	4/5/2024		\$125.00	\$0.00
ESSIE LAWSON	4/8/2024		\$100.00	\$0.00
SHANE DOVEL	4/8/2024		\$2,000.00	\$0.00

Transaction Date from 7/1/2023 - 4/30/2024 Miscellaneous Transaction Code Report

Date: 5/13/2024 12:35 PM

Full Name	Trans Date	Comment	Amount	Void
JEFF SHIFFLETT	4/22/2024		\$125.00	\$0.00
Code Desc: SALE OF NICHE				
			\$40,025.00	\$100.00
DEBRA COMER	9/7/2023		\$200.00	\$0.00
CHARLES AND JANET BAKER	12/15/2023		\$1,200.00	\$0.00
K B POTTER	2/12/2024		\$1,200.00	\$0.00
LARRY SHERMAN	4/5/2024		\$1,200.00	\$0.00
			\$3,800.00	\$0.00
			\$75,725.00	\$450.00

GL Account History

1/1/2024 - 4/30/2024
10-340-0100 PERMITS - 10-340-0100 PERMITS

GL Account	AType	Date	Description1	Debit	Credit	Batch	FPname
GL Account: 10-340-0100 PERMITS							
FPname: Fiscal Period 2024							
10-340-0100 P R		01/03/2024	MISC PAYMENT	\$0.00	\$20.00		77732 Fiscal Period 2024
10-340-0100 P R		01/08/2024	MISC PAYMENT	\$0.00	\$100.00		77784 Fiscal Period 2024
10-340-0100 P R		01/08/2024	MISC PAYMENT	\$0.00	\$100.00		77803 Fiscal Period 2024
10-340-0100 P R		01/08/2024	STR Coding Correctio	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-0100 P R		01/08/2024	STR Coding Correctio	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-0100 P R		01/10/2024	MISC PAYMENT	\$0.00	\$100.00		77906 Fiscal Period 2024
10-340-0100 P R		01/10/2024	STR Coding Correctio	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-0100 P R		01/12/2024	MISC PAYMENT	\$0.00	\$5.00		77923 Fiscal Period 2024
10-340-0100 P R		01/16/2024	MISC PAYMENT	\$0.00	\$50.00		77947 Fiscal Period 2024
10-340-0100 P R		01/18/2024	MISC PAYMENT	\$0.00	\$100.00		77986 Fiscal Period 2024
10-340-0100 P R		01/18/2024	STR Coding Correctio	\$100.00	\$0.00		79240 Fiscal Period 2024
10-340-0100 P R		01/19/2024	MISC PAYMENT	\$0.00	\$100.00		77983 Fiscal Period 2024
10-340-0100 P R		01/19/2024	STR Coding Correctio	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-0100 P R		01/30/2024	MISC PAYMENT	\$0.00	\$25.00		78104 Fiscal Period 2024
10-340-0100 P R		02/01/2024	MISC PAYMENT	\$0.00	\$25.00		78115 Fiscal Period 2024
10-340-0100 P R		02/12/2024	MISC PAYMENT	\$0.00	\$100.00		78384 Fiscal Period 2024
10-340-0100 P R		02/12/2024	STR Coding Correctio	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-0100 P R		02/15/2024	MISC PAYMENT	\$0.00	\$25.00		78425 Fiscal Period 2024
10-340-0100 P R		02/27/2024	MISC PAYMENT	\$0.00	\$25.00		78879 Fiscal Period 2024
10-340-0100 P R		02/28/2024	MISC PAYMENT	\$0.00	\$25.00		78903 Fiscal Period 2024
10-340-0100 P R		03/04/2024	MISC PAYMENT	\$0.00	\$20.00		78991 Fiscal Period 2024
10-340-0100 P R		03/11/2024	MISC PAYMENT	\$0.00	\$100.00		79074 Fiscal Period 2024
10-340-0100 P R		03/11/2024	STR Coding Correctio	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-0100 P R		03/14/2024	MISC PAYMENT	\$0.00	\$50.00		79103 Fiscal Period 2024
10-340-0100 P R		03/14/2024	MISC PAYMENT	\$0.00	\$100.00		79103 Fiscal Period 2024
10-340-0100 P R		03/21/2024	MISC PAYMENT	\$0.00	\$25.00		79145 Fiscal Period 2024
10-340-0100 P R		03/27/2024	MISC PAYMENT	\$0.00	\$100.00		79182 Fiscal Period 2024
10-340-0100 P R		04/01/2024	MISC PAYMENT	\$0.00	\$50.00		79201 Fiscal Period 2024
10-340-0100 P R		04/01/2024	MISC PAYMENT	\$0.00	\$200.00		79201 Fiscal Period 2024
10-340-0100 P R		04/03/2024	MISC PAYMENT	\$0.00	\$50.00		79228 Fiscal Period 2024

Date: 5/2/2024 9:39 AM

Southern Software FMS GL Account History

GL Account	AType	Date	Description1	Debit	Credit	Batch	FName
10-340-0100 P R		04/10/2024	MISC PAYMENT	\$0.00	\$25.00	79278	Fiscal Period 2024
10-340-0100 P R		04/10/2024	MISC PAYMENT	\$0.00	\$100.00	79278	Fiscal Period 2024
10-340-0100 P R		04/17/2024	MISC PAYMENT	\$0.00	\$100.00	79313	Fiscal Period 2024
10-340-0100 P R		04/19/2024	MISC PAYMENT	\$0.00	\$125.00	79330	Fiscal Period 2024
10-340-0100 P R		04/23/2024	MISC PAYMENT	\$0.00	\$25.00	79383	Fiscal Period 2024
10-340-0100 P R		04/23/2024	MISC PAYMENT	\$0.00	\$25.00	79383	Fiscal Period 2024
10-340-0100 P R		04/25/2024	MISC PAYMENT	\$0.00	\$25.00	79417	Fiscal Period 2024
				\$700.00	\$1,920.00		
				\$700.00	\$1,920.00		
				\$700.00	\$1,920.00		

10-315-1000 SHORT TERM RENTALS - 10-315-1000 SHORT TERM RENTALS

Ref	Desc2	Date	Description1	Debit	Credit	Batch
263	BL Payment	02/20/2024	BL Pay	\$0.00	\$30.00	78455
241	BL Payment	03/11/2024	BL Pay	\$0.00	\$93.80	79074
244	BL Payment	04/24/2024	BL Pay	\$0.00	\$74.22	79409
212	BL Payment	04/25/2024	BL Pay	\$0.00	\$30.00	79417
32	BL Payment	04/26/2024	BL Pay	\$0.00	\$53.73	79413
244	Payment Void	04/24/2024	BL PayVoid	\$74.22	\$0.00	79400
244	BL Payment	04/24/2024	BL PayVoided	\$0.00	\$74.22	79400
Absolutely	STR Coding Corr	01/08/2024	STR Coding Correcti	\$0.00	\$100.00	79239
KAI LI	STR Coding Corr	01/08/2024	STR Coding Correcti	\$0.00	\$100.00	79239
THREE GABLES	STR Coding Corr	01/10/2024	STR Coding Correcti	\$0.00	\$100.00	79239
Sean Gorman	STR Coding Corr	01/18/2024	STR Coding Correcti	\$0.00	\$100.00	79240
ROCK HOLLOW	STR Coding Corr	01/19/2024	STR Coding Correcti	\$0.00	\$100.00	79239
JEFFREY DUBY	STR Coding Corr	02/12/2024	STR Coding Correcti	\$0.00	\$100.00	79239
JENNY LIVELLI	STR Coding Corr	03/11/2024	STR Coding Correcti	\$0.00	\$100.00	79239
				\$74.22	\$1,055.97	

Rpt Srt	Misc Code	Credit Acct	Debit Acct	Batch ID	Operator Num	Receipt No	Full Name	Trans Date	Comment	Amount	Void
Code Desc: LODGING TAX											
	1: LODGING	10-315-0500	10-101-0400	77995	2	206626	AVALARA CLI	1/22/2024		\$751.24	\$0.00
	1: LODGING	10-315-0500	10-101-0400	78013	4	206712	R&M CONSUL	1/23/2024	MONTH ENDI	\$31.88	\$0.00
	1: LODGING	10-315-0500	10-101-0400	78035	2	206968	AVALARA CLI	1/24/2024		\$142.95	\$0.00
	1: LODGING	10-315-0500	10-101-0400	78464	2	209131	AVALARA CLI	2/21/2024		\$807.03	\$0.00
	1: LODGING	10-315-0500	10-101-0400	78804	2	209456	AVALARA CLI	2/26/2024		\$100.92	\$0.00
	1: LODGING	10-315-0500	10-101-0400	78804	2	209457	R&M CONSUL	2/26/2024		\$24.44	\$0.00
	1: LODGING	10-315-0500	10-101-0400	79182	2	211033	EVOLVE VAA	3/27/2024		\$16.64	\$0.00
	1: LODGING	10-315-0500	10-101-0400	79182	2	211034	AVALARA CLI	3/27/2024		\$37.45	\$0.00
	1: LODGING	10-315-0500	10-101-0400	79182	2	211035	AVALARA INC	3/27/2024		\$846.53	\$0.00
	1: LODGING	10-315-0500	10-101-0400	79371	4	211862	AVALARA CLI	4/22/2024		\$114.12	\$0.00
	1: LODGING	10-315-0500	10-101-0400	79371	4	211902	R&M CONSUL	4/22/2024		\$25.78	\$0.00
	1: LODGING	10-315-0500	10-101-0400	79399	2	212149	AVALARA INC	4/24/2024		\$900.89	\$0.00
										\$3,799.87	\$0.00
										\$3,799.87	\$0.00

Transaction Date from 1/1/2024 - 4/30/2024 Miscellaneous Transaction Code Report

Date: 5/13/2024 2:58 PM

April Water Hauling Report

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

<u>July 2023-June 2024</u>		<u>Revenue</u>
July	996,911.00	8,046.47
August	1,058,680.00	8,547.12
September	1,258,393.00	10,346.28
October	1,139,480.00	9,385.79
November	872,283.00	7,248.13
December	744,334.00	6,239.78
January	675,701.00	5,681.06
February	599,459.00	5,070.76
March	870,425.00	7,253.43
April	1,016,772.00	8,436.00
May		
June		
YTD:	9,232,438.00	76,254.82



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: Town Attorney's Report

BACKGROUND: Town Attorney Callahan to verbally present his report.

ACTION REQUESTED:

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

FINANCIAL IMPACT:

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

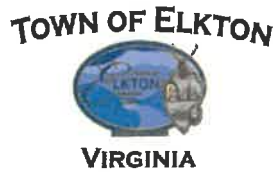
If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be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

STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

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



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: Committee Reports

BACKGROUND: Reports to be presented verbally by committee chairs.

ACTION REQUESTED:

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

FINANCIAL IMPACT:

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

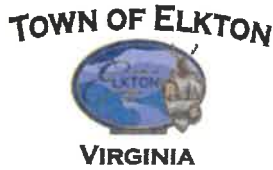
If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be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

STAFF RECOMMENDATION: N/A

APPROVAL: 
 Greg Lunsford, Town Manager

ATTACHMENTS: None

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



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: Second Reading of an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2024 and ending June 30, 2025, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

BACKGROUND: Public hearing was held on May 6, 2024 for the proposed utility rate increase and FY25 budget. Two readings are required for the adoption of the budget ordinance with the First Reading taking place at the May 6, 2024 meeting.

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 move on a Second Reading of the ordinance as presented (Vote required).

APPROVAL: 
 Greg Lunsford, Town Manager

ATTACHMENTS: FY25 budget ordinance

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.

**AN ORDINANCE PROPOSING A BUDGET FOR THE
TOWN OF ELKTON, VIRGINIA FOR THE FISCAL YEAR
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025,
APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SAID FISCAL YEAR;
ADJUSTING RATES, FEES AND TAXES;
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE
TOWN OF ELKTON, VIRGINIA, RELATING TO TAXES, LICENSES,
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND
ALL ORDINANCES RELATING TO THE TIME OF
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN
SPECIFICALLY MODIFIED**

(Second Reading May 20, 2024)

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

SECTION 1. That the following budget for the Town of Elkton, Virginia, for the fiscal year beginning July 1, 2024 and ending June 30, 2025 is hereby proposed and recommended for adoption:

(SEE ATTACHED BUDGET)

SECTION 2. Public revenues of the Town of Elkton, Virginia, are hereby appropriated for public purposes for the fiscal year beginning July 1, 2024 and ending June 30, 2025 as set forth in the appropriate Section of said budget.

SECTION 3. There will be an increase of \$1.50 to the base rate, in all categories for water user rates (In-Town), and an increase of \$3.00 to the base rate, in all categories for water user rates (Out-of-Town). The rates for water haulers would increase from \$8.00 to \$9.00 per 1,000 gallons. The increases would become effective July 1, 2024 and shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. They are as follows:

SECTION 4. There will be no increase to the sewer user rates. The rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

SECTION 5. There will be no increase to the electric rates. The rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

SECTION 6. There will be no increase to the tax rate for real estate, including real estate owned by public service corporations, subject to tax for the fiscal year beginning July 1, 2024. Such rate is fixed at \$0.11 per \$100.00 of assessed value of such property per year. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

SECTION 7. There will be no increase to the tax rate for all personal property subject to tax for the fiscal year beginning July 1, 2024. Such rate is fixed at \$0.46 per \$100.00 of assessed value

per year. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

SECTION 8. There will no increase to the refuse collection fees. The rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

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

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

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

ADOPTED AND APPROVED this 20th day of May, 2024

Joshua J. Gooden, Mayor

Attest:

Denise R. Monger, Clerk

Town of Elkton Budget

FY 2025 (July 1, 2024 - June 30, 2025)

REVENUE	
GENERAL GOVT	\$ 4,386,478.00
ELECTRIC	\$ 2,674,575.00
WATER	\$ 844,084.00
SEWER	\$ 1,168,000.00
CEMETERY	\$ 70,000.00
TOTAL:	\$ 9,143,137.00

EXPENDITURES	
COUNCIL	\$ 47,000.00
GENERAL GOVT	\$ 1,726,200.00
COMMUNITY CENTER	\$ 432,905.00
STREET MAINTENANCE	\$ 757,170.00
SANITATION	\$ 220,000.00
RECREATION	\$ 247,599.00
POLICE	\$ 943,537.00
PLANNING COMMISSION	\$ 12,067.00
ELECTRIC	\$ 2,674,575.00
WATER	\$ 844,084.00
SEWER	\$ 1,168,000.00
CEMETERY	\$ 70,000.00

TOTAL: \$ 9,143,137.00

REVENUES	\$ 9,143,137.00
EXPENDITURES	\$ 9,143,137.00
DIFFERENCE	\$ -



Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: Proclamation declaring May as Police Appreciation Month

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 Proclamation as presented.

APPROVAL:


 Greg Lunsford, Town Manager

ATTACHMENTS: Proclamation

TOWN OF ELKTON



VIRGINIA

PROCLAMATION DECLARING MAY AS POLICE APPRECIATION MONTH

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

WHEREAS, we honor and recognize the sacrifice and contributions made by police officers in our community; and

WHEREAS, our community will always appreciate and commend the risks police officers take every day to ensure our community's laws are properly enforced and that public safety is ensured; and

WHEREAS, now more than ever, the community also appreciates and encourages the community involvement facilitated by our police officers to both better serve and instill mutual trust, camaraderie, and positive relationships among our increasingly diverse population in Elkton, Virginia; and

WHEREAS, police engage with and serve the public in the most varied and wide-ranging manner, and their efforts do not go unnoticed; and

NOW, THEREFORE, the Elkton Town Council hereby proclaims the month of May as Police Appreciation month in Elkton, Virginia, and encourages all residents to join the Town in recognition of the services, sacrifices, and efforts the Elkton Police Department makes to best serve the community.

ADOPTED AND APPROVED this 20th day of May, 2024

Joshua J. Gooden, Mayor

Attest:

Denise R. Monger, Clerk

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Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: National Public Works Week Proclamation

BACKGROUND: May 19 – 25, 2024 is designated as National Public Works Week.

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 Proclamation as presented.

APPROVAL:


 Greg Lunsford, Town Manager

ATTACHMENTS: Proclamation

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



VIRGINIA

NATIONAL PUBLIC WORKS WEEK PROCLAMATION

May 19 – 25, 2024

“Advancing Quality of Life for All”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the Town of Elkton; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Elkton to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, Joshua J. Gooden, Mayor of the Town of Elkton, do hereby designate the week of May 19-25, 2024, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

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IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Elkton, Virginia on this 20th day of May, 2024.

(SEAL)

Joshua J. Gooden, Mayor

Attest:

Denise R. Monger, Clerk



Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: May 20, 2024

SUBJECT/TOPIC: Proclamation declaring May as Nurses Appreciation Month

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 Proclamation as presented.

APPROVAL:



Greg Lunsford, Town Manager

ATTACHMENTS: Proclamation

TOWN OF ELKTON



VIRGINIA

PROCLAMATION DECLARING MAY AS NURSES APPRECIATION MONTH

WHEREAS, nurses are the heart and soul of our healthcare system, tirelessly dedicating themselves to the well-being of others with compassion, expertise, and unwavering commitment; and

WHEREAS, nurses serve as advocates, healers, educators, and innovators, playing a pivotal role in promoting health, preventing illness, and providing comfort to those in need; and

WHEREAS, nurses demonstrate exceptional courage and resilience, often working under challenging circumstances, selflessly putting the needs of their patients above all else; and

WHEREAS, nurses exhibit extraordinary skill and knowledge, continuously striving for excellence in their profession through lifelong learning and professional development; and

WHEREAS, nurses embody the values of empathy, integrity, and respect, fostering trust and building strong connections with patients, families, and communities; and

WHEREAS, the Elkton Town Council call upon all citizens to join in expressing gratitude and appreciation for the invaluable contributions of nurses by declaring May as Nurses Appreciation Month. Let us celebrate their dedication, honor their achievements, and recognize their indispensable role in shaping a healthier, brighter future for all.

ADOPTED AND APPROVED this 20th day of May, 2024

Joshua J. Gooden, Mayor

Attest:

Denise R. Monger, Clerk

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Staff Report/Recommendation

REQUESTING DEPARTMENT: Public Works

MEETING DATE: May 20th 2024

SUBJECT/TOPIC: Request to bring the roads built in 2022-2023 into the Town Road System

BACKGROUND: In 2022-2023 we built/improved gravel roads in place on the West and East end of Prospect Ave to better serve the residents in that area. We also built Coverstone St which was an old road that had been abandoned for years to better serve the residents in that area. We are requesting Florist Rd after the boundary line adjustment for future development.

ACTION REQUESTED:

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

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☐
 Amount: General Fund Positive Financial Impact ☒
 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:

TOWN MANAGER APPROVAL:



 Greg Lunsford

ATTACHMENTS:

1. Roads to be added, U-1 form, resolution for approval

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



VIRGINIA

RESOLUTION

WHEREAS, Section 33.1-44.1 of the Code of Virginia provides for the Virginia Department of Transportation to make payments to the Towns for the maintenance of streets that meet minimum standards; and

WHEREAS, the Town of Elkton would like to add the following streets for maintenance funding which meets the minimum street requirement; and

- a. East Prospect Avenue (East end of East Prospect Avenue to dead end cul-de-sac)
- b. East Prospect Avenue (West end of East Prospect Avenue for Elk Street to dead end cul-de-sac)
- c. Coverstone Street (Roland Avenue to Park Avenue)
- d. Florist Road (Old Spotswood Trail to new Town limits)

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Elkton, does hereby request the Virginia Department of Transportation to accept the attached listing of streets (Form U-1), as being eligible for maintenance funding.

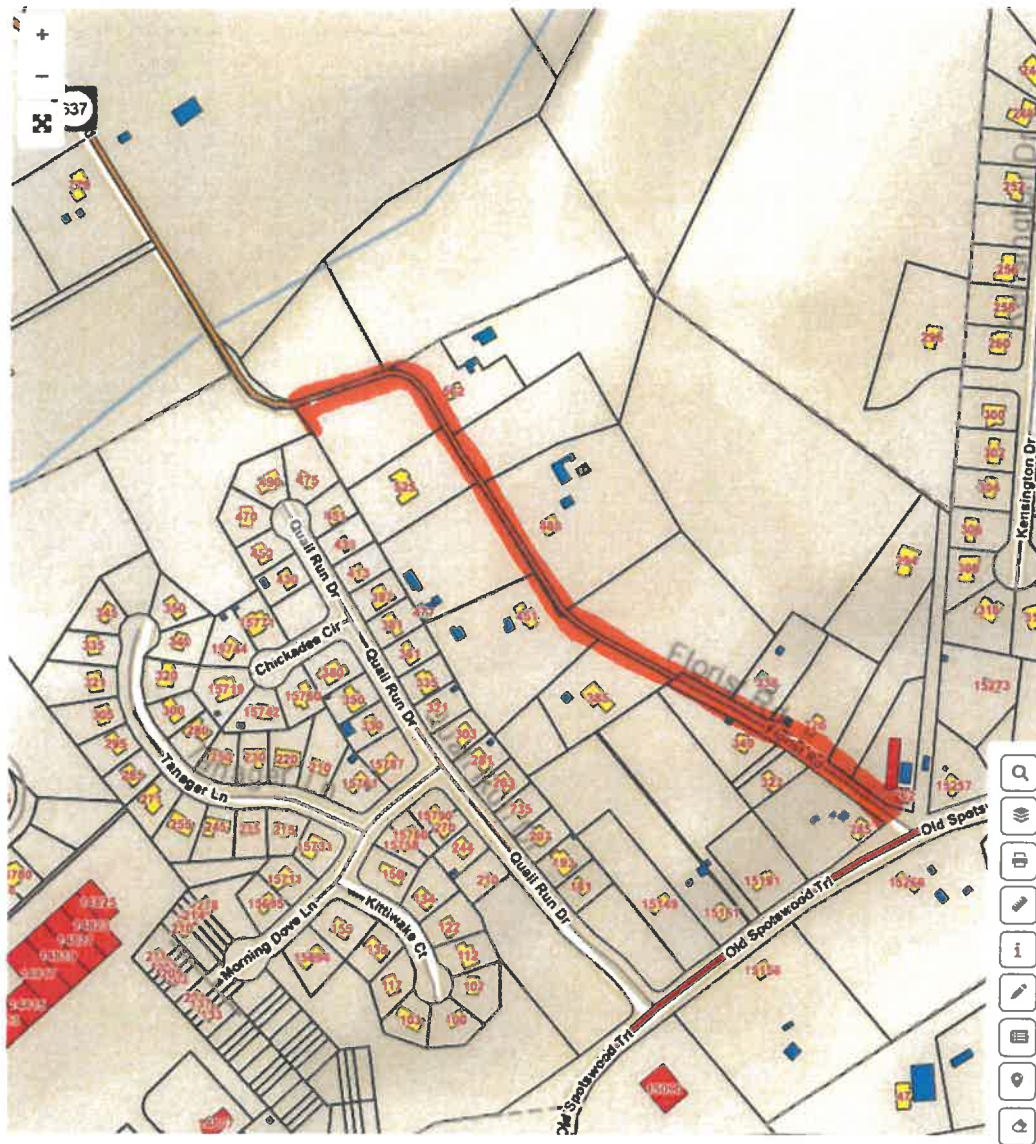
ADOPTED this _____ day of _____, 2024

Joshua J. Gooden, Mayor

Attest:

Denise R. Monger, Town Clerk

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SEARCH

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Quick Actions

Quick Search

Parcel Number ?

99-A-9

Go!

Address Search ?

123 Main

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Owner Search ?

LAST FIRST

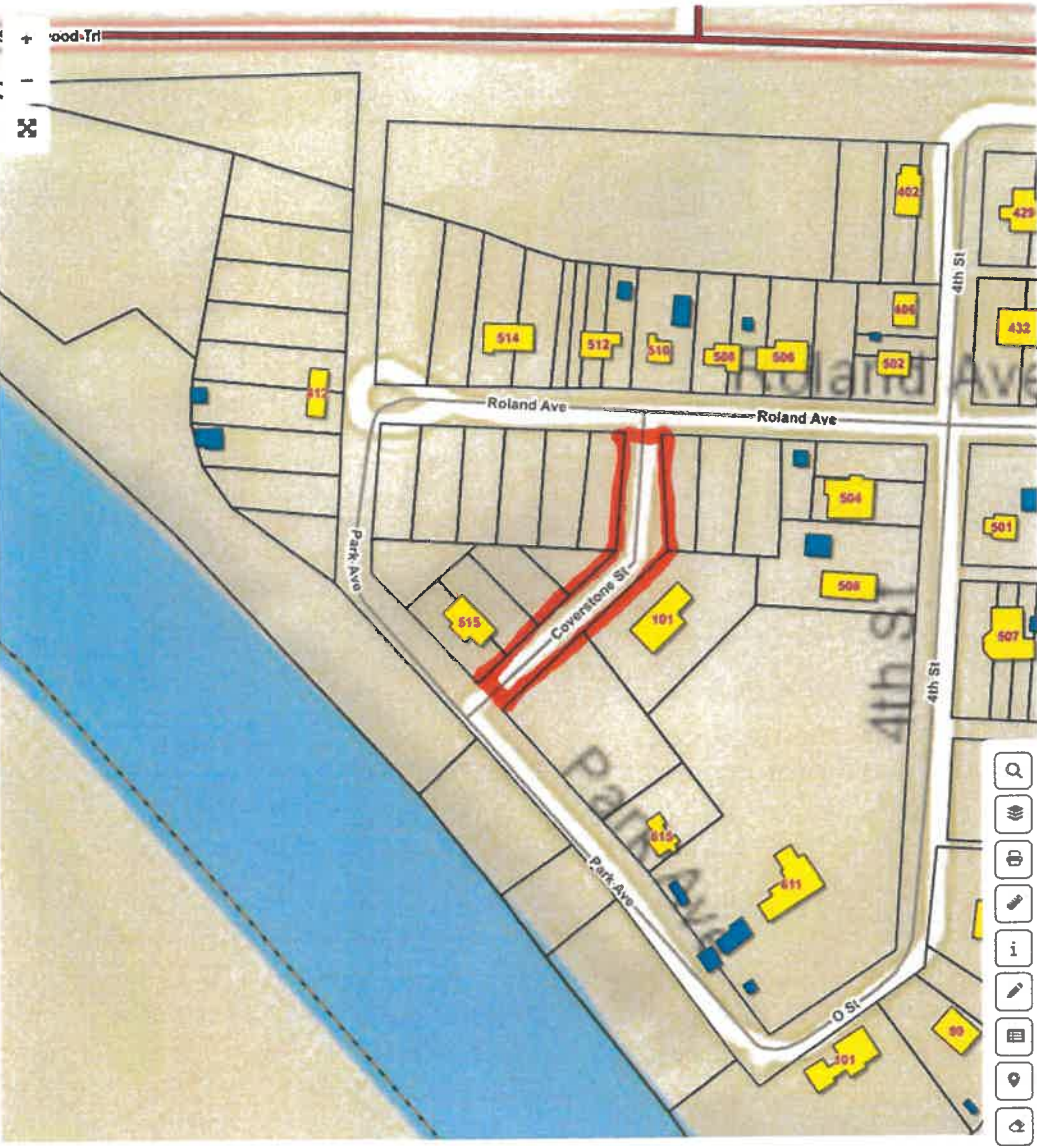
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SEARCH

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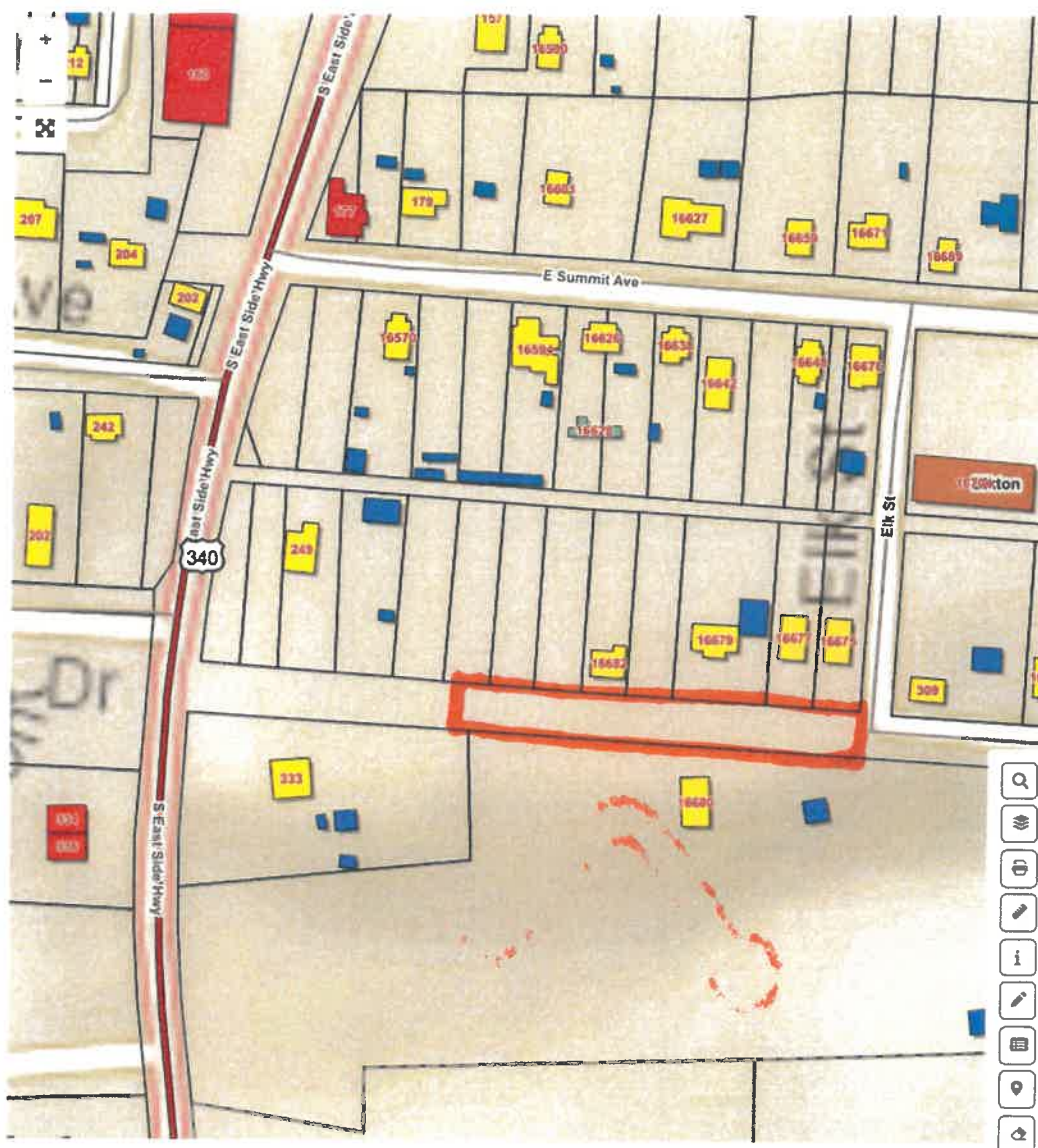
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Quick Search ^

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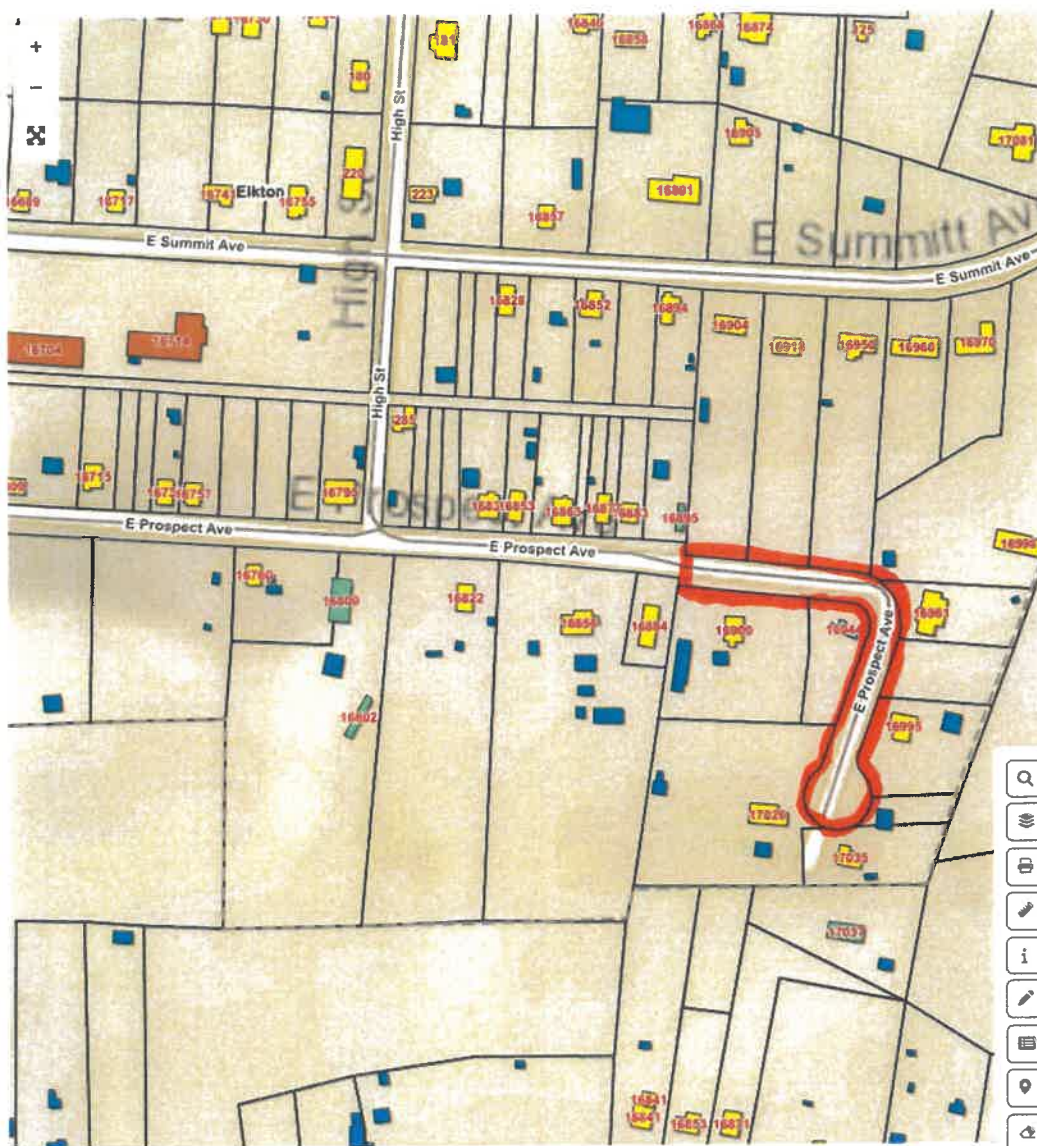
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Street Search

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Proximity Search ▼



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Quick Actions

Quick Search

Parcel Number ?

99-A-9

Go!

Address Search

123 Main

Go!

Owner Search ?

LAST FIRST

Go!

Street Search

Search or Select

Custom Search

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Sources: Esri, DigitalGlobe, Earthstar Geographics, CNES/Airbus DS, GeoEye, USDA FSA, USGS, Aer

