

**Elkton Town Council Agenda**  
Elkton Area Community Center  
20593 Blue & Gold Drive - Elkton, VA 22827  
February 20, 2024 – 6:00 p.m.

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

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1. CALL TO ORDER – ROLL CALL
  - a. Invocation
  - b. Pledge of Allegiance
2. ADOPTION OF AGENDA
3. JOINT PUBLIC HEARING
  - a. Amend the Elkton Town Code as follows: 1) Child-care definition in §110-302 to correct the Code of Virginia, to 63.2-1700-VA code et. Seq., 2) § 110-715 Short term rentals to specify a limit on the number of occupants allowed to stay in a rental, and 3) §110-610 B-1 and §110-611 B-2 to list child-care center as a permitted use in B-1 and B-2 zonings.
4. PUBLIC COMMENT (Please see “Rules for Citizen Comments at Council Meetings”)
5. CONSENT AGENDA
  - a. Draft minutes
6. TOWN MANAGER’S REPORT
  - a. Staff reports
7. TOWN ATTORNEY’S REPORT
8. COMMITTEE REPORTS
9. UNFINISHED BUSINESS
  - a. New fee proposal for well development
10. NEW BUSINESS
  - a. Award contract for Phase 1 - Spotswood Ave. & Mt. Pleasant Road Intersection Sidewalk Improvement Project



- b. Contract to sell real estate

#### 11. MAYOR'S BUSINESS

#### 12. CLOSED SESSION

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

#### 13. ADJOURNMENT



TOWN OF ELKTON



VIRGINIA

**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 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 | <input type="checkbox"/> | NO | <input type="checkbox"/> | No Financial Impact | <input checked="" type="checkbox"/> |
| Amount:           | N/A |                          |    |                          |                     |                                     |
| Budget Line Item: | N/A |                          |    |                          |                     |                                     |

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

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

**APPROVAL:**

  
Greg Lunsford, Town Manager

**ATTACHMENTS:** None

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



**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 20, 2024

**SUBJECT/TOPIC:** Public hearing to adopt several proposed ordinances to the Town Code.

**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 checked="" type="checkbox"/> | Closed Session <input type="checkbox"/> |

**FINANCIAL IMPACT:**

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

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

**STAFF RECOMMENDATION:** N/A

**APPROVAL:**   
Greg Lunsford, Town Manager

**ATTACHMENTS:** Public hearing notice

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

## **TOWN OF ELKTON NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** That on February 20, 2024, at 6:00 p.m. in the Council Chambers of the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, VA, the Elkton Town Council and Elkton Planning Commission will hear public comments to amend the Elkton Town Code as follows: 1) Child-care definition in §110-302 to correct the Code of Virginia, to 63.2-1700-VA code et. Seq., 2) § 110-715 Short term rentals to specify a limit on the number of occupants allowed to stay in a rental, and 3) §110-610 B-1 and §110-611 B-2 to list child-care center as a permitted use in B-1 and B-2 zonings. A copy of the proposed ordinance amendments may be found online at [www.elktonva.gov](http://www.elktonva.gov).

2/8, 2/15



**Staff Report/Recommendation**

**REQUESTING DEPARTMENT:** Town Manager Greg Lunsford

**MEETING DATE:** February 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 for meetings held on 1/2/2024 and 1/18/2024

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  
REORGANIZATIONAL MEETING  
JANUARY 2, 2024  
4:30 p.m.**

The reorganizational meeting of the Elkton Town Council has held on January 2, 2024 at 4:30 p.m., in the Elkton Town Hall, located at 173 W. Spotswood Avenue, Elkton, Virginia, for the following:

1. Organizational business, if any
2. Closed session
  - i. 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."
  - ii. 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."

**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, Chief of Police Mike King, Treasurer Donna Curry, and Clerk of Council Denise Monger.

**Organizational Business**

It was determined that the Council committees would remain unchanged. In order to streamline meetings, committee business would be discussed during the Council Work Session as opposed to separate meetings. The same bi-monthly schedule would be in effect.

A brief discussion took place regarding a retreat to discuss the EACC. Interviews would take place for a Parks and Recreation Director. The initial vetting for potential candidates would be done by the Town Manager and Council members Fulginiti and Hensley.

**Closed Session**

**Vice-Mayor Workman moved, seconded by Council member Fulginiti, and carried that council go from Regular Session in to Closed Session pursuant to the following:**

- i. **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."**

- ii. 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."**

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

Open session / motion to certify closed meeting

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

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

Motion to adjourn

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

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

**TOWN OF ELKTON  
ELKTON TOWN COUNCIL MEETING  
JANUARY 18, 2024  
(Continued from January 16, 2024)**

Due to inclement weather, the Elkton Town Council meeting and public hearing scheduled for January 16, 2024 was continued to Thursday, January 18, 2024 at 6:00 p.m. The meeting was held at the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia, with Mayor Joshua J. Gooden presiding.

**Present:** Mayor Joshua J. Gooden, Vice-Mayor Rick Workman, Council Member Jan Hensley, Council Member Virginia Fulginiti, Council Member Rachel Michael, Council Member 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, Town Treasurer Donna Curry, and Clerk of Council Denise Monger.

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

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

**AMENDED ADOPTION OF AGENDA**

**Council member Fulginiti moved, seconded by Vice-Mayor Workman, and carried to adopt the agenda with an amendment to table item 11c which was to vote on the sale of Town property located on Mt. Pleasant Road known as tax map no. 131 (14) L-8.**

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

**PUBLIC HEARING – PROPOSED FRANCHISE FOR CABLE TELEVISION SYSTEM**

Mayor Gooden opened the public hearing for Council to consider an ordinance granting a franchise of up to fifteen (15) years for the operation of a cable television system within the Town, and the right to install, use, maintain, and replace such system in Town streets and similar spaces. The franchise was requested by Shenandoah Cable Television, LLC, (Glo Fiber) under Va. Code 15.2-2101, in which any party may make a written bid on a franchise. The bids were opened in accordance with the specifications in the public notification.

There were no speakers.

**Vice-Mayor Workman moved, seconded by Council member Michael, and carried to close 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**

### PRESENTATIONS

#### Central Shenandoah Planning District Commission grant application for Elkton Downtown Marketplace

Zach Beard, AICP, from the Central Shenandoah Planning District Commission, spoke regarding a grant application to be submitted to the Virginia Outdoors Foundation Preservation Trust Fund. The goal was to increase access to outdoor space. He noted that in order to have a better chance at receiving the grant, the Town should consider adding a few features to the Elkton Downtown Marketplace which would attract people for recreational purposes. With limited space, he suggested a tree ID walk, a pollinator habitat and/or the outdoor musical instruments. The Town could add one or two of the items on a small scale which would not require much space. The grant averaged about \$150,000.

#### WW Associates Update on Water and Sewer Projects

Herb White, WW Associates, spoke via conference call to update Council on the Town's water and sewer projects as follows:

##### Water Project

Submitted the Preliminary Engineering Report and Environmental Report to the USDA in October 2023 for review and comment. Received comments from the USDA in December 2023, which focused primarily on environmental issues. He was currently revising the report based on those comments and anticipated a resubmittal to the USDA by the end of January. He had recently prepared a fee proposal for the Town's consideration to "early start" the water tank project design.

##### Wastewater Project

Phase 1 of the Sewer Rehabilitation project was complete. Phase 2 of the Sewer Rehabilitation project was designed and ready for construction. That project would use residual USDA funds from the WWTP project. The WWTP was substantially completed and was complying with the DEQ VPDES discharge permit. The punch list and warranty items were currently ongoing. The WWTP lab improvements were recently awarded to MEB using residual USDA funds. A WWTP influent grinder system was being considered using the same funds.

### PUBLIC COMMENT

Roxanna Gooden, 540 E. Rockingham, Elkton, spoke about the recent survey sent out regarding the community center.

Martha Monger, no address for the record, spoke regarding the future of the community center and noted her support for Council's decision.

Wayne Printz, 336 W. Washington, spoke regarding community center issues and the remodeling of Town Hall.

### CONSENT AGENDA

**Council member Heidel moved, seconded by Council member Napotnik, 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 MANAGER'S REPORT

Mr. Lunsford reported on the hard work that Mr. Hurt and his department provided during the recent winter weather. The auditors were at Town Hall to begin the audit. He met with Town Attorney Callahan to address numerous legal issues.

### STAFF REPORTS

Chief of Police: Chief King reported the speed limit had changed at the dump site in both directions. A brief discussion took place regarding his year-end report included in the packet.

Director of Public Works: Mr. Hurt briefly highlighted some portions of his year-end report. He noted seventeen new electric service connections, thirty-three new water service connections and 30 new sewer service connections. Lelan Siler, the Town's wastewater treatment plant operator was named Operator of the Year.

Economic Development Director: Mrs. Hammer reported that there were twenty-one more permits issued this year as opposed to last year.

Town Treasurer: Mrs. Curry reported that the auditors were pleased with the changes implemented by the Town. The report should be ready in about a month. She noted that the Town had started to see delinquent taxes be collected from state refunds. The interest on earnings had increased.

Town Attorney: Mr. Callahan reported he was working on several issues for Council including blight properties and inoperable vehicles.

### COMMITTEE REPORTS

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

Special Projects and Economic Development Committee: Chairperson Napotnik reported on upcoming events. He noted that the Christmas tree lighting and Ole Town Christmas would be held on the same day this year.

Finance Committee: Chairperson Michael thanked Treasurer Curry and her team for their hard work. She encouraged everyone to be a part of the center and become a member.

Public Utilities: Chairperson Workman reported that Lantz Construction would start to put fencing up at the pavilion area.

Parks and Recreation Committee: Chairperson Fulginiti reported that the Town had 354 surveys returned. She noted that the main focus was what the Town citizens wanted.

Policy/Personnel Committee: Chairperson Hensley reported that in December the Council had approved giving \$100 to eligible citizens for elderly tax relief. She noted that interviews were forthcoming for a Parks and Recreation Director.

### UNFINISHED BUSINESS

#### Cable Franchise Agreement between the Town of Elkton and Shenandoah Cable Television, LLC

**Council member Michael moved, seconded by Council member Napotnik, and carried to approve the cable franchise agreement between the Town of Elkton and Shenandoah Cable Television, LLC.**

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

#### Contract between Town of Elkton and Lantz Construction for the Elkton Downtown Marketplace

**Vice-Mayor Workman moved, seconded by Council member Heidel, and carried to approve the contract between the Town of Elkton and Lantz Construction for the Elkton Downtown Marketplace.**

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

#### Donations for the Elkton Downtown Marketplace

Vice-Mayor Workman encouraged donations to the Elkton Downtown Marketplace project. Citizens with donations came forward and gave them to Treasurer Curry. It was noted that almost \$200,000 had been received for the Elkton Downtown Marketplace project.

### NEW BUSINESS

#### Recommendation by the Elkton Planning Commission to amend the Planning Commission By-laws

**Council member Heidel moved, seconded by Council member Michael, and carried to accept the recommendation by the Elkton Planning Commission to amend the Planning Commission By-laws.**

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

Recommendation by the Elkton Planning Commission to hold a joint public hearing with the Elkton Town Council to amend §110-610 B-1 and §110-611 B-2 to list child-care center as a permitted use in B-1 and B-2 zones

**Council member Napotnik moved, seconded by Vice-Mayor Workman, and carried accept the recommendation by the Elkton Planning Commission to hold a joint public hearing with the Elkton Town Council to amend §110-610 B-1 and §110-611 B-2 to list child-care center as a permitted use in B-1 and B-2 zones.**

It was determined the public hearing would be held on February 20, 2024 at 6:00 p.m.

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

Sale of Town property located on Mt. Pleasant Road known as tax map no. 131 (14) L-8

This matter was tabled.

Resolution in Support of the Town of Elkton Virginia Outdoors Foundation Preservation Trust Fund Application for Public Access and Recreation Amenities

**Vice-Mayor Workman moved, seconded by Council member Hensley, and carried to adopt the Resolution as follows:**

**Resolution in Support of the Town of Elkton  
Virginia Outdoors Foundation Preservation Trust Fund Application  
for Public Access and Recreation Amenities**

**Whereas**, the Town of Elkton intends to submit an application to the Virginia Outdoors Foundation (VOF) for Preservation Trust Fund – Public Access funds; and

**Whereas**, the Town is pursuing public access and recreation projects that align with the intent, goals, and objectives of the Town’s Comprehensive Plan and input received from residents, and is addressing the need for improving outdoor and community gathering spaces to enhance the overall quality of life of residents and visitors; and

**Whereas**, the Town intends to develop the vacant, two-acre Town-held property adjacent to the Town Hall in downtown Elkton with public access, outdoor recreation, and community space projects to protect and enhance the open space and tree and vegetation cover qualities of the site.

**Now, Therefore, Be It Resolved**, the Town, which holds the property of interest, intends to retain and dedicate the property in perpetuity as open-space land in accordance with the VOF Preservation Fund requirements under the Open Space Land Act (Virginia Code §§ 10.1-1700 to 10.1-1705).

**Be It Further Resolved that** the Town intends to apply the following deed restrictions to the Town-held property: a right of public access; no division; the allowance of only public-use structures and impervious surface limits; and no conversion/diversion from open-space use unless in compliance with the Open-Space Land Act.

Adopted this 18th day of January 2024, by the Town Council of the Town of Elkton, Virginia.

Motion by Vice-Mayor Rick Workman to approve the resolution. Seconded by Councilwoman Jan Hensley.

Vote: Motion passed (6-0 voice vote)

Attest By: \_\_\_\_\_  
Joshua Gooden, Mayor Town of Elkton

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

**NAYS: None**

**VOTE: (6 – 0 voice vote) Motion carried**

### **MAYORS BUSINESS**

Mayor Gooden stated that there was good attendance at the ground-breaking for the new pavilion. He noted that in response to some false comments earlier, there would be no steps to enter the new police department. The Jennings House renovation did not cost \$1.2 million, but was approximately \$955,000.

### **CLOSED SESSION**

**Vice-Mayor Workman moved, seconded by Council member Michael, and carried that council go from Regular Session in to Closed Session for the following:**

- a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by**



or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."

- b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."
- 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."

**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**

Vice-Mayor Workman moved, seconded Council member Heidel, 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 Hensley moved, seconded by Council member Fulginiti, 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:** February 20, 2024

**SUBJECT/TOPIC:** Town Manager's Report

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

**ACTION REQUESTED:**

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

**FINANCIAL IMPACT:**

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

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

**STAFF RECOMMENDATION:** N/A

**APPROVAL:**

  
\_\_\_\_\_  
Greg Lunsford, Town Manager

**ATTACHMENTS:** Staff reports

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

# TOWN OF ELKTON POLICE REPORT 2024

| ARREST/CHARGES  | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| ASSAULT & BATTERY                                     | 1   |     |     |     |     |     |     |     |     |     |     |     | 1   |
| CURFEW VIOLATIONS                                     | 0   |     |     |     |     |     |     |     |     |     |     |     | 0   |
| DRIVING UNDER THE INFLUENCE                           | 1   |     |     |     |     |     |     |     |     |     |     |     | 1   |
| DRINKING IN PUBLIC/PUBLIC INTOXICATION                | 0   |     |     |     |     |     |     |     |     |     |     |     | 0   |
| DRUGS (POSSESSION & DISTRIBUTION)                     | 0   |     |     |     |     |     |     |     |     |     |     |     | 0   |
| LOITERING   | 0   |     |     |     |     |     |     |     |     |     |     |     | 0   |
| PARKING TICKETS                                       | 3   |     |     |     |     |     |     |     |     |     |     |     | 3   |
| RECKLESS DRIVING                                      | 1   |     |     |     |     |     |     |     |     |     |     |     | 1   |
| SEAT BELT/CHILD RESTRAINT VIOL.                       | 0   |     |     |     |     |     |     |     |     |     |     |     | 0   |
| SPEEDING  | 5   |     |     |     |     |     |     |     |     |     |     |     | 5   |
| MISCELLANEOUS   | 8   |     |     |     |     |     |     |     |     |     |     |     | 8   |
| ADULT ARRESTS   | 19  |     |     |     |     |     |     |     |     |     |     |     | 19  |
| JUVENILE ARRESTS                                      | 0   |     |     |     |     |     |     |     |     |     |     |     | 0   |
| POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS |     |     |     |     |     |     |     |     |     |     |     |     |     |
| BUSINESS/RESIDENTIAL ALARMS                           | 6   |     |     |     |     |     |     |     |     |     |     |     | 6   |
| DOMESTIC SITUATIONS                                   | 2   |     |     |     |     |     |     |     |     |     |     |     | 2   |
| DISORDERLY  | 4   |     |     |     |     |     |     |     |     |     |     |     | 4   |
| LARCENY COMPLAINTS                                    | 1   |     |     |     |     |     |     |     |     |     |     |     | 1   |
| TRAFFIC CRASHES                                       | 5   |     |     |     |     |     |     |     |     |     |     |     | 5   |
| TRAFFIC STOPS   | 22  |     |     |     |     |     |     |     |     |     |     |     | 22  |
| VANDALISM/PROPERTY DAMAGE                             | 0   |     |     |     |     |     |     |     |     |     |     |     | 0   |
| ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)                | 4   |     |     |     |     |     |     |     |     |     |     |     | 4   |
| MISCELLANEOUS   | 824 |     |     |     |     |     |     |     |     |     |     |     | 824 |
| TOTAL   | 868 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 868 |

MIKE KING  
CHIEF OF POLICE

CONSOLIDATED MONTHLY RUNS REPORT  
JANUARY 2024

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Law Enforcement Agencies

|                  |            |
|------------------|------------|
| HPD.....         | 7029       |
| RCSO.....        | 3192       |
| Bridgewater..... | 1057       |
| Broadway.....    | 729        |
| Dayton .....     | 531        |
| Elkton.....      | 868        |
| Grottoes.....    | 959        |
| Timberville..... | 1457       |
| <br>TOTAL.....   | <br>15,822 |

# TOWN OF ELKTON



## VIRGINIA

### Public Works Work Order Report for January 2024

|                   |           |
|-------------------|-----------|
| <b>Cemetery</b>   | <b>4</b>  |
| <b>Electric</b>   | <b>10</b> |
| <b>Garbage</b>    | <b>4</b>  |
| <b>Gen.Govt</b>   | <b>15</b> |
| <b>Recreation</b> | <b>3</b>  |
| <b>Sewer</b>      | <b>12</b> |
| <b>Streets</b>    | <b>20</b> |
| <b>Water</b>      | <b>15</b> |
| <b>Total</b>      | <b>83</b> |

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

| #    | Date issue: | Caller:  | St # | Address            | Ph: | Project                                     | Comp | Date comp: | Initial     |
|------|-------------|----------|------|--------------------|-----|---|------|------------|-------------|
| 3662 | 12/27/2023  | cemetary |      | elk run cemetary   |     | grave for marla neomoytin                   | x    | 1/5/2024   | jb-bb-sh    |
| 3679 | 1/8/2024    | cemetary |      | elk run cemetary   |     | grave for kenneth dean                      | x    | 1/9/24     | kb-bb-th    |
| 3706 | 1/18/2024   | cemetary |      | elk run cemetary   |     | grave for bobby shifflett                   | x    | 1/23/2024  | kb-bb-th    |
| 3720 | 1/25/2024   | cemetary |      | elk run cemetary   |     | grave for delores turner                    | x    | 1/26/2024  | jb-rl-sh    |
| 3655 | 1/4/2024    | electric |      | harrisonburg       |     | order and pick up electrical supplies       | x    | 1/4/24     | jb-sh       |
| 3656 | 1/3/2024    | electric |      | substation         |     | run generator                               | x    | 1/3/24     | jb-sh       |
| 3670 | 1/9/2024    | electric |      | shop               |     | repair boom on the line truck               | x    | 1/9/2024   | jb-rl-sh    |
| 3674 | 1/9/2024    | electric |      | water street       |     | power outage-main line down                 | x    | 1/9/2024   | crew        |
| 3676 | 1/10/2024   | electric |      | downtown park      |     | remove electric pole from rear of property  | x    | 1/10/2024  | jb-rl-sh    |
| 3698 | 01/20/24    | electric |      | shenandoah ave     |     | load management                             | x    | 1/20/2024  | jb          |
| 3699 | 1/21/2024   | electric |      | shenandoah ave     |     | power outage                                | x    | 1/21/24    | jb          |
| 3705 | 1/22/2024   | electric | 114  | lee ave            |     | check voltage at meter-system overloaded    | x    | 1/22/2024  | jb-rl-sh    |
| 3713 | 1/15/2024   | electric |      | palmyra            |     | lineman training school                     | x    | 1/19/24    | rl          |
| 3719 | 1/26/2024   | electric | 531  | east rockingham st |     | power outage                                | x    | 1/26/2024  | jb-sh       |
| 3654 | 1/2/2024    | garbage  | 301  | virginia ave       |     | bulk pick up                                | x    | 1/4/24     | jb-bb-sh    |
| 3701 | 1/17/2024   | garbage  | 100  | willow oaks        |     | bulk pick up                                | x    | 1/22/24    | gf-bs-lb    |
| 3714 | 01/26/24    | garbage  | 100  | m street           |     | bulk pick up                                | x    | 1/26/2024  | gf-bs-lb    |
| 3724 | 1/30/2024   | garbage  | 140  | west spotswood ave |     | bulk pick up                                | x    | 1/30/24    | bs          |
| 3651 | 1/2/2024    | gen.govt |      | town               |     | read demand and town meters                 | x    | 1/2/24     | crew        |
| 3652 | 1/2/2024    | gen.govt |      | eacc               |     | check hvac units-order repair parts         | x    | 1/2/24     | jb-bb-sh    |
| 3659 | 1/6/2024    | gen.govt |      | eacc               |     | repair drain line in restroom sink          | x    | 1/6/2024   | jb-lb-sh-gf |
| 3660 | 1/6/2024    | gen.govt |      | eacc               |     | remove broken equipment                     | x    | 1/6/2024   | jb-lb-sh-gf |
| 3661 | 01/04/24    | gen.govt |      | eacc               |     | check stove and water heater for failure-ok | x    | 1/6/2024   | jb-lb-sh-gf |
| 3665 | 1/8/2024    | gen.govt |      | town               |     | disconnects                                 | x    | 1/8/24     | kb-bb-th    |
| 3667 | 1/9/2024    | gen.govt |      | town               |     | re-connects                                 | x    | 1/9/24     | kb-bb-th    |
| 3673 | 1/9/2024    | gen.govt |      | dance studio       |     | several odd jobs                            | x    | 1/9/2024   | jb-rl-sh    |
| 3681 | 1/12/2024   | gen.govt |      | library            |     | replace lights-restock paper products       | x    | 1/12/24    | jb-rl-sh    |
| 3708 | 1/23/2024   | gen.govt |      | town hall          |     | decorate love sign                          | x    | 1/23/2024  | lb-gf       |
| 3712 | 1/24/2024   | gen.govt |      | eacc               |     | several odd jobs                            | x    | 1/24/2024  | jb-rl-sh    |
| 3721 | 01/29/24    | gen.govt |      | town               |     | radio read meters                           | x    | 1/29/24    | lb-gf       |
| 3722 | 1/29/2024   | gen.govt |      | eacc               |     | repair two hvac units                       | x    | 1/29/24    | jb-bb-sh    |
| 3728 | 1/30/2024   | gen.govt |      | town               |     | read demand and town meters                 | x    | 1/30/2024  | lb-gf       |
| 3729 | 1/31/2024   | gen.govt |      | town               |     | meter re-checks                             | x    | 1/31/24    | lb-gf       |

|      |           |            |  |       |                      |             |  |   |           |                |
|------|-----------|------------|--|-------|----------------------|-------------|--|---|-----------|----------------|
| 3666 | 1/8/2024  | recreation |  |       | parks                |             | service all dog waste stations             | x | 1/8/24    | bs             |
| 3677 | 1/10/2024 | recreation |  |       | riverside park       |             | repair damaged fence railing               | x | 1/10/24   | bs             |
| 3678 | 1/10/2024 | recreation |  |       | riverside park       |             | remove mattresses that were dumped         | x | 1/10/24   | bs             |
| 3657 | 1/4/2024  | sewer      |  | 313   | east rockingham st   |             | sewer back up                              | x | 1/4/24    | jb-sh          |
| 3663 | 1/8/2024  | sewer      |  |       | wwtp                 |             | pull pump 4-remove rags                    | x | 1/8/2024  | jb-rl-sh       |
| 3668 | 1/9/2024  | sewer      |  | 244   | west spring ave      |             | sewer back up                              | x | 1/9/2024  | kb-bb-th       |
| 3669 | 1/9/2024  | sewer      |  | 110   | maple leaf           |             | sewer back up                              | x | 1/9/2024  | kb-bb-th       |
| 3684 | 1/14/2024 | sewer      |  | 115   | lee ave              |             | sewer back up                              | x | 1/14/24   | kb-jb          |
| 3707 | 1/23/2024 | sewer      |  | 17120 | mt pleasant rd       | J.Shifflett | install new sewer connection               | x | 1/23/2024 | kb-bb-th       |
| 3709 | 1/23/2024 | sewer      |  | 401   | jackson ave          | ecc         | sewer back up-no outside clean out         | x | 1/23/2024 | kb-bb-th       |
| 3711 | 01/24/24  | sewer      |  | 115   | lee ave              |             | camera sewer line-no issues found          | x | 1/24/2024 | kb-bb-th       |
| 3717 | 1/26/2024 | sewer      |  | 102   | north street         |             | sewer back up                              | x | 1/26/24   | jb-rl-sh       |
| 3718 | 1/26/2024 | sewer      |  | 401   | jackson ave          |             | sewer call-no outside clean out            | x | 1/26/24   | kb-bb-th       |
| 3726 | 1/30/2024 | sewer      |  |       | west spotswood ave   |             | install sewer line for pavilion project    | x | 1/30/2024 | kb-bb-th       |
| 3727 | 1/31/2024 | sewer      |  | 401   | jackson ave          |             | replace collapsed sewer line               | x | 1/31/2024 | kb-bb-th       |
| 3649 | 01/03/24  | streets    |  |       | post office          |             | replace fire lane sign                     | x | 1/3/24    | bs             |
| 3650 | 1/3/2024  | streets    |  |       | west spotswood ave   |             | remove all 2 hour parking signs            | x | 1/3/24    | bs             |
| 3653 | 1/3/2024  | streets    |  |       | town                 |             | take down and store christmas decorations  | x | 1/4/24    | crew           |
| 3658 | 1/5/2024  | streets    |  |       | shop                 |             | prep equipment for snow storm              | x | 1/5/2024  | crew           |
| 3664 | 1/8/2024  | streets    |  |       | shop                 |             | clean and store snow equipment             | x | 1/8/2024  | crew           |
| 3671 | 1/9/2024  | streets    |  |       | town                 |             | clean storm drains                         | x | 1/9/24    | bs             |
| 3672 | 1/9/2024  | streets    |  |       | shop                 |             | service trucks                             | x | 1/9/2024  | lb-gf          |
| 3682 | 01/12/24  | streets    |  |       | downtown park        |             | clean up from event                        | x | 1/12/2024 | kb-bb-th       |
| 3683 | 1/12/2024 | streets    |  |       | shop                 |             | service my work truck                      | x | 1/12/24   | lb-gf          |
| 3685 | 1/15/2024 | streets    |  |       | town                 |             | snow removal                               | x | 1/16/2024 | crew           |
| 3686 | 1/17/2024 | streets    |  |       | shop                 |             | clean up snow equipment                    | x | 1/17/24   | crew           |
| 3694 | 1/18/2024 | streets    |  |       | shop                 |             | haul road salt to siat shed                | x | 1/18/24   | jb-sh          |
| 3695 | 1/18/2024 | streets    |  |       | shop                 |             | shop clean up                              | x | 1/18/24   | gf-bs-lb       |
| 3697 | 1/19/2024 | streets    |  |       | town                 |             | snow removal                               | x | 1/19/2024 | crew           |
| 3700 | 1/22/2024 | streets    |  |       | shop                 |             | clean up snow equipment                    | x | 1/22/24   | crew           |
| 3710 | 1/24/2024 | streets    |  |       | west spotswood trail |             | install digital speed sign                 | x | 1/24/2024 | kb-bb-th       |
| 3715 | 01/25/24  | streets    |  |       | mt pleasant rd       |             | clear old road to the spring house         | x | 1/26/2024 | jb-lb-sh-gf-rl |
| 3723 | 1/29/2024 | streets    |  |       | west spotswood ave   |             | cut road for water-sewer taps for pavilion | x | 1/29/24   | kb-bb-th       |
| 3725 | 1/30/2024 | streets    |  | 627   | west spotswood trail |             | remove old signs                           | x | 1/30/2024 | bs             |



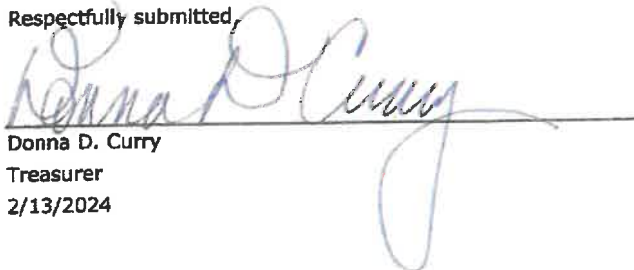


**TOWN OF ELKTON  
TREASURER'S REPORT  
For Month Ending January 31, 2024**

**FIRST BANK OPERATING ACCOUNT**

|  |            |    |                |                     |
|--|------------|----|----------------|---------------------|
| <b>BEGINNING BALANCE</b>   |            |    | \$             | 4,890,150.50        |
| <b>DEPOSITS</b>  |            |    | \$             | 784,698.70          |
| Interest earned  |            |    | \$             | 23,206.89           |
| <b>EXPENDITURES</b>  |            |    | \$             | (697,190.46)        |
| <b>ENDING BALANCE</b>  |            |    | <b>\$</b>      | <b>5,000,865.63</b> |
| Outstanding Checks   |            |    | \$             | (16,816.06)         |
| ARPA FUNDING (deposited 6/29/2021)   |            | \$ | 1,505,955.00   |                     |
| Expended   |            | \$ | (681,010.00)   |                     |
| Proposed Projects  |            | \$ | (1,350,000.00) |                     |
| Drinking Water Project   |            | \$ | (980,900.00)   |                     |
| ARPA FUNDING (deposited 7/22/2022)   |            | \$ | 1,505,955.00   |                     |
| (these funds are included in the Operating total)  |            | \$ | -              |                     |
| <b>ADDITIONAL ACCOUNTS</b>   |            |    |                |                     |
| INFINEX ACCOUNT (REPO)   | 11/30/2023 | \$ | -              | \$ -                |
| (Wire transfer to First Bank completed on 11/22/2023 totaling \$472,801.18)                    |            |    |                |                     |
| Bank of America  | 5/31/2023  | \$ | -              | \$ -                |
| (transferred funds to First Bank \$354,456.87 and closed the account to avoid additional fees) |            |    |                |                     |
| <b>SWEEP Accounts</b>  |            |    |                |                     |
| F & M Bank 1102  | 1/21/2024  | \$ | 250,022.60     | \$ 250,022.60       |
| F & M Bank 0001  | 1/31/2024  | \$ | 12,953.11      | \$ 12,953.11        |
| United Bank 1132   | 1/31/2024  | \$ | 337,667.55     | \$ 337,667.55       |
| United Bank 8080   | 1/31/2024  | \$ | 460,520.15     | \$ 460,520.15       |
| United Bank 9919   | 11/30/2023 | \$ | -              | \$ -                |
| (this account was closed and the funds were transferred to Acct #8080)                         |            |    |                |                     |
|  |            | \$ | 1,061,163.41   | \$ 1,044,347.35     |
| <b>TOTAL FUNDS</b>   |            |    | <b>\$</b>      | <b>6,045,212.98</b> |

Respectfully submitted,



Donna D. Curry

Treasurer

2/13/2024

## YEAR TO DATE SNAPSHOT OF SELECTED REVENUE TOTALS

### MEALS TAX

| <b>Budget</b> |              | <b>YTD</b> |            |
|---------------|--------------|------------|------------|
| \$            | 1,265,000.00 | \$         | 717,061.50 |

### CIGARETTE TAX

| <b>Budget</b> |           | <b>YTD</b> |           |
|---------------|-----------|------------|-----------|
| \$            | 66,000.00 | \$         | 42,400.00 |

### REAL ESTATE TAXES

| <b>Budget</b> |            | <b>YTD</b> |                       |
|---------------|------------|------------|-----------------------|
| \$            | 371,643.00 | \$         | 305,469.68            |
| \$            | 19,490.00  | \$         | 8,413.20 (delinquent) |

### PERSONAL PROPERTY TAXES

| <b>Budget</b> |            | <b>YTD</b> |                       |
|---------------|------------|------------|-----------------------|
| \$            | 247,501.00 | \$         | 158,426.02            |
| \$            | 12,076.00  | \$         | 9,997.38 (delinquent) |

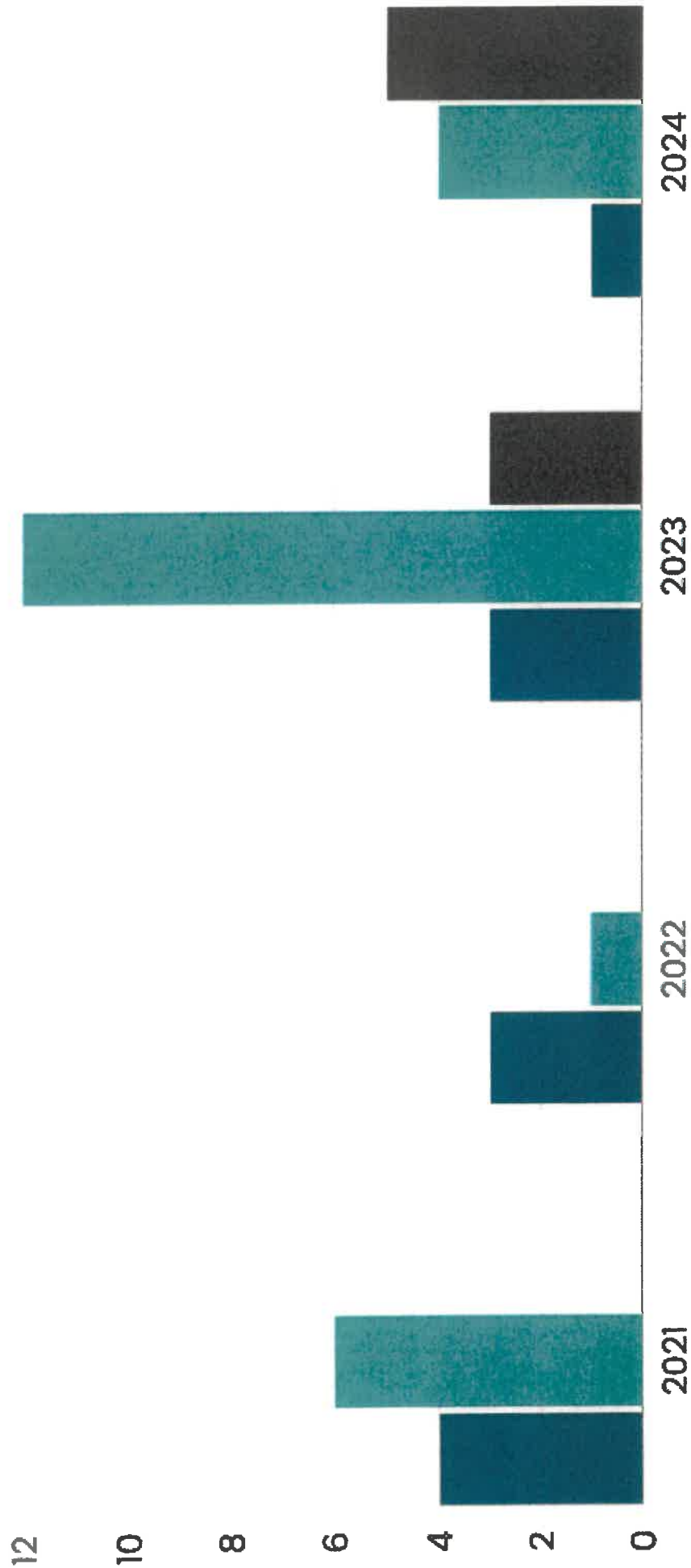
### EARNED INTEREST YTD

| <b>Budget</b> |            | <b>YTD</b> |                             |
|---------------|------------|------------|-----------------------------|
| \$            | 222,000.00 | \$         | 160,094.24 First Bank       |
| \$            | 742.60     | \$         | 4,852.60 United Bank (8080) |
| \$            | 496.74     | \$         | 6,209.91 United Bank (1132) |

# TOWN OF ELKTON ZONING PERMITS -

YTD Fee's Collected \$600.00

- Single family homes
- Misc.-vacate lot lines, rezone, subdivision, storage buildings, etc.
- Short-term rental/renewal



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

| GL Account                      | AType | Date       | Description1 | Debit  | Credit   | Batch | FPhname            |
|---------------------------------|-------|------------|--------------|--------|----------|-------|--------------------|
| GL Account: 10-340-0100 PERMITS |       |            |              |        |          |       |                    |
| FPhname: Fiscal Period 2024     |       |            |              |        |          |       |                    |
| 10-340-010 R                    |       | 01/03/2024 | MISC PAYMENT | \$0.00 | \$20.00  | 77732 | Fiscal Period 2024 |
| 10-340-010 R                    |       | 01/08/2024 | MISC PAYMENT | \$0.00 | \$100.00 | 77784 | Fiscal Period 2024 |
| 10-340-010 R                    |       | 01/08/2024 | MISC PAYMENT | \$0.00 | \$100.00 | 77803 | Fiscal Period 2024 |
| 10-340-010 R                    |       | 01/10/2024 | MISC PAYMENT | \$0.00 | \$100.00 | 77906 | Fiscal Period 2024 |
| 10-340-010 R                    |       | 01/12/2024 | MISC PAYMENT | \$0.00 | \$5.00   | 77923 | Fiscal Period 2024 |
| 10-340-010 R                    |       | 01/16/2024 | MISC PAYMENT | \$0.00 | \$50.00  | 77947 | Fiscal Period 2024 |
| 10-340-010 R                    |       | 01/18/2024 | MISC PAYMENT | \$0.00 | \$100.00 | 77986 | Fiscal Period 2024 |
| 10-340-010 R                    |       | 01/19/2024 | MISC PAYMENT | \$0.00 | \$100.00 | 77983 | Fiscal Period 2024 |
| 10-340-010 R                    |       | 01/30/2024 | MISC PAYMENT | \$0.00 | \$25.00  | 78104 | Fiscal Period 2024 |
|                                 |       |            |              | \$0.00 | \$600.00 |       |                    |
|                                 |       |            |              | \$0.00 | \$600.00 |       |                    |
|                                 |       |            |              | \$0.00 | \$600.00 |       |                    |

**ELK RUN CEMETERY REPORT**  
**TRANSACTIONS**  
*January 2024*

|                            |          |                |
|----------------------------|----------|----------------|
| <b>LOTS SOLD.....</b>      | <b>1</b> | <b>YTD = 1</b> |
| <b>INTERMENTS.....</b>     | <b>4</b> | <b>YTD = 4</b> |
| <b>NICHE.....</b>          | <b>0</b> | <b>YTD = 0</b> |
| <b>CREMATIONS.....</b>     | <b>0</b> | <b>YTD = 0</b> |
| <b>Space Contract.....</b> | <b>1</b> | <b>YTD =1</b>  |
| <b>Niche Contract.....</b> | <b>0</b> | <b>YTD=0</b>   |

| <b>Interments this month</b> | <b>Lot Sales</b>       | <b>Opening/Closing</b> |
|------------------------------|------------------------|------------------------|
| Marla Neomoytin              |                        | \$750                  |
| Stephen Dean                 |                        | \$750                  |
| Bobby Shifflett              |                        | \$750                  |
| Delores Jean Turner          |                        | \$750                  |
|                              |                        |                        |
|                              |                        |                        |
|                              |                        |                        |
|                              |                        |                        |
|                              | <b>Sales/Contracts</b> |                        |
| Jeff Shifflett               | Contract payment       | \$125                  |
| Leo Lawson                   | O/C payment            | \$100                  |
| Deborah Shifflett            | Contract payment       | \$200                  |
| William Jay Bender           | Contract -New          | \$125                  |
|                              |                        |                        |
|                              |                        |                        |
|                              |                        |                        |
| Michael Stroupe              |                        |                        |
|                              |                        |                        |

**Total: \$3,550**

• **Cemetery Commission Members**

*Chairperson: Lee Dearing*

*Vice Chair: Mark Hensley*

*Dwight "Gene" Kite*

*Billie Jo Dofflemyer*

*Sue Armbruster*

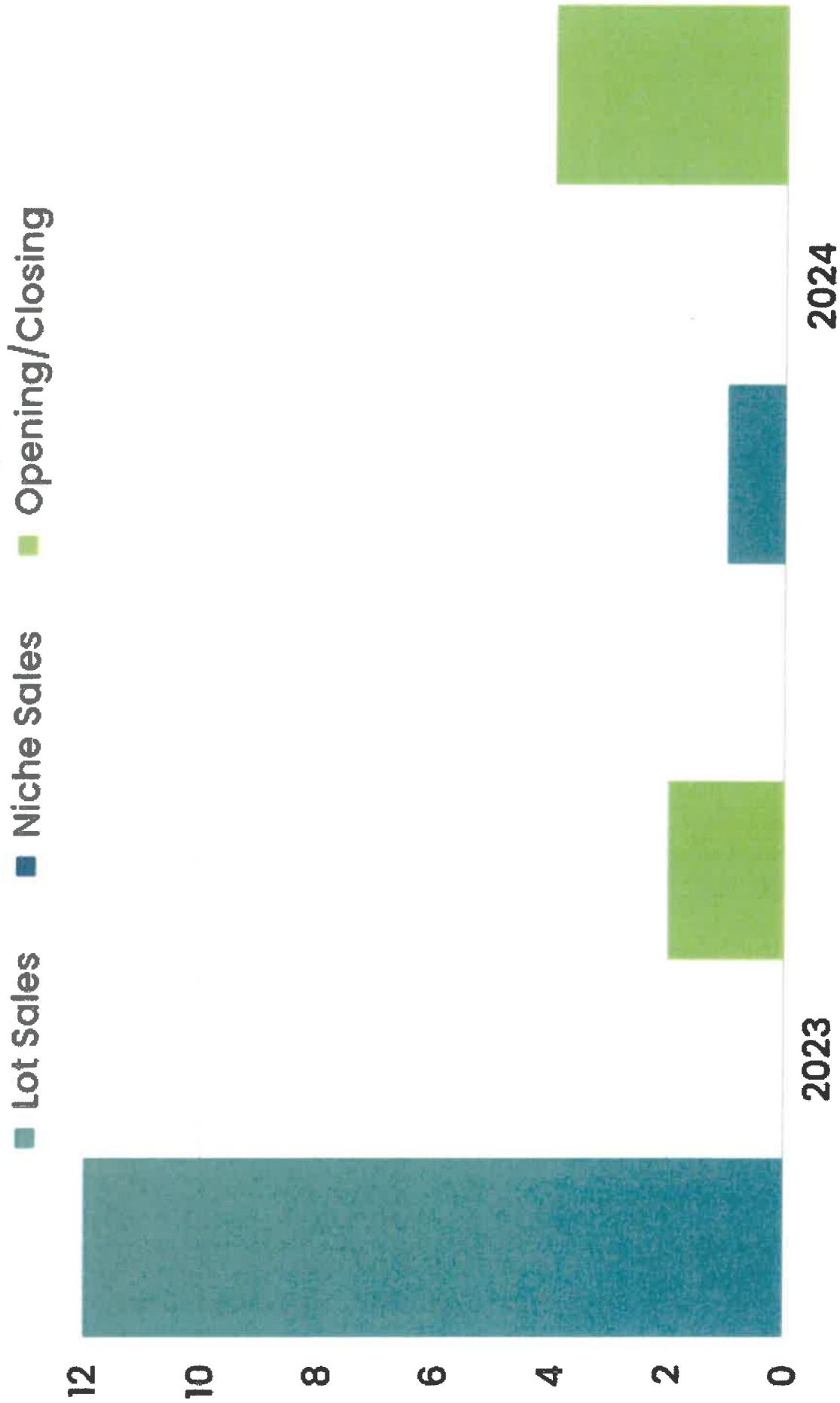
*Michelle Dean*

*Mark Stevanus*

Submitted by: Delores Hammer – Director of Community Development

# ELK RUN CEMETERY

## YTD FEE'S COLLECTED \$3,550.00



| Misc Code                                | Credit Acct | Debit Acct  | Full Name        | Trans Date | Comment         | Amount     | Void   |
|--|-------------|-------------|------------------|------------|-----------------|------------|--------|
| Code Desc: OPEN/CLOSE FEE - CEM          |             |             |                  |            |                 |            |        |
| OPEN/CLOSE                               | 52-300-0400 | 52-101-0400 | MARLA NEMOYTIN   | 1/11/2024  |                 | \$750.00   | \$0.00 |
| OPEN/CLOSE                               | 52-300-0400 | 52-101-0400 | STEVEN K DEAN    | 1/11/2024  |                 | \$750.00   | \$0.00 |
| OPEN/CLOSE                               | 52-300-0400 | 52-101-0400 | BOBBY SHIFFLETT  | 1/24/2024  |                 | \$750.00   | \$0.00 |
| OPEN/CLOSE                               | 52-300-0400 | 52-101-0400 | DELORES TURNER   | 1/29/2024  |                 | \$750.00   | \$0.00 |
|  |             |             |                  |            |                 | \$3,000.00 | \$0.00 |
| Code Desc: SALE OF LOTS ELK RUN CEMETERY |             |             |                  |            |                 |            |        |
| LOTSALES                                 | 52-300-0000 | 52-101-0400 | JEFF SHIFFLET    | 1/8/2024   |                 | \$125.00   | \$0.00 |
| LOTSALES                                 | 52-300-0000 | 52-101-0400 | LEO LAWSON       | 1/12/2024  |                 | \$100.00   | \$0.00 |
| LOTSALES                                 | 52-300-0000 | 52-101-0400 | DEBORAH SHIFFLET | 1/12/2024  | CONTRACT PAYMEN | \$200.00   | \$0.00 |
| LOTSALES                                 | 52-300-0000 | 52-101-0400 | WILLIAM J BENDER | 1/22/2024  |                 | \$125.00   | \$0.00 |
|  |             |             |                  |            |                 | \$550.00   | \$0.00 |
|  |             |             |                  |            |                 | \$3,550.00 | \$0.00 |

## January Water Hauling Report

| <u>July 2022-June 2023</u> |              |  | <u>Revenue</u> |  |  | <u>July 2023-June 2024</u> |              |  | <u>Revenue</u> |  |  |
|----------------------------|--------------|--|----------------|--|--|----------------------------|--------------|--|----------------|--|--|
| July                       | 837,377.00   |  | 5,986.31       |  |  | July                       | 996,911.00   |  | 8,046.47       |  |  |
| August                     | 888,570.00   |  | 6,445.32       |  |  | August                     | 1,058,680.00 |  | 8,547.12       |  |  |
| September                  | 818,569.00   |  | 5,955.66       |  |  | September                  | 1,258,393.00 |  | 10,346.28      |  |  |
| October                    | 832,144.00   |  | 6,050.27       |  |  | October                    | 1,139,480.00 |  | 9,385.79       |  |  |
| November                   | 723,466.00   |  | 5,289.36       |  |  | November                   | 872,283.00   |  | 7,248.13       |  |  |
| December                   | 724,205.00   |  | 5,299.56       |  |  | December                   | 744,334.00   |  | 6,239.78       |  |  |
| January                    | 665,506.00   |  | 4,888.69       |  |  | January                    | 675,701.00   |  | 5,681.06       |  |  |
| February                   | 551,263.00   |  | 4,093.86       |  |  | February                   |              |  |                |  |  |
| March                      | 639,340.00   |  | 4,710.40       |  |  | March                      |              |  |                |  |  |
| April                      | 720,553.00   |  | 5,283.92       |  |  | April                      |              |  |                |  |  |
| May                        | 998,779.00   |  | 7,241.72       |  |  | May                        |              |  |                |  |  |
| June                       | 1,077,155.00 |  | 7,790.19       |  |  | June                       |              |  |                |  |  |
| YTD:                       | 9,476,927.00 |  | 69,035.26      |  |  | YTD:                       | 6,745,782.00 |  | 55,494.63      |  |  |

\*site 1 pulser down - not fully counting all usage and not charging full amount.





**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 20, 2024

**SUBJECT/TOPIC:** Town Attorney's Report

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

**ACTION REQUESTED:**


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

**FINANCIAL IMPACT:**

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

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

**STAFF RECOMMENDATION:** N/A

**APPROVAL:**   
Greg Lunsford, Town Manager

**ATTACHMENTS:** None

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



**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 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:** February 20, 2024

**SUBJECT/TOPIC:** Engineering Services Fee Proposal for well development

**BACKGROUND:** At their work session held on February 5, 2024, The Elkton Town Council voted to approve the fee proposal from WW Associates for the development of a well. The motion included authorization for the Town Manger to negotiate with WW Associates for a lower fee and endorse an acceptable contact. A new proposal was prepared by WW Associates that provided engineering services at an hourly rate schedule not to exceed the fee of \$75,000.

**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 accept the proposal as presented and authorize the Town Manger to endorse the contract.

**APPROVAL:**

  
 \_\_\_\_\_  
 Greg Lunsford, Town Manager

**ATTACHMENTS:** Engineering Services Fee Proposal for well development

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.



February 6, 2024

Mr. Greg Lunsford  
Town Manager  
Town of Elkton  
173 West Spotswood Avenue  
Elkton VA 22827

Ref: Engineering Services Fee Proposal – Well Development – Engineering Services

Dear Mr. Lunsford:

Based on the Preliminary Engineering Report for the water project, it has been recommended that at least one rotary drilled water well be developed as an additional water supply for the Town. We are pleased to submit this revised engineering fee proposal for well development engineering services as follows:

- Identify up to 2 potential new sites for well development.
- Select up to 2 targets for drilling sites.
- Coordinate and obtain approval of selected sites and well locations with the Virginia Department of Health.
- Prepare a well drilling bid document for procurement of well drilling services.
- Manage the bid process for well drilling services.
- Provide recommendations for selected well driller.
- Prepare contract between well driller and the Town.
- Coordinate and assist in well drilling activities.
- Coordinate water quality testing.
- Prepare a Preliminary Engineering Report for selected wells to be incorporated into the Town's water system.
- Submit the PER to the Virginia Department of Health for review and approval.

We propose to provide these engineering services on an hourly rate schedule for a not to exceed fee of \$ 75,000. We are available to engage these services immediately upon authorization. We anticipate well drilling to commence in May, 2024.

This proposal is based on the following considerations:

1. Water quality laboratory testing is not part of this proposal. We will coordinate to have these services performed.
2. Wetland and stream delineations, archaeological resources, and other onsite environmental studies are not included in this proposal.

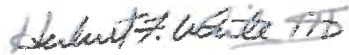
P.O. Box 4119 ■ Lynchburg, VA 24502 ■ (434) 316-6080  
968 Olympia Drive, Suite 1 ■ Charlottesville, VA 22911 ■ (434) 984-2700  
Lynchburg ■ Charlottesville

Invoicing for this project will be monthly based on actual time expended. Payment for these services will be within 30 calendar days from the time the invoice is issued by WW Associates, Inc.

We are available to proceed upon execution of this proposal. 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.

Sincerely,

WW Associates, Inc.



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

\_\_\_\_\_  
Greg Lunsford  
Town Manager  
Town of Elkton

\_\_\_\_\_  
Date

WW Associates, Inc.

.....  
Lynchburg ■ Charlottesville

Page 2 of 2



## Staff Report/Recommendation

**REQUESTING DEPARTMENT:** Public Works

**MEETING DATE:** February 20 2024

**SUBJECT/TOPIC:** Award Turner Concrete and Excavating the new sidewalk project starting at Clarke Ave and crossing North Street and ending at Newtown Road intersection.

**BACKGROUND:** Per the Pedestrian Master Plan and approved in this year's budget this is one of the targeted areas to fill in the gaps in the Town's sidewalk system. Four companies made site visits and gathered measurements and field notes. I had received calls and questions from all four about the project. Only Turner was willing to provide a written estimate and perform the work at this time.

**ACTION REQUESTED:**

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

**FINANCIAL IMPACT:**

|   |  |  |
|---|--|--|
| Budgeted: YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>                        | No Financial Impact <input type="checkbox"/> |
| Amount: General Fund                              | Positive Financial Impact <input type="checkbox"/> |  |
| Budget Line Item: Street Projects                 |  |  |

*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:** Approve estimate for Turner Concrete and Excavating

**TOWN MANAGER APPROVAL:**

  
 \_\_\_\_\_  
 Greg Lunsford

**ATTACHMENTS:**

1. Written estimate

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.

# TURNER

CONCRETE & EXCAVATING

2778 S Eastside Highway  
Elkton, VA 22827

December 4, 2023

Town of Elkton  
173 W Spotswood Ave  
Elkton, VA 22827

Phase 1 Spotswood Dr. & Mt. Pleasant Rd. Intersection Sidewalk Improvements – Lump Sum

## Scope of Work:

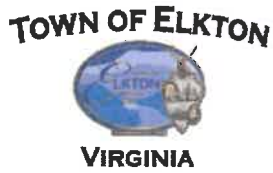
Turner is to provide all equipment, labor, safety, and supervision to complete the Spotswood Dr. & Mt. Pleasant Rd. Intersection sidewalk improvement project per VDOT Standards on all construction and roadway safety requirements, including:

- Excavation, demolition and haul-off of all dirt and concrete debris.
- Approx. 3000 sq ft of sidewalk.
- 9 ADA entrances with yellow domed tactile mats.
- 1620 sq ft of monolithic sidewalk.
- 240 sq ft entrance into apartments with ADA mats installed on both sides of entrance way per VDOT Standard.
- \*\*Entranceway improvement at 90 Spotswood Dr. to accommodate new sidewalk grade (may need new drop inlet construction, price not included).
- 270 sq ft entranceway into Elk Run Cemetery.
- Preparation of sub-grades/sub-base with 4 inches of gravel base for placement of sidewalks, curbs, and entrance ways.
- No line or curb painting, unless requested by the Town of Elkton.
- Backfill and clean all disturbed areas.

**TOTAL: \$81,350**

  
\_\_\_\_\_  
Jon Turner  
Chief of Operations  
Turner Concrete & Excavating

Page 1 of 1  
**Jonathan Turner**  
(540) 742-3180  
jon@turner-team.com



**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** February 20, 2024

**SUBJECT/TOPIC:** Contract to sell real estate

**BACKGROUND:** Town Manager to discuss.

**ACTION REQUESTED:**

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

**FINANCIAL IMPACT:**

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

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

**STAFF RECOMMENDATION:** N/A

**APPROVAL:**

  
\_\_\_\_\_  
Greg Lunsford, Town Manager

**ATTACHMENTS:**

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:** February 20, 2024

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

**BACKGROUND:** N/A

**ACTION REQUESTED:**

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

**FINANCIAL IMPACT:**

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

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

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

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

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

Greg Lunsford, Town Manager

**ATTACHMENTS:** None

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

