



Elkton Town Council Agenda
Elkton Area Community Center
20593 Blue & Gold Drive - Elkton, VA 22827
June 17, 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. JOINT PUBLIC HEARINGS
 - a. Request from Elkton Area United Services (EAUS) to rezone real estate consisting of two parcels from B-2 to R-5
 - b. Updated 2024 Town of Elkton Comprehensive Plan
4. PUBLIC COMMENT (Please see “Rules for Citizen Comments at Council Meetings”)
5. CONSENT AGENDA
 - a. Minutes
6. TOWN MANAGER’S REPORT
 - a. Staff reports
7. TOWN ATTORNEY’S REPORT
8. 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)

9. UNFINISHED BUSINESS

- a. Elkton Downtown Marketplace
 - I. Memo
 - II. Vendor Rental Agreement

10. NEW BUSINESS

- a. Regular Meeting Schedule for July 2024 to June 2025

11. MAYOR'S BUSINESS

12. CLOSED SESSION

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

13. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 17, 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

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 HEARINGS

PLEASE TAKE NOTICE That on June 17, 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 on the following:

1. Request from Elkton Area United Services (EAUS) to rezone real estate consisting of two parcels from B-2 to R-5. One parcel contains 4.025 +/- acres at 15266 Old Spotswood Trail, Elkton (tax map no. 130-A-87) and the second parcel contains 3 acres +/- acres located at 15156 Old Spotswood Trail, Elkton (tax map no. 130-A-85).
2. The updated 2024 Town of Elkton Comprehensive Plan which is the Town's key policy document for land use, development, housing, infrastructure, transportation, and related economic and social issues. Town citizens are urged to attend and participate in the meeting. The Comprehensive Plan may be viewed online at: <https://www.elktonva.gov>.

6/6, 6/13

Please provide brief description of this project :

Please print or type all information

15156 Old Spotswood Trail

15266 Old Spotswood Trail

Re zoning request from B-2 to R-5

I Certify that:

- I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings and that all construction will conform with all applicable State, County and Town Laws, ordinances and regulations with regard to zoning, health and building. **FAILURE TO DO SO** will automatically render this permit invalid.
- Two copies of a plot plan or (a signage plan for signs) must be submitted with this application.
- Construction requires a building permit issued by the Rockingham County Building Officials.
- I agree to give advanced notification to the Town when footer inspection is to be performed by County Inspectors.
- I agree to give advanced notification to the Town when a final inspection is to be performed by County Inspectors.
- A separate application must be made for Water & Sewer connections.
- All contractors must register with the Town prior to commencing work.
- I agree to repair any damages to sidewalks, streets, and utilities caused during construction.
- I agree to pay an inspection deposit and notify the Zoning Administrator within (10) days of completion of the work for an inspection and issuance of a Certificate Of Zoning compliance.
- Failure to do so may result in the forfeiture of the deposit, which in no way relieves me of any obligation to comply with all Town requirements.
- Land may not be used or occupied, and buildings structurally altered or erected be used or changed in use until the Certificate of Zoning Compliance is issued.

Date 4-15-2024

Print Name

Billie Jo Dofflemeyer

Signature

Billie Jo Dofflemeyer**** FOR TOWN USE ONLY ****

Lot and Zoning verification performed

sig _____

date _____

Is Parcel in the flood plain?

☐ Yes ☒ No

Refer to Planning Commission

☒ Yes ☐ No

Approved

☐ Yes ☐ No

sig _____

date _____

Refer to Town Council

☒ Yes ☐ No

Approved

☐ Yes ☐ No

sig _____

date _____

Public Hearing Required

☒ Yes ☐ No

Public Hearing date:

6-17-2024

Requires Advertisement

☒ Yes ☐ No

First Advertisement

Second Advertisement

Date

Date

6-7-2024
6-14-2024

Zoning Administrator

☐ Approved☐ Disapproved☐ Approved with conditions (See Attachments).

Fee paid

0

Signature (Zoning Administrator)

Date _____

Delores Hammer

From: scott lam <lt31ff938@yahoo.com>
Sent: Friday, May 3, 2024 1:00 PM
To: Delores Hammer
Subject: Re: Rezoning request

Sorry for responding late. We have no issues with the locations.

On Thursday, April 25, 2024 at 01:41:26 PM EDT, Delores Hammer <dhammer@townofelkton.com> wrote:

Hello,

We have received a request from Elkton Area United Services to rezone real estate consisting of two parcels, the first containing 4.025 +/- acres located at 15266 Old Spotswood Trail, further described as tax map no. 130-A-87, the second containing 3 acres +/- located at 15156 Old Spotswood Trail, further described as tax map no. 130-A-85 from B-2 General Business District to R-5 Residential District.

A requirement is to notify the local fire and rescue department of the rezoning application. When scheduled I will email you the date for the joint public hearing.

Please email me with any thoughts or concerns regarding providing fire flow for the area submitted for rezoning.

Thanks,
Delores

Delores Hammer

Town of Elkton

173 W. Spotswood Avenue

Elkton, VA 22827

Office: (540) 713-4062

Cell: (540) 818-1101

Please visit us at www.elktonva.gov

§ 110-611 General Business District B-2.

A. Intent of General Business District B-2. 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, but which is not characterized either by constant heavy trucking other than stocking and delivery of light retail goods, or by any nuisance factors other than occasioned by incidental light and noise of congregation of people and passenger vehicles. This includes such uses as retail stores, banks, theaters, business offices, newspaper offices, printing presses, restaurants and taverns, and garages and service stations.

B. Permitted uses. Within the General Business District B-2 the following uses are permitted:

(1) Department stores, variety stores, specialty shops, discount shops, and appliance stores.

(2) Bakeries.

(3) Laundries, dry cleaning shops, and clothes dyeing establishments.

(4) Living and/or sleeping quarters shall be a permitted use when constructed above the ground and basement floors. No living and/or sleeping quarters shall be permitted in any detached accessory building or structure on the same lot of any building.

[Amended 12-19-2005]

(5) Retail stores and shops.

(6) Theaters, assembly halls, playhouses and dinner theaters.

(7) Hotels.

(8) Banks and loan and finance offices, including drive-in types.

(9) Churches and other places of worship, and church school buildings.

(10) Libraries.

(11) Child-Care Center as provided in Article III, §110-302

(12) General hospitals.

(13) Special care hospitals.

(14) Funeral home and/or mortuary.

(15) Automobile service stations and public garages (with major repair under cover).

(16) Clubs and lodges.

(17) Automobile sales.

(18) Lumber and building supply (with storage under cover).

(19) Plumbing and electrical supply (with storage under cover).

(20) Carpentry, cabinet making, furniture refinishing, woodworking, electrical, plumbing, heating, welding sheet metal, appliance, bicycle, watch and shoe repair, painting, publishing, lithographing, upholstering, gunsmith or similar shops, provided that any use shall be conducted within a completely enclosed building and provided that no part of a building for such use shall have any opening other than stationary windows or required fire exits within 100 feet of any residential district.

(21) Public utilities.

(22) Public service and storage buildings.

(23) Restaurants including dairy product stores and soda fountains, and drive-in restaurants.

(24) Newspaper offices and printing shops.

(25) Business and professional offices.

(26) Greenhouses.

(27) Police, fire, and rescue squad stations.

(28) Post offices.

(29) Bus stations and taxi stands.

(30) Radio and television broadcasting studios.

(31) Public buildings and properties of a cultural, administrative, or service type.

(32) Individual residential uses associated with a permitted use such as the residence of an entrepreneur, but not including subdivisions and multifamily complexes.

(33) Parking garages and parking lots.

(34) Business and vocational schools.

(35) Off-street parking as required by this chapter.

(36) Signs as provided in Article **VII**.

(37) Museums.

(38) Picture frame manufacturing and assembling.

(39) Single-family detached dwelling, provided that the single-family detached dwelling is existing and otherwise conforms with all other requirements in Chapter **110** as of the date of the adoption of this subsection with lot regulations and accessory uses consistent with R-3 District standards, and there shall be no more than one single-family detached dwelling per lot.

[Added 1-18-2010]

C. Special exceptions. When after review of an application and hearing thereon, in accordance with Article **VIII** herein, the following uses may be permitted by special exception permit:

- (1)** Wholesale and processing not objectionable because of dust, noise, or odors.
- (2)** Public billiard parlors and pool rooms, bowling alleys, dance halls, and similar forms of public amusement.
- (3)** Satellite antennas.
- (4)** Athletic fields, stadiums, and arenas.
- (5)** Beverage manufacturing, bottling or distribution stations and food processing, packaging, or distribution stations.
- (6)** Circuses, carnivals, fairs, and sideshows.
- (7)** Drive-in theaters, provided that all parts of such drive-in shall be distant at least 200 feet from any residential district and provided that the screen shall be located as not to be visible from adjacent streets or highways, and it shall be set back not less than 200 feet from the established right-of-way of said street or highway.
- (8)** Livestock market and sales pavilions.
- (9)** Overnight recreational vehicle park.
- (10)** Shooting range or gallery.
- (11)** Wholesale business, storage or warehouse provided that any such use shall be distant at least 50 feet from any residential district.
- (12)** Existing apartments in structures existing at the time of adoption of this chapter.
- (13)** Commercial kennels and animal hospitals, provided that any structure or premises used for such purposes shall be located at least 200 feet from any residential district.
- (14)** Swimming pools, skating rinks, golf driving ranges, miniature golf courses, or similar recreational use or facility if located at least 200 feet from any residential lot.
- (15)** Auction houses.
[Added 12-18-2000]
- (16)** Telecommunications facilities.
[Added 12-18-2000]
- (17)** Other uses of the same general character as these listed above and deemed appropriate by the Planning Commission and in accordance with Article **VIII**.
- (18)** Adult businesses.
[Added 1-19-2006]

(19) Structures that were originally designed to be residential in nature, existed before January 18, 2010, but did not meet the requirements for single-family dwellings at that time, may be permitted to be returned to single-family dwellings provided that the following requirements are met:

[Added 8-17-2015]

(a) The structure is proven to be habitable.

(b) The structure meets R-3 District standards.

(c) The owner certifies that no more than one family will live in the dwelling.

(d) Two off-street parking spaces are provided.

(e) The use of this structure as a residence is not in conflict with existing businesses.

(20) Short-term rental, provided the property is a permitted use under § **110-611B(38)**.

[Added 9-17-2018]

(21) Motel, motel court, motor hotel, lodge, or inn.

[Added 5-17-2021]

D. Requirements for permitted uses in the General Business District B-2. Final grading and site finishing are required on the parcel where uses are permitted in this district. The execution of this requirement must take into consideration traffic hazards. Landscaping will be restricted to a height of three feet within 50 feet of the intersection of two roads.

E. Accessory uses. Where a lot is devoted to a permitted principal use, customary accessory uses and structures are authorized. The following rules are applicable:

(1) Living quarters in the main building of persons employed on the premises.

(2) Private parking garage.

(3) Temporary buildings and/or trailers for uses incidental to construction work; such buildings shall be removed upon completion or abandonment of the construction work.

(4)

Signs as provided for in Article **VII**.

(5) Parking as provided for in Article **VII**.

F. Lot regulations.

(1) Main building: N/A.

(a) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the Health Official. The

Zoning Administrator shall require greater area as considered necessary by the Health Official.

(b) Setback: 25 feet.

(c) Frontage at setback: 50 feet.

(d) Side yard, one or two sides: zero feet, except where property located in a business district adjoins or is separated from any residential district only by a public street or way. In such instances, there shall be a ten-foot clear and maintained setback on the side or sides adjoining such residential district.

[Amended 12-20-2004]

(e) Rear yard: zero feet, except where property located in a business district adjoins or is separated from any residential district only by a public street or way. In such instances, there shall be a ten-foot clear and maintained setback on the side or sides adjoining such residential district.

[Amended 12-20-2004]

(f) Maximum height: 35 feet.

[1] The height limit for dwellings may be increased up to a maximum of 45 feet and up to three stories, provided that each side yard is 20 feet, plus one foot or more of side yard for each additional foot of building height over 35 feet.

[2] A public or semipublic building, such as a school, church, or library, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

[3] Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antenna and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

[4] For buildings over 45 feet in height, approval shall be obtained from the Zoning Administrator. Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities, not normally occupied by workmen are excluded from this limitation. Parapet walls are permitted up to four feet above the limited height of the building on which the walls rest.

(2) Accessory buildings and uses: zero feet from main building.

(a) Side yard and rear yard: zero feet, except where property located in a business district adjoins or is separated from any residential district only by a public street or way. In such instances, there shall be a ten-foot clear and maintained setback on the side or sides adjoining such residential district.

[Amended 12-20-2004]

(b) Height: 35 feet. Accessory buildings over one story in height shall be at least 10 feet from any lot line. All accessory buildings shall not exceed the main building in height.

G. See § **110-701**, Area regulations.

H. See § **110-708**, Nonconforming uses.

§ 110-606 **Residential District R-5.**

A. Purpose of Residential District R-5. The purpose of the R-5 Residential District is to protect the residential character of established neighborhoods and communities. The regulations for this district tend to reflect and protect established neighborhoods which reflect on long-standing character.

B. Permitted uses within Residential District R-5. The following uses are permitted:

(1) Single-family detached dwellings.

(2) Duplexes.

(3) Two-family dwellings.

(4) Multiple-family dwellings and single-family dwellings, provided that no more than eight dwelling units shall be permitted in each multiple-family dwelling or single-family attached dwelling, and provided that, with respect to townhouses, the use is in compliance with the provisions of § **110-709** of this chapter.

[Amended 8-27-1990; 10-15-1990]

(5) Public utilities.

(6) Public water and sewage facilities.

(7) Public service or storage buildings.

(8) Apartments located in the same building as a private garage, but only if a single-family detached dwelling exists on the same lot, and further limited to a single such apartment on such lot.

[Amended 11-19-1990]

(9) Modular homes.

[Added 3-25-1991]

C. Special exceptions. When, after review of an application and hearing thereon, in accordance with Article **VIII** herein, the following uses may be permitted by special exception permit:

[Amended 3-25-1991]

(1) Schools.

(2) Churches and other places of worship with attendant educational and recreational facilities. No recreational facility shall be located closer than 100 feet from any residential lot.

(3) Public parks, playgrounds, recreational facilities, tennis courts, public swimming pools and outdoor recreational activities, all of a noncommercial nature. No swimming pool or structure shall be located closer than 100 feet from any residential lot.

(4) Child-care centers and family day-care homes. The main structure shall not be located closer than 50 feet from any residential lot.

(5) Foster care homes, foster homes, or group homes serving the mentally retarded, developmentally disabled or others, rest homes, homes for adults, or nursing homes, provided that licensing requirements are met.

(6) Commercial radio wave towers.

(7) Bed-and-breakfast facilities, limited.

(8) Cemeteries.

(9) Short-term rental in single-family detached dwellings. Short-term rentals are not allowed in multifamily dwellings, duplexes, townhouses or apartments.

[Amended 11-22-2022^[1]]

*[1]Editor's Note: Former Subsection C(9), home occupations, was redesignated as an accessory use 4-18-2005. See now Subsection **D(10)**.*

(10) Transitional housing facility/living center. Factors to be considered will include, but not be limited to, the following:

[Added 4-18-2016^[2]]

(a) Defined mission statement which is consistent with the definition of transitional housing facility/living center.

(b) One or more resident professional support staff on premises to assist with transition.

(c) Defined period of stay of less than 24 months.

(d) Defined admission policy that precludes the current illegal use of or addiction to a controlled substance as defined in § 54.1-3401 of the Code of Virginia, as amended from time to time.

(e) Defined conditions of residence that are aligned with the principle of transitioning back to productive society.

(f) Defined conditions of residence which include limits of two individuals per bedroom.

(g) Defined policy adherence enforcement protocol.

(h) Appropriate state license, where required.

[2]Editor's Note: This ordinance also provided for the renumbering of former Subsection C(10) as Subsection C(11).

(11) Other uses of the same general character as those listed above and deemed appropriate by the Planning Commission and in accordance with Article **VIII**.

(12) Accessory apartment, subject to the provisions of § **110-716**.

[Added 1-28-2020]

D. Accessory uses. Where a lot is devoted to a permitted principal use, customary accessory uses and structures are authorized, including but not limited to the following:

[Amended 11-18-1991]

(1) Living quarters of persons principally employed on the premises.

(2) Travel trailers, which may be stored within the minimum yard requirements and shall be prohibited from occupancy.

(3) Temporary buildings or officer trailers for uses incidental to construction work, such buildings shall be removed upon completion or abandonment of the construction work.

(4) Signs as provided for in Article **VII**.

(5) Parking as provided for in Article **VII**.

(6) Private garage.

(7) Shelter for house pets.

(8) Private swimming pool.

(9) Satellite antenna.

(10) Home occupations in accordance with § **110-705**.

[Added 4-18-2005]

E. Lot regulations.

(1) Main building:

(a) Minimum lot size:

[1] 6,250 square feet with public water and sewer. If two-family dwelling, 6,250 square feet for first unit and 3,000 square feet for each additional attached unit.

[2] 21,000 square feet with other facilities.

[3] Maximum density is eight units per acre.

[4] See § **110-709** for townhouses.

(b) Setback: 25 feet.

(c) Frontage at setback: 50 feet.

(d) Side yard:

[1] One side: five feet.

[Amended 11-18-2013]

[2] Two sides: 15 feet.

[Amended 11-18-2013]

[3] Add 15 feet for corner lots.

[4] Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within the same blocks and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the required side yard, but not less than the existing side yards on the developed lots, plus 15 extra feet for corner lots.

[Amended 11-18-2013]

(e) Rear yard: 25 feet.

(f) Maximum height: 35 feet.

[1] The height limit for dwellings may be increased up to a maximum of 45 feet and up to three stories, provided that each side yard is 20 feet, plus one foot or more of side yard for each additional foot of building height over 35 feet.

[2] A public or semipublic building, such as a school, church, or library, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

[3] Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antenna and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

[4] For buildings over 45 feet in height, approval shall be obtained from the Zoning Administrator. Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities, not normally occupied by workers are excluded from this limitation. Parapet walls are permitted up to four feet above the limited height of the building on which the walls rest.

(2) Accessory buildings and uses: 10 feet from main building.

(a) Side yard: 5 feet.

[1] The side yard requirements for accessory buildings and uses on townhouse lots of 20 feet in width or less shall be zero. For lots from 20 feet wide to 50 feet wide, the side yard shall be two inches per foot for each foot of width over 20 feet in width, except on corner lots where the regular side yard distances apply as noted below.

[2] Add 15 feet for corner lots.

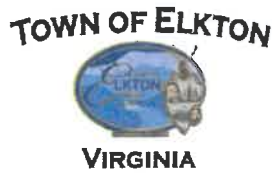
[3] Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within the same block and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the required side yard, but not less than the average of the existing side yards on the existing developed lots.

(b) Rear yard: five feet.

(c) Height: 35 feet. Accessory buildings over one story in height shall be at least 10 feet from any lot line. All accessory buildings shall not exceed the main building in height.

F. See § **110-701**, Area regulations.

G. See § **110-708**, Nonconforming uses.



Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: June 17, 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 <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 approve the Consent Agenda as presented.

APPROVAL:


Greg Lunsford, Town Manager

ATTACHMENTS: May 20, 2024 draft minutes

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
TOWN COUNCIL MEETING**

May 20, 2024

6:00 p.m.

A Town Council meeting was held on May 20, 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, and Council Member Louis Heidel

Absent: Council Aaron Napotnik

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

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

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

PUBLIC COMMENT

Wayne Printz, 336 W. Washington, Elkton, spoke regarding various issues including restricted speech and blue grass.

Roxanna Gooden, 540 E. Rockingham Street, Elkton, spoke regarding a situation with Subway restaurant.

CONSENT AGENDA

Council member Fulginiti moved, seconded by Council member Heidel, and carried to adopt the consent agenda as amended with corrections to minutes.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

TOWN MANAGERS REPORT

Mr. Lunsford stated that the Town's finances were in good shape. The current budget was within a five percent (5%) margin of error with approximately one month left in the fiscal year. The water hauler report showed an increase in sales of \$2 million more gallons of water as compared to last year which was likely caused by the drought and pump shut-down. He noted that the Public Works Department continued to do a fantastic job of handling small and large projects and all of the many other duties required in Town.

Chief of Police

No additional report.

Public Works

No additional report.

Economic & Community Development Director

Mrs. Hammer reported that twenty-two fence posts would be replaced in the Cemetery. The posts were damaged due to vandalism. She and Mr. Hurt attended the Planning Commission meeting for Rockingham County regarding the Town's request to rezone 94 Campground Lane (tax map no. 131-A-39) from R-2 to S-1. The Town's water storage tank was located at the site and was currently a non-conforming use under R-2. An S-1 zoning allowed a storage tank as a permitted use. She would be in attendance at the Rockingham County Board of Supervisors meeting when they voted on the matter. Wawa would soon begin demolition in their new location. Town Attorney Callahan briefly updated Council on the blight/nuisance issues.

Parks & Recreation Director

No additional report.

Treasurer

No additional report.

TOWN ATTORNEY REPORT

Mayor Gooden stated that a resident inquired about the numerous vacant properties in Town and if the Town could address the situation by following what Timberville did. Town Attorney Callahan responded that there was a legal code section that mentioned, "Timberville" and what could be done as far as redevelopment. He stated that the Town should start to approve legislation this summer/fall in order to submit it to the General Assembly for 2025.

COMMITTEE REPORTS

Public Utilities: Chairperson Workman briefly reported that the Elkton Downtown Marketplace roof was being put on this week. Additional work was ongoing for the drainage system and sound

stage. The Rockingham County Department of Fire & Rescue's new Elkton location on Blue & Gold Drive was scheduled to open July 1, 2024. The sidewalk projects were behind schedule due to rain.

Parks and Recreation: Chairperson Fulginiti reported on new classes and programs at the center. There would be a gymnastics open house on June 1 – 2, 2024. The new room rental rates were approved. All donations received by EPIC during the “Great Community Give” event were donated to the EACC to purchase new equipment.

Policy and Personnel: Chairperson Michael reported that the committee would focus on updating the Personnel Handbook. She thanked Mrs. Hammer for receiving a grant for the Town for \$3,500 to plant native trees and shrubs.

Finance: Chairperson Hensley reported that a meeting was scheduled for June 3, 2024 at 5:30 p.m. The Town's drinking water project would be discussed as well as ways to try and keep rates as low as possible.

Public Safety: Council member Heidel reported that a new officer was scheduled to begin working for the Town on May 28, 2024. One additional officer was still needed for the department. There would be a meeting on June 3, 2024 at 5:30 p.m.

UNFINISHED BUSINESS

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

Council member Hensley moved, seconded by Council member Michael, and carried on the Second Reading as follows:

**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

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

NAYS: None

VOTE: (5 – 0 roll call) Motion carried

NEW BUSINESS

Police Appreciation Month Proclamation

Council member Heidel moved, seconded by Council member Fulginiti, and carried to adopt the Police Appreciation Month Proclamation as presented:

**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

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

National Public Works Week Proclamation

Vice-Mayor Workman moved, seconded by Council member Heidel, and carried to adopt the National Public Works Week Proclamation as presented:

**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.

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.

Joshua J. Gooden, Mayor

Attest:

Denise R. Monger, Clerk

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Nurses Appreciation Month Proclamation

Council member Michael moved, seconded by Council member Fulginiti, and carried to adopt the Nurses Appreciation Month Proclamation as presented:

**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

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Resolution to request the Virginia Department of Transportation to accept the U-1 form for maintenance funding of streets

Vice-Mayor Workman moved, seconded by Council member Michael, and carried to adopt the Resolution to request the Virginia Department of Transportation at accept the U-1 form for maintenance funding of streets as presented:

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 20th day of May, 2024

Joshua J. Gooden, Mayor

Attest:

Denise R. Monger, Town Clerk

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

MAYORS BUSINESS

Mayor Gooden stated that the progress on the Elkton Downtown Marketplace was progressing towards a July opening. He noted that there was a decent attendance at the EPIC Fest over the weekend despite the rainy weather. A new café would be opening soon.

Motion to Adjourn

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

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 17, 2024

SUBJECT/TOPIC: Town Manager's Report

BACKGROUND: Mr. Lunsford 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: 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

MAY 2024

Law Enforcement Agencies

HPD.....6389

RCSO.....3216

Bridgewater.....1098

Broadway.....482

Dayton661

Elkton.....605

Grottoes.....1002

Timberville.....948

TOTAL.....14,401

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	0								1
CURFEW VIOLATIONS	0	0	0	0	0								0
DRIVING UNDER THE INFLUENCE	1	1	0	0	0								2
DRINKING IN PUBLIC/PUBLIC INTOXICATION	0	0	1	0	1								2
DRUGS (POSSESSION & DISTRIBUTION)	0	0	0	0	1								1
LOITERING	0	0	0	0	0								0
PARKING TICKETS	3	0	0	0	0								3
RECKLESS DRIVING	1	3	1	1	1								7
SEAT BELT/CHILD RESTRAINT VIOL.	0	0	0	0	0								0
SPEEDING	5	4	2	3	5								19
MISCELLANEOUS	8	19	22	13	14								76
ADULT ARRESTS	19	26	26	16	19								106
JUVENILE ARRESTS	0	1	0	1	3								5

POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS

BUSINESS/RESIDENTIAL ALARMS	6	10	7	1	10								34
DOMESTIC SITUATIONS	2	3	2	3	1								11
DISORDERLY	4	7	4	5	14								34
LARCENY COMPLAINTS	1	2	5	3	4								15
TRAFFIC CRASHES	5	7	6	6	6								30
TRAFFIC STOPS	22	26	36	36	32								152
VANDALISM/PROPERTY DAMAGE	0	1	2	4	1								8
ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)	4	3	1	3	2								13
MISCELLANEOUS	824	631	823	715	535								3528
TOTAL	868	690	886	776	605	0	0	0	0	0	0	0	3825

MIKE KING
CHIEF OF POLICE

TOWN OF ELKTON



VIRGINIA

Public Works Work Order Report for May 2024

Cemetery	8
Electric	19
Gen.Govt	11
Recreation	3
Sewer	9
Streets	16
Water	11
Total	77

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

#	Date issue:	Caller:	St #	Address	Ph:	Project	Comp	Date comp:	Initial
3957	5/2/2024	cemetary		elk run cemetary		grave for judy umbarger	x	5/4/24	kb-th-bb
3666	5/7/2024	cemetary		elk run cemetary		touch up several graves	x	5/7/2024	lb-gf
3668	5/3/2024	D.Shifflett		elk run cemetary		finish grade grave for mary shifflett	x	5/7/24	lb-gf
3682	5/10/2024	cemetary		elk run cemetary		clean up for mothers day	x	5/10/24	lb-gf
3711	4/9/2024	cemetary		elk run cemetary		cremation for norman gorin	x	5/25/2024	kb-gf-bb
3712	5/28/2024	cemetary		elk run cemetary		grave for ray williams	x	5/29/2024	kb-bb
3713	05/15/24	cemetary		elk run cemetary		install reflectors to protect grave site	x	5/24/2024	lb-gf
3714	5/12/2024	cemetary		elk run cemetary		touch up grave for mary shifflett	x	5/24/2024	lb-gf
3951	05/01/24	electric		340-rockingham st		replace pole due to traffic crash	x	5/1/24	crew
3953	5/2/2024	electric		fire-rescue building		install conduit for new electrical service	x	5/2/24	jb-rl-sh
3954	5/2/2024	electric		stonewall park		replace disconnect box for well pump	x	5/2/24	jb-rl-sh
3658	5/2/2024	electric		substation		run generator	x	5/2/24	jb
3663	05/06/24	electric	215	jackson ave		remove broken brace wire	x	5/6/2024	jb-rl-sh
3665	5/6/2024	electric		palmrya		lineman training school week	x	5/10/2024	sh
3667	5/7/2024	electric		fire-rescue building		set new pole for new service	x	5/7/24	jb-kb-rl-bb-th
3671	5/8/2024	electric		substation		run generator	x	5/8/2024	jb
3675	5/8/2024	electric		fire-rescue building		work on new service	x	5/8/2024	jb-rl
3680	5/10/2024	electric		substation		grounds maintenance	x	5/10/24	jb-rl
3681	5/11/2024	electric		fire-rescue building		transfer high lines to new pole	x	5/11/24	jb-rl-kb-gf
3687	5/13/2024	electric		fire-rescue building		work on new service	x	5/14/2024	jb-rl-sh
3688	5/15/2024	electric		mt plesant rd		connect temp electric service	x	5/15/24	jb-rl-sh
3691	5/16/2024	electric		office		repair streetlight wire due to damage	x	5/16/2024	jb-rl-sh
3707	5/22/2024	electric	505	east spotswood ave		check service for damage-service good	x	5/22/2024	jb-sh
3708	5/22/2024	electric		substation		run generator	x	5/22/2024	jb
3710	5/23/2024	electric		mt plesant rd		map out route for new services	x	5/23/2024	jb-rl-sh
3715	5/27/2024	electric	505	jackson ave		power lines down due to storm damage	x	5/27/24	jb-rl-sh
3719	5/28/2024	electric		fire-rescue building		work on new service	x	5/31/24	jb-rl-sh
3955	5/2/2024	gen.govt		office		decorate love sign	x	5/2/24	lb-gf
3956	5/2/2024	gen.govt		town		read town and demand meters	x	5/2/24	lb-gf
3689	5/15/2024	gen.govt		office		replace several lights in PD lobby	x	5/15/2024	jb-rl-sh
3690	5/15/2024	gen.govt		town		flag order for peace officers memorial day	x	5/16/2024	bs-rh
3695	5/16/2024	gen.govt		eacc		repair 3 outside lights	x	5/16/24	jb-rl-sh
3705	5/22/2024	gen.govt		eacc		repair hvac unit	x	5/22/2024	bb-jb-sh

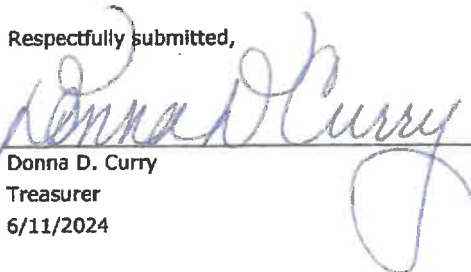
3716	05/28/24	gen.govt							radio read meters	x		5/28/2024	lb-gf
3721	5/29/2024	gen.govt							meter re-checks	x		5/29/2024	kb-lb-gf-bb
3723	05/30/24	gen.govt							meter re-checks	x		5/30/24	lb-gf
3726	5/31/2024	gen.govt							read town and demand meters	x		5/31/24	lb-gf
3727	5/31/2024	gen.govt							flag order for va beach shooting anny	x		5/31/2024	bs-rh
3677	5/9/2024	recreation							replace valve in restrooms	x		5/9/2024	kb-th-bb
3683	5/14/2024	recreation							replace paper dispenser due to damage	x		5/14/24	bs-rh
3697	5/17/2024	recreation							prep site for event	x		5/17/24	crew
3660	5/3/2024	sewer							clear rocks-debris out of sewer line	x		5/3/2024	kb-th-bb
3661	5/3/2024	sewer							sewer back up	x		5/3/2024	kb-sh
3662	5/6/2024	sewer							sewer back up	x		5/6/2024	kb-th-bb
3676	5/9/2024	sewer							sewer back up	x		5/9/2024	kb-th-bb
3679	5/10/2024	sewer							replace hose on sewer jetter	x		5/10/24	kb-th-bb
3686	5/13/2024	sewer							sewer back up	x		5/13/24	kb-th-bb
3693	5/16/2024	sewer							sewer back up	x		5/16/2024	kb-th-bb
3696	5/17/2024	sewer							sewer back up	x		5/17/24	bb-th-gf
3700	05/20/24	sewer							install two new sewer connections	x		5/20/2024	kb-th-bb
3952	5/2/2024	streets							several asphalt patches	x		5/2/24	kb-th-bb
3664	5/6/2024	streets							replace damaged streets signs-again	x		5/6/2024	kb-th-bb
3669	5/7/2024	streets							fix potholes	x		5/7/24	lb-gf
3672	5/9/2024	streets							pick up flowers for town pots	x		5/9/2024	jb-rl-lb-gf
3673	5/9/2024	streets							replace tires on trailer-dump truck	x		5/9/24	kb-th-bb
3674	5/9/2024	streets							replace lights on dump truck for inspection	x		5/9/2024	kb-th-bb
3678	5/10/2024	streets							plant flowers	x		5/10/2024	lb-gf
3684	05/14/24	streets							clean up fallen tree	x		5/14/2024	bs-rh
3685	5/13/2024	streets							mark utilities for glo-fiber	x		5/15/24	kb-th-bb
3698	5/20/2024	streets							form and prep several sites for concrete	x		5/20/24	jb-sh-rl-gf-lb
3701	5/14/2024	streets							locate property pins	x		5/20/24	kb-th-bb
3702	5/21/2024	streets							pour and finish concrete	x		5/21/24	jb-lb-rl-gf-sh
3704	5/22/2024	streets							strip forms and clean up from concrete	x		5/22/2024	jb-lb-rl-gf-sh
3717	05/28/24	streets							work with glo-fiber on conduit install	x		5/31/2024	kb-bb
3720	5/29/2024	streets							chain saw safety training	x		5/29/24	crew
3724	5/30/2024	streets							remove trees limbs due to storm damage	x		5/30/24	kb-rl-bb
3659	5/3/2024	water							fix water leak	x		5/6/24	kb-th-bb

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

FIRST BANK OPERATING ACCOUNT

BEGINNING BALANCE			\$	4,393,386.08
DEPOSITS			\$	635,087.81
Interest earned			\$	18,637.16
EXPENDITURES			\$	(829,139.18)
ENDING BALANCE			\$	4,217,971.87
Outstanding Checks			\$	(209,770.67)
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)		\$	-	
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	5/19/2024	\$	250,019.18	\$ 250,019.18
F & M Bank	5/31/2024	\$	13,140.96	\$ 13,140.96
United Bank 1132	5/31/2024	\$	342,367.51	\$ 342,367.51
United Bank 8080	5/31/2024	\$	466,900.26	\$ 466,900.26
United Bank 9919	11/30/2023	\$	-	\$ -
<i>(this account was closed and the funds were transferred to Acct #8080)</i>				
		\$	1,072,427.91	\$ 862,657.24
TOTAL FUNDS			\$	5,080,629.11

Respectfully submitted,


Donna D. Curry
Treasurer
6/11/2024

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
May, 2024	\$	110,751.95
YTD	\$	1,133,443.02

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
May, 2024	\$	9,000.00
YTD	\$	60,400.00

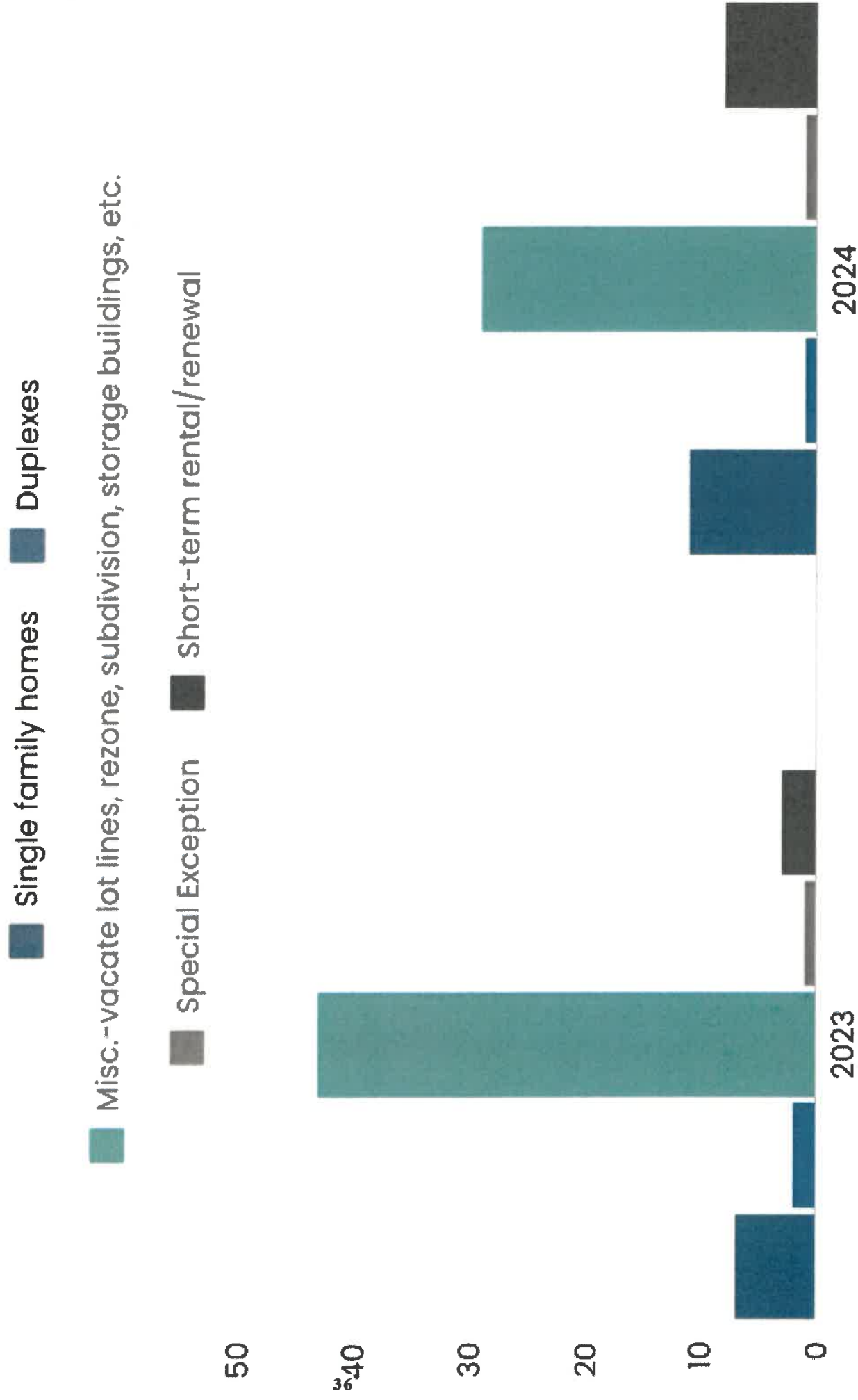
REAL ESTATE TAXES			
	Budget		YTD
\$	371,643.00	\$	312,733.09
\$	19,490.00	\$	10,737.59 (delinquent)

PERSONAL PROPERTY TAXES			
	Budget		YTD
\$	247,501.00	\$	173,181.61
\$	12,076.00	\$	12,076.00 (delinquent)

EARNED INTEREST YTD			
	Budget		YTD
\$	222,000.00	\$	243,211.95 First Bank
\$	742.60	\$	11,232.71 United Bank (8080)
\$	496.74	\$	10,909.87 United Bank (1132)

TOWN OF ELKTON ZONING/PERMITS -

Jan. 2024- May 2024: Fee's Collected \$3,640.97



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

GL Account	AType	Date	Description1	Debit	Credit	Batch	FName
GL Account: 10-340-0100 PERMITS							
FName: 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		01/08/2024	STR Coding Corre	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-010 R		01/08/2024	STR Coding Corre	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-010 R		01/10/2024	MISC PAYMENT	\$0.00	\$100.00		77906 Fiscal Period 2024
10-340-010 R		01/10/2024	STR Coding Corre	\$100.00	\$0.00		79239 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		01/18/2024	STR Coding Corre	\$100.00	\$0.00		79240 Fiscal Period 2024
10-340-010 R		01/19/2024	MISC PAYMENT	\$0.00	\$100.00		77983 Fiscal Period 2024
10-340-010 R		01/19/2024	STR Coding Corre	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-010 R		01/30/2024	MISC PAYMENT	\$0.00	\$25.00		78104 Fiscal Period 2024
10-340-010 R		02/01/2024	MISC PAYMENT	\$0.00	\$25.00		78115 Fiscal Period 2024
10-340-010 R		02/12/2024	MISC PAYMENT	\$0.00	\$100.00		78384 Fiscal Period 2024
10-340-010 R		02/12/2024	STR Coding Corre	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-010 R		02/15/2024	MISC PAYMENT	\$0.00	\$25.00		78425 Fiscal Period 2024
10-340-010 R		02/27/2024	MISC PAYMENT	\$0.00	\$25.00		78879 Fiscal Period 2024
10-340-010 R		02/28/2024	MISC PAYMENT	\$0.00	\$25.00		78903 Fiscal Period 2024
10-340-010 R		03/04/2024	MISC PAYMENT	\$0.00	\$20.00		78991 Fiscal Period 2024
10-340-010 R		03/11/2024	MISC PAYMENT	\$0.00	\$100.00		79074 Fiscal Period 2024
10-340-010 R		03/11/2024	STR Coding Corre	\$100.00	\$0.00		79239 Fiscal Period 2024
10-340-010 R		03/14/2024	MISC PAYMENT	\$0.00	\$50.00		79103 Fiscal Period 2024
10-340-010 R		03/14/2024	MISC PAYMENT	\$0.00	\$100.00		79103 Fiscal Period 2024
10-340-010 R		03/21/2024	MISC PAYMENT	\$0.00	\$25.00		79145 Fiscal Period 2024
10-340-010 R		03/27/2024	MISC PAYMENT	\$0.00	\$100.00		79182 Fiscal Period 2024
10-340-010 R		04/01/2024	MISC PAYMENT	\$0.00	\$50.00		79201 Fiscal Period 2024
10-340-010 R		04/01/2024	MISC PAYMENT	\$0.00	\$200.00		79201 Fiscal Period 2024
10-340-010 R		04/03/2024	MISC PAYMENT	\$0.00	\$50.00		79228 Fiscal Period 2024

Date: 6/4/2024 10:52 AM

Southern Software FMS GL Account History

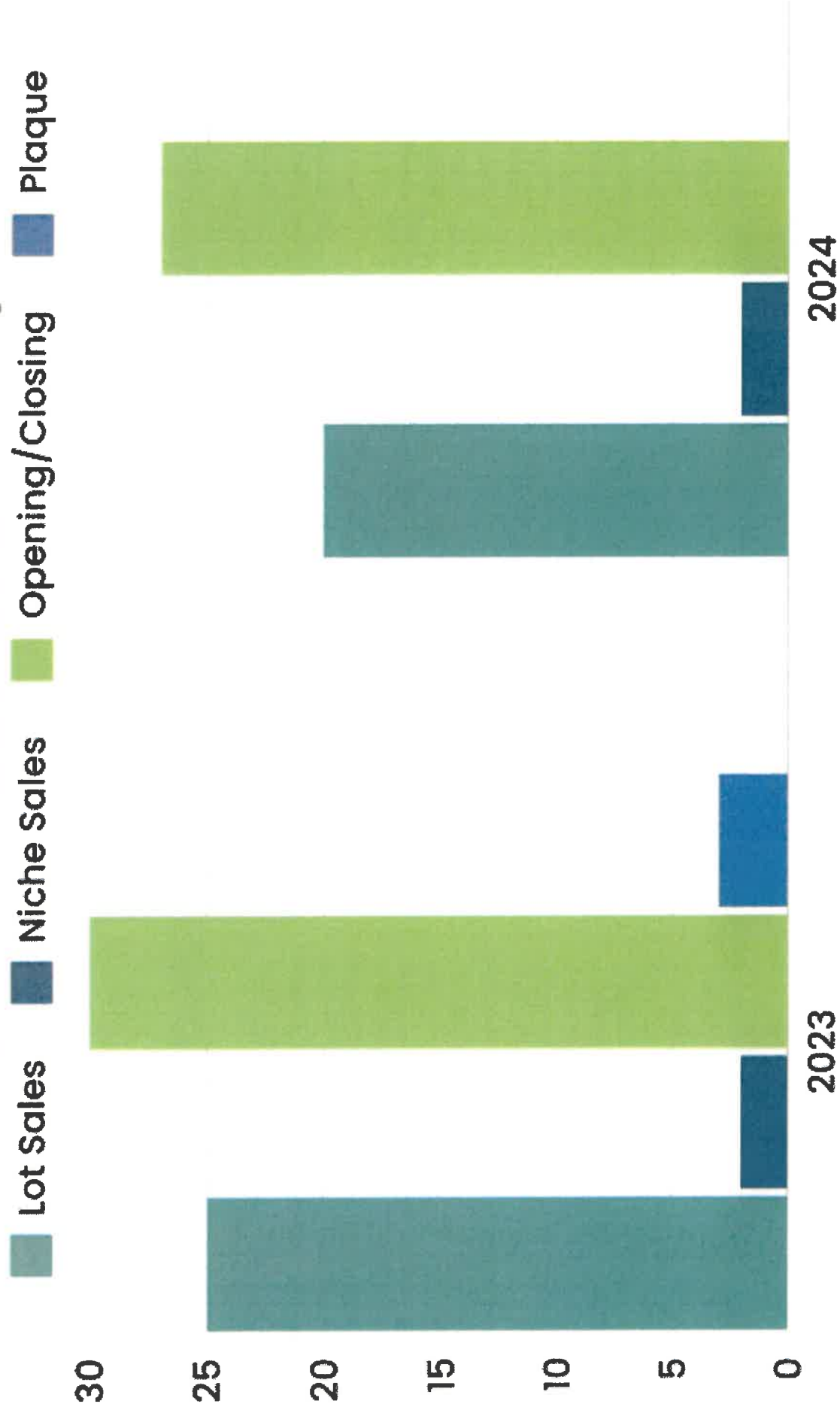
10-340-0100 PERMITS - 10-340-0100 PERMITS

GL Account	AType	Date	Description1	Debit	Credit	Batch	FPname
10-340-010 R		04/10/2024	MISC PAYMENT	\$0.00	\$25.00	79278	Fiscal Period 2024
10-340-010 R		04/10/2024	MISC PAYMENT	\$0.00	\$100.00	79278	Fiscal Period 2024
10-340-010 R		04/17/2024	MISC PAYMENT	\$0.00	\$100.00	79313	Fiscal Period 2024
10-340-010 R		04/19/2024	MISC PAYMENT	\$0.00	\$125.00	79330	Fiscal Period 2024
10-340-010 R		04/23/2024	MISC PAYMENT	\$0.00	\$25.00	79383	Fiscal Period 2024
10-340-010 R		04/23/2024	MISC PAYMENT	\$0.00	\$25.00	79383	Fiscal Period 2024
10-340-010 R		04/25/2024	MISC PAYMENT	\$0.00	\$25.00	79417	Fiscal Period 2024
10-340-010 R		04/29/2024	MISC PAYMENT	\$0.00	\$25.00	79426	Fiscal Period 2024
10-340-010 R		05/01/2024	MISC PAYMENT	\$0.00	\$25.00	79473	Fiscal Period 2024
10-340-010 R		05/06/2024	MISC PAYMENT	\$0.00	\$50.00	79498	Fiscal Period 2024
10-340-010 R		05/06/2024	MISC PAYMENT	\$0.00	\$50.00	79535	Fiscal Period 2024
10-340-010 R		05/08/2024	AR PAYVOID	\$100.00	\$0.00	79557	Fiscal Period 2024
10-340-010 R		05/08/2024	AR PAYVOIDED	\$0.00	\$100.00	79557	Fiscal Period 2024
10-340-010 R		05/13/2024	AR PAY	\$0.00	\$100.00	79596	Fiscal Period 2024
10-340-010 R		05/14/2024	MISC PAYMENT	\$0.00	\$50.00	79611	Fiscal Period 2024
10-340-010 R		05/21/2024	MISC PAYMENT	\$0.00	\$125.00	79646	Fiscal Period 2024
10-340-010 R		05/23/2024	MISC PAYMENT	\$0.00	\$25.00	79664	Fiscal Period 2024
10-340-010 R		05/23/2024	MISC PAYMENT	\$0.00	\$25.00	79664	Fiscal Period 2024
				\$800.00	\$2,495.00		
				\$800.00	\$2,495.00		
				\$800.00	\$2,495.00		

GL Account	AType	Date	Description1	Debit	Credit	Batch	FPhname
GL Account: 10-315-1000 SHORT TERM RENTALS							
FPhname: Fiscal Period 2024							
10-315-1000 S R		01/08/2024	STR Coding Correctio	\$0.00	\$100.00	79239	Fiscal Period 2024
10-315-1000 S R		01/08/2024	STR Coding Correctio	\$0.00	\$100.00	79239	Fiscal Period 2024
10-315-1000 S R		01/10/2024	STR Coding Correctio	\$0.00	\$100.00	79239	Fiscal Period 2024
10-315-1000 S R		01/18/2024	STR Coding Correctio	\$0.00	\$100.00	79240	Fiscal Period 2024
10-315-1000 S R		01/19/2024	STR Coding Correctio	\$0.00	\$100.00	79239	Fiscal Period 2024
10-315-1000 S R		02/12/2024	STR Coding Correctio	\$0.00	\$100.00	79239	Fiscal Period 2024
10-315-1000 S R		02/20/2024	BL Pay	\$0.00	\$30.00	78455	Fiscal Period 2024
10-315-1000 S R		03/11/2024	BL Pay	\$0.00	\$93.80	79074	Fiscal Period 2024
10-315-1000 S R		03/11/2024	STR Coding Correctio	\$0.00	\$100.00	79239	Fiscal Period 2024
10-315-1000 S R		04/24/2024	BL Pay	\$0.00	\$74.22	79409	Fiscal Period 2024
10-315-1000 S R		04/24/2024	BL PayVoid	\$74.22	\$0.00	79400	Fiscal Period 2024
10-315-1000 S R		04/24/2024	BL PayVoided	\$0.00	\$74.22	79400	Fiscal Period 2024
10-315-1000 S R		04/25/2024	BL Pay	\$0.00	\$30.00	79417	Fiscal Period 2024
10-315-1000 S R		04/26/2024	BL Pay	\$0.00	\$53.73	79413	Fiscal Period 2024
10-315-1000 S R		05/08/2024	BL Pay	\$0.00	\$30.00	79557	Fiscal Period 2024
10-315-1000 S R		05/13/2024	BL Pay	\$0.00	\$30.00	79596	Fiscal Period 2024
10-315-1000 S R		05/17/2024	BL Pay	\$0.00	\$30.00	79625	Fiscal Period 2024
				\$74.22	\$1,145.97		
				\$74.22	\$1,145.97		
				\$74.22	\$1,145.97		

ELK RUN CEMETERY

JULY 2023 - MAY 2024 \$85,825



ELK RUN CEMETERY REPORT
TRANSACTIONS
May 2024

LOTS SOLD.....	3	YTD = 16
INTERMENTS.....	3	YTD = 27
NICHE.....	0	YTD = 2
CREMATIONS	1	YTD = 9
Space Contract.....	2	YTD =3
Niche Contract.....	0	YTD=0

Interments this month	Lot Sales	Opening/Closing
Judy Umbarger		\$750
Gary Mowbray		\$300
Ray Williams		\$750
	Sales/Contracts	
Lisa Moubray	2 contract spaces	\$250
Roland Nadeau	2 contract spaces	\$250
Deborah Shifflett	Contract payment	\$200
William Bender	Contract space	\$125
Sue Mowbray	1 space	\$1,500
Leo Lawson	Contract payment	\$100
Rebecca Wyant	2 spaces	\$3,000

Total: \$7,225

- **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

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
Code Desc: CEMETERY FENCE DONATIONS							
CEMFENCEDON	52-300-0260	52-101-0400	ANGELA SMITH	7/10/2023		\$200.00	\$0.00
CEMFENCEDON	52-300-0260	52-101-0400	BILLIE JO DOFFLEM	7/10/2023		\$200.00	\$0.00
CEMFENCEDON	52-300-0260	52-101-0400	TOP GUN AUTO BOD	7/18/2023		\$200.00	\$0.00
						\$600.00	\$0.00
Code Desc: OPEN/CLOSE FEE - CEM							
OPEN/CLOSE	52-300-0400	52-101-0400	MARIE FREY	3/15/2024		\$0.00	\$350.00
OPEN/CLOSE	52-300-0400	52-101-0400	LEO LAWSON	7/3/2023		\$100.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	NANCY DORSETT	7/12/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LEO LAWSON	7/17/2023		\$100.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KYGER FUNERAL HO	7/31/2023	GERALDINE PARROT	\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	CARL DOVEL	8/14/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	EUGENIA SULLIVAN	8/14/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	PHYLLIS LOWERY	8/28/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RICKY LUCAS	8/28/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	VIRGIE BAUGHER	8/29/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JAMES MEADOWS	9/7/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	PHILLIP OFFENBACK	9/12/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	BARBARA HORN	9/20/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	WILMA BAKER	9/20/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RONALD DEARING	9/20/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LEO LAWSON	10/5/2023		\$100.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	EVA JENKINS	10/11/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LOUISE MONGER	10/30/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RUTH CRAWFORD	10/30/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	SARA MONGER	11/6/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	SHERRY SELLERS	11/16/2023	HELFMAN	\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	GARLAND LAM	11/16/2023		\$750.00	\$0.00

Date: 6/10/2024 3:52 PM

Transaction Date from 7/1/2023 - 6/10/2024 Miscellaneous Transaction Code Report

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
OPEN/CLOSE	52-300-0400	52-101-0400	LUCILLE SHIFFLETT	11/17/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	ROBERT KYLE	11/27/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RENEE SHANK	11/27/2023	GRAVE - ROBERTA	\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MARY EPPARD	11/27/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	ESSIE/LEO LAWSON	12/11/2023		\$100.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	DAVID RIHA	12/11/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MILLARD WILLIAMS	12/15/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LINDA FAWLEY	12/18/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	HELEN SNODDY	12/19/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	DAVID STROUPE	12/19/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MELVIN BAILEY	12/22/2023		\$750.00	\$0.00
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
OPEN/CLOSE	52-300-0400	52-101-0400	MARY F SHIFFLETT	2/12/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JAMES KITE	2/13/2024	RICHARD LAM GRAV	\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LEO LAWSON	2/14/2024		\$100.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	DORENDA FLICK AR	2/15/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JOSEPH OBYRNE	2/20/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	BONNIE SPONAUGLE	3/4/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	WAYNE BROWN	3/4/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LOUISE FERRELL	3/8/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MARIE FREY	3/15/2024		\$350.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MARIE FREY	3/15/2024		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	ARNOLD MACE	3/19/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JACQLIN VILLALOBLO	3/19/2024		\$300.00	\$0.00

Transaction Date from 7/1/2023 - 6/10/2024 Miscellaneous Transaction Code Report

Date: 6/10/2024 3:52 PM

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
OPEN/CLOSE	52-300-0400	52-101-0400	HAROLD MOYERS	3/27/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	NORMAN GORIN	4/3/2024		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KENNETH HENSLEY	4/8/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	REBECCA MORRIS	4/9/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MAXINE SELLERS	4/10/2024		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	AARON SAUM	4/22/2024		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	DYMOND THACKER	4/18/2024		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KYGER FUNERAL HO	4/23/2024	ROY E. DAVIS	\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JUDY UMBARGER	4/30/2024		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	GARY MOWBRAY	5/6/2024		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KYGER FUNERAL HO	6/3/2024	RAY WILLIAMS	\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	VILVER & REBA DEA	6/6/2024	VILVER (CREMATIO	\$1,050.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	WILMER LAM	6/7/2024		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RUTH DEAN	6/7/2024		\$750.00	\$0.00
						\$35,050.00	\$350.00
Code Desc: SALE OF LOTS ELK RUN CEMETERY							
LOTSALES	52-300-0000	52-101-0400	REBEL PHELPS	7/6/2023	CONTRACT PAYMEN	\$500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	7/14/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ELVA SHIFFLETT	8/8/2023		\$5,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	8/8/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	PHYLLIS LOWERY	8/22/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	9/5/2023	CONTRACT	\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	PHILLIP LOWERY	9/13/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	SANDRA DEAN DON	9/28/2023		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	WALTHEY HENSLEY	9/28/2023		\$150.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	10/5/2023	CONTRACT PAYMEN	\$100.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	10/5/2023		\$125.00	\$0.00

Transaction Date from 7/1/2023 - 6/10/2024 Miscellaneous Transaction Code Report

Date: 6/10/2024 3:52 PM

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
LOTSALES	52-300-0000	52-101-0400	SHANE DOVEL	10/31/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	TIMOTHY MONGER	11/2/2023		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	KENNY & DEBBIE SH	11/3/2023		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	11/8/2023		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	11/9/2023		\$100.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JAMES LACONIA	11/13/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	MARY EPPARD	11/27/2023		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DEBORAH J SHIFFLE	12/7/2023		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	NANCY BAUGHER	12/7/2023		\$300.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	STAR PHELPS	12/11/2023	PLOT NEXT TO THO	\$500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	CRAIG THOMPSON	12/11/2023	PLOT NEXT TO THO	\$500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	12/15/2023		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	MICHAEL STROUPE	12/19/2023		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	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
LOTSALES	52-300-0000	52-101-0400	STEPHEN NIELSEN	2/1/2024		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DEBORAH & KENNETH	2/2/2024		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	WILLIAM BENDER	2/8/2024		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JAMES KITE	2/13/2024	RICHARD LAM GRAV	\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DORENDA FLICK AR	2/15/2024		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	2/28/2024		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	BONNIE SPONAUGLE	3/4/2024		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	WILLIAM JAY BNDER	3/4/2024		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	TIMOTHY MONGER	2/28/2024		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DEBORAH SHIFFLET	3/8/2024		\$200.00	\$0.00

Transaction Date from 7/1/2023 - 6/10/2024 Miscellaneous Transaction Code Report

Date: 6/10/2024 3:52 PM

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	3/12/2024		\$100.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ARNOLD MACE	3/15/2024		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JACQLIN VILLALOBLO	3/19/2024		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	RICHARD EPPARD	3/20/2024		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DEBORAH SHIFFLET	4/5/2024		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	WILLIAM BENDER	4/5/2024		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ESSIE LAWSON	4/8/2024		\$100.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	SHANE DOVEL	4/8/2024		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	4/22/2024		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LISA AND DARRELL	5/2/2024		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ROLAND & AUDREY	5/2/2024		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DEBORAH SHIFFLET	5/2/2024		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JAY BENDER	5/6/2024		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	GARY MOWBRAY	5/6/2024		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	5/8/2024		\$100.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	REBECCA WYANT	5/13/2024		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LISA & DARRELL MO	6/3/2024		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ROLAND & AUDREY	6/3/2024		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	6/3/2024		\$100.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	WILLIAM JAY BEUDE	6/5/2024		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DEBORAH SHIFFLET	6/7/2024		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	10/5/2023	CONTRACT PAYMEN	\$0.00	\$100.00
						\$46,375.00	\$100.00
Code Desc: SALE OF NICHE							
NICHE	52-301-0000	52-101-0400	DEBRA COMER	9/7/2023		\$200.00	\$0.00
NICHE	52-301-0000	52-101-0400	CHARLES AND JANE	12/15/2023		\$1,200.00	\$0.00
NICHE	52-301-0000	52-101-0400	K B POTTER	2/12/2024		\$1,200.00	\$0.00

Transaction Date from 7/1/2023 - 6/10/2024 Miscellaneous Transaction Code Report

Date: 6/10/2024 3:52 PM

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
NICHE	52-301-0000	52-101-0400	LARRY SHERMAN	4/5/2024		\$1,200.00	\$0.00
						\$3,800.00	\$0.00
						\$85,825.00	\$450.00

May 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	1,493,153.00	12,265.21
June		
YTD:	10,725,591.00	88,520.03

TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 17, 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.

TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 17, 2024

SUBJECT/TOPIC: Committee Reports

BACKGROUND: Reports to be presented verbally by committee chairs

ACTION REQUESTED:

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

FINANCIAL IMPACT:

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

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

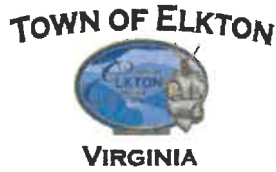
STAFF RECOMMENDATION: N/A

APPROVAL: 

 Greg Lunsford, Town Manager

ATTACHMENTS: None

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



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 17, 2024

SUBJECT/TOPIC: Elkton Downtown Marketplace

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: N/A

APPROVAL:



 Greg Lunsford, Town Manager

ATTACHMENTS: Memo
 Vendor Rental Agreement



**DISCUSSION MEMO
ELKTON DOWNTOWN MARKETPLACE PARK
EPIC DOWNTOWN PAVILION**

NAME: Elkton Downtown Marketplace Park (EDM)
EPIC Downtown Pavilion
Sound stage: No name currently

COORDINATOR/S:

- Courtney Gooden - Parks and Recreation cross-trained and ready as back-up.
- Kim Shifflett - to handle events/rentals needing permits. Parks and Recreation cross-trained and ready as back-up.

FREE USE OF FACILITY:

Organizations permitted to use facilities at no cost:

- Town of Elkton and its sponsored events
- Nonprofits which benefit the Town of Elkton (limited to EPIC, EDRC, Ruritans, Lions Club). Exceptions for events that benefit the Town will be made on a case-to-case basis by the coordinator.

Elkton schools may use the facility during school hours for teaching purposes and for non-ticketed and non-fundraising events/performances at no charge. Use must be coordinated with the coordinator in advance.

All other individuals, organizations, sponsors (except those specially named), regardless of whether they are "in-town or out-of-town," will be charged normal rates. These groups include:

- Any in or out of town 501(c)(3) organization not specified above
- Churches
- Fundraising events of any kind
- Individuals
- School public performances and ticketed events (except those allowed above)

PROHIBITED EVENTS:

- Political events (with the possible exception of a general election organized debate to which all candidates for the office or offices are invited and which sponsored by and moderated independent group. Such event is subject to the approval of the Elkton PD, Town or by the Mayor as outlined in the town's special events application.)
- Yard sales
- NO sale of live animals permitted.

RENTAL POLICY AND RATES:

- Booths will be 10' by 10'. Larger booths may be accommodated if space is available and with the approval of the coordinator. Charges: full season use (\$150.00), Twice-a month use (\$75.00), one-time use (\$30.00).
- No cooking allowed in the pavilion.
- Rate for pavilion and/or sound stage: \$200.00 for four (4) hours: \$50 for each additional hour. A refundable deposit of \$200.00 for rental of the pavilion and/or sound stage is required. Deposit will be refunded if there is no damage.

NOTE: To avoid conflict, the pavilion and sound stage cannot be rented to different groups at the same time. The Sound Stage CAN be booked for musical performances simultaneously during Farmers Market hours.

CANCELLATION AND REFUND POLICY

- Vendors/Renters are asked to provide rental and any other associated fees (if any) at time of application/approval of event.
- Rental fees must be received at least 2 weeks in advance of the event or contract is subject to cancellation.
- Any contracts made within 2 weeks of an event must be accompanied by rental fees.
- Vendors must cancel contracts at least 2 weeks in advance to receive a refund.

INCLEMENT WEATHER/OTHER TOWN EMERGENCY CANCELLATIONS

- Event space is covered and will be available rain or shine.

TICKETED EVENTS:

- Event sponsors are responsible for manning all entrances, all admissions, for all ticket collection and enforcement.

ALCOHOL

- Beer and wine may be served at events, pending approval by the Virginia ABC and subject to Town approval. Event sponsors are expected to monitor consumption to prevent unruly conduct as outlined by Virginia ABC.

GAMBLING

- Gambling and all games of chance by the renter or any attendee are expressly prohibited.
- Raffles are permitted.

EVENTS SPONSORED BY THE TOWN OF ELKTON AND ITS SPECIFIED NON-PROFITS

The Town and its specified non-profits shall have the sole authority to issue booth permits and set any rules for their usage during the respective events.

- The Town and its specified non-profits may determine placement of any and all booths. Vendors will be approved on a first come, first served basis with preference given to locally grown products. Priority placement will be given to seasonal produce/agricultural vendors.
- The Town and its specified non-profits may limit the number of booths which sell similar products.
- The Town and its specified non-profits may give priority to Elkton residents, merchants and business owners in both rentals and booth placement on Market days. Priority will also be given to produce and locally grown products (meats, eggs, honey, produce, cheeses, flowers, breads, baked goods and like products). Artisans or handcrafted items may be sold. No second sale items are permitted.
- Vendor permits from the town or Town of Elkton business licenses for existing town businesses or food trucks are required. Food trucks are required to pay meals tax.

HOURS / CURFEW

- The Marketplace complex will be closed from dusk until dawn except during an approved event or for those organizations whose events require early set-up and have been approved by the Town of Elkton coordinator.
- Trespassing and loitering when closed are prohibited and violators will be ticketed.

NOISE

- The Town of Elkton event noise ordinance shall apply to the Elkton Downtown Marketplace.

MAINTENANCE

- The Public Works Department will be responsible for regular maintenance: Mowing, bathrooms, trash collection.

- Bathrooms will be open during events and rentals only.
- Event organizers will be responsible for event set ups, breakdown and clean up.
- Deposit will not be returned in the event of property damage by the vendor or if excessive cleanup is required.

PETS

- Service dogs are always permitted.
- Pets are not allowed during scheduled events.

PARKING

- There shall be no overnight parking at the Elkton Downtown Marketplace Park.

SECURITY AND ENFORCEMENT

- A live 24/7 video feed to the Police Department will enable monitoring.
- All vendors and attendees will abide by rules and regulations.
- If needed, the Elkton Police Department will enforce said rules and regulations.
- If security is needed for private events, sponsors may hire members of the Elkton Police Department (if available) at a determined hourly rate.

SIGNAGE

Permanent signage

- Permanent signs may be placed only by the Town of Elkton (or by its listed non-profits upon Town approval) and may include but are not limited to:

- Name
- Dedication plaque
- Contribution plaque
- Town map
- Display of upcoming Town and Marketplace events
- Parking
- Welcome
- Rules

Exact permanent signage and placement TBD. Josh/Rick working on this.

Temporary vendor/ event signage

- Event signs/banners may be displayed for two weeks prior to the event. Signs must be removed within 24 hours of the conclusion of the event.
- Event signs/banners shall not be affixed to the pavilion structure.
- Signs are limited to two 24 square foot banners/signs.
- Political or candidate signs are not permissible at any time.

Advertising

- Commercial advertising is prohibited. Company logos may be included on special event signs as event sponsors.

PLANTING

Trees

- Determine what kind, costs, whether they may be donated as memorials. – Working with Gayle Harper and the Garden Club.

Flowers

- Working with Gayle Harper and the Garden Club.
- Garden Club will provide 2 large planters matching that/those at Town Hall.

SMOKING POLICY

- Smoking will not be permitted at any time in the pavilion or sound stage or on the property during events.

MURALS

- The Town of Elkton shall approve all painting projects and sculpture installations

POSSIBLE PAVILION NEEDS:

- Pavilion Fans
- Two Pet waste station
- Smoking Disposal
- Flower/Tree planters – Gayle Harper - Garden club
- Lighting - what and where
- Flag Pole – need will be determined at a later date



Elkton Downtown Marketplace
2024 EPIC Pavilion Vendor Rental Agreement

Return completed agreement to:

Town of Elkton
Attn: Marketplace Manager
173 W. Spotswood Avenue
Elkton, Virginia 22827

Email: marketplace@townofelkton.com
FAX: 540-298-1270

THIS VENDOR AGREEMENT is entered into on _____ between the Town of Elkton, Virginia, operator of the Elkton Downtown Marketplace ("EDM"), and vendor listed below ("Vendor").

RECITALS:

A. EDM intends to conduct a community market on the property owned by the Town of Elkton known as Elkton Downtown Marketplace, 158 W. Spotswood Ave., on Saturdays beginning Saturday, August 1, 2024 through September 7, 2024 from 8:00 a.m. – 12:00 p.m.; September 14, 2024– October 12, 2024 from 9:00 a.m. – 1:00 p.m.

B. The Vendor desires to obtain a vendor space from EDM during the community market season.

In consideration of the foregoing and the agreements herein contained, the parties agree to the following terms:

1. LICENSE: EDM hereby grants to Vendor a revocable, personal, and non-assignable license to use the booth described as 10' x 10' located at the Elkton Downtown Marketplace, for the display or sale of merchandise, pre-prepared food, or on-site prepared food during on the dates for which Vendor has paid the license fee as described in paragraph 3.

2. TERM: The 2024 market shall be held on Saturdays commencing on Saturday, July 27, 2024* and terminating on Saturday, October 12, 2024. Hours of operation: 8:00 a.m. - 12:00 noon from Saturday, July 27 to Saturday, September 7; 9:00 a.m. - 1:00 p.m. from Saturday, September 14 - Saturday, October 12.

**Note: July 27, 2024: Opening Day Hours will be from 10 a.m. - 4:00 p.m.*

3. FEES: The Vendor shall pay to EDM a total of \$120 for an entire season for one 10' x 10' space. For use twice per month, vendors shall pay \$75.00 for the season. For a single day, Vendor shall pay \$30 for a 10' x 10' space. Payment in full (cash or check) must be made two weeks before the Saturday in which Vendor is participating. EDM reserves the right to terminate this contract if payment is not received by the due date.

4. SETUP/CLEAN UP: Set up times: Saturdays beginning (1 ½) 1 hour and 30 minutes before the scheduled start time. No late setups, no exceptions. Vendors are responsible for supplying their own displays and tables as well as setup and cleanup of displays and surrounding space. Cleanup must conclude by (1 ½) 1 hour and 30 minutes of market closure. All trash must be placed in trash cans provided by EDM.

5. SELLING OF PRODUCTS: Vendor agrees to sell only products they have raised, produced or made. All products should be classified as "home grown," "home made," or "hand made." Priority will be given to locally grown produce and/or farm products. Selling of items purchased or provided by another producer, wholesale or market is prohibited. Sale of live animals is prohibited. Merchandise may be sold from Vendor's booth only and no selling may occur in the pedestrian walkways or aisles. No products may be sold, or prizes given away, which would constitute a violation of any local, state, or federal law.

6. SELLING OF FOOD: Selling of raw, processed and prepared food products, as well as preparing and selling food on site at the EDM, must meet all Virginia Department of Agricultural and Consumer Services (VDACS) and Virginia Department of Health requirements. It is the responsibility of each vendor to be knowledgeable of, and abide by, all regulations pertinent to their individual operation. Vendors must have all applicable inspection certificates available at the community market. No cooking is permitted in the pavilion. All applicable inspection certificates must be in place and available at the market.

7. INDEMNIFICATION: Vendor shall indemnify and hold harmless EDM from and against any and all claims, and all costs and expenses (including reasonable attorney's fees and costs of investigation), arising (1) from any negligent or more culpable acts or omissions of the Vendor, its employees or agents, (ii) from any breach or default in the performance of any obligation of Vendor under this Agreement, and (iii) from any violation of any local, state or federal law by the Vendor, its employees or agents.

8. MARKET CONDUCT: Vendors are independent entrepreneurs with a common stake in

creating a vibrant marketplace. Activities that appear outside the range of normal sales practices can be respectfully questioned by the EDM manager. The EDM manager, and Town of Elkton staff if needed, will assist in finding a resolution. Failure to adhere to proper community market conduct could result in a vendor losing the privilege of being part of the EDM, and the EDM revoking the Vendor's license. Vendor shall comply with all applicable federal, state, and local laws, and are solely responsible for the collection of any required sales tax.

9. PETS: No pets or live animals of any kind are allowed with the exception of service animals.

10. LIABILITY INSURANCE: Vendors are encouraged to purchase their own commercial general liability policy. The EDM is not liable for any damage of vendor property. Vendors shall carry workers' compensation insurance if required by applicable law. If workers' compensation insurance is required, such insurance shall waive subrogation rights against EDM.

11. APPLICABLE LAW: The Agreement shall be construed, performed, and enforced in accordance with the law of the Commonwealth of Virginia. The forum for any proceeding involving the interpretation or performance of this Agreement shall be the Circuit Court of Rockingham County, Virginia, or, if federal jurisdiction exists, the United States District Court for the Western District of Virginia, at Harrisonburg. Vendor consents to the personal jurisdiction of such courts and waives any objection to venue therein. Nothing in this Agreement shall be deemed to waive any sovereign immunity to which EDM is otherwise entitled.

11. PUBLIC SAFETY: The EDM will ensure that the community space is maintained and ready for public use. If using a canopy, the vendor must have the shade structure secured to the ground via clearly-marked blocks, sandbags, or other heavy objects in order to prevent damage to products and injury to others.

12. SEVERABILITY. Any provision of this Agreement shall be held invalid, void or illegal shall in not affect, impair, or invalidate any other provisions hereof and such other provisions shall remain in full force and effect.

Thank you for agreeing to be a vendor at the Elkton Downtown Marketplace.

Date: _____

Town of Elkton - Elkton Downtown Marketplace Manager

Vendor Name (printed)

Vendor Signature

**Elkton Downtown Marketplace
Epic Downtown Pavilion Vendor Application**

Full Name: _____

Address: _____

Phone: _____ Email: _____

Business Name: _____

Products for Sale: _____

2025 Seasonal Market Fees:

Full Time Vendor - \$150.00

Part Time Vendor - \$ 85.00

Single Saturday Vendor - \$ 30.00

Check One:

Full Time Vendor (May 10 - October 11) _____
(Every Saturday)

Part Time Vendor (May 10 - October 11) _____
(Every other Saturday)

Single Saturday Vendor _____

Fee Submitted: \$ _____

Payments may be made by check or cash. Make checks payable to Town of Elkton (include EDM on memo line) and mail to:

Town of Elkton
Attn: Marketplace Manager
173 W. Spotswood Avenue
Elkton, VA 22827

Agreement & Signature

I have read and agree to the Elkton Downtown Marketplace Vendor Agreement provided with this application and agree to participate as indicated above. I understand that the Seasonal Marketplace fee is for the full season and not refundable. I understand that submission of the application does not guarantee a space until approved by the Marketplace Manger.

Signature: _____ Date: _____

TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 17, 2024

SUBJECT/TOPIC: Regular meeting schedule for July 2024 to June 2025

BACKGROUND: Council to adopt their meeting schedule for the new fiscal year beginning July 1, 2024

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: Schedule

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

Regular Meeting Schedule for July 2024 - June 2025

Elkton Town Council

Town of Elkton, VA

Regular Town Council Meetings begin at 6pm (Held at the Elkton Area Community Center 20593 Blue and Gold Dr.)

Town Council Committee Meetings begin at 5:30pm (Held at the Elkton Town Hall 173 W Spotswood Ave.) and Council Community Meetings are held at various locations to be determined.

Town Council Retreats begin at 3pm (Location determined prior to meeting)

July 2024

Monday, July 1: Town Council Committee Meeting (Town Hall)

Monday, July 15: Regular Town Council Meeting (EACC)

August 2024

Monday, August 5: Town Council Community Meeting (Elkton Downtown Marketplace)

Monday, August 19: Regular Town Council Meeting (EACC)

September 2024

Tuesday, September 3: Town Council Committee Meeting* (Town Hall)

*Date changes due to holiday

Monday, September 16: Regular Town Council Meeting (EACC)

October 2024

Monday, October 7: Town Council Committee Meeting (Location TBD)

Monday, October 21: Regular Town Council Meeting (EACC)

November 2024

Monday, November 18: Regular Town Council Meeting (EACC)

December 2024

Monday, December 2: Town Council Committee Meeting (Town Hall)

Monday, December 16: Regular Town Council Meeting (EACC)

January 2025

Monday, January 6: Town Council Reorganizational Meeting – 5:30pm

Tuesday, January 21: Regular Town Council Meeting* (EACC)

*Date changes due to holiday

February 2025

Monday, February 3: Town Council Committee Meeting (Town Hall)

Tuesday, February 18: Regular Town Council Meeting* (EACC)

*Date changes due to holiday

March 2025

Monday, March 3: Town Council Committee Meeting (Town Hall)

Monday, March 17: Regular Town Council Meeting

April 2025

Monday, April 7: Town Council Budget Retreat – 3pm

Monday, April 21: Regular Town Council Meeting

May 2025

Monday, May 5: Town Council Committee Meeting (Town Hall)

Monday, May 19: Regular Town Council Meeting

June 2025

Monday, June 2: Town Council Community Meeting (Town Hall Front Lawn)

Monday, June 16: Regular Town Council Meeting

Updated 6/11/24



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 17, 2024

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

BACKGROUND: N/A

ACTION REQUESTED:

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

FINANCIAL IMPACT:

Budgeted:	YES	<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 go into a 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."

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

