

**TOWN OF ELKTON
COUNCIL WORK SESSION
MARCH 4, 2024
5:30 p.m.**

The Elkton Town Council Work Session was held on March 4, 2024 at 5:30 p.m. at Elkton Area United Service building, located at 15384 Old Spotswood Trail, 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 Aaron Napotnik, and Council Member Louis Heidel.

Absent: Council Member Rachel Michael (excused).

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, Community Center Director Christina Morrow, Treasurer Donna Curry, and Clerk of Council Denise Monger.

COUNCIL WORK SESSION

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

Plaque to Chasity Wegman

The Mayor and Elkton Town Council presented a plaque to Chasity Wegman for her passion and commitment to the EACC.

ADOPTION OF AGENDA

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

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

UNFNISHED BUSINESS

WW Associates proposal for design of drinking water lines

This item was moved to the March 18, 2024 agenda.

Update on library and proposal for an outdoor story time space

Mr. Zach Elder, Director of Massanutten Regional Library, spoke regarding the proposed update to the Elkton library. He briefly discussed the various programs offered at the library. The proposed outdoor story time garden would be adjacent to the library. The size would be approximately 15 x 20 and made of brick or stone. No parking spaces would be lost. Mr. Elder noted there would be murals, artificial grass, steel bollards, and a possible sun shade included in the project.

NEW BUSINESS

Recommendation to approve Lambert Cleaning for Elkton Area Community Center

Vice-Mayor Workman moved, seconded by Council member Fulginiti, and carried to approve the Lambert Cleaning contract as presented.

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

NAYS: None

VOTE: (5 – 0 roll call) Motion carried

PROJECTS UPDATE

Mr. Lunsford briefly updated Council on the following:

- a. Drinking water project.
- b. Wastewater treatment plant upgrade completed; 2 million remaining to be spent on sanitary sewer lines throughout Town and to upgrade the office space and laboratory at the plant.
- c. Storm water project on Spotswood Avenue. The design for the project is being reviewed to determine how much would need to be bid and how much the Town could do in-house to save money.
- d. Cost estimates being obtained for the new police station on Terrace Avenue beside the public works shop. The current location is small and cramped when multiple officers are on duty to work events and special projects.
- e. Elkton Downtown Marketplace project moving forward.

Drinking water project

Mr. Hurt stated that the Town was in the process of completing the 150 page waterworks operation plan. He noted that the project had been submitted to the Virginia Department of Health (VDH) and the Town was awaiting approval. The project had previously been submitted to the USDA; however, funding was unavailable. The Town would provide a project timeline upon the approval of funding and final approval of the submitted plans.

Central Shenandoah Planning District Commission

The Town was partnering with the CSPDC on grant projects. Mrs. Hammer was working on a park grant. Another grant being worked on is for a tree scape buffer in between Old Spotswood Trail and the Town. CSPDC would advise what type of trees could be planted with a rendering or a design since that was a VDOT right-of-way.

Comprehensive Plan

Mrs. Hammer stated that the Planning Commission had updated the Town's Comprehensive Plan. The commission might ask for a special meeting with Council to advise of the revisions to the plan. The CSPDC had updated all of the maps and five new maps were added to the plan.

24/25 BUDGET PREPARATION

Mr. Lunsford stated that budget preparations were underway. The Town had solidified the budget process. Each department followed the same process for submitting their budgets. He noted that in past years the budget was adopted in June, however this year the budget was scheduled to be approved by May. He presented the budget schedule as follows:

MARCH 4, 2024: Town Council Community Meeting/Budget Work Session

- Pre-budget discussion and ARPA review

APRIL 1, 2024: Council Work Session:

- Presentation of the Town Manager's recommended FY25 Budget

APRIL 15, 2024: Council Meeting

- Council Final Review of FY25 Budget for advertisement

APRIL 16, 2024: Advertisement

- Clerk of Council advertises proposed Utility Rate increases

APRIL 24, 2024: Advertisement

- Clerk of Council advertises the proposed FY25 Budget and proposed Utility Rate increases (2nd time)

MAY 6, 2024: Council Work Session:

- Public hearings for the proposed FY25 Budget and Utility Rate increases

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MAY 20, 2024: Council Meeting

- Town Council adopts and appropriates the FY25 Budget and approves the FY25 Utility Rate increases

Mr. Lunsford stated that he hoped to keep taxes and sewer at their current rates; however, water rates would be increased. The Virginia Department of Health required the Town to increase water rates due to the loans needed for the drinking water project.

Treasurer Curry stated that she and Mr. Lunsford intended to review a five – six year budget plan. She noted that funds would be set aside for infrastructure contingencies each year. Meetings would be scheduled soon with the Department Heads to review their budget requests. She briefly discussed earning interest on accounts and the Town's enrollment in the Virginia Debt Set Off program.

Sidewalks

Mr. Hurt stated that he was meeting with contractors for a pre-construction walk through. They would walk the various areas in Town that needed to have work done. The project was approved in the current budget. All the street and sidewalk projects in Town were reimbursed through VDOT. Taxpayer or infrastructure funds were not used for those projects. Projects should begin within two weeks.

Cemetery fence

Mr. Hurt stated that last week the fence at the Cemetery was vandalized. A contractor had been called to give an estimate for the work. In the meantime, someone had tried to straighten the fence which weakened the posts. The posts were metal and when bent back and forth become weak. The contractor would have to test each individual post for weakness which would be another cost to the Town in addition to the repair cost.

Nuisance/blight list

Town Attorney Callahan presented Council with a nuisance/blight list as previously discussed. He noted that the code would need to be updated. Several notices and letters had been send out to the owners. Rockingham County would need to inspect the properties and notify homeowners. He briefly discussed a legal case against the Town based on the County's tax assessments.

Questions & Answers

Q: Could any engineering work be applied to any current projects? Could the Town purchase some materials for projects before prices increase?

A: Mr. Lunsford responded that a 2010 preliminary engineering report (PER) previously prepared for the Town had to be updated pursuant to USDA and VDH requirements. He noted that it would be great if the Town could buy materials now at current prices instead of later, but the Town had not secured funding for the project and would not want to buy items unless it had that assurance.

Q: What happens to the interest the Town is making on the bank accounts?

A: Treasurer Curry responded that Council needed to adopt a contingency policy to determine where the money would go instead of reserve. Currently, the money was gaining interest in the operating fund.

Q: There is \$2 million from the wastewater treatment plant that could be used for sewer lines, water lines, etc...?

A: Mr. Lunsford responded that the Town could use the money for sewer lines, but not for water projects.

Q: At First Street and Wirt Avenue, were there twenty houses being built there?

A. No truth to that.

MOTION TO ADJOURN

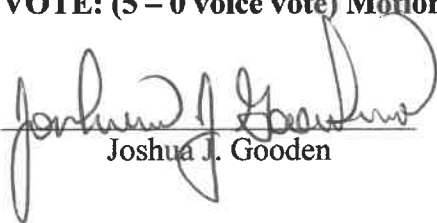
Council member Fulginiti moved, seconded by Council member Heidel, and carried to adjourn the meeting.

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

NAYS: None

VOTE: (5 – 0 voice vote) Motion carried

Mayor:


Joshua J. Gooden

Recorder:


Denise R. Monger, Clerk