

**TOWN OF ELKTON**  
**ELKTON TOWN COUNCIL MEETING**  
**March 18, 2024**  
**6:00 p.m.**

A Town Council meeting was held on March 18, 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 (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, Treasurer Donna Curry, Parks and Recreation Director Cristina Morrow 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**

Mayor Gooden suggested the committee changes be voted on before the committee reports.

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

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

**PRESENTATION**

**FY23 Audit review by Brown Edwards**

Kristen Holland, Manager, spoke regarding the audit conducted by Brown Edwards & Company. Financial statements of the Town's governmental activities, the business-type activities, and each major fund for the year ended June 30, 2022 were audited. The Town received an unmodified "clean" opinion.

**PUBLIC COMMENT**

There were no public comments.

**TOWN MANAGERS REPORT**

Mr. Lunsford reported on the FY25 Budget preparations, drinking water project, Elkton Downtown Marketplace, and the sanitary sewer line project. He noted that Town staff and the Leadership Team were doing a great job and getting work done.

**Public Works**

Mr. Hurt reported that the asphalt plants should be operational soon and the Town would begin to repair the potholes. A meeting with the VDOT inspector was scheduled for tomorrow. The ground covering for Stonewall Park would be delivered this week. All restrooms in the park areas would be opened soon. There were five crew members scheduled for OSHA classes. Spring clean-up would take place with a restriction of one load per household. The date of April 15 was proposed. Work continued on the Elkton Downtown Marketplace. Several discussions had taken place regarding the railing on the stage and whether the cable or tube railing would best suit. It was

**Town Council Meeting**

**March 18, 2024**

**Page 2**

noted the tube railing was less expensive. After a brief discussion, Council decided on the tube railing.

EACC Director

Mrs. Morrow reported that she continued to build the staff at the center. She was in the process of monitoring and addressing the security of the building, any liability issues in the kitchen areas, and marketing some programs.

Treasurer

Mrs. Curry briefly discussed a bank error regarding the Town's interest on an account. She had spoken to them and they were working to rectify the issue.

**TOWN ATTORNEY REPORT**

Town Attorney Callahan reported that he had filed an Answer regarding the Elkmont legal case.

**COMMITTEE REPORTS**

**Council member Heidel moved, seconded by Council member Hensley, and carried change the committees as follows:**

Finance: Jan Hensley (Chair), Aaron Napotnik, Louis Heidel  
Policy & Personnel: Rachel Michael (Chair), Virginia Fulginiti, Jan Hensley  
Public Health, Safety, & Ordinances: Louis Heidel (Chair), Virginia Fulginiti, Rachel Michael

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

Health & Safety Committee: Council member Heidel reported no additional business.

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

Public Works Committee: Chairperson Workman reported on the progress of the Elkmont Downtown Marketplace.

Parks and Recreation Committee: Chairperson Fulginiti reported on the upcoming Easter Egg Hunt. She noted that volunteers were welcome to assist.

Finance Committee: Chairperson Hensley reported no additional business.

**UNFINISHED BUSINESS**

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

**Council member Fulginiti moved on a First Reading to amend the Elkmont Town Code ordinance §110-610 B-1, §110-611 B-2 to list child-care center as a permitted use; §110-302 child-care center definition, and § 110-715 short-term rental code revision.**

*The Town Council had inadvertently voted on the motion which was only a First Reading.*

Update on blight/nuisance properties

Town Attorney Callahan updated Council on the blight-nuisance properties. He had drafted a new ordinance for inoperable vehicles.

Grant for Elkmont Downtown Marketplace

A brief discussion took place regarding a grant for the Elkmont Downtown Marketplace.

Overview/steps for drinking water project

Mr. Lunsford stated that the process for the drinking water project was complicated. He presented Council with documents that provided the VDH requirements, completed items, scheduled items, and what items had been paid for. He noted that engineering fees were a big part of projects such as the one for drinking water. On average, fees cost anywhere from 10 – 20% of the total project cost. The Town was at about 7% with WW Associates.

Engineering Services Fee Proposal – Water Distribution Improvements Design

**Council member Fulginiti moved, seconded by Vice-Mayor Workman, and carried to approve the engineering services fee proposal for the water distribution improvements design.**

Mr. Lunsford noted that he had spoken with Herb White who had agreed to design the project at an hourly rate.

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

**NAYS: None**

**VOTE: (5 – 0 roll call) Motion carried**

**NEW BUSINESS**

Recommendation by the Elkton Planning Commission to schedule a joint public hearing to receive comments on a request for a special exception permit from Lezipo Properties for short-term rentals at 120 West E. Street, Elkton

**Council member Hensley moved, seconded by Council member Michael, and carried to accept the recommendation by the Elkton Planning Commission to schedule a joint public hearing to receive comments on a request for a special exception permit from Lezipo Properties for short-term rentals at 120 West E. Street, Elkton.**

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

Recommendation by staff to rezone tax map no. 131-A-39, 94 Campground Lane, Elkton

**Vice-Mayor Workman moved, seconded by Council member Michael, and carried to accept the recommendation by staff to rezone tax map no. 131-A-39, 94 Campground Lane, Elkton.**

It was noted that was the location of the reservoir which was currently zoned for residential and not for service/utilities.

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

Summer sewer program

**Vice-Mayor Workman moved, seconded by Council member Heidel, and carried to approve the summer sewer program as presented.**

Sign-ups would begin on April 1, 2024.

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

**NAYS: None**

**Town Council Meeting**

**March 18, 2024**

**Page 4**

**VOTE: (5 – 0 voice vote) Motion carried**

Cemetery Advisory Commission election of officers

**Council member Heidel moved, seconded by Vice-Mayor Workman, and carried to approve the election of officers for the Cemetery Advisory Commission as follows:**

Chair: M. Lee Dearing

Vice-Chair: Mark Hensley

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

Cemetery Advisory Commission reappointments

**Council member Michael moved, seconded by Vice-Mayor Workman, and carried to reappoint Mark Hensley, Billie Jo Dofflemyer, and Mark Stevanus for a term from April 17, 2024 to April 17, 2028.**

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

First Class Lawn Care, LLC Service Agreement

**Council member Heidel moved, seconded by Council member Michael, and carried to approve the service agreement for First Class Lawn Care, LLC as presented.**

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

Augusta Lawn Care Service Agreement

**Vice-Mayor Workman moved, seconded by Council member Hensley, and carried to approve the service agreement for Augusta Lawn Care Service Agreement.**

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

Updated Fee proposal for EACC

Mayor Gooden stated that Council had received a copy of the updated fee proposal which streamlined the room and shelter rentals.

**Council member Fulginiti moved, seconded by Council member Heidel, and carried to approve the updated fee proposal for room and shelter rentals at the EACC as presented:**

New Room Rental

\$50/hr. per room      Deposit \$150

\$60/hr. (Kitchen)      Deposit \$200

- All fees/deposits due at the time of booking

**Town Council Meeting**

**March 18, 2024**

**Page 5**

- Photo ID required
- 14 day notice of cancellation for refund

<u>Shelters</u>	<u>April – October</u>	<u>November – March</u>
EPIC	\$75	\$55
Riverside	\$75	\$55
Monger	\$100	\$80

- Park restrooms are closed November through March

Employee Rentals

10% off total

Effective April 1, 2024

**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 spoke briefly regarding a complaint he received about the inaccuracy of resident's water meter. He noted the gentleman appreciated Mr. Hurt and the public works department assisting him in finding that there was an issue on his side of the meter and not an issue with the meter itself.

A brief discussion took place regarding fertilizing the Blue Sox field as had been done in previous years.

**CLOSED SESSION**

**Vice-Mayor Workman moved, seconded by Council member Fulginiti that Council go from Regular Session into Closed Session pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."**

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

**OPEN SESSION/MOTION TO CERTIFY CLOSED MEETING**

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

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

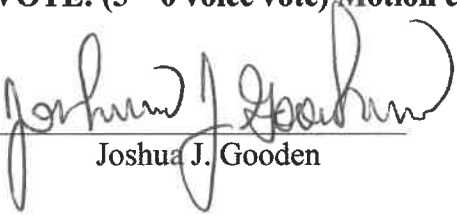
Motion to Adjourn

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

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

**NAYS: None**

**VOTE: (5 – 0 voice vote) Motion carried**

Mayor:   
Joshua J. Gooden

Recorder:   
Denise R. Monger, Clerk