

Planning Commission Minutes
Drakes Branch Municipal Building

September 27, 2023

7:00 P.M.

Members Present: Fred Black, Roscoe Eubanks, Jr., Deborah Kennedy, Dorothea Knott, Janice Wells, and Jerris Wells.

Member Absent: Ronnie Card

Guest: Angela Fisher

Eugene Wells, Zoning Administrator, was also present.

Old Business:

Committee members reviewed minutes from the August meeting. Jerris Wells motioned to approve the minutes and the motion was seconded by Janice Wells. The motion was approved by the Planning Commission members.

Roscoe Eubanks, Jr. worked to edit and revise the final version of the Zoning Ordinance.

Zoning Permit Request:

Rachel Tombs is planning to add a 10 x 37 front porch. All setback requirements will be met.

Roscoe Eubanks, Jr. Questioned the reasoning behind the current setback requirements. Committee members stated that the setback requirements had been readjusted to align with the current properties.

Chairperson Deborah Kennedy reviewed feedback from the Town Council regarding the revisions to the Zoning Ordinance. Members discussed the feedback. Thankfully, Roscoe Eubanks, Jr. Was able to make those changes during the review process to ensure no delay in preparing the final document.

Committee members agreed to stand by the remaining revisions initially sent to the Town Council. Any further revisions should be made by the Town Council.

Noah Davis emailed committee members ordinances from other localities. Committee members expressed their appreciation; however, time did not permit to review. Committee members, again, agreed to keep with the initial recommendations.

No further discussion and a motion was made to adjourn the meeting.

Respectfully submitted,

A handwritten signature in black ink that reads "Dorothea Knott". The signature is written in a cursive style with a large, stylized initial "D" and a flourish at the end.

Dorothea G. Knott

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTALS
Electric Bills/Paid													
Streetlights	\$ 1,352.36	\$ 1,385.26	\$ 1,389.87	\$ 1,389.87									\$ 5,517.36
Mun. Bldg.	\$ 28.73	\$ 27.20	\$ 26.39	\$ 29.44									\$ 111.76
Fire House	\$ 21.82	\$ 24.75	\$ 20.67	\$ 19.19									\$ 86.43
New M. B./F.H.	\$ 267.39	\$ 516.08	\$ 337.95	\$ 276.96									\$ 1,398.38
Christmas lights	\$ -	\$ -	\$ -	\$ -									\$ -
Museum	\$ 43.13	\$ 90.55	\$ 76.30	\$ 56.32									\$ 266.30
Pavilion	\$ 8.25	\$ 9.55	\$ 8.37	\$ 7.81									\$ 33.98
Metal Bldg.	\$ 6.59	\$ 14.23	\$ 6.59	\$ 6.59									\$ 34.00
Well #1-storage	\$ 6.25	\$ 6.59	\$ 6.59	\$ 6.59	\$ 6.59								\$ 32.61
Route 59 PST	\$ 21.89	\$ 22.42	\$ 21.16	\$ 14.81	\$ 14.28								\$ 94.56
Saxkey PST	\$ 89.20	\$ 82.04	\$ 69.23	\$ 72.86	\$ 97.46								\$ 410.79
Westpoint PST	\$ 10.58	\$ 11.94	\$ 11.48	\$ 10.13	\$ 10.01								\$ 54.14
N. Main PST	\$ 8.14	\$ 7.67	\$ 7.81	\$ 7.67									\$ 31.29
White St. PST	\$ 50.53	\$ 36.50	\$ 12.04	\$ 12.70									\$ 111.77
STP	\$ 794.24	\$ 926.75	\$ 793.60	\$ 888.03	\$ 723.25								\$ 4,125.87
New Water Tank	\$ 6.59	\$ 6.59	\$ 12.31	\$ 18.01									\$ 43.50
Well #4	\$ 124.79	\$ 99.46	\$ 87.88	\$ 94.39	\$ 159.60								\$ 566.12
Well #5	\$ 114.45	\$ 126.46	\$ 120.04	\$ 137.44	\$ 217.38								\$ 715.77
Well #6	\$ 144.92	\$ 154.82	\$ 143.87	\$ 148.83	\$ 150.94								\$ 743.38
Well #7	\$ 174.96	\$ 187.46	\$ 200.02	\$ 216.21	\$ 207.04								\$ 985.69
TOTALS	\$ 3,274.81	\$ 3,736.32	\$ 3,352.17	\$ 3,413.85	\$ 1,586.55								\$ 15,363.70

/ms

Town of Drakes Branch
Cash Flow
Fiscal Year 2023-2024

Account	General Fund	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year To Date
Fund	\$ 8,370.49	\$ 147,575.47	\$ 29,348.35	\$ 11,958.20										\$ 197,252.51
Expenses	\$ 167,282.70	\$ 17,323.01	\$ 38,442.68	\$ 103,710.74										\$ 326,759.13
Gain/(Loss)	\$ (158,912.21)	\$ 130,252.46	\$ (9,094.33)	\$ (91,752.54)										\$ (129,506.62)
Water/Sewer														
Fund	\$ 66,882.05	\$ 27,304.53	\$ 29,324.68	\$ 24,633.46										\$ 148,145
Expenses	\$ 16,196.12	\$ 18,002.60	\$ 20,713.80	\$ 23,633.49										\$ 78,546
Gain/(Loss)	\$ 50,686	\$ 9,302	\$ 8,611	\$ 1,000										\$ 69,599
Grand Total Income Flow														
Funds	\$ 75,252.54	\$ 174,880.00	\$ 58,673.03	\$ 36,591.66										\$ 345,397.23
Expenses	\$ 183,478.82	\$ 35,325.61	\$ 59,156.48	\$ 127,344.23										\$ 405,305.14
Gain/(Loss)	\$ (108,226)	\$ 139,554	\$ (483)	\$ (90,753)										\$ (59,907.91)
SEPARATING WATER & SEWER														
Water Fund	\$ 53,277.62	\$ 12,699.75	\$ 17,894.38	\$ 11,003.60										\$ 94,875.35
# Expenses	\$ 11,332.09	\$ 7,661.60	\$ 12,150.62	\$ 8,529.05										\$ 39,673.36
Gain/(Loss)	\$ 41,945.53	\$ 5,038.15	\$ 5,743.76	\$ 2,474.55										\$ 55,201.99
Sewer Fund	\$ 13,604.43	\$ 14,604.78	\$ 11,430.30	\$ 13,629.86										\$ 53,269.37
Expenses	\$ 4,864.03	\$ 10,341.00	\$ 8,563.18	\$ 15,104.44										\$ 38,872.65
Gain/(Loss)	\$ 8,740.40	\$ 4,263.78	\$ 2,867.12	\$ (1,474.58)										\$ 14,396.72
DEBT SERVICE RESERVE														
Fund	\$ 5.12	\$ 5.47	\$ 5.48											\$ 5.12
Expenses														
Gain/(Loss)	\$ 5.12	\$ 5.47	\$ 5.48											\$ 16.07

LGIP Program will not be listed on this report since it was listed on the Bills showing the balance. No money has been taken out of the program after we deposited into it.
/ms

11:27 AM

10/31/23

Accrual Basis

Town of Drakes Branch-D.S.R.

Balance Sheet

As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Bank of C. Cty - Debt Serv. Res	42,958.07
Total Checking/Savings	42,958.07
Total Current Assets	42,958.07
TOTAL ASSETS	<u>42,958.07</u>
LIABILITIES & EQUITY	
Equity	
1110 - Retained Earnings	42,942.00
Net Income	16.07
Total Equity	42,958.07
TOTAL LIABILITIES & EQUITY	<u>42,958.07</u>

11:26 AM
10/31/23
Accrual Basis

Town of Drakes Branch-D.S.R.
Profit & Loss
October 2023

	Oct 23
Net Income	<u>0.00</u>

Town of Drakes Branch - General Fund
Balance Sheet
As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10007 · LGIP	200,000.00
10005 · LGIPEM Program	140,172.12
4752 · General Fund - Bank of CC	172,525.87
10003 · Blue Ridge Bank - operating	984.28
10002 · Cash on Hand	100.00
10004 · Certificate of Deposit	-954.62
Total Checking/Savings	512,827.65
Other Current Assets	
12001 · A/R Taxes	9,572.18
Total Other Current Assets	9,572.18
Total Current Assets	522,399.83
TOTAL ASSETS	<u>522,399.83</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
23001 · Deferred Revenue Grants	259,898.00
23000 · Deferred Revenue Taxes	3,615.32
Total Other Current Liabilities	263,513.32
Total Current Liabilities	263,513.32
Total Liabilities	263,513.32
Equity	
30100 · Fund Balance GF	573,406.95
Net Income	-314,520.44
Total Equity	258,886.51
TOTAL LIABILITIES & EQUITY	<u>522,399.83</u>

Town of Drakes Branch - General Fund
Profit & Loss
October 2023

Oct 23

Ordinary Income/Expense

Income

51003 · From Fire Dept. - Reimb.	427.01
41250 · Tower Rent	1,750.00
12004 · Consumption Taxes	264.98
41305 · Communications Tax	79.13
41003 · Personal Property	32.33
41004 · Real Estate Taxes	891.80
41005 · Penalties All Taxes	58.86
41007 · Interest Taxes	92.00
41009 · Vehicle Registration Fee	518.61
41006 · Fines Income	101.20
41012 · Sales Tax	1,850.66
41014 · Law Enforcement Grant	3,721.00
41024 · Utility Tax	1,747.56
41031 · Transfer from W/S	278.06
41200 · Permits & Fees	145.00

Total Income 11,958.20

Expense

55005 · SLFRF Projects	60,666.56
54004 · Fuel-police	97.71
6560 · Payroll Expenses	-167.21
53040 · Police Misc.	94.00
6000 · - VOID	0.00
50502 · Salary Mayor	100.00
50504 · Salary Clerk	961.55
50506 · Payroll Taxes Paid	3,275.73
50522 · Legal Fees	122.50
50523 · Internet	51.96
50524 · Telephone	130.56
50526 · Printing/Stationary Supplies	952.11
50528 · Postage	66.00
50552 · Insurance -Admin	4,238.25
50900 · Fire Dept Contribution	11,000.00
51004 · Fire Dept - Miscellaneous	15,000.00
53003 · Police Supplies	3,717.29
54009 · Maint Supplies	76.63
54020 · Street Lights	1,389.87
54033 · Zoning	49.50
54502 · Cleaning Building	100.00
54510 · Buildings Maintenance	1,384.83
54520 · Electricity	402.90

Total Expense 103,710.74

Net Ordinary Income -91,752.54

Net Income -91,752.54

Town of Drakes Branch-W/S
Balance Sheet
As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
5157 · Water/Sewer - Bank of C. Cty.	112,064.17
60051 · LGIP	75,000.00
Total Checking/Savings	187,064.17
Other Current Assets	
12001 · Accounts Receivable -W/S	15,461.09
Total Other Current Assets	15,461.09
Total Current Assets	202,525.26
Fixed Assets	
Land - W/S Fund	31,091.18
Water/Sewer Construction	2,948,126.98
15000 · - Water/Sewer Construction	5,064,639.14
15200 · - Equipment	-2,822,126.98
15900 · Accumulated Depreciation W/S	-1,807,419.48
Total Fixed Assets	3,414,310.84
TOTAL ASSETS	<u>3,616,836.10</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20201 · Deposits payable	8,010.55
Total Other Current Liabilities	8,010.55
Total Current Liabilities	8,010.55
Long Term Liabilities	
25000 · - Bond Payable	654,220.77
Total Long Term Liabilities	654,220.77
Total Liabilities	662,231.32
Equity	
1110 · Retained Earnings	1,354,130.94
30200 · - Retained Earnings W/S	-89,330.97
30205 · - Net Assets-Unrestricted Invest.	1,622,570.61
Net Income	67,234.20
Total Equity	2,954,604.78
TOTAL LIABILITIES & EQUITY	<u>3,616,836.10</u>

Town of Drakes Branch-W/S

10/31/23

Profit & Loss

Accrual Basis

October 2023

	Oct 23
Ordinary Income/Expense	
Income	
30001 · Sewer Fees	5,435.39
30003 · Sewer Penalty	87.90
30004 · Jail Waste from Cty.	6,560.00
40025 · Transfer Card sales to G/F	839.23
4150 · Miscellaneous Income	1,414.68
50003 · Water Penalty	138.83
50004 · Water Sales	9,727.43
50005 · Water Miscellaneous	430.00
Total Income	24,633.46
Expense	
30033 · - Sewer Contract Worker	545.00
40001 · Sewer Wages	6,424.14
40002 · Sewer Supplies	225.75
40005 · Sewer Testing	991.00
40009 · Sewer Elect. PSTS	118.17
40010 · Sewer - Elect. STP	888.03
40011 · Sewer Phone - PST	96.67
40012 · Sewer - Phone STP	100.41
40018 · Sewer - Fuel	247.30
40019 · Sewer - Internet	54.90
40020 · Sewer - Payroll Taxes	-1,053.73
40023 · Sewer - Clerk's Retirement	1,050.00
40026 · Transfer to General Fund	256.80
60001 · Water Wages	589.08
60002 · Water Supplies	513.16
60004 · Water Mac. Work, Labor & Wells	1,200.00
60005 · Water Testing	390.00
60010 · Water - Electricity Wells	596.87
60011 · Water - Electricity Water Tank	18.01
60017 · Water - Fuel Exp.	247.30
60020 · Water - Payroll Taxes	-105.06
60023 · Water - Clerk's Retirement	1,050.00
60024 · Water - Data Collection	17.19
60030 · Water - Loan Payment	2,469.00
60033 · - Water Contract Worker	545.00
60035 · Bldg. Equipment - Loan Payment	306.00
60047 · FEMA Project - Flood Bldgs.	692.50
60050 · New Municipal Bldg/Fire House	5,160.00
Total Expense	23,633.49
Net Ordinary Income	999.97
Net Income	<u>999.97</u>



Investor Statement

for the period of: September 1, 2023 - September 29, 2023

Investor Services: 1-800-643-7800



TOWN OF DRAKES BRANCH
PO BOX 191
DRAKES BRANCH VA 23937-0191

000595

Investment Rep: Default
Investment Rep. No: DEFAULT

Broker/Dealer: Town Of Drakes Branch
PO Box 191
Drakes Branch VA 23937-0191

Dealer/Branch: 10507/TDBRANCH

Portfolio at-a-Glance

Portfolio Value Beginning 09/01/2023	\$140,062.28
+ Purchases	\$275,000.00
- Withdrawals	\$0.00
Portfolio Value Ending 09/29/2023	\$416,046.01

Investor Information

Note: Any changes in LGIP EM per share price during the month will impact the total valuation of your portfolio. Please visit the LGIP website for a supplemental portfolio valuation template to assist you in assessing this effect on your monthly statement, or please call the LGIP line and we will answer any questions you may have.

Portfolio Summary

Account Number	Fund Name	Shares	Share Price	Market Value on 09/29/2023	% of Account Holdings
3601158					
TOWN OF DRAKES BRANCH	Commonwealth Of Virginia - LGIP	275,498.030	\$1.00	\$275,498.03	66.0%
3601159					
TOWN OF DRAKES BRANCH	Commonwealth Of Virginia - LGIP E M	14,239.917	\$9.87	\$140,547.98	34.0%

Account Transactions

Account Number	Trade Date	Transaction Description	Dollar Amount	Share Price	Shares this Transaction	Total Shares Owned
3601158						
Commonwealth Of Virginia - LGIP/3064		Beginning Balance as of 09/01/2023	\$0.00	\$1.00		0.000
TOWN OF DRAKES BRANCH	09/19/23	SHARES PURCHASED - WIRE	\$275,000.00	\$1.00	275,000.000	275,000.000
	09/29/23	INCOME REINVEST	\$498.03	\$1.00	498.030	275,498.030
		Ending Balance as of 09/29/2023	\$275,498.03	\$1.00		275,498.030
Distributions:	Dividends	Cap Gains				
	REINVEST	REINVEST				

The Average Monthly Yield for September 2023 was 5.492%.
The Effective Monthly Yield for September 2023 was 5.633%.





Investor Statement

for the period of: September 1, 2023 - September 29, 2023

Investor Services: 1-800-643-7800

TOWN OF DRAKES BRANCH

Account Transactions (continued)

Account Number	Trade Date	Transaction Description	Dollar Amount	Share Price	Shares this Transaction	Total Shares Owned
3601159						
Commonwealth Of Virginia - LGIP E M/4003		Beginning Balance as of 09/01/2023	\$140,062.28	\$9.87		14,190.707
TOWN OF DRAKES BRANCH	09/29/23	INCOME REINVEST	\$485.70	\$9.87	49.210	14,239.917
		Ending Balance as of 09/29/2023	\$140,547.98	\$9.87		14,239.917

Distributions: **Dividends** **Cap Gains**
 REINVEST REINVEST

The Periodic Yield for September 2023 was 4.217%. The Periodic Yield is the simple average of daily yields during the month. The Net Asset Value Yield to Maturity on the last day of the month of September 2023 was 4.226%. Please note that yields are calculated on a net-of-fees basis.

Account Earnings Summary

Account Number	Fund Name	Capital Gains	Income Distributions	Period to Date	Year to Date
3601158					
TOWN OF DRAKES BRANCH	Commonwealth Of Virginia - LGIP	\$.00	\$498.03	\$498.03	\$498.03
3601159					
TOWN OF DRAKES BRANCH	Commonwealth Of Virginia - LGIP E M	\$.00	\$485.70	\$485.70	\$517.73
	Total Portfolio	\$.00	\$983.73	\$983.73	\$1,015.76



Wk ending	hrs.	rate p/h	overt. hs.	ot rate	ot pay	wages	ins	check #	wages
Mary Sands									
10/6/2023	38.1	\$ 14.25				\$ 542.93	\$ 46.15	2124-W	\$ 589.08
10/13/2023	30	\$ 14.25				\$ 427.50	\$ 46.15	1532-G	\$ 473.65
10/20/2023	30	\$ 14.25				\$ 427.50	\$ 46.15	2134-S	\$ 473.65
10/27/2023	31	\$ 14.25				\$ 441.75	\$ 46.15	1538-G	\$ 487.90
TOTALS						\$ 1,839.68	\$ 184.60		\$ 2,024.28
Phillip D. Jackson									
10/1/2023						\$ 100.00		1514-G	\$ 100.00
TOTALS						\$ 100.00			\$ 100.00
B. Carroll Anderson									
10/6/2023	23.2	\$ 17.75				\$ 411.80		2125-S	\$ 411.80
10/13/2023	23.8	\$ 17.75				\$ 422.45		2129-S	\$ 422.45
10/20/2023	28.3	\$ 17.75				\$ 502.33		2135-S	\$ 502.33
10/27/2023	23.3	\$ 17.75				\$ 413.58		2139-S	\$ 413.58
TOTALS						\$ 1,750.16			\$ 1,750.16
James Webb									
10/9/2023	40	\$ 15.00	17	\$ 22.50	\$ 382.50	\$ 982.50	\$ 46.15	2127-S	\$ 1,028.65
10/13/2023	40	\$ 15.00	13.3	\$ 22.50	\$ 299.25	\$ 899.25	\$ 46.15	2130-S	\$ 945.40
10/20/2023	40	\$ 15.00	21.3	\$ 22.50	\$ 479.25	\$ 1,090.50	\$ 46.15	2136-S	\$ 1,136.65
10/27/2023	40	\$ 15.00	19.71	\$ 22.50	\$ 443.48	\$ 1,043.48	\$ 46.15	2140-S	\$ 1,089.63
TOTALS						\$ 4,015.73	\$ 184.60		\$ 4,200.33
Charlie Brinkley Jr.									
TOTALS						\$ -			\$ -
Vickie J. Cassada-Cliborne									
TOTALS						\$ -			\$ -
MONTHLY TOTALS						\$ 7,705.57	\$ 369.20		\$ 8,074.77

Overtime was for being short staffed

/ms