

COUNCIL MEETING MINUTES

July 1st, 2024

The Regular Meeting of the Town Council of Drakes Branch was held on Monday, July 1st and started at 7:08pm in the Municipal Building, located at 4801 Drakes Main Street, Drakes Branch, Virginia.

Mayor Phillip D. Jackson called the meeting to order and Nicolette Hall, Clerk recorded the minutes. Members present were as follows: Deborah Kennedy, James K. Gregory, Vice-Mayor Peery Wells Sr., Charles Errickson, Eugene Wells and Thomas Pettus. Peery Wells Sr. delivered the invocation and Mayor Jackson led the Pledge of Allegiance to the flag.

Account Balances with The Bank of Charlotte County were as follows:

General Fund	\$41,826.77
Water/Sewer	\$113,947.50
Account Balance with State's LGIP Program	\$288,341.16
Account Balance with State's LGIP EM Program	\$189,868.17
Total	\$633,983.60

On a motion by Eugene Wells, seconded by James Gregory to accept previous Town Council minutes from May 14, 2024, was passed on a roll call vote with 6 Ayes, 0 Nays, by a unanimous vote. On a motion by Deborah Kennedy, seconded by Charles Errickson to accept previous Town Council minutes from May 30th, 2024, was passed on a roll call vote with 6 Ayes, 0 Nays, by a unanimous vote. On a motion by Peery Wells Sr., seconded by Charles Errickson to accept previous Town Council minutes from June 3, 2024 was passed on a roll call vote with 6 Ayes, 0 Nays by a unanimous vote.

After clerk reviewed all bills received to Town Office and account balances, Eugene Wells made a motion, seconded by Deborah Kennedy to pay all listed town bills, and motion was passed on a roll call vote with 6 Ayes, 0 Nays, by a unanimous vote.

SPEAKERS ON AGENDA: None.

COMMITTEE REPORTS:

Finance - Mayor Jackson requested Clerk, Nicolette Hall to review and explain all monthly financial documents provided to council. Clerk stated LGIP and LGIP EM reports showed interest gained since opening account in September of 2023 that replaced the old debt reserved accounts. Also clerk stated that current Quickbooks reports do not match all bank statement account balances because all deposits from the last four months made into the bank account have not been all processed into Quickbooks yet.

Water/Sewer - Mayor reported that well six has been repaired. New water connection has been setup at the old Mt. Calvary parsonage by a private citizen. Clerk sent out contact information sheets with June water bill to support new online billing system. Deborah Kennedy asked for clarification on \$150.00 new customer water cost to put water in a new citizen's name to ensure correct billing was being utilized.

Streets - Perry Wells Sr., brought up two residences that are in violation of the grass ordinance that need to be notified are as follows: Eddie Smith's brick house residence on Saxkey Road and Mary Walton's past residence behind car wash on Westpoint Stevens Road. Deborah Kennedy requested that the street light continually burning all day and night on Proctor Street before School Street be addressed with Dominion Power.

Museum – Mayor reported that all repairs to the back of museum have been completed. Deborah Kennedy noted that on the right hand side of the building is a gutter down spout that is not directing water away the museum and water is coming back against the building and getting inside the museum. Ms. Kennedy stated that a trench needs to be put in from spout to direct water away from the museum. Ms. Kennedy also inquired about the vines on museum and the Mayor stated that they have been sprayed, cut off at the ground and should die and rot because if pulled off of the building the brick made be pulled loose.

Buildings & Grounds – Peery Wells stated that grass has been cut at Rodney Moon's old service center at the corner of Drakes Main Street and Highway 59 to provide better visibility for drivers. Mayor stated that a letter was sent to Matthew Mozciek requesting old furniture be moved from sidewalk in response to a citizen compliant. Eugene Wells asked if the letter included Mr. Mozciek needing to repair his fence and the Mayor stated that the letter did not mention the fence also needing to be fixed. Deborah Kennedy requested bench in front of old municipal building to be relocated before building is demolished. Clerk stated a citizen requested to shoot his gun at the ground to scare away buzzards but citizen was told not to shot gun in town limits. Ladies club trash can will be moved to other side of entrance to deter DIY Methods' owners to cease putting house garbage in the town trash cans. Lucy Evans turned in compliant forms about the buzzards and was informed that the town has not been approved for the harassment permit we requested so there is not anything we can do to deter the buzzards from being in town, per the Mayor.

Personnel – Mayor stated he received a resignation letter from Public Works Supervisor James Webb on June 28th, 2024. The position will not be advertised to be filled and if a suitable applicant applies then they will be hired, but not as a supervisor. Public Works personnel will be removing heating and air conditioning unit from old municipal building. Charles Errickson requested that a closed session be put on the agenda for the August 5th town council to discussion personnel pay concerns. Deborah Kennedy requested that on the town website the new clerk, Nicolette Hall, and the two deputy clerks, Diane Haley and Vicki Cliborne be added as administrative staff.

Grant – Mayor informed Town Council that CRC is looking into next steps for the FEMA demolition grant project. Destruction order will be served on Bunn property since it was sold at auction and town was not the highest bidder. Mayor will contact the lawyer handling the Bunn property to see if town could get the building if highest bidder backs out of the auction once finding out the property has to be demolished and no other structure can be built there due to FEMA flood zoning.

UNFINISHED BUSINESS:

Vines on the Museum were discussed during the committee report. The Bunn building status was discussed during the grant committee report.

NEW BUSINESS:

Mayor informed council of the need for a debit card to be ordered for the Water/Sewer account so money from the General Fund account is not utilized for water/sewer purchases that need to be made online or in person in a store. On a motion by Deborah Kennedy, seconded by Eugene Wells, to get a debit card for the Water/Sewer bank account, was passed on a roll call vote with 6 Ayes, 0 Nays, by a unanimous vote.

Mayor requested that the Juneteenth holiday be added to the personnel policy for employees to have as pay holiday. On a motion by Deborah Kennedy, seconded by Peery Wells Sr., approved the request to add Juneteenth to the town employee personnel policy as a paid holiday, was passed on a roll call vote with 6 Ayes, 0 Nays, by a unanimous vote. Clerk highlighted that the following federal holidays are also not included in the personnel policy: President's Day, Columbus Day, and Election Day. The council decided to add to the next town council meeting to decide if any further holidays will be added to the personnel policy.

Mayor informed council of the new cost to install initial water connections with the new digital meters. The current price of \$770 will not cover the cost of the installing a new meter with new water/sewer tie in connection costs. Clerk notified Town Council that there is no large scale commercial water rate in the town for businesses like the carwash, laundromat, and Jordan Industries so they are not held to the 2,500 gallon residential water usage maximum. On a motion by Peery Wells Sr., seconded by Deborah Kennedy, to set a date of July 25th, 2024 at 5p.m. to conduct a public hearing to hear comments about any needed water rate increases, was passed on a roll call vote with 6 Ayes, 0 Nays, by a unanimous vote. Eugene Wells requested public hearing notice be put in the newspaper, posted on the bulletin board, and in the post office. On a motion by Deborah Kennedy, seconded by Charles Errickson, to hold second meeting on August 5, 2024 at the Town Council meeting to vote on water rate changes after public hearing on July 25th, 2024, passed on a roll call vote with 6 Ayes, 0 Nays, by a unanimous vote.

November 2024 marks 75 year anniversary for the Drakes Branch Volunteer Fire Department and the Mayor requested to be able to get price quotes for parade banners for the Town Council float and fire department to display. On a motion by Charles Errickson, seconded by Peery Wells Sr., to research banner prices for 75th anniversary parade banners, passed on a roll call vote with 6 Ayes, 0 Nays, by a unanimous vote.

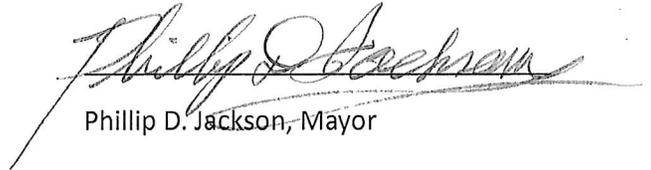
Council reviewed Caitlin Lloyd's October 5th, 2024 and decided it needs to be completely filled out before they can approve it. Mr. James Gregory will conduct the room inspection for Janice Williams party room rental held on June 29, 2024.

Zoning request for Rachel Toombs was reviewed and zoning administrator informed Town Council that it was approved. Zoning request Kenneth Covington was reviewed and had been approved by Zoning Administrator, Eugene Wells, but Deborah Kennedy annotated that the permit said the structure was in accordance with the zoning ordinance but that it is not because the structure does not meet the requirements of the town since it is on top of the property line and not set off of it. Eugene Wells said he would update and correct the zoning request for Mr. Covington.

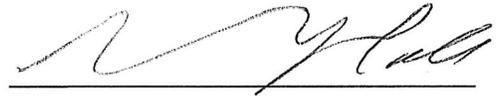
The Mayor reviewed the additional for information only documents contained within Town Council members packets that were as follows: drought warning advisory for our area, the annual

drinking water quality report for the Town of Drakes Branch with no violations reported, and leak notification letter example sent to citizens showing high usage on water meters.

On a motion by Peery Wells Sr., seconded by James Gregory, and passed on a voice vote of 6 Ayes, 0 Nays, the meeting was adjourned at 8:36pm.



Phillip D. Jackson, Mayor



Nicolette Hall, Clerk