

COUNCIL MEETING MINUTES

December 1, 2025

The Regular meeting of the Town Council of Drakes Branch was held Monday, December 1st at 7 P.M. in the Municipal Building located at 4801 Drakes Main Street, Virginia.

Mayor Deborah Kennedy called the meeting to order and Stephanie Clay, Clerk, recorded the minutes. Members present were as follows: Vice Mayor Peery Wells, Sr., Eugene Wells, Jr., Charles Errickson, Liz Davis, Thomas Pettus and Phillip Flippen. Peery Wells Sr. gave the Invocation and Mayor Deborah Kennedy led the Pledge of Allegiance to the Flag.

- A motion by Charles Errickson to accept the November Regular Meeting Minutes with one minor change; to add Kenny Tharpe and Noah Davis to the purchase and install of fire extinguishers, seconded by Eugene Wells Jr., passed on a unanimous voice vote of all AYES.

ACCOUNT BALANCES with The Bank of Charlotte County were as follows:

ACCOUNTS RECEIVABLE	\$7,411.29
WATER/SEWER	\$15,797.54
GENERAL FUND	\$76,532.20

LGIP ACCOUNT BALANCES

LGIP	\$305,464.66
LGIP- EM	\$203,727.11

- After reviewing all ACCOUNT BALANCES, BILLS PAID and TO BE PAID, a motion by Charles Errickson to accept, seconded by Phillip Flippen, passed on a unanimous roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, passed by unanimous vote.

SPEAKERS

- Walt Bailey, Landon Green and Noah Davis spoke on behalf of Charlotte County Board of Supervisors.
- Lauren Pugh with CRC gave an update on condemned buildings demolition.
- Nellie Garnett spoke about the future of the Ladies Club building.

Walt Bailey, Chairman of the Board for Charlotte County, expressed the County did not have the resources to provide additional benefits to the Town but wanted to encourage the Town Council members to become more involved with the strategic planning of the county in hopes some resources could be shared to the benefit of all parties. Mr. Bailey plans on organizing a meeting of the local Town Councils and County Board members to discuss further. Landon Green, County Administrator and Noah Davis, both spoke briefly, supporting and reiterating Mr. Baileys statement.

Lauren Pugh provided a written update of the Drakes Branch Building Acquisition Project (attached). She stated any contractors interested in bidding on demolition may do so through eVA website. Noah David asked if the sale of the Bunn building could be expedited for delinquent taxes and Lauren stated that was a question for our attorney.

Nellie Garnett stated the Ladies Club would be closing at the end of December 2025. She will only consider re-opening in Spring if she receives offers of additional help in the planning and organizing events.

COMMITTEE REPORTS

Finance: Nothing to report.

Water/Sewer:

- Vice-Mayor Peery Wells, Sr. spoke about the sewer issues at Proctor St. and White St., confirming the Town had resolved issues falling under Town responsibility.
- Mayor Kennedy reviewed the sample Burkeville Town Ordinance verbiage regarding misuse and damage and recommended adoption of the same verbiage in the Drakes Branch Town Ordinance. Charles Errickson made a motion to adopt the same verbiage, seconded by Phillip Flippen. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, passed by unanimous vote.
- Peery Wells Sr. made a motion to hold a Public Hearing on Jan. 5, 2026 at 6:45pm to amend the Town Ordinance, seconded by Liz Davis. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, passed by unanimous vote.

Streets: Charles Errickson and Phillip Flippen reported all but 8 lights were working as of that evening, and work orders had been submitted for those, with exception of a new one, reported to the Town Office that day. Vickie Cliborne stated she was waiting a pole number to report issue.

Museum: Nothing to report.

Buildings & Grounds:

- Eugene Wells Jr. confirmed the Christmas lights and wreath were hung and all working.
- Contractor removed limb from gutter on Town Office Building.
- There was discussion on the removal of the automatic door closure from the men's restroom. Peery Wells Sr. made a motion that the automatic door closure be reinstalled in the men's restroom and one be purchased for the women's restroom, seconded by Charles Errickson. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, passed by unanimous vote.

Personnel: Will be discussed in CLOSED SESSION.

Grants: Nothing to report other than the update provided earlier by Lauren Pugh.

OLD BUSINESS:

- On the issue of the fire extinguishers, Stephanie Clay confirmed they had been ordered and will be dropped off at Town Office by vendor.
- On the issue of the

- The issue of the Quickbooks payroll package was tabled indefinitely. The Finance Clerk, Stephanie Clay stated she didn't think the purchase was necessary and suggested the issue be tabled unless the future need changed.
- On the issue of the Shepherd building, the Town is waiting on a written statement from the property owner stating he was willing to sell and asking price.
- On the issue of a request for a landline to Clerks office was tabled until further information could be gathered. Stephanie Clay is going to get pricing on additional VOIP service and Charles Errickson is going to reach out to USCellular/T-Mobile to see what options are available for phone and internet.
- On the issue of the Town Lake Lease, Mayor Kennedy suggested we extend the lease for an additional year. Charles Errickson made a motion to send the Lessee a letter of terms and informing Lessee Lease Agreement would expire on October 31, 2026, seconded by Eugene Wells Jr. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, by unanimous vote.
- Discussion then focused on what to do with the payment of \$10,000 paid for the annual lease. Liz Davis made a motion to deposit funds into the General Fund account, seconded by Charles Errickson. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, by unanimous vote.

CLOSED SESSION:

- A motion by Liz Davis to go into CLOSED SESSION under Virginia Code 2.23711 (A)(1), seconded by Phillip Flippen, to discuss Personnel matters, passed on a roll call vote as follows: AYES: Charles Errickson, Eugene Wells, Jr., Liz Davis, Peery Wells, Sr., Thomas Pettus and Phillip Flippen. NAYS: None, by unanimous vote.

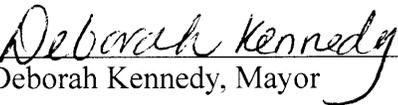
RETURN TO OPEN SESSION:

- A motion by Liz Davis to return to Open Session, seconded by Charles Errickson, passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, by unanimous vote.
- A motion was made by Liz Davis to adopt the Closed Session Resolution for the discussion of personnel, was seconded by Perry Wells, Sr., passed on a roll call vote as follows: AYES: Charles Errickson, Eugene Wells, Jr., Liz Davis, Peery Wells, Sr., Thomas Pettus and Phillip Flippen. NAYS: None, by unanimous vote.

NEW BUSINESS:

- A motion by Thomas Pettus, seconded by Liz Davis, to approve the room rental application by Eugene Wells Jr., Aileen Cassada and Lisa Traynham and the rescheduling of the room rental application by Hannah Francis passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, by unanimous vote.
- The discussion of forming an Events Committee was tabled until after the first of next year.
- Thomas Pettus made a motion, seconded by Liz Davis to add Finance Clerk, Stephanie Clay to the Town bank accounts. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, by unanimous vote.

- A motion to use existing “Accounts Receivable” bank account for an escrow account for water/sewer deposits; which are refundable with interest set by SCC and refund deposits after 1 year of satisfactory payments was made by Eugene Wells Jr., seconded by Charles Errickson. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, by unanimous vote.
- The discussion of upgrading the internet service in the Clerk’s office was tabled until Charles Errickson could gather more information on options available.
- A motion by Peery Wells Sr., seconded by Eugene Wells Jr., was made to adopt (effective 12/01/2025) the proposed New Water/Sewer Service Application presented to council by Stephanie Clay. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, by unanimous vote.
- A motion by Peery Wells Sr., seconded by Phillip Flippen, was made to appoint Stephanie Clay as the Town of Drakes Branch second FOIA officer. The motion passed on a roll call vote as follows: AYES: Liz Davis, Charles Errickson, Phillip Flippen, Thomas Pettus, Eugene Wells Jr., and Peery Wells Sr., NAYS: None, by unanimous vote.
- Phillip Flippen made a motion to adjourn, seconded by Charles Errickson. All agreed.
- The meeting adjourned at 9:45 P.M.


Deborah Kennedy, Mayor

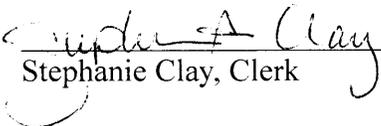

Stephanie Clay, Clerk

EXHIBIT A
CERTIFICATION RESOLUTION OF CLOSED SESSION

WHEREAS, this Drakes Branch Town Council convened a CLOSED SESSION on this 1st day of December, 2025 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and WHEREAS, § 2.2-3711 A of the Code of Virginia requires a certification by the Drakes Branch Town Council after such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, be it resolved that the Drakes Branch Town Council hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies; and (2) only such public business which the closed meeting was convened were heard, discussed or considered in the meeting to which this certification applies.