



Town of Drakes Branch, VA
4801 Drakes Main St.
P.O. Box 191
Drakes Branch, VA 23937
Phone (434) 568-3091

Deborah Kennedy, Mayor Perry Wells Sr., Vice Mayor Vickie Cliborne, Clerk
Stephanie Clay, Finance Clerk

Memo

To: _____

From: Vickie Cliborne, Clerk

Date: _____

Re: Water/Sewer Rate Schedule, Notice, Dog Ordinance, Grass Cutting Ordinance,
Nuisance Ordinance, General Information, Town's Contact Information

The attached is being provided to you for your information so you will be aware of the town's billing policies. Also, 3 ordinances are attached for your review along with other helpful information.

/kb

Non-Discrimination Statement

"This institution is an equal opportunity provider and employer." If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, S.W. Washington, D.C.20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov."

TOWN OF DRAKES BRANCH WATER & SEWER RATES

Sewage Connection Fee - \$2,025.00

Water Connection Fee - \$2,800.00

All monthly bills will be calculated based on the monthly reading. Sewage and Water Connection fee payments may be made in \$500.00 monthly installment payments.

WATER RATES

Minimum water rate- up to 3,000 gallons – monthly \$32.00

For every additional 1,000 gallons used from 3,001 gallons to 50,000 gallons..... \$ 2.00

For every additional 1,000 gallons used from 50,001 gallons to 100,000 gallons \$ 1.50

For every 1,000 gallons used over 100,001 gallons..... \$ 1.00

Out of town minimum monthly rate -----\$37.00

(all overages are same as above)

Industrial commercial use up to 20,000 gallons minimum monthly water rate\$60.00

For every additional 1,000 gallons over industrial commercial use of 20,000 gallons.....\$ 1.00

SEWER RATES

Minimum monthly sewage rates up to 10,000 gallons\$20.00

For every additional 1,000 gallons used over 10,001 gallons\$ 1.00

Out of Town minimum monthly rate up to 10,000 gallons \$27.00

(all overages are same as above)

Industrial commercial use sewer up to 30,000 gallons minimum monthly rate\$ 30.00

For every additional 1,000 gallons used over 30,001 gallons.....\$ 1.00

10% late fee added to water/sewer bills after 20th of the month. Water will be cut off if bill is 60 days delinquent. A \$50.00 fee will be charged to restore water service on cut-offs.

A \$10.00 fee will be charged to restore water service where a charge in resident has required its cut-off.

Residents requesting water turned on/off more than twice in a year for a reason other than a leak or change of resident, will be charged a \$15.00 reconnection fee.

RENTERS: A deposit of \$140.00 is required for water and sewer service with a \$10.00 cut-on fee for a total of \$150.00. If water only is provided then a deposit of \$100.00 and a \$10.00 cut on fee for a total of \$110.00 is required. This must be paid before the water will be turned on to the premises being rented. The renter is responsible to notify the town office when no longer renting in order for the deposit to be returned. If there is a balance due, the deposit may be applied to customer's final bill. Also, all renters must provide the town with their social security number and place of employment.

The water meter is town property and the Town Code provides penalty of \$25.00 for persons who turn the meter on or off. If the customer tampers with the cut-off valve or damages the meter, penalties will be charged as stated in the town ordinance.



Important Notice Concerning Payment of Past Due
Water/Sewer Bills to the Town of Drakes Branch

As of August 1, 2025, **water/sewer bills must be paid in full**. Water **will be turned off** if your bill becomes 60 days in arrears. In addition to the amount owed a **\$50.00 reconnection fee** will be charged.

If a customer has a 60 day past due amount, the cut off notice will be placed on the customer's door with **cut off date and full amount due**. **If the cutoff date falls on a weekend or Federal holiday, the cut off will be the following business work day.**

Payments can be made to the Town Clerk **Monday thru Friday from 8:30 a.m. to 2:30 p.m.** Also, there is a drop box at the front door you may put your payment in after hours. Also, you may go on the Town's website, **towndrakesbranch.com**, and select "Pay My Bill". If you mail a check or money order, payment must be received in the office by the 20th of each month or it incurs a penalty.

If a customer says they did not receive their bill, this is **NOT** a valid excuse. The Town **cannot** control the mail system, and if a customer does not receive a bill by the 20th, the customer should call the office. Water bills come out once a month every month. If your address changes, it is your responsibility to notify the Clerk's office. |

If a customer has a valid reason for not being able to pay their water bill on time, they must call Interim Mayor Deborah Kennedy at 434.568.3028 between the hours of 9:00 a.m. & 2:30 p.m. and ask for an extension.

Extensions will only be granted for legitimate reason:

- The death of a family member that lives in the home and contributes to the household income.
- A job loss (documentation must be provided to the Town), if granted, it will only be for one month, or other extenuating circumstances that a customer must prove to the Interim Mayor as being legitimate. The Interim Mayor may request the customer come in and talk with her also.
- NO ONE** will be granted an extension because they are waiting on a check or paycheck.

If the 20th of the month falls on a week end or federal holiday, the cut off will be the following work day of the Town Clerk.

Office hours are Monday – Friday 8:30 a.m. to 2:30 p.m.; even if the Clerk is in the office, the office is NOT open to the public after 2:30 p.m.

ADOPTED: August 6, 2001

ORDINANCE
DOGS PROHIBITED FROM RUNNING AT LARGE

Be it ordained by the Town Council of Drakes Branch:

It shall be unlawful for anyone to allow a dog licensed to them or under their custody and control to run at large in all portions of the Town of Drakes Branch. A dog shall be deemed to run at large while roaming, running or self-hunting off the property of its owner or custodian and not under its owner's or custodian's immediate control. Any person who permits his or her dog to run at large shall be deemed to have violated the provisions of this section. A violation of this ordinance shall constitute and be punished as a class 4 misdemeanor.

Reference:

Virginia State Code Section 3.1-796.93
Virginia State Code Section 18.2-403.3

GRASS CUTTING ORDINANCE

Be it ordained by the Town Council of Drakes Branch:

It shall be unlawful to allow weeds (uncultivated or untrimmed vegetation) of height of eight (8) or more inches from the ground upon residential or commercial property within 100 feet of a public street or highway, located within the corporate limits of Drakes Branch. This provision shall no apply to hayfields or pasture land.

Notice to landowner of offense. The Town Clerk shall notify the owner of such offending property of any violation and allow such landowner fifteen (15) days to correct the violation. Such notice shall be sent to the address of the landowner last known to the Town Clerk by first class mail, postage prepaid.

Penalty for violation. Should the owner of such offending property fail or refuse to correct such violation within the time allowed, the Town shall take such actions as may be necessary to correct such violation, including but not limited to entering upon such property, hiring such contractors as may be necessary to correct such violation and the Town shall charge and collect the cost of such removal, including but not limited to contractors, services performed by Town employees and dumping fees, from the owner of such offending property in the manner provided by law for the collection of state and local taxes, including making said charges a lien upon said property to be noted and enforced as is a lien for real property taxes.

Reference: Virginia State Code Section 15.2-1115

NUISANCE ORDINANCE, AS AMENDED, SECOND REVISION

Be it ordained by the Town Council of Drakes Branch:

Prohibited nuisances:

It shall be unlawful to allow or maintain trash, garbage, refuse, litter, junk, or debris that is not contained or otherwise sheltered, covered or housed upon property located within the corporate limits of Drakes Branch.

It shall be unlawful to allow or maintain a motor vehicle without a current state inspection sticker and valid license plates that is not otherwise garaged, completely and securely covered, sheltered or housed upon property located within the corporate limits of Drakes Branch. This provision shall not apply to junkyards duly licensed by the Commonwealth of Virginia.

Notice to landowner of offense:

The Town Clerk shall notify the owner of such offending property of any violation and allow such landowner fifteen (15) days to correct the violation. Such notice shall be sent to the address of the landowner last known to the Town Clerk by first class mail, postage prepaid.

Penalty for violation:

Should the owner of such offending property fail or refuse to correct such violation within the time allowed, the Town shall take such actions as may be necessary to correct such violation, including but not limited to entering upon such property, hiring such contractors as may be necessary to correct such violation and the Town shall charge and collect the costs of such removal, including but not limited to, contractors, services performed by Town employees and dumping fees, from the owner of such offending property in the manner provided by law for the collection of state and local taxes, including making said charges a lien upon said property to be noted and enforced as a lien for real property taxes.

Reference: Virginia State Code Section 15.2-1115

Adopted April 1, 2002 and amended May 1, 2006

P.O. Box 191
4801 Drakes Main Street
Drakes Branch, VA 23937
Phone: (434) 568-3091
email: drakesbr@hovac.com
www.towndrakesbranch.com



Deborah Kennedy, Mayor
Peery Wells, Sr., Vice-Mayor
Liz Davis, Town Council
Charles Errickson, Town Council
James D. Gregory, Town Council
Thomas Pettus, Town Council
Eugene Wells, Jr., Town Council

TOWN OF DRAKES BRANCH

NOTICE TO DRAKES BRANCH WATER/SEWER CUSTOMERS

Town Office hours are Monday-Friday 8:30am to 2:30pm.

Phone: (434) 568-3091

Email: drakesbr@hovac.com

www.towndrakesbranch.com

Follow us on Facebook Town Office, Drakes Branch

Town Clerk- Vickie Cliborne
Finance Clerk- Stephanie Clay
Mayor- Deborah Kennedy
Vice-Mayor – Peery Wells Sr.

Public Works Department office hours are 7:00am to 3:30pm daily.

Phone: (434) 568-3600

Public Works Supervisor – Cry Brazil
Operator- Ralph Simpson
Operator- Brent Simpson

IN CASE OF EMERGENCIES ONLY!

If you have an emergency and cannot reach anyone at the numbers listed above, call the Mayor or Vice-Mayor as listed below:

Mayor- Deborah Kennedy (434) 568-3028

Vice-Mayor – Peery Wells Sr. (434) 568-4981

The Town reminds all water customers that no person except a Town employee shall at any time turn off their own water at the Town's water meter. The Town has had issues with water valves being damaged when turned off and the cost of repairs is the responsibility of the person turning off the water. If you need your water turned off, call one of the numbers listed above.

The Town will turn off your water at no charge.

Non-Discrimination Statement

"This institution is an equal opportunity provider and employer." If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."