REGULAR MEETING OF THE KEYSVILLE TOWN COUNCIL HELD ON DECEMBER 8, 2025

The regular meeting of the Keysville Town Council was held on Monday, December 8, 2025, at 7:00 p.m. at the Keysville Town Office. Present were Mayor Robert J. Schaefer, presiding, and Council Members Wendy Gallion, Tom Fisher, and Rhonda Benn. Town Manager Mark White joined the meeting remotely. Vice Mayor Anthony Ferranto and Council Members Scotty Jackson and Danny Cooper were absent. Town Clerk, Sherry Marker, was also absent. No guests were present.

Mayor Schaefer called the meeting to order and welcomed all in attendance, and Council Member Benn offered the invocation.

Public Comments:
No public comments.

Minutes:
Corrections to November 10, 2025, Minutes
Council Member Benn stated the following corrections:

- On Page 4, "Joe Chiles" should be corrected to Joe Giles.
- Under Public Comments, "bike with five surface-mounted bikes" should be corrected to two surface-mounted bike racks.
- Mayor Schaefer clarified that the cost should be $350 each.

Council Member Fisher stated he spoke with the manager at Lowe's, who is willing to donate the boards or concrete needed to install the bike racks.

Town Manager Mr. White stated that he researched freight charges online and found the average cost to be approximately $300–$350.

Under the Mayor's Report, Mayor Schaefer noted that the word **"stiphen"** should be corrected to **"stipend"** in two places. Due to the lack of a quorum, the minutes were tabled until the next meeting for approval with corrections.

Financials:
Fire Department Donations
Mayor Schaefer stated that the Fire Department Donations reflected $18,750, noting that $15,000 for a safety grant had been mistakenly included and will be corrected.

Postage and Shipping Review
Council Member Benn questioned the Postage & Shipping year-to-date amount of $19,412.62, which was budgeted at $1,100 for the year. Mayor Schaefer stated this would be corrected.

Due to the lack of a quorum, the financials were tabled until the next meeting for approval with corrections.

Committees

Street and Library – Nothing to report

Water – Nothing to report

Wastewater - Nothing to report other than Mayor Schaefer said we are still working on grants.

Old Business – Nothing to report

New Business

Tobacco, Vape, and Hemp Products Ordinance Discussion

Mayor Schaefer discussed the Tobacco & Vape Shop Ordinance, stating that a state law has already been passed. He distributed copies of Virginia State Code §15.2-912.4 to council members.

Mayor Schaefer recommended adoption of the ordinance under the Public Health section, allowing the Town to regulate retail sale locations and prohibit sales within 1,000 feet of a child's day care center or school.

Due to the lack of a quorum, the matter will be sent out for a virtual vote.

Council Member Benn stated the state law establishes 1,000 linear feet as the minimum, and the Town may increase this distance. She noted that other localities include playgrounds, churches, and libraries. Mayor Schaefer stated this information would also be included in the virtual vote.

Mayor's Report

Comprehensive Plan Update

The Comprehensive Plan update will continue.

Water Rate Review

Water rates were last updated in 2019 under a five-year plan through 2023. This will be tabled until the next meeting.

Communications and Social Media

Facebook Admin rights have not yet been obtained but are expected by the end of the month.

Leaf Drop-Off Site

The leaf drop-off site is currently non-existent.

Wastewater Plant Security

Mayor Schaefer reported a 911 call and hang-up from the wastewater plant. A swing-out gate would cost approximately $16,000, and a rolling gate approximately $17,000. Possible security grants and camera installation were discussed.

Christmas Parade

The Christmas Parade will be held on December 12, regardless of the weather.

Fire Department Appreciation Dinner

A dinner for the Fire Department following the Christmas Parade was discussed. A spending limit will be sent out for a virtual vote.

Town Manager's Report

The office printer, dated 2011, was acquired from Southern Copier. Despite roller replacements and ink sticking to the rollers, the printer continues to jam and has been discontinued. Mr. White said a leased printer would cost $3,350, including maintenance and toner. Maintenance alone would cost $360 per year. Mr. White stated it would be more cost-effective to purchase outright. A five-year plan would total approximately $5,150.

Council Member Gallion suggested obtaining a quote from Cobbs Printers, which will be included in the email for voting.

Digital Sign and Emergency Alert System

Mr. White discussed a digital sign at King and J Street, potentially funded through Emergency Preparedness grants. The estimated cost is $30,000–$40,000. He will follow up with CRC regarding grants.

Closed Session

- ***Pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia 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.***

Open Session

No motion made in Closed Session due to no quorum.

The meeting was adjourned at 8:20 p.m.

***Actions taken after the meeting due to lack of a quorum**

An email was sent out on December 17, 2025, to all Council Members for several items that were discussed at the December 8, 2025, meeting but were not enacted. Each Council Member responded with a Yay or Nay vote. The following were passed with a unanimous vote.

1) Christmas bonuses will be the same as last year
2) Dinner for the fire department will have a cap set at $350
3) Due date for Personal/Real Estate Taxes has been revised from 1/15/2026 to 1/31/2026
4) Purchase of a new Printer/Copier/copier for the office
5) Adoption of a tobacco/vape/hemp products retail sale ordinance – 2 council members abstained

Sherry L. Marker, Clerk/Treasurer

Robert J. Schaefer, Mayor