Keysville Town Council Meeting Minutes

The Town Council meeting was called to order at 7:00 p.m. on Monday, February 10, 2025, at the Keysville Town Office. The following Town Council members were present:

Council Members present:	Mayor Robert Schaefer Vice Mayor Anthony Ferranto Mrs. Wendy Gallion Mr. Danny Cooper Mrs. Rhonda Benn Mr. Tom Fisher
Council Members absent:	Mr. Scotty Jackson
Town staff present:	Ms. Sherry Marker, Town Clerk
Guests present:	Dan Witt (County Administrator) Christin Jackson (Community Regional Council) Rick Youngblood (VDOT-Sidewalk Project) Lynn Duffey, Fire Chief (KVFD) Eric Traywick Jim Benn

The town council meeting was called to order at 7:00 p.m. by Mayor Schaefer. Council Member Benn offered the invocation.

Public Comments:

Mr. Traywick inquired if any decision had been made regarding the alley behind his house. Mayor Schaefer acknowledged the pending status but had no updates.

Guest Speaker – Dan Witt- County Administrator

County Administrator Dan Witt spoke with the Council to share the concerns a citizen, Mr. Terry Ramsey, had expressed to the Board of Supervisors regarding the membership or make-up of the County Planning Commission. Mr. Ramsey's concern was that the towns were overrepresented on the county planning commission. Mr. Ramsey feels the town should not have representation on the board as he states the "Items the planning commission deals with doesn't affect the towns and its's citizens". Mr. Witt wanted to make us aware of the conversations being had and hear our feedback. Also, to tell the council that we may want to express these concerns at a future point to the Charlotte County Board of Supervisors if the discussions continue. Mr. Witt said he would like to see what the thoughts of the town council are, and he would also like to present some type of response to the Board of Supervisors at the March 12th meeting.

In addition, Mr. Benn spoke and said that he was happy to represent the town and will continue to do so unless instructed otherwise.

Guest Speaker – Christin Jackson (CRC) and Rick Youngblood (VDOT)

Christin Jackson, Executive Director of the Commonwealth Regional Council, wanted to introduce herself to the council in the new role and bring us up to speed with what her office has been working on and what they are able to do to assist the Town of Keysville, specifically researching grants, grant writing, and potential grant funding for a variety of projects. Mrs. Jackson brought Mr. Rick Youngblood with VDOT to share more information about the Ready, Set, Go program which was a potential source of funding the Hill Avenue sidewalk project. After much discussion about the study VDOT did, their proposals and costs, Council Member Benn asked, "If that sidewalk was a VDOT responsibility to maintain and fix?" Mr. Youngblood stated he was unsure but would need to investigate further. The council decided to table further discussion about this project until responsibility of the sidewalk is determined.

Approval of Minutes and Financials:

Council Member Benn had some corrections to the minutes. On the second page, under "Water". The next phase of this project want be until 2026. "Want" should be changed to "won't". Also under Old Business: Water and Sewer Hook-Up it needed to be clearer saying" accept the Waste and Sewer Hoo-up Connection application as is. The application processing time frame would be 30 days and could be continued for any extenuating circumstances.

Motion to amend and approve the minutes was made by Vice Mayor Ferranto and seconded by Council Member Gallion. Motion was carried unanimously.

Motion was made by Council Member Benn and seconded by Council Member Fisher to approve the January 2025 financials and pay the bills. Motion was carried unanimously.

Town Committees:

Street and Library: – Mayor Schaefer said we can call 800-FOR-ROAD for potholes. Council Member Benn suggested we should put that information on the website.

Also, Mayor Schaefer said the new toilet had been installed at the library.

Water: – Mayor Schaefer said he had done research on grant funding and does have a handout. Also, he reached out to Clay Samples with Samples Monitoring Service to discuss restoring connection to the town wells.

Mayor Schaefer also said it might be something the Water Committee would like to investigate is the carbon build up at the basin at the water treatment plant.

Mayor Schaefer also said he was told the aerators are not functioning and are in the wrong place at the town lake.

Waste Water: - Council Member Fisher reported that there are several systems over at the wastewater plant that has been worked on several times, and it still has one that still doesn't work which is the digester. Council Member Fisher said we have the capability to expand the capacity. Mayor Schaefer asked Council Member Fisher if he would like to reach out to the Virginia Department of Health or DEQ to have them come out and see what type of repairs are needed.

Old Business:

Town Lake:

Vice Mayor Ferranto provided an update from the attorney regarding access to the town lake. Nothing differed from the previous attorney's finding.

Text Message – Water/Sewer Lines- Habitat Homes:

In a group text message on January 17, 2025, Vice Mayor Ferranto made a motion and was seconded by Council Member Benn to approve the $17,000 quote to install the necessary water and sewer lines to complete the five Habitat Homes currently under construction from Kevin Ashworth

New Business:

Zoning Administrator:

Motion was made by Council Member Benn and seconded by Council Member Fisher to nominate Mayor Robert Schaefer as our current Zoning Administrator. Motion carried unanimously.

Board of Zoning Appeals:

Motion was made by Council Member Fisher and seconded by Council Member Gallion to have the town council be the Keysville Zoning Board of Appeals. Motion was carried unanimously.

GIS Map – Sewer System:

Motion was made by Vice Mayor Ferranto and seconded by Council Member Fisher to pursue the necessary quotes for obtaining the GIS map for our sewer system as well and maybe approving it at the next meeting.

In Memory – Phil Jackson:

Motion was made by Vice Mayor Ferranto and seconded by Council Member Fisher to approve a check for $75.00 to the Drakes Branch Volunteer Fire Department in memory of Mayor Phil Jackson. Motion was carried unanimously.

Mayor's Report:

- Water leaks and pipe breakages have been addressed.
- A list of shut-ins was provided to Chief Duffey.
- Christmas snowflakes were removed, and a toilet was replaced at the library.
- Mayor Schaefer now has an email address.
- Expenditures include daily activities and emergencies
- Reached out to Berkeley group for a part-time town manager
- Town attorney position
- Breakdown hours for town employees
- Met with the town manager in Charlotte Court House regarding nuisance ordinance
- Met with Mayor Watkins of Charlotte Court House
- Scheduled to meet with Sheriff Randy Grissom
- Update Water and Sewer policy
- Past due amount for water/sewer bills
- Requested hook up charges from Blackstone
- Vertex – Sales and Use tax software company – Our meals tax shows 5% in ordinance and meals tax worksheet shows 6% - Need to update
- Lead Line Service Inventory update
- Upcoming Events – Senator Tammy Mulchi has meeting in South Hill regarding data centers
- Story time – Keysville Library
- Anyone interested in hosting an Easter Egg hunt at Osborne Park
- Update on Cruis-In Café

Closed Session:

A motion was made by Vice Mayor Benn and seconded by Council Member Gallion to enter 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.

Return from Closed Session:

Motion was made by Council Member Benn and seconded by Council Member Fisher to exit Closed Session and we only discussed employee matters and no action was taken. Motion was carried unanimously.

Paid Holiday:

Motion was made by Council Member Benn and seconded by Council Member Fisher to approve President's Day as a paid holiday for the town employees. Motion was carried unanimously.

Adjournment:

Motion was made by Vice Mayor Ferranto and seconded by Council member Cooper to adjourn the meeting. Motion was carried unanimously. The meeting was adjourned at 10:04 p.m.

Sherry L. Marker, Clerk/Treasurer

Robert Schaefer, Mayor