# Keysville Town Council Meeting Minutes

The Town Council meeting was called to order at 7:00 p.m. on Monday, January 13, 2025, at the Keysville Town Office. The following Town Council members were present:

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| **Council Members present:** | Mayor Robert Schaefer<br>Vice Mayor Anthony Ferranto<br>Mrs. Wendy Gallion<br>Mrs. Rhonda Benn<br>Mr. Scotty Jackson<br>Mr. Tom Fisher |
| **Council Members absent:** | Mr. Danny Cooper |
| **Town staff present:** | Ms. Sherry Marker, Town Clerk |
| **Guests present:** | Lynn Duffey, Fire Chief (KVFD) |

Mayor Schaefer called the meeting to order. Council Member Benn offered the invocation.

**Public Comments:**

Chief Duffey said the Bingo Hall was open as a warming station due to bad weather. He wanted to know if we had a list of shut-ins. Mayor Schaefer said he could check with the churches and see if they may have some names.

**Approval of minutes and financials:**

Motion to approve December 9, 2024, minutes was made by Vice Mayor Ferranto and seconded by Council Member Fisher. Motion was carried unanimously.

Motion was made by Council Member Fisher and seconded by Council Member Jackson to approve the December 2024 financial report and pay the bills. Motion was carried unanimously.

**Committee Assignments:**

The council discussed the designation of council members to committees. The following are the committees for the year 2025:

Street and Library: Council Member Benn and Council Member Gallion

Water: Vice Mayor Ferranto and Council Member Jackson

Waste Water: Council Member Fisher and Council Member Cooper

**Committees:**

**Streets and Library:** - Council Member Benn asked the council to start looking at street light poles when they are out at night and get the pole numbers.

The town clerk will follow up with the library and see if the new toilet has been installed.

**Water: -** The bid of Samples Monitoring Service came in lower than the original bid of $120,000 on the Lead Service Inventory project. The invoiced amount was $113,400.00. The next phase of this project won't be until 2026.

**Wastewater: -** Council Member Fisher asked about the aerator part for the wastewater plant. The town clerk said the part had come in from Kruger and it had been fixed by Lewis Welding.

**Old Business:**

**Water and Sewer Hook-up Application:**

Council Member Benn discussed the Water and Sewer Hook-up Connection Application that was handed out during the meeting. On the application, the "Processing Time" of the number of days of the application was left blank for discussion.

Motion was made by Council Member Fisher and seconded by Council Member Gallion to accept the Water and Sewer Hook-up Connection application as it is. The application processing time frame would be 30 days and could be continued for any extenuating circumstances. Motion was carried unanimously.

**Business License and taxes:**

The council addressed the delinquent meals tax and business licenses for the Cruis-In Café, deciding to proceed with the filing after January 20, 2025, to have a current up to date amount. A certified mail will be sent and if it is returned by the USPS, the town clerk will proceed with the filing of the Warrant in Debt.

The real estate taxes owed by four owners of Cruis-In were discussed. Mayor Schaefer said we can discuss plans to issue DMV holds if necessary. The town clerk said she would first like to send a letter to all four owners of the real estate before we put a DMV hold onto them.

Motion was made by Vice Mayor Ferranto and seconded by Council Member Fisher to move forward on sending out the letter for the real estate taxes and waiting until January 20th to get the current amount for the meal taxes. Motion was carried unanimously.

**Town Attorney:**

Council Member Benn discussed Dan Farnsworth as being the town attorney. She feels like the attorney should live in the town and Mr. Farnsworth had a great interest in being the town attorney.

Mayor Schaefer said he had talked with the town manager of Blackstone. The town manager made several recommendations which included Gary Elder, the attorney for Nottoway County, Russell Slayton, the attorney for Charlotte County and Mecklenburg County, Tessie Bacon, the attorney for the Town of Kenbridge. Mayor Schaefer's other suggestions in Charlotte County were Hawthorne & Hawthorne, Tyler Williams and Dan Farnsworth. Vice Mayor Ferranto said he was supposed to meet with David Watkins regarding the town lake and he would talk with him to see if he would be interested when they met. Mayor Schaefer said he would schedule a meeting for all three of them to meet.

**New Business:**

**Checking and Financial Accounts:**

Motion was made by Vice Mayor Ferranto and seconded by Council Member Benn to add the new mayor, Robert Schaefer signature to all business and financial checking accounts and Certificate of Deposits and safe deposit boxes. Motion was carried unanimously.

Motion was made by Council Member Benn to keep Vice Mayor Anthony Ferranto and the town clerk, Sherry Marker, on the business and financial checking accounts and Certificate of Deposits and safe deposit boxes. Motion was carried unanimously.

**Water & Sewer lines for Habitat for Humanity:**

Vice Mayor Ferranto discussed the Habitat for Humanity housing projects. He said the town needs to extend the sewer lines for the Habitat houses. Currently, the sewer lines run up one side of the street and the water line runs up the other side of the street and he would like to get approval from the council to get quotes to run the sewer lines on the side with the water line and a water line on the side with the sewer lines and clean-outs. Vice Mayor Ferranto said in their texts chain we were allocating money from the American Rescue Plan funding money for this kind of work for the project on Pine Haven St and he would like to put a hold on the Pine Haven project because the Habitat homes are here on the property and use those funds for this project.

**Community Regional Council & VDOT – Sidewalk:**

Council Member Benn said the VDOT information in the packet was for a reminder that Christine Jackson with Community Regional Council and VDOT were coming to the February meeting. Vice Mayor Ferranto said he met with both and asked VDOT for their numbers and he hadn't heard anything back from them.

**Lawn care for Youth Soccer:**

Vice Mayor Ferranto asked for approval to use the lawn care equipment at the soccer field at Keysville Building Supply's field for the Charlotte County's Youth Soccer program.

Motion was made by Council Member Benn and seconded by Council Member Jackson to allow the town's lawn care equipment to cut the soccer field. Motion was carried unanimously.

**Town Nuisance Ordinance:**

Council Member Benn said that in the Charlotte Gazette that Charlotte Court House was concerning a proposed new town nuisance ordinance and we had been talking about how ours needing some changes done. She reached out to one of her friends at the town council and he is going to send her a copy of their new nuisance ordinance.

**Charlotte County Planning Commission:**

Council Member Benn discussed the Charlotte County Planning Commission in dual representation. Dan Witt will be at our February meeting to discuss it further.

**Mayor's Report:**

**Town Manager:**

Mayor Schaefer said he had been coming to the last three town meetings and has had 13 days of being the new mayor and he had a few observations. He said there is some confusion and redundancies. Another observation is clarifying roles and responsibilities. He said his expectations from the council would be helpful, especially with the day-to-day management of the town. He said in the past the mayor was considered the town manager. He would like to pursue hiring a town manager. He discussed the Range Rider program for town managers. It is where a part-time town manager is hired. We can advertise for a town manager that will work two days a week. The Berkely Group would be the recruiting agency who we can utilize for advertising this position. Mayor Schaefer that was something for the council to think about for the future. Mayor Schaefer said in the meantime, we need to recommend someone as town manager.

Motion was made by Vice Mayor Ferranto and seconded by Council Member Fisher to nominate the current mayor, Mayor Schaefer, to fill the role of town manager and all its requirements until said time a permanent one can be hired. Motion was carried unanimously.

**Expenditure Limit for Mayor:**

Motion was made by Vice Mayor Ferranto and seconded by Council Member Benn for any expenditures up to $2500 can be made without the town councils' approval and anything beyond that needs the approval from the council. Motion was carried unanimously.

**Business License Adjustment:**

Mayor Schaefer said on the business license they are issued on a calendar year but are not due until the following March and some businesses have called saying their business license ran out in December 2024.

Motion was made by Vice Mayor Ferranto and seconded by Council Member Gallion to amend our business license to run from March to March of the current year. Motion was carried unanimously.

**Approval – Part for wastewater plant:**

Motion was made by Vice Mayor Ferranto and seconded by Council Member Fisher to approve the bill to purchase a Benchtop Meter with electrode for $1,796.00 for the wastewater plant. Motion was carried unanimously.

**Price Increase – Control Equipment:**

Mayor Schaefer told the council members that we received a letter from Control Equipment Company that a price increase of .01 per pound would go into effect January 1, 2025.

**Appreciation Award from KVFD:**

Mayor Schaefer that we received an appreciation award from the Keysville Volunteer Fire Department.

**Closed Session:**

A motion was made by Vice Mayor Ferranto and seconded by Council Member Fisher to enter the 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. Motion was carried unanimously.

**Return from Closed Session:**

Motion was made by Council Member Benn and seconded by Council Member Gallion to exit Closed Session. Motion was carried unanimously.

Motion was made by Vice Mayor Ferranto and seconded by Council Member Jackson to agree to pay the town clerk the unused 24 hours for vacation time for the year 2024. Motion was carried unanimously.

Motion was made by Vice Mayor Ferranto and seconded by Council Member Fisher to adjourn the meeting. Motion was carried unanimously. The meeting was adjourned at 9:15 p.m.

Sherry L. Marker, Clerk/Treasurer

Robert Schaefer, Mayor