Keysville Town Council Meeting Minutes

The Town Council meeting was called to order at 7:00 p.m. on Monday, July 14, 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. Scotty Jackson Mrs. Rhonda Benn
Council Members absent:	Mr. Danny Cooper Mr. Tom Fisher
Town Staff present:	Ms. Sherry Marker, Town Clerk
Guests present:	Lynn Duffey, Fire Chief (KVFD) Eric Traywick Ed Wynn Mike Tharpe – BCC Excavating Brett Stratton – W. A. Stratton Construction Beth Shook – White's Building Supply Don Nelson – White's Building Supply Blair Trent – (Special Event Application)

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

Public Comments:

Barking Dog Issue, Leaking Hydrant and Ditch Issue:

Mr. Wynn addressed the Town Council regarding the ongoing issue of barking dogs from his next-door neighbor's property, which he stated has been a problem for several years. He also reported a leak from the fire hydrant located at the end of his driveway, noting that he has had to replace stone around it multiple times due to the persistent water issue.

Mayor Schaefer told Mr. Wynn to send a complaint in writing about where the kennel is. He also said that there's not much the town can do as far as sending a letter with fines. Mayor Schaefer said the town does not have any dog enforcement.

Regarding the leaking fire hydrant, Mayor Schaefer said that the issue has already been reported to the Maintenance Supervisor, Robbie Overstreet. Mayor Schaefer also told Mr. Wynn that the

town is in the process of numbering all fire hydrants and identifying their flow rates, as well as determining which ones are operational and inoperable.

Mayor Schaefer also said he will contact VDOT about the ditch near Mr. Wynn's property.

Special Event Application:

Ms. Trent presented the Council with a Special Event Application for an event to be held on October 4, 2025, at Osborne Park.

Setback Variance Request - White's Building Supply:

Ms. Shook addressed the Council regarding the construction of a new metal building on the property of White's Building Supply. She submitted a request for a variance related to the required setback distances.

Motion was made by Council Member Jackson and seconded by Council Member Benn to accept the variance as presented. Motion was carried unanimously.

Minutes:

Motion to approve June 9, 2025, minutes was made by Council Member Gallion and seconded by Council Member Jackson. Motion was carried unanimously.

Financials:

Motion was made by Vice Mayor Ferranto and seconded by Council Member Gallion to approve the June 2025 financials and pay the bills. Motion was carried unanimously.

Committees:

Streets and Library:

Hill Avenue – Sidewalk Maintenance:

Council Member Benn informed the Council that she contacted VDOT in Richmond regarding the condition and maintenance of the sidewalks on Hill Avenue. She stated that, after speaking with a VDOT representative, she was informed that the sidewalks are indeed the responsibility of VDOT and have now been added to their system for maintenance. Council Member Benn received a request number via text message and will be able to track the status of the work.

War Memorial – Water Access:

Council Member Benn inquired about the status of establishing a water connection at the War Memorial for the Garden Club. Mayor Schaefer responded that he had investigated the matter, and, at present, the Town does not have access to the building where the existing water line is located. He noted that he is a member of the American Legion, and there is a possibility that the organization may purchase the building in the

future. In the meantime, the Town may need to tap into the water line and install a new spigot to provide access to the water.

War Memorial – Brick Repair and Water Fountains:
Council Member Benn also said that some of the bricks at the War Memorial are in need of repair. Mayor Schaefer stated he would seek estimates for the brick repairs and possibly water fountains for both citizens and their pets.

Water: – Nothing to report.

Wastewater: - Nothing to report.

Old Business:

Hazard Mitigation Grant – Wastewater Plant Generators:
On July 15, 2025, Mayor Schaefer sent a text message to all Council Members regarding a hazard mitigation grant for the purchase of large backup generators at the Town's wastewater treatment plant. The Commonwealth Regional Council (CRC) submitted a draft resolution requesting the mayor's signature as part of the grant application process.

According to Mayor Schaefer, the total grant amount is $144,915.85, with the Town's required match being a maximum of 5%, not to exceed $7,627.13. He asked Council Members to review the draft resolution and respond via text message with a "Yea" or "Nay" to indicate their response.

Council Member Benn – Yea	Council Member Fisher - Yea
Council Member Gallion – Yea	Vice Mayor Ferranto - Yea
Council Member Jackson – Yea	Council Member Cooper – Yea

Real Property Reassessment -Public Hearing Requirement:
On June 19, 2025, Mayor Schaefer emailed all Council Members regarding the recent real property reassessment conducted by the county. He explained that, under Virginia Code § 58.1-3321, a locality must provide public notice and hold a public hearing if the reassessment increases by more than 101% of the previous year's total real property tax levies.

Mayor Schaefer asked Council Members to respond with a virtual vote to proceed.

Council Member Jackson – Yea	Council Member Benn – Yea
Council Member Gallion – Yea	Vice Mayor Ferranto – Yea

Town Manager Applications and Interview Scheduling:
Mayor Schaefer said we had received two applications for the position of Town Manager. Council Member Benn said she would like to see more options before choosing between the two. applied.

Mayor Schaefer said he would like to go ahead and set up interviews with the two we do have, and if any more applications come in, we will set up another interview. The town clerk will call and schedule the interviews for August 12th at 5:30 p.m. and 6:15 p.m.

New Business:
See Mayor's Report

Mayor's Report:

Follow-Up Summary (from Last Month)

- **Playground:** Safety check done. Parts ordered ($6,333.16). Wood chips ($1,200) are coming in early August.
- **Water Towers:** Cleaning and maintenance completed.
- **Town Manager:** 2 applications received. Interviews are set for August 12. Job posted on town website—needs posting to more sites.
- **Water & Sewer:** Door hangers completed. Shut-offs started. Delinquent accounts are being paid.
- **Town Sign:** On private property. Needs Council decision on new location and moving costs.
- **Library Fire Alarm:** Quote received ($6,236.99 + $128.07/month). Looking for other options.
- **Street Repairs:** Repaving of 650 feet of Tower Alley (Alley running behind the post office), Hill Street, and Railroad Ave. (where we dug for water line repairs). Gravel was added to Kearney Street.
- **Fire Hydrants:** Map in progress for the fire department. Some testing equipment may be available. One hydrant is marked as inoperable.
- **Generator Grant:** Applied for $200K grant for the wastewater plant. Met with VDH about more funding.
- **Audit & Loans:** Audit complete for FY 2023-2024. Town is out of compliance with loan rules again. Can be fixed by reclassifying expenses or moving funds. Enough reserves to pay off one or both loans if needed.

Expenditures:

- **Non-Discretionary Spending:**
  Reviewed and approved approx. $43,707.72, including:
  - $8,205.70 – Annual audit
  - $8,277.15 – Water Phase Two loan payment
  - $7,160.00 – Loan pre-payment (from cigarette tax revenue)
- **Discretionary Spending:**
  Approx. $390.00 for grass cutting at the War Memorial and Tower Park

Zoning Applications:

- **White's Hardware Expansion:**
  Application received, but missing plot map, setbacks, and parking info. Applicant contacted. A variance request is expected. Waiting on updated application.
- **New Single-Family Residence** (behind Mike Jones' former property):
  Initial application was incomplete; final packet received today.
- **Lot Line Adjustment (Betsy Hamner Property):**
  County requested review and sign-off. Property partially within town limits.

Other Items Since Our Last Meeting

- **Fire Extinguisher Inspections**
  - All fire extinguishers in town buildings (including the library) were inspected and recharged.
  - This is an annual requirement that has not been done since 2020.
- **Office Door Security**
  - Due to inappropriate behavior from a few individuals, half doors will be installed at office entrances to create a stopping point for the public.
  - The back door is now closed, with signage directing all visitors to use the front door.
- **Comprehensive Plan**
  - Requested assistance from CRC to update Keysville's Comprehensive Plan, which expires this year.
- **Meeting with Virginia's Heartland (Alex McCoy)**
  - Discussed economic development for Keysville.
  - Mr. McCoy pitched hiring his firm to market the town to potential investors.
  - Determined that this service is not worth the expense at this time.
- **Meeting with Sheriff Randy Grissom**
  - Discussed:
    - Law enforcement coverage
    - Speed enforcement
    - Local ordinance enforcement
    - Closing King Street for the car show
  - Discussed possible town funding of part of a deputy's salary for scheduled coverage.
  - Sheriff's Office now provides 24/7 coverage.
- **DMV Tax Holds**
  - Sherry and I completed training for DMV system access.
  - We can now place holds on vehicle registrations for unpaid personal property taxes.

Upcoming Events:

- July 26 – *Summer Sale-a-bration* at White's Hardware (10:00 AM–2:00 PM)
- October Concert – Tentatively scheduled for Saturday, October 4

Motion was made by Council Member Benn and seconded by Council Member Jackson to approve the quote of $4,975.00 for Virginia Paving to put down salt stone behind the post office. Motion was carried unanimously.

Closed Session:

A motion was made by Vice Mayor Ferranto and seconded by Council Member Benn 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. Motion was carried unanimously.

Return from Closed Session:

Motion was made by Vice Mayor Ferranto and seconded by Council Member Jackson to exit Closed Session. Motion was carried unanimously.

Motion was made by Vice Mayor Feranto and seconded by Council Member Jackson to adopt the updated job title for our Town Clerk/Treasurer to what was discussed in Closed Session and the necessary pay adjustments. Motion was carried unanimously.

Motion was made by Council Member Benn and seconded by Council Member Gallion to adjourn the meeting. Motion was carried unanimously. The meeting was adjourned at 9:20 p.m.

Sherry L. Marker, Clerk/Treasurer

Robert J. Schaefer, Mayor