REGULAR MEETING OF THE KEYSVILLE TOWN COUNCIL HELD ON NOVEMBER 10, 2025

The regular meeting of the Keysville Town Council was held on Monday, November 10, 2025, at 7:00 p.m. at the Keysville Town Office. Present were Mayor Robert J. Schaefer, presiding, and Council Members Tom Fisher, Rhonda Benn, Scotty Jackson, and Danny Cooper. Vice Mayor Anthony Ferranto and Council Member Wendy Gallion were absent. Staff present included Town Manager Mark White and Town Clerk Sherry Marker, and guests included Eric Traywick and the Cub Scout Wolves Pack #6296. Parents attending with Cub Scouts were Mrs. Erin Andrews and Mr. Walter Williams.

Mayor Schaefer called the meeting to order and welcomed all in attendance.

Council Member Benn offered the invocation.

Public Comments:

Cub Scouts Request for Bike Racks

The Cub Scouts addressed the Council regarding the installation of bike racks in town. Mrs. Erin Andrews, parent of a Cub Scout, requested two surface-mounted bike racks, with an estimated total cost of $350.00.

Mayor Schaefer asked about the expected installation timeline, and Mrs. Andrews stated that spring–summer would be ideal. Council Member Benn noted that the town has funding available in the Parks and Recreation budget and that CRC may also have funds to support the project. Mrs. Andrews added that if the town could not fund the full cost, the Cub Scouts would be willing to hold fundraisers to help offset expenses. Council Member Cooper stated that if there was any shortfall, he would personally purchase one of the bike racks. Council Member Fisher said he would look into additional assistance and report back to the council on Tuesday or Wednesday.

Minutes:

Motion to approve September 8 and October 20, 2025, minutes and October 20, 2025, Public Hearing Meeting minutes as presented were made by Council Member Jackson and seconded by Council Member Fisher. Motion was carried unanimously.

Financials:

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

Committees

Street and Library

Hill Avenue Sidewalk – VDOT

Council Member Benn reported that she had followed up with VDOT regarding the sidewalk project on Hill Avenue but had not received a response. Mayor Schaefer stated that the most recent update he had received from VDOT came during a telephone meeting concerning the Designated Growth Area. During that discussion, VDOT asked about the town's priorities, and he mentioned the requested speed study on Church Street and a pedestrian study on King Street. Mayor Schaefer also brought up the Hill Avenue project, and VDOT confirmed they were aware of it. He added that once the Designated Growth Area is approved, it will open funding opportunities to move forward with that project.

Mayor Schaefer reported that the town has replaced the light at the library, specifically the one located above the stairwell. He also said he is still looking into the membership to receive a discount on the alarm system to reduce the cost.

Town Manager Mark White reported that Grant's Glass visited the Town Office to inspect the windows and provide quotes. They will also be giving a quote for installing Lexan in front of the library windows as a mitigation fix.

Water

Nothing to report.

Wastewater

Nothing to report.

Old Business

Nothing to discuss.

New Business

Tax Due Date Adjustment

Mayor Schaefer said that we received word from the Commissioner of Revenue's office that we will be receiving the tax information for real estate and personal property taxes later this month.

Motion was made by Council Member Fisher and seconded by Council Member Cooper to extend the due date for the town's personal property and real estate taxes to January 15, 2026. Motion was carried unanimously.

Comprehensive Plan Update

Mayor Schaefer stated that the Town's Comprehensive Plan will expire at the end of the year. He contacted CRC about a month ago to inquire about the cost of renewing the plan, and they provided a quote of $45,000 with an estimated timeline of 18 months. Mayor Schaefer asked

about alternative options, and CRC advised that the Town could update only specific sections of the Comprehensive Plan instead of completing a full renewal.

Proclamation for Mary Townsend
There were discrepancies between the Lions Club, the Ruritans Club, and the Garden Club regarding the nominee for Grand Marshal. The Garden Club had selected Mary Townsend, who will be turning 100 on her birthday, November 29, 2025, but the other clubs were not aware of this choice. The Town will allow the clubs to resolve the matter independently.

Mayor Schaefer reported that he had been asked by Mary Townsend's daughter to issue a proclamation for her birthday. With the Council's approval, he will draft the proclamation and present it either on her birthday or at the Christmas Parade.

Town Manager Additional Hours
Mayor Schaefer stated that the Town Manager is designated to work 20 hours per week, but there may be times when additional hours are necessary, such as during the recent flooding in the office. He suggested nominating a Council Member to approve any additional hours, given that the Town Manager reports to the Council. The Council decided that the Vice Mayor will be the designated member to approve any additional hours needed.

Mayor Schaefer discussed the process for check signing with the Town Manager. He stated that the Town Manager would approve expenses, while he would continue to review and approve the amounts as a check-and-balance measure. This process will remain unchanged.

Wastewater Treatment Plant Security
Mayor Schaefer reported that there have been instances where the gates were left open, allowing members of the public to enter while an employee was working alone. He noted that an automatic gate would eliminate this, which employees will have remote access to. Town Manager Mark White stated that a contractor had been contacted, and the Town was awaiting a quote. Council Member Benn added that she was not opposed to exploring the use of cameras as well

New Town Nuisance Ordinance Adoption
Motion was made by Council Member Fisher and seconded by Council Member Benn to adopt the new Town Nuisance Ordinance to replace the old Town Nuisance Ordinance. Motion was carried unanimously.

Leaf Pickup Service
Mayor Schaefer reminded the Council that a few months ago there was discussion about obtaining a quote for yard debris collection, particularly leaves, in town. He reported that he had received a quote from Daniel Schools with Southern Hill Lawn Care. The service requires a minimum of 10 residences to sign up and would cost $3.00 per bag, with no limit on the number of bags. The Council agreed that, since this is a private contractor, the Town should not be directly involved but could inform residents that they may contact Mr. Schools if they wish to use this service.

Mayor's Report

- We're able to use the speed radar trailer from the sheriff's office for three weeks
- The picnic table at the King and Priests Café was on their property, but has since been moved.
- Brick repaired at the front window at the office
- Getting a quote to repair the walkway and remove a tree at the War Memorial
- The town office had a pipe to burst from the tankless hot water heater. We filed an insurance claim, and our deductible is $1000.00. The claim will include new flooring, new paint
- Mayor Schaefer handed out an invitation for the Christmas Party for December 13, 2025, at 6:00 p.m. at the Keysville Volunteer Fire Department. He said the stiphen that the mayors receive from the town for the amount of $1500.00. He said instead of reimbursement of mileage, meals and etc he will be using the stiphen for the Christmas Party.

Town Manager's Report

- Mr. White reported that the sidewalk at Pino's has been addressed by the owner. They are aware it is their responsibility and took care of the grass the following day. They are currently deciding how to handle the trees.
- We are still working on obtaining the grinder for the Wastewater Plant and coordinating with CRC to finalize the remaining program details.
- We are obtaining quotes from Joe Giles Signs and another company for a digital public address sign. This sign could serve as an emergency alert system and be used to post events, boil water advisories, closures, and upcoming activities. The proposed location is on the brick pad we own from the office to the road frontage. Mr. White noted that there may be grant opportunities to help fund this project.
- Mr. White and Mayor Schaefer met with the town attorney, David Watkins, to complete the handover of responsibilities from the town manager and follow up on pending items. One item discussed was performing a title search for the "Bad Boy" well, which is needed to proceed with the VDH grant.
- Mr. White highlighted that the town's website will need to comply with new ADA requirements for municipalities, effective in 2026. The current website does not meet these standards. He noted that maintaining the current Yola platform may not be feasible long-term and that quotes for compliant alternatives have been obtained, though they are significantly higher than the current setup.

Closed Session:

Motion was made by Council Member Fisher and seconded by Council Member Jackson 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 Council Member Benn and seconded by Council Member Fisher to exit Closed Session, and all that was discussed was what was agreed upon going into closed session. Motion was carried unanimously.

Motion was made by Council Member Benn and seconded by Council Member Fisher that we approve our financial discussion per Closed Session. Motion was carried unanimously.

Motion was made by Council Member Cooper and seconded by Council Member Jackson to approve the scheduling that was discussed in closed session. Motion was carried unanimously.

Motion was made by Council Member Cooper and seconded by Council Member Jackson to adjourn the meeting. Motion was carried unanimously. The meeting was adjourned at 8:48 p.m.

Sherry L. Marker, Clerk/Treasurer

Robert J. Schaefer, Mayor