Keysville Town Council
Regular Meeting of October 20, 2025

The regular meeting of the Keysville Town Council was scheduled for Monday, October 20, 2025, at 7:00 p.m. at the Keysville Town Office.

Mayor Presiding:
- Robert J. Schaefer

Council Members Present:
- Wendy Gallion

Council Members Absent:
- Tom Fisher
- Rhonda Benn
- Danny Cooper
- Scotty Jackson
- Vice Mayor Anthony Ferranto

Staff Present:
- Sherry Marker, Town Clerk

Due to the lack of a quorum, no official business was conducted.

Meeting Summary:
Interim Zoning Administrator:
Mayor Schaefer stated that, as previously discussed with the council, once a town manager was appointed, he would no longer serve as the interim Zoning Administrator. With the town manager now in position, he is transferring those duties effectively this evening.

Trick-or-Treating:
Trick-or-treating for this year will be held from 5:30 p.m. to 8:00 p.m.

Items for Discussion at Next Meeting:
Tax Due Date Adjustment:
The Town Clerk reported that the County has notified the Town that the real estate and personal property tax information will not be available until the middle of November. As a result, the Town's tax due date will need to be adjusted. The County has changed its due date to January 5, 2026. Council Member Gallion recommended the same due date to avoid confusion for residents.

Comprehensive Plan Update:
Mayor Schaefer reported that he met with the CRC regarding the Comprehensive Plan. The current plan is valid through the end of this year; however, the projected cost to complete a full

update is approximately $45,000 and would take about 18 months. He will be recommending to Council that the Town consider updating only selected sections of the plan, which would reduce both time and expense.

Proclamation for Mary Townsend:
A request was received from Theresa Townsend regarding a proclamation in honor of her mother, Mary Townsend, who will be celebrating her 100th birthday. With the Council's approval, Mayor Schaefer can draft the proclamation. It may be presented at the Christmas Parade, where Ms. Townsend will serve as Grand Marshal, or on her birthday, November 29th.

Town Manager Additional Hours:
Mayor Schaefer noted that the Town Manager position is designated as a 20-hour-per-week role. There may be occasions, such as the recent flooding in the office, when the Town Manager is needed outside of scheduled hours. In such cases, he would need authorization to work additional time. Mayor Schaefer suggested that the Council designate a member to approve additional hours for the Town Manager, whether that be him or another Council Member.

Wastewater Treatment Plant:
Security improvements need to be made for the wastewater plant due to our infrastructure and employees working alone. Mayor Schaefer suggested an automatic gate arm.

Town Nuisance Ordinance:
A motion from Council will be needed to adopt the Town Nuisance Ordinance.

Leaf Pickup Service:
Mayor Schaefer noted that a quote from Southern Hills Lawn Care had been obtained for leaf pickup within the town. The service would require a minimum of ten residents to sign up and would cost $3.00 per bag, with no limit on the number of bags.

Hockey Tickets:
Southern Corrosion has provided four hockey tickets; see if any council member is interested.

Town Manager/Mayor's Report:
Speed Limit Sign Placement:
The speed limit sign has been placed on Church Street and Osborne Street. The Town will have the sign through the end of this week. It has been in use for a couple of weeks and will next be situated on Farrar Street, King Street, and Hill Avenue.

Playground Maintenance:
Wood chips have been delivered and spread. Replacement playground parts have arrived. Repairs will begin once the weather turns colder.

Town Manager Update:
The Town Manager has officially begun work.

Picnic Table:
The picnic table at King Street Church was on their property and not the town but has since been removed.

Town Flags:
The American flags have been taken down.

Library Fire Alarm:
Mayor Schaefer still needs to follow up with the fire alarm at the library.

Building Maintenance:
The rotting wood below the Town Office front window has been repaired and replaced with brick. Work was completed by Jimmy Duffey.

War Memorial Walkway:
A quote from Jimmy Duffey will be requested for the brick walkway.

Sidewalk-Pino's:
Information on the sidewalk at Pino's is still in progress.

Town Office Leak:
The town office had a pipe to burst. An insurance claim has been filed with VRSA (Virginia Risk Sharing Association).

Designated Growth Area Resolution:
The Town will move forward with the resolution. A public hearing had to be held first before signing the resolution.

Virginia Department of Health Grant:
The grant remains in progress.

FOIA Policy Update:
Working on updating our FOIA policy.

Attorney Meeting:
Mayor Schaefer and Town Manager Mark White will meet with Town Attorney David Watkins next Thursday.

Next Meeting Scheduling:
Each agenda will indicate the date of the next meeting, allowing the Council to adjust it if it coincides with a holiday.

The meeting was adjourned at 8:15 p.m.

Sherry L. Marker, Clerk/Treasurer

Robert J. Schaefer, Mayor