

**Town of Burkeville
Council Meeting Agenda
October 14, 2025
7:00 p.m., Train Station**



Call to Order

Pledge of Allegiance

Welcome of Visitors

Approval of:

- Agenda for October 14, 2025 Council Meeting
- Approval of the minutes of September 16, 2025 Council Meeting
- General Funds Account Statement
- Funds Available Statement
- Accounts Payable for September 2025

Guest Speakers:

Fire Report: Included in packet

Police Report: Included in packet

Committee Reports:

- Emergency Services (Knight- Dr. Wolven)
- Water & Sewer (B. Weltch- Simmons)
- Buildings (Oliver- Jones)
- Personnel (Dr. Wolven- Oliver)
- Parks & Grounds (D. Weltch- Knight)
- Finance & Purchasing (Simmons-B. Weltch)
- Planning Committee (Simmons- Dr. Wolven)
- Cemetery (D. Weltch-Oliver)
- Streets & Town Signage (Jones-D. Weltch)
- Zoning Committee (Knight- Simmons)
- Treasurer Report (Treasurer-Jamie Osborne)

New Business:

- **Fall Clean Up**

- Have all residential YARD tree/shrub debris out on the right of way, (not in the road) prior to November 3, 2025 to be picked up. No commercial debris will be removed. This will be free to the citizens. All debris must be less than 4 ft. long and 4 inches to be picked up. Items will include small limbs, leaves, shrub cuttings, etc.

- **Committee Workshops**

- Scheduled monthly committee meetings
- Scheduled budget workshops for fiscal year 27

- **Business Incentives**

- Potential incentives to bring businesses into town.

UPDATE:

- **Animal Shelter**

- Lines for water are still approximately 75% completed
- All materials to install line and meter have been purchased, going to start working on installation while waiting for permit.
- VDOT
 - permit fee is \$110 with \$5,000 surety (will use one that is already on file- will not require purchase of another one)
 - Will allow road to be shut down while working, so no detours will be required.
 - Once permit is in hand, Garrison will be contacted for wet tap
 - Mike will hand deliver the check and application for the permit on Tuesday and hopes to have it before the end of next week.
- Working on getting quote for paving from Land Co paving.
 - Has asked 2-3 other companies for quotes, but they did not want to place a bid.
- Nottoway County and CARES group will pay for the sewer pipe. They will be placing a 6-inch line, which will have to tap into our line going into the pump station. Will require a manhole or tapping saddle.

- **Town Water/Sewer**

- Phone line went down on SPS #2, it was repaired on 10/8/25.
- Line broke by VDOT due to not being subscribed to 811, that was required to be fixed at towns expense
 - Need to get online with 811.
- Minor repairs done to wells, no major issues this month.

Old Business:

- **Dump Truck**
 - Waiting for the assessment on the old truck, and price of potential purchase of another truck.
- **Municipal Building**
 - Surplus update
- **Christmas Committee**
 - Requesting donation or sponsorship for Christmas decorations for the light poles.
- **Cigarette Tax Ordinance**
 - Reviewed by Town Attorney

Citizens Comments: TBD

Councilmembers Comments:

Assistant Town Manager Comments:

Mayor Comments:

****SCHEDULED CLOSED MEETING****

To discuss personnel and contracts

Motion to Adjourn:



Jamie Osborne

Town Clerk/Treasurer

Approved by council on: 10/14/2025

Town of Burkeville
Council Meeting Minutes
September 16, 2025 (Rescheduled from 9/9/25)
7:00 p.m., Train Station



Present: Gerald Smith, Josh Knight, Lee Simmons, Ivory Oliver, Kevin Jones

Call to Order: Mayor Smith

Pledge of Allegiance: Mayor Smith

Prayer: Councilman Josh Knight

Welcome of Visitors

Approval of:

- Agenda for September 16, 2025 Council Meeting
 - Approved by Councilman Josh Knight, Seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.
- Approval of the minutes of August 12, 2025 Council Meeting
 - Approved by Councilman Lee Simmons, Seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carries.
- General Funds Account Statement
 - Approved by Councilman Josh Knight, Seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.
- Funds Available Statement
 - Approved by Councilman Lee Simmons, Seconded by Councilwoman Josh Knight. Unanimous approval, no opposition. Motion carries.
- Accounts Payable for September 2025
 - Approved by Councilman Lee Simmons, Seconded by Councilwoman Josh Knight. Unanimous approval, no opposition. Motion carries.

Guest Speakers:

- **Tammy Smith**
 - Would like to thank the town for the \$50 donation for the youth ministry, and she looks forward to helping with community day and the Christmas parade.

Fire Report: Included in packet

- Chief Brian Weltch was not present to present any additional information on the fire report.

Police Report: Included in packet

- Councilwoman Ivory Oliver asked for clarification on the report about a child that was bitten by a dog. Chief Herlong informed that a young child was bitten at their home, within town limits. The child sustained a non-life-threatening injury, and the dog has been placed in a 10 day confinement and animal control is checking on the vaccination status of the dog.
- Discussion on if there is currently an ordinance restricting the amount of dogs per household, or if there is an ordinance that involves animals being on a property where owners do not live.

Committee Reports:

- **Emergency Services (Knight- Dr. Wolven)**
 - No report
- **Water & Sewer (B. Weltch- Simmons)**
 - Report is only the update that will be spoken about later in the meeting.
- **Buildings (Oliver- Jones)**
 - No Report
- **Personnel (Dr. Wolven- Oliver)**
 - **Clerk/Treasurer Jamie Osborne**
 - The town employees are due for their CPR recertification. Brenda Smith from Charlotte County Rescue Squad is available to do the recertification at \$45 per person.
 - Motion made to approve the \$45 per person for CPR recertification made by Councilman Josh Knight. Seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.
 - Would like to see AEDs at the town office as well as at the Burkeville Library.
 - First aid kits – located in Town office, will ensure that they are up to date in the public works vehicles as well.
- **Parks & Grounds (D. Weltch- Knight)**
 - No report
- **Finance & Purchasing (Simmons-B. Weltch)**
 - **Councilman Lee Simmons**
 - Met with Clerk/Treasurer on September 5, 2025 to start going over the budget review. Councilman Weltch was unable to attend the meeting.
 - Have identified a few line items that will need to be adjusted or changed.
 - Some line items were either over funded or underfunded.
 - Overall each department appears to be on track.
 - **Mayor Smith**
 - Possible cost of living raises this year, a set percentage for each employee.
 - Starting employee evaluations after the new year, to give time for an adequate evaluation before utilizing the new employee evaluation forms.
 - Discussion about incentives to get businesses to come into town.
 - Business license cost proposal tabled to October meeting, and the business license applications will be sent out in December, and due prior to March 31, 2026.
- **Planning Committee (Simmons- Dr. Wolven)**
 - **Councilman Lee Simmons**
 - There is a committee formed, involving citizens and council members. They will try to get together prior to the October meeting.
- **Cemetery (D. Weltch-Oliver)**
 - No report

- **Streets & Town Signage (Jones-D. Weltch)**
 - No report
 - **Mayor Smith**
 - Streetlights that were reported out have been fixed, and no additional ones have been noted to be out.
- **Zoning Committee (Knight- Simmons)**
 - No report
- **Treasurer Report (Treasurer-Jamie Osborne)**
 - Tax conversion has been initiated with FMS, and projected to be completed prior to October 25, 2025.
 - The tax assessments from the county were sent over to American Business, and the forms are being created. Waiting for the final draft of the forms, once the final draft is sent over they will be sent to council for approval.
 - Statement of current tax accounts with balances were sent out, if there is an issue with the taxes, please let me know. If citizens no longer own the property and were billed incorrectly, please contact the Nottoway County Commissioner of the Revenue.
 - The trial of emailing utility bills was successful. 18 citizens have already signed up to receive their bills by e-mail, which is saving the town \$12.60 per month in postage. Each person has signed a form, authorizing the bill to be emailed in place of receiving the bill in the mail.
 - In the utility bill that was sent out for August, there was an update information form. Many of the phone numbers in the system were outdated, so please complete that form and return it as soon as possible.
 - Each month I will be sending out a Burkeville Town newsletter. This month I tried it, and it seems to have good response with the community. I hope that this will be able to increase the communication with the citizens and the town. If there are any community events coming up, please let me know and I will be happy to add them to the list.
 - The town office will be closed October 8, 2025 for clerk's training. All payments that are left in the drop box or come in the mail will be processed on October 10, 2025 when the office reopens.
 - FOIA/COIA training is scheduled for November and will be located in the Town of Keysville. This is a free class, if any councilmembers are interested, please let me know and I can get them signed up for the course.

New Business:

- **Dump Truck**
 - The current one is breaking down and it would not be cost effective to continue to try to fix it, due to the extent of the mechanical issues. Would like to investigate replacing with a similar type of dump truck
 - **Mayor Smith**
 - The current dump truck is having a lot of issues, and we need a replacement. It must be a 3500, but cannot require a CDL.
 - Dump truck is required for the public works personnel to do their jobs effectively.
 - **Councilman Josh Knight**
 - Proposed getting a mechanic to look at it first, prior to purchasing a newer truck. Potentially using One Source in Burkeville
- **Invoice Cloud**
 - **Clerk/Treasurer Jamie Osborne**

- Online payment option that incorporates paperless billing, ACH withdraws, and auto pay.
- Optional to use, if citizens do not want to use the system, they are not required to.
- Have had numerous citizens ask for an online payment option that has the auto pay option.
 - Hopes that this prevents the number of delinquent bills
- Information packet is placed in the council folders with the quotes for the online payment.
 - One-time charge of \$1,250 for each utilities and tax accounts to be integrated with FMS (\$2,500 total)
 - Motion made by Councilman Josh Knight to approve both the utilities and tax account integration cost of \$2,500 total (\$1,250 each), seconded by Councilman Lee Simmons. Unanimous approval, no opposition. Motion carries.
 - Price per month for Invoice Cloud (Payment Service Network) of \$150.
 - Motion made to approve by Councilman Josh Knight, seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion Carries.

UPDATE:

- Water and Sewer
 - Approximately 70% completion
 - ARPA funds must be exhausted by December 1, 2025
 - Working with outside contractors, but have been some delays with getting quotes back.

Old Business:

- **Christmas Committee**
 - Potentially different Christmas decorations this year
 - Ask businesses in town if they would like to donate or sponsor a decoration for the light poles.
- **Cigarette Tax Ordinance**
 - Approval for clerk to send the proposed ordinance for the Cigarette Tax to Town Attorney for review.
- **Food Trucks**
 - Approval of Food Trucks to come into town without ordinance.
 - Requires business license and VDH certificates and permit
- **Public Works Tires**
 - Mayor Smith purchased the tires for a total of \$628.
- **Boundary Adjustment**
 - Review of the proposed boundary adjustment lines
 - Map will be given to Council for review.
 - Wants to ensure that town wells are within town limits.

Citizens Comments:

- **Tammy Smith**
 - Would like to see if there is a way for there to be a handicap ramp placed at the pavilion.

Councilmembers Comments:

- No additional comments

Mayor Comments:

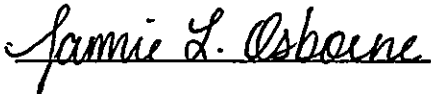
- No additional comments

Motion to Adjourn:

Motion to adjourn made by Councilman Josh Knight and seconded by Councilman Lee Simmons.
Unanimous approval, no opposition. Motion carries.

END OF MEETING: 8:50 pm.

Minutes taken by:



Jamie Osborne

Town Clerk/Treasurer

Approved by council on: 10/14/2025