

Town of Burkeville
Council Meeting Agenda
December 16, 2025 (Rescheduled from December 9, 2025)
7:00 p.m., Train Station

 APPROVED

Call to Order

Pledge of Allegiance

Prayer

Welcome of Visitors

Approval of:

- Agenda for December 16, 2025 Council Meeting
- Approval of the minutes of November 18, 2025 Council Meeting
- General Funds Account Statement
- Funds Available Statement
- Accounts Payable for November 2025

Boundary Adjustment Public Hearing

- Open Public Hearing
- Citizen Comments
- Close Public Hearing

Fire Report: Included in packet

Police Report: Included in packet

Committee Reports:

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

New Business:

- **Safety of Town Employees**
- **Christmas**

Update:

- **Animal Shelter**
- **Surplus of Dump Truck**

Old Business:

- **Fire Department Proposal**
 - **Phase 1 Update**
- **Boundary Adjustment**
- **Municipal Building**
 - **Surplus**

Citizens Comments: TBD

Councilmembers Comments:

Economic Development Committee Representative Comments:

Mayor Comments:

Motion to Adjourn:

Jamie L Osborne

Jamie Osborne

Town Clerk/Treasurer

Approved by council on: 12/16/2025

Town of Burkeville
Council Meeting Minutes
Tuesday November 18, 2025
7:00 p.m., Train Station



APPROVED

Present: Gerald Smith, Brian Welch, Ann Wolven, Jamie Osborne, Lee Simmons, Ivory Oliver, Kevin Jones, Debbie Welch

Call to Order: 7:00 p.m.

Pledge of Allegiance- Lead by Mayor Smith

Prayer- Elvira Ford

Welcome of Visitors

Establish decorum: Mayor Smith requests that all citizens who wish to speak would sign in on the roster, and limits speaking to 5 minutes per citizen.

Approval of:

- Agenda for November 18, 2025, Council Meeting
 - Motion made by Councilman Brian Welch Seconded by Councilman Lee Simmons. Unanimous approval, no opposition. Motion carried.
- Approval of the minutes of October 14, 2025, Council Meeting
 - Motion made by Councilwoman Ann Wolven. Seconded by Councilman Lee Simmons. Unanimous approval, no opposition. Motion carried.
- Approval of the Minutes of November 12, 2025 Boundary Adjustment Public Hearing Minutes
 - Motion made by Councilman Brian Welch. Seconded by Councilwoman Ann Wolven. Unanimous approval, no opposition. Motion carried.
- Approval of the General Fund Account Statement
 - Motion made by Councilman Lee Simmons seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carried.
- Funds Available Statement
 - Motion made by Councilman Brian Welch, seconded by Councilman Lee Simmons. Unanimous approval, no opposition. Motion carried.
- Accounts Payable for October 2025
 - Motion made by Councilwoman Debbie Welch, seconded by Councilwoman Debbie Welch. Unanimous approval, no opposition. Motion carries.

Guest Speakers:

- **Retired Fire Chief, John Schutt**
 -

Fire Report: Included in packet

- **Chief Brian Welch**

- o Total of 92 calls answered, 4 missed, due to overlapping of calls
- o Average response time: 11 min 52 seconds from alert to arrival.
- o 78% of calls are within town boundaries, there have been an increased number of car wreck responses.
- o Paid Employees:
 - 90.92% of shifts, totaling 1,353 hours
 - 12 current positions, pay ranging from \$18-\$22/ hour
- o Volunteer
 - 385.34 hours
- Mayor Smith thanks BVFD for their quick response and professionalism when answering the call during a family reunion in September at the Park.

Police Report: Included in packet

- Chief Herlong was not present at the time to give the report.

Committee Reports:

- **Emergency Services (Knight- Dr. Wolven)**
 - **Councilwoman Ann Wolven**
 - No report. Committee has not been able to meet recently.
- **Water & Sewer (B. Welch- Simmons)**
 - **Councilman Brian Welch**
 - Public Works is finishing up on the Animal Shelter water line project.
 - Still unknown on the update of sewer to complete the Animal Shelter project.
 - Attempting to get the asphalting completed for the project potentially could be completed next week.
 - Dump truck is in service and employees have been using it.
 - **Mayor Smith**
 - Advises citizens to be careful on N. Agnew St. due to delay in replacing asphalt from Public Works placing the water line under the road.
- **Buildings (Oliver- Jones)**
 - **Councilwoman Ivory Oliver**
 - Has not been able to meet with Councilman Kevin Jones
 - Christmas Decoration date for the Town Hall is set for December 5, 2025, at 4:30 pm.
 - Christmas Parade is December 6, 2025
- **Personnel (Dr. Wolven- Oliver)**
 - **Councilwoman Ann Wolven**
 - Councilwoman Ivory Oliver and Councilwoman Ann Wolven have been communicating a lot over email and phone and have things to discuss regarding personnel in closed session.
- **Parks & Grounds (D. Welch- Knight)**
 - **Councilwoman Debbie Welch**
 - Update on park lights, would like them up prior to Christmas
 - Mayor Smith states that
 - Going to get with Clerk/Treasurer Jamie Osborne about decorating.
 - Swing set needs repair or additional concrete around the poles. It is "wiggly"
 - Flags

- Clerk/Treasurer Jamie Osborne ordered 4 flags from forever wave, recommended company by Councilwoman Debbie Welch. 2 - 4x6, 2- 3x5.
 - Flag was replaced in front of town office
 - New flag for cemetery was purchased, but when public works went to replace the flag, it did not need to be replaced.
- **Finance & Purchasing (Simmons-B. Welch)**
 - **Councilman Lee Simmons**
 - Councilman Brian Welch and Councilman Lee Simmons met with Clerk/Treasurer Jamie Osborne today to review budget.
 - Analyzed line items
 - Focused on things that were not correctly budgeted/placed
 - Documenting changes for next budget
 - Will start formulating budget in January
 - Reiterated that last meeting it was brought up that committees should get together and start talking about line items and give feedback to the finance committee.
 - Clerk/Treasurer Jamie Osborne is happy to meet with committees and go over the line items for each committee.
 - If there are any special projects from the committees, start getting those together so that we can start building them into the budget.
 - **Clerk/Treasurer Jamie Osborne**
 - When met with Councilman Lee Simmons, it was discussed that the finance committee alone should not be solely responsible for building the budget. Breaking down the line items into their respective committees, would release some of the burden on the finance committee. It would also give committees an idea of the budget, so they would be able to properly make decisions on projects for FY 26-27, or set goals to budget for in the future.
- **Planning Committee (Simmons- Dr. Wolven)**
 - **Councilman Lee Simmons**
 - Have met twice since the last council meeting.
 - Once on October 20th with Councilman Lee Simmons and Councilwoman Ann Wolven, to just review the plan that was had thus far.
 - The second meeting was on November 5th, 2025, and that included the citizen members who are on the committee as well.
 - There was a lot of discussion as well as focused on formulation of a vision statement for the town.
 - Talked about goals for the town.
 - Discussed deficiencies within the town and how to overcome those.
 - Will meet again on November 20, 2025, with the citizen members, and will hopefully be able to explain the plan in the December meeting.
 - **Cemetery (D. Welch-Oliver)**
 - **Councilwoman Debbie Welch**
 - Clerk/Treasurer Jamie Osborne sent out letters to the local funeral homes, requesting documentation of burials.
 - Would like input on how to improve the lettering/signage on the gateposts at the cemetery. Would like something similar to the current gateposts,

- with the stone, but would like to meet with Councilman Lee Simmons to get more information on pricing.
- Asks who is responsible for keeping the headstones clean? The ROTC would like to potentially help with cleaning the stones, but Councilwoman Debbie Welch would like information on how to properly clean them without damaging them.
 - Councilman Lee Simmons advises that if the wrong chemical is used, it potentially could damage the stones. To reach out to him if there is any help that is needed.
- **Mayor Smith**
 - Asks for update on creating procedures for the cemetery
 - Councilwoman Debbie Welch reports that she is currently trying to find the various current ones, and she does not know where those are. If anyone has any knowledge on the previous council's records for the cemetery costs/procedures please let her know so that she will have something go off. She would like to have the most up to date information before she starts creating the document.
- **Streets & Town Signage (Jones-D. Welch)**
 - **Councilman Kevin Jones**
 - VDOT has been cleaning up trees away from road signs, and cutting the right-of-way.
 - Would like notice sent again to citizens about scheduling large items to be picked up, as well as that Meridian will only pick up the cans that they issued.
- **Zoning Committee (Knight- Simmons)**
 - **Councilman Lee Simmons**
 - Will get a meeting together with Councilman Josh Knight, as there has been some questions that would need his input pertaining to the Comprehensive plan.
 - Greg Wolven has put together a zoning map.
- **Treasurer Report (Treasurer-Jamie Osborne)**
 - Invoice Cloud (PSN) went live for customer use on October 26, 2025.
 - Total of 70 transactions since then, and 49 of those were made by customers online.
 - 9 citizens have signed up for auto pay.
 - Good feedback from citizens on the system as a whole, easy to use but have had citizens say the fees are higher than the previous system.
 - Would like Council to consider offering a small credit on accounts who are signed up for auto pay. Credits would be applied after the transaction has cleared and been posted to the account. If transaction is declined, the credit would not be applied.
 - Proposed \$2-\$3 credit, since \$3 is the charges for an ACH payment.
 - Offering a credit for Auto pay, would help to encourage on time payments, and reduce the amount of time spent trying to recover funds.
 - Councilman Brian Welch states that he would support offering a credit on auto pay accounts if they also signed up for emailed billing as well.
 - American Solutions for Business

- Company contracted to send the tax bills.
- Received the invoice, which totaled \$1,296. Council had approved \$1,500.
- Next year will be cheaper, if we use them again because we would not have the additional \$400 in set up fees (\$200 for Personal Property and \$200 for Real Estate)
- Requested to have \$1,000 added into the budget for next budget season.
- Christmas Committee
 - Have met 2 times since the last council meeting.
 - Breakfast with Santa is scheduled for November 22, 2025 from 9 am to 11 am. Will include photo with Santa, a letter mailed from Santa, Breakfast and Crafts for \$10.
 - Christmas parade is December 6, 2025. Line up starts at 4:30 and the parade will start at 5:00.
 - Will be doing a “pre-parade” social instead of after the parade, as well as Santa photos, starting at 3:30. The library will be doing hot chocolate, and there will be doughnuts.
 - Have coordinated with the Crewe-Burkeville Christmas Mother to help with their Angel Tree Program. Was given 20 angels, and all have been claimed.
 - Had wanted to do “Shop-With-A-Cop” program, but did not have the funds. However, thanks to a very generous anonymous donor, there will be “Shop-With-A-Cop” this year! There are enough funds to sponsor 5-7 children. This application will be open to both children who are applying for financial and non-financial. Those with financial needs will be provided a winter jacket, hat, gloves, socks and shoes.
 - Will be creating an application for citizens to fill out. Financial applications will have priority over non-financial applications. Non-financial applications are requested to have a letter written by the child, that Chief Herlong will read and pick his favorite. The Christmas Committee will then narrow down and choose the final winners together.
- Closures
 - Office will be closed December 10-12, 2025 and will reopen on the 15th.
 - Office will be closed December 24-26, 2025 and will reopen on the 26th.
 - Office will be closed November 27, 2025 for Thanksgiving, additional days if approved will be posted as they are approved.

New Business:

- **Fire Department Proposal**
 - **Retired Fire Chief John Schutt**
 - In council packets is a proposal for the transition of Fire and EMS staffing for the Town of Burkeville.
 - Initially was supposed to be presented to the council first, but due to Veterans Day, the proposal was made to the Board of Supervisors first. Town is being presented the same information that was presented to the Board of Supervisors.
 - EMS/Fire staff are currently employed by the Burkeville Volunteer Fire Department, with limited benefits.
 - Ongoing struggle to attract/retain skilled providers due to inadequate compensation and benefits compared to other localities.

- Nearly 1,150 calls per year, the majority of those being within town, but there is increase in mutual aid calls for Nottoway County.
- County is requesting 24/7 ALS coverage for Western part of the county (Burkeville first due area)
- Proposal: BVFD employees to transition to Town of Burkeville employees and costs are to be paid directly to the town from Nottoway County. Creating a Town managed Fire/EMS division with staff funding provided by Nottoway County. BFVD has requested \$44,500 per month from Nottoway County, with BVFD providing the 1st months payment on/before January 1, 2026 to cover salary/benefits cost during transition if there is a delay with funds from the County arriving in the mail.
- The Town would hire the employees, and assign them to the Fire Department. Town will only be liable for payroll processing and payment for benefits. The management and supervision of employees will remain with the Fire Departments leadership.
- Costs of maintaining/operating the ambulances (supplies, fuel, equipment, etc.) would remain at the expense of BVFD.
- Town will not be forced to pay in absence of county funding. All risks/shortfalls will be covered by the Fire Department.
- Employees would get the town's benefit package (health insurance, retirement, etc.) improving retention.
- Funds that are distributed by Nottoway County to cover the payroll/benefits for Fire Department employees will be deposited into a separate dedicated account that will be in the Town of Burkeville's name, which will have the Mayor, Fire Chief, and Town Clerk/Treasurer the account, which will allow for transparency. Fire Department will receive a monthly bank reconciliation, and the County will be able to request one as needed. Since the Town is audited yearly, there would be a clear transition of the funds from Nottoway County to the Town of Burkeville.
- Contract will be drafted once approved by Town and Board of Supervisors, and signed/approved by town attorney. Suggests 1-2 year contract, for flexibility to adjust funding as needed.
- Would ensure cross-trained employees, for fire and EMS.
- **Councilman/Fire Chief Brian Welch**
 - The employees at the Fire Department are all good employees, and have become family to the Department. He feels 100% comfortable putting his name down to bring every current employee he has over as town employees.
 - As of now, the Board of Supervisors had not made a final decision. They have to do a budget adjustment to release the funds.
 - States that he does not want to "rush" the council into making a decision.
 - Requests a transition committee, which is Phase 1 of the proposal, and the other phases can be voted on in the December meeting.
 - Suggests picking someone, other than the clerk/treasurer and himself, to be the representatives. Suggests Retired Fire Chief John Schutt to represent the Fire Department on the Transition Committee.
 - Councilman Josh Knight is appointed to represent the town, with Councilwoman Ann Wolveen as back up.
- Mayor Smith asks if he will have to manage the Fire Department employees.

- Councilman Brian Welch states that he would not be required to manage employees; the clerk/treasurer would be handling the payroll and benefits. The only time that the Mayor would be involved would be if there were an employee that needed to be terminated.
 - Councilman Lee Simmons makes the motion that the town approves and cooperates with phase 1 of the proposal that was given tonight. Motion was seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition.
 - Councilmembers abstained from voting: Debbie Welch, Brian Welch, Kevin Jones due to conflict of interest, as requested by the Mayor.
- **Boundary Adjustment**
 - Public hearing was had on November 12, 2025.
 - There were no citizens that showed up with an opposition.
 - **Councilman Brian Welch**
 - Had proposed a boundary adjustment in 2022-2023, which was not approved.
 - To his knowledge, and the knowledge of Clerk/Treasurer Jamie Osborne, there have been no mailed letters in opposition of the current proposed boundary adjustment.
 - Currently, sewer access is the only issue when it comes to the proposed boundary adjustment. There are 1-2 properties that would be nearly impossible to get water/sewer to.
 - Quotes Ordinance 5-2-17- Connection to Treatment Works Required. "The owner of any house, building, or property which is used for commercial, industrial and/or residential purposes, abutting on any street, alley, or rights-of-way in which there is or may be located near a sewer connected to the treatment works of the Town of Burkeville, is required at the owner's expense to install a suitable toilet facilities therein, and to connect such facilities directly to the proper sewer in accordance with the provisions of this ordinance."
 - If council is to approve and move forward with the proposed boundary adjustment, he recommends sending letters to the property owners explaining that within our ordinance that we will not be supplying sewer service to those properties.
 - The property owned by Frito-Lay, is a situation where council could potentially vote to give them a special exemption to place their own well, but that would need to be investigated more prior to making a decision.
 - Councilman Brian Welch makes a motion to move forward with the boundary line adjustment as proposed in the map and in the letters that have been sent out to the property owners with the understanding that we will not be offering sewer service to anyone that is not currently tied into the sewer system. Motion was seconded by Councilwoman Ann Wolven. Unanimous approval, no opposition. Motion carries.

Updates

- **Fall clean-up**
 - Was completed November 13, 2025. All yard trimmings that were placed out, were picked up. Mayor Smith would like to thank the Town of Blackstone for sending their employees to help with the pick up.

- Will only have 1 yard debris pick up next year.
- **Animal Shelter**
 - Water line has been completed, and is projected to be attached to the building prior to 11/18/25

Old Business

- **Dump Truck**
 - New Dump Truck was purchased.
 - Total Expenses:
 - \$5,000 for purchase
 - \$5 for transfer of title
 - \$440.99 for Fuel filters, wiper blades, batteries, fuel treatment, antifreeze.
 - Total cost to date: \$5,445.99
 - Tires were not included in this cost.
 - Disposition of old dump truck
 - Councilman Brian Welch makes a motion to put the old dump truck on govdeals for a minimum of \$1,500 for the price. Motion was seconded by Councilman Lee Simmons. Unanimous approval, no opposition. Motion Carries.
 - Councilman Brian Welch will be placing the dump truck on govdeals
- **Municipal Building**
 - Mayor Smith would like for Councilwoman Ivory Oliver to set up a meeting to talk with Councilman Lee Simmons to establish a plan on how to surplus the municipal building.
- **Cigarette Tax Ordinance**
 - Clerk/Treasurer Jamie Osborne reports that the ordinance has been written, approved by town attorney and there would only need to be council's approval to schedule the public hearing.
 - Motion was made by Councilman Brian Welch to approve going forth with scheduling the public hearing for the proposed Cigarette Tax Ordinance. Motion was seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.
 - Public hearing for the proposed Cigarette Tax Ordinance is scheduled for January 13, 2026 at 7:00 pm, prior to the start of the normal Town Council Meeting.

Citizen's Comments:

- **Greg Wolven**
 - Previous meeting council asked for him and Mike to go over 811.
 - Does not recommend taking action today.
 - Encourages council to think about the process and there is a lot of extra work that will be required on employees. There would need to be coordination of who is going to manage the tickets, who is going to send the responses
 - Required 3 hour time frame for emergency locates, 48 hours for normal locates.
 - If there is damage to a line due to the town not responding within the required time, it would still be cost of the town, same as if they were not registered on 811.
 - There are contractors who are able to do the locate, but they are expensive.

- Last council meeting Councilman Brian Welch approved to get a locator machine, but not a person.
- It would fall on town employees to figure out who is going to do the locating and responding to the tickets within the required amount of time. 811 itself is not expensive, but it is very time consuming.

Council Members Comments:

- Brian Welch- No comment
- Joshua Knight- not present
- Ann Wolveen- No comment
- Lee Simmons- No comment
- Ivory Oliver- No comment
- Kevin Jones- No comment
- Debbie Welch-
 - Would like to thank Clerk/Treasurer Jamie Osborne for all of her hard work that she has put into the Christmas Committee.

Mayor's Comments:

- Would like everyone to start looking at the budget and making recommendations on next years budget.
- Would like for committees to start thinking about their committees budget and work with the finance committee.
- Is going to have a gentleman come to cut around the town hall, trim bushes and trees, and cut the flower beds to make the town hall look nice prior to starting to put up decorations. Projected \$80.

****SCHEDULED CLOSED MEETING****

Reference to 2.2-1711. Effective July 1, 2024. Closed meetings are authorized for certain limited purposes. Public bodies may hold closed meetings only for the following purposes: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific officers, appointees, or employees of any public body.

Motion was made to go into closed session by Councilwoman Ann Wolveen, with only council members. Clerk/Treasurer Jamie Osborne was asked to step out of the meeting, due to the meeting being about personnel. Motion was seconded by Councilwoman Ivory Oliver.

Time in Closed meeting: 9:15 pm.

Councilwoman Debbie Welch makes a motion to come out of closed session. Motion was seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.

Time out of closed meeting: 9:50 pm.

"Pursuant to the Code of Virginia § 2.2-3712(D), to the best of each member's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed

Meeting was convened were heard or discussed by The Town of Burkeville during the Closed Meeting."

All in favor, no opposition.

Present: Brian Welch, Ann Woven, Gerald Smith, Lee Simmons, Ivory Oliver, Kevin Jones, Debbie Welch.

Councilwoman Debbie Welch makes a motion to adjourn the meeting. Motion was seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.

END OF MEETING: 9:51 pm.

Minutes taken by:

Jamie L Osborne

Jamie Osborne, Town Clerk/Treasurer

Approved by Council on: 12/16/2025