



Town of Burkeville
Council Meeting Agenda
January 13, 2026
7:00 p.m., Train Station

Call to Order

Pledge of Allegiance

Prayer

Welcome of Visitors

Approval of:

- Agenda for January 13, 2026 Council Meeting
- Approval of the minutes of December 16, 2025 Council Meeting
- Approval of the minutes of the January 7, 2026 Special Council Meeting
- General Funds Account Statement
- Funds Available Statement
- Accounts Payable for December 2025

Guest Speaker:

- **Jason Wyme**

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 (Clerk/Treasurer Jamie Osborne)**

Boundary Adjustment Public Hearing

Updates:

1/13/26

Old Business:

- Fire Department MOU
- End of year review
- Boundary Line Adjustment

New Business:

- Goals for 2026
- Roof of Library
- Manhole on Dimmick St.
- Repayment to county for invoice
- Fire Department
- Blightment of Consdan property.
- Old Burkeville Elementary School

Citizens Comments:

Councilmembers Comments:

Economic Development Committee Representative Comments:

Mayor Comments:

Motion to Adjourn:

Jamie L Osborne

Jamie L. Osborne, Clerk/Treasurer

January 13, 2026

Date approved by council



APPROVED

**Town of Burkeville
Council Meeting Minutes**

December 16, 2025 (Rescheduled from December 9, 2025)

7:00 p.m., Train Station

Present: Josh Knight, Debbie Weltch, Brian Weltch, Ivory Oliver, Lee Simmons, Gerald Smith, Jamie Osborne

Meeting Started: 7:00 p.m.

Call to Order

Pledge of Allegiance

Prayer lead by Councilman Josh Knight

Welcome of Visitors

Approval of:

- Agenda for December 16, 2025 Council Meeting
 - Motion made by Councilman Josh Knight and was seconded by Councilman Lee Simmons. Unanimous approval, no opposition. Motion carries.
- Approval of the minutes of November 18, 2025 Council Meeting
 - Motion made by Councilwoman Ivory Oliver and was seconded by Councilman Lee Simmons. Unanimous approval, no opposition. Motion carries.
- General Funds Account Statement
 - Motion made by Councilman Josh Knight and was seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.
- Funds Available Statement
 - Motion made by Councilman Lee Simmons and was seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carries.
- Accounts Payable for November 2025
 - Motion made by Councilman Brian Weltch and was seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carries.
 - Councilman Brian Weltch asks the amount that is left to be expended on the Animal Shelter project. Clerk Treasurer Jamie Osborne reports that funds have to be expended by December 31, 2026 and that there is not a final number on the amount that will be remaining. There are invoices that still need to be paid as well as reimbursements that need to be completed for the Public Works employees. Currently we have not been able to get the roadwork completed due to the asphalt plant being closed. We are still waiting for the final cost on that part of the project.

Boundary Adjustment Public Hearing

- Motion was made to open the public hearing regarding the Boundary Adjustment at 7:09 p.m. by Councilman Josh Knight. Councilman Brian Weltch seconded motion.
 - At the time of the Public hearing, the Council members that were present were Josh Knight, Brian Weltch, Ivory Oliver, and Lee Simmons.
- Citizen Comments
 - There were no citizen comments
- Motion was made by Councilman Brian Weltch to close the public hearing at 7:11 p.m. Motion was seconded by Councilman Josh Knight. No opposition, motion carries.

Fire Report:

- **Chief Brian Weltch**
 - There were 79 total calls, 0 calls were missed that were within the first-due area. There were 4 calls within town limits, 25 calls in the first-due area (not including in-town or state facilities), 29 calls to state facilities, 21 calls for mutual aid, 6 fire related calls, 7 motor vehicle crashes, 7 calls that were cancelled enroute/false alarms. Average response time from page for service to arrival on scene was 12 minutes and 14 seconds.
 - There are currently 10 paid positions filled, and 1,319.50 hours this month were filled with paid providers. Volunteer hours were 632.25, which is equivalent to a savings of \$14,541.75 to tax payers this month.
 - Has been approved for a PPE grant through Fire Programs, for a total of \$53,883.78, which will buy turn out gear for about 10 people.
- **Mayor Smith**
 - Asks if the fire department is still doing fire safety for the community.
 - Chief Weltch reports that the fire alarms are being handled by the red cross and that for public education, BVFD tries to do the public education during the outreach events.
 - Instead of doing community day in October as it has been for the last few years, are looking into possibly doing it in April.
 - Would like the fire department to go to homes of elderly and ask if they are able to do an inspection to make sure everything is in working order and there are no fire hazards.
 - Chief Weltch advises that they are unable to do an inspection to make sure there is code requirement met.
 - Scheduling an event in January for community outreach.

Police Report:

- For the month of November there were 37 total calls answered, 2 arrests made, 70 summons issued, and Chief Herlong was called out 1 time. The revenue for November was \$2,223.80 and is reported to be low due to no court dates scheduled in November.
- Councilwoman Ivory Oliver asked when the auxiliary police officer is scheduled to start.
 - Chief Herlong explains that the council had tabled that, and that as of right now he is still waiting for the donated police car to get outfitted with lights and be placed in service. The person who had started installing the lights has not been back due to being out of town, and it will be difficult to find someone to finish the job.

Committee Reports:

- **Emergency Services (Knight- Dr. Wolven)**
 - **Councilman Josh Knight**
 - Reports that he was not at the meeting last month and Councilwoman Ann Wolven is not in attendance at this meeting, so as of right now he does not have a report.
 - Mayor Smith asks if the committee has met, and Councilman Josh Knight reports that they have not had an official committee meeting and have been only communicating by email. Mayor Smith states that there needs to be recorded meetings.
 - **Amendment 1/13/26- Councilwoman Ann Wolven requested amendment be made because it was incorrectly stated that she and Councilman Josh Knight have been interacting through emails. The EMS committee has not been communicating through email and has not had a meeting.**
- **Water & Sewer (B. Weltch- Simmons)**
 - **Councilman Brian Weltch**
 - Reports that the Animal Shelter project is progressing. Currently unsure if the waterline has been connected, since he has not been contacted to come pump the hydrant to make sure there are no issues.
- **Buildings (Oliver- Jones)**
 - **Councilwoman Ivory Oliver**
 - Nothing currently to report, there will be more details for the municipal building at next meeting.
- **Personnel (Dr. Wolven- Oliver)**
 - Nothing to report
- **Parks & Grounds (D. Weltch- Knight)**
 - **Mayor Smith**
 - Councilwoman Debbie Weltch was not currently present, so wanted to speak that the park and thrift store need to be winterized.
 - Swing set needs to be checked, it is reported to be loose.
- **Finance & Purchasing (Simmons-B. Weltch)**
 - **Councilman Lee Simmons**
 - Clerk/Treasurer Jamie Osborne has created a spread sheet that will help formulate the budget. Last met with Clerk/Treasurer Jamie Osborne today to review the budget and have noted additional changes that will need to be made.
 - If committees have projects that they would like budgeted for, let him know.
 - **Mayor Smith**
 - Would like to see pay raises this year.
 - Would like council consider giving employees a gift card for Christmas this year.
 - Councilman Josh Knight made a motion to give all employees, part and full time, and contractor Mike a \$150 gift card. Motion was seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.

- **Planning Committee (Simmons- Dr. Wolven)**
 - **Councilman Lee Simmons**
 - Committee has met twice since the last meeting. Meeting on November 20th disused goals and methods to achieve those goals. The meeting on December 3rd and discussed the collection and citizen input. The entire committee was not there for that meeting. The next meeting is scheduled for January 14th, and he would like the entire committee to be there for that meeting.
- **Cemetery (D. Weltch-Oliver)**
 - No report
 - Councilman Lee Simmons will be getting price for updating the signage at the cemetery. Potentially ask for donations.
- **Streets & Town Signage (Jones-D. Weltch)**
 - **Mayor Smith**
 - There are a couple of poles within the town with silage on it that public works is going to be going around to fix.
 - Will be doing a street light check to ensure all are working. Asks Chief Herlong if he sees any that are out to let him know.
 - VDOT has cleaned a lot of the ditches and spillways, and believes that they are mostly completed.
- **Zoning Committee (Knight- Simmons)**
 - **Councilman Josh Knight**
 - Citizen on Dimmick St is requesting for her property to be grandfathered in due to there being a previous trailer there that was torn down. With the current ordinance, she does not have enough land to place a home on the property. Citizen would like to place a modular home on the land, and is open to whatever council would allow her to place on the land. Citizen would not be able to place a mobile home on the property since mobile homes violate the ordinance.
 - Councilman Lee Simmons requests that the citizen come to the town council meeting and talk to the council directly so that there is no information that gets lost, and she is able to clearly tell the council what she would like.
 - Citizen does not live local, and has been trying to get approval to build since June of 2025.
 - Citizen currently has approximately 10,800 sq foot and to meet the ordinance requirements she would need 15,000 square foot.
 - **Councilman Brian Weltch**
 - Requests that clerk/treasurer reach back out to the citizen and ask what her true intentions are. Would need to clarify if she is trying to do a modular home or a stick built home and the size that she would like. The current letter that was presented was from June 2025 and states that she would like to place a trailer on the property. If she has intentions of building a nice home on the property, then it would give time to figure out how to help her achieve the square footage required. If she is unable to make the trip, then she can designate someone to speak on her behalf.

- **Treasurer Report (Treasurer-Jamie Osborne)**
 - The number of late utility bills are down.
 - Approximately 83% of 2025 taxes have been paid. Late fees will be applied to 2025 taxes on April 1, 2026. Late fees will be applied to 2024 taxes if not paid by January 1, 2026
 - Citizens are having issues paying taxes online. The company that printed the bills did not have the account numbers on the bills, only the bill numbers. Working to find a solution for next year.
 - 10 citizens currently use auto pay. 70 citizens made payments online last month.
 - Office hours are now Monday/Wednesday/Friday from 8 am – 4 pm. Office will be closed December 24-26 for Christmas.
 - The town received 20 angels from the Crewe- Burkeville Christmas mother. All of the angels were sponsored.
 - Shop-with-a-cop has extended the due date for applications.

New Business:

- **Safety of Town Employees**
 - There was an event that occurred at the town office in the beginning of December where a citizen came into the office and was very irate towards the Clerk/Treasurer. Mayor Smith was present and witnessed the event. Due to the irate citizen, a security system has been installed within the town office with video monitoring. The Mayor and Police Chief both have access to the video cameras at all time and are able to check in if there is a concern or if alerted. The security system also is equipped to secure the office when the office is closed and will instantly send an alert to the police department if the sensors are activated.
 - Monthly subscription required for the system at \$30 per month.
 - There will be a Plexiglass shield installed in front of the Clerk/Treasurers window with space at the bottom, similar to the bank teller's windows.
 - The business hours for the office were changed to 8 am - 4 pm to coincide with the public works hours.
 - Police report was filed with Chief Herlong regarding the situation.
- **Christmas**

Update:

- **Animal Shelter**
 - Update was given during the Water/Sewer committee report.
- **Surplus of Dump Truck**
 - **Councilman Brian Weltch**
 - Mike has informed him that someone local is interested in purchasing the dump truck. Mike was advised that the price the town was asking was \$1,500, as approved by council in the last meeting. If the person does not want to purchase the dump truck, he will continue with placing the dump truck on gov deals for auction.

Old Business:

- **Fire Department Proposal**

- **Chief Brian Weltch**

- Reports that he has not heard any concerns from anyone on council with the discussion from last council meeting. The biggest concern voiced was the funding. The county has not guaranteed that the requested amount will be given to cover the payroll costs.
- Has 10 employees at the fire department that want to be employees of the Town.
- States that he is ready to ask the council to move forward with phases 1 through 4.
 - Phase 1 the transition committee was never available to meet in person. There were phone conversations with Councilwoman Ann Wolven.
 - There has been review of the current paid staffing, schedules, compensation. The job descriptions have been developed and salary classifications are completed.
 - Have identified the insurance liability and benefit plan adjustments and Clerk/Treasurer Jamie Osborne has been instrumental in getting ahold of all of that information
 - The next step would be coming up with a reasonable way to transfer the positions through to the town, execute employment, employment agreements.
 - An agreement needs to be drafted
- Mayor Smith states that he wants to make sure that the agreement is going to be beneficial for the town, and that it is going to last. He agrees that an extended contract should be drafted since the council positions change. If the agreement is working fine, but if not it can be amended and fine tuned. The agreement should explain who is going to govern the employees and be in charge of disciplinary actions and a mutual understanding between the fire department and the council on that
- Chief Brian Weltch states that he can contact the attorney and have him draft an agreement, at the expense of the fire department, and present it back to the town. He promised the employees months ago that he was going to work and do his best to get them brought onto the town as employees. He Would not like to drag it along.
- Chief Brian Weltch had been advised by the county that if the request was approved, there would need to be a budget adjustment.
- Chief Brian Weltch asks the rest of the council if they have any concerns.
 - Councilman Lee Simmons expresses a concern about the council not having representation on the transition committee, which he had made the motion to approve, which poses a concern of council's oversight. Councilman Josh Knight was appointed to the transition committee in November's meeting, with Councilwoman Ann Wolven as the alternative. There was a misunderstanding on who was going to reach out to Councilman Josh Knight, and there was no updates given to Chief Weltch.

- Chief Brian Weltch stated that there were no concerns voice from either of the members of the council who were on the transition committee. He trusted that the other member of the transition committee would have reached out to Councilman Josh Knight.
- Councilman Lee Simmons asked if there was an answer from the county on the potential funding, and Chief Weltch advised him that as of this time there was not a decision. He states that regardless of where the money comes from, county funding or fire department funds, that if the fire department employees are brought on as town employees, the town will be reimbursed for all payroll costs.
- Councilman Josh Knight asked if the county was willing to take on the fire department employees as their own employees so they are still able to get the benefits. His thoughts is that the town is already limited on resources and administration and that if something were to happen to Chief Weltch that the town would have the responsibility for the administration for the fire department as well.
 - Chief Brian Weltch states that the way that the proposal was put together that the fire department officers would maintain everything as it is. The only difference would be is that the fire department would send the town the time cards, and the Clerk/Treasurer would then put those into the system and produce the check, approximately 2 hours per month. The biggest concern was the administrative oversight in the proposal had to have both the Mayor and the Fire Chief because of how the benefits are issued.
 - Councilman Josh Knight states that he has concerns about taking on all of the employees from the fire department if the county is willing to take on the fire department employees as county employees, and that if the county is funding it would seem like a better fit for the county to have the administrative oversight. He understands the concern about services being provided to the western side of the county, but those are his feelings on the topic right now.
 - Chief Weltch states that as of this time, the county has not expressed a plan of having county Fire/EMS employees. In order to retain the good employees that the fire department has, we need to provide them VRS. Taking over a Fire/EMS program there are certain licenses that are required and the county currently does not have one. They would need to obtain a state EMS license as well as the pharmacy and DEA license, which takes a lot of time.
 - Councilwoman Debbie Weltch states that on behalf of the employees of the Burkeville Volunteer Fire Department, they want to continue working in Burkeville and if they are made county employees, they may get placed in another town.

- Chief Weltch states that if the county takes over, the fire department would go under, because the employees are cross trained as Fire and EMS. There are not enough volunteer firefighters to handle the calls. If the fire department loses the paid EMS staffing, they would lose the paid firefighters as well.
- Mayor Smith states that we need to get ahead of this, he would like for the council to do something, but would like all of the information together first. He would like all of council to understand what they are going to do before they do it and how the employees will be governed. If there is a problem that arises, then that is what the council is here for. A committee will be made and the problem will be fixed and we will move on.
- Councilman Lee Simmons voices concern that if the county does not end up providing the funding, who is going to pay?
 - Chief Weltch states that the fire department would keep paying, it would just be what they could afford, which could cause potential decreases in services. That each month the fire department would sit down and discuss what could be budgeted for payroll for the month and once that amount is met, the coverage would have to be compensated with volunteers. Right now they have 5 full time employees and 5 part time employees. The goal would be at a minimum to keep the 5 full time employees.
 - Retired Fire Chief John Schutt states that it takes \$57 to staff one hour with two providers. The fire department requested \$61 per hour, and currently the county is providing \$25 per hour. So for every hour that is staffed, the fire department has been going in the negatives. The fire department has been around for 117 years and has held it's own for 117 years. So far this year, there have been 1100 responses, making Burkeville the busiest station in Nottoway county, with response times just under 11 minutes, and 41% of the time under 8 minutes. To staff 2 paid firefighters in the station is approximately \$500,000 per year. The fire department has offered for the county to take all of the money that is given to them for the year and for EMS and send that to the town to cover the payroll costs. The revenue recovery will be used to pay for operations and the ambulances.
 - Chief Brian Weltch apologizes to Councilman Josh Knight for not reaching out to him.
 - Councilwoman Debbie Weltch states that the county wants to make sure that the fire department has the support of the town.
 - Chief Brian Weltch states that there needs to be a contract written between the county stating the amount of dollars

that will be provided for the amount of time to provide the described services. The county does not appear to want to get involved if the town council does not agree with the transition.

- Councilman Lee Weltch questions if the fire department wants to go ahead and onboard the employees before we even get the contract as we think its necessary.
 - Councilwoman Debbie Weltch states that she believes there should be a contract between the town and the fire department.
 - Councilman Lee Simmons agrees that a contract should be written prior to the onboarding of the employees to ensure that the town is not held liable for the payroll costs if the county does not end up providing the funding that is requested.
- Mayor Smith confirms with council that everyone understands what is being presented and if everyone feels comfortable with moving forward with a decision.
 - Councilwoman Debbie Weltch states that the next step would be reaching out to John Taylor and drafting up a contract between the town and fire department that all of the council agrees on and then if approved the employees could be onboarded.
 - Chief Brian Weltch states that he does agree that there should be a contract between the town and the fire department that the fire department does not expect the town to do any more than payroll and benefits. Chief Brian Weltch requests that the town proceed with phase 2 of the proposal, which would allow the contract to be drafted.
 - Councilwoman Debbie Weltch states that by proceeding with the next phase would solidify the town's support for the fire department.
- Councilwoman Debbie Weltch makes a motion to proceed with phase to which would execute agreements, benefits, and upgrade SOPs as well as having John Taylor draft up a contract for the town and the fire department where the Burkeville Volunteer Fire Department employees will be transitioned to town employees starting February 1st, 2026. Motion was seconded by Councilwoman Ivory Oliver.
- **Boundary Adjustment**
 - Councilman Brian Weltch states that everything has been sent to the county. There was an issue where there was not 4 councilmembers present for the public hearing so it had to be redone at the beginning of this meeting.

- **Municipal Building**
 - **Surplus**
 - Already updated during building and grounds report.

Citizens Comments:

- No citizen Comments

Councilmembers Comments:

- **Councilman Brian Weltch**
 - Appreciates the council working with the fire department, on trying to get the transition of the employees.
- **Councilman Josh Knight**
 - No comment
- **Councilman Lee Simmons**
 - Hopes that everyone has a Merry Christmas and he has enjoyed serving with everyone this year. There have been a lot of ups and downs, but everyone has hung in there and will continue to hang in there.
- **Councilwoman Ivory Oliver**
 - Hopes everyone has a Merry Christmas
- **Councilwoman Debbie Weltch**
 - Hopes everyone has a Merry Christmas

Mayor Comments:

- Everyone has to work together for the betterment of the town. There will be times when we will agree or disagree.

Motion to Adjourn:

Motion was made by Councilwoman Ivory Oliver and seconded by Councilwoman Debbie Weltch. Unanimous approval, no opposition. Motion carries.

End of meeting: 9:30 p.m.

Jamie L. Osborne

Jamie L. Osborne, Clerk/Treasurer

January 13, 2026

Date approved by council



**Town of Burkeville
Special Council Meeting Minutes
January 7, 2025
7:00 p.m., Train Station**

Present at start of meeting: Gerald Smith, Brian Weltch, Josh Knight, Ann Wolven, Jamie Osborne, Lee Simmons, Debbie Weltch.

Councilmember Kevin Jones was present starting at Review of Memorandum.

Start of Meeting: 7:00 pm

Call to Order by Mayor Gerald Smith

Pledge of Allegiance

Prayer lead by Councilman Josh Knight

Welcome of Visitors

Approval of:

- Agenda for January 7, 2025 Special Council Meeting
 - Motion was made by Councilman Josh Knight and seconded by Councilwoman Debbie Weltch. Unanimous approval, no opposition. Motion carries.

Organizational

- Establish Regular Meeting Schedule
 - Regular scheduled Council meetings will remain on the 2nd Tuesday of the month unless otherwise noted.
- Appointment/Designation of Town Officials & Representatives
 - Confirm/Appoint
 - Town Clerk/Treasurer- Jamie Osborne
 - Motion was made for the appointment by Councilwoman Debbie Weltch and seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carries. Councilmember absent were Ivory Oliver and Kevin Jones.

Aye:	5	Nay:	0	Obtain:	0	Absent:	2
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 - Town Attorney/Legal Council- John Taylor of Florence, Gordon and Brown in Richmond, VA
 - Motion was made for the appointment by Councilwoman Debbie Weltch and seconded by Councilwoman Ann Wolven. Unanimous approval, no opposition. Motion carries. Council members absent were Ivory Oliver and Kevin Jones.

Aye:	5	Nay:	0	Obtain:	0	Absent:	2
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APPROVED 

- Chief of Police – Jake Herlong
 - Motion was made for the appointment by Councilman Josh Knight and seconded by Councilwoman Ann Wolven Unanimous approval, no opposition. Motion carries. Council members absent were Ivory Oliver and Kevin Jones.

Aye:	5	Nay:	0	Obtain:	0	Absent:	2
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- Fire Chief- Brian Weltch
 - Motion was made for the appointment by Councilwoman Ann Wolven and seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carries. Councilman Brian Weltch and Councilwoman Debbie Weltch Obtained from vote. Council members absent were Ivory Oliver and Kevin Jones.

Aye:	3	Nay:	0	Obtain:	2	Absent:	2
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- Public Works Supervisor- Artie Seamster
 - Motion was made for the appointment by Councilwoman Ann Wolven and seconded by Councilwoman Debbie Weltch Unanimous approval, no opposition. Motion carries. Council members absent were Ivory Oliver and Kevin Jones.

Aye:	5	Nay:	0	Obtain:	0	Absent:	2
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- Adoption or Review of Council Rules & Procedures
 - Council Rules and Procedures will remain the same, using Robert’s Rules of Order.

Memorandum of Understanding

- Review Memorandum of Understanding in regards to transition of Burkeville Volunteer Fire Department employees to Town of Burkeville employees.
 - Chief Brian Weltch explains that the MOU was written by him and Mayor Smith, and reviewed by the town attorney, John Taylor. There were some concerns, which resulted in changes to the draft that was initially sent to council including an oversight on section 7 which stated that “BVFD will continue to reimburse the town for the fuel for the fire trucks” when it should have stated “BVFD will continue to reimburse the town for the fuel for the ambulances.” Additionally, under section 7 there was an amount of \$1,023.13 added to the reimbursement for the insurance premium for the ambulances.
 - Councilman Lee Simmons questioned:
 - Why can’t the contract have a 1 year term instead of 3?
 - Chief Weltch explained that there is concern that if only 1 year is in the contract, and there is a change in the council that the new council would be updating the contract as soon as they got into office and renegotiating terms or even another MOU. He thinks that a fair compromise would be 2 years, but the fire department is not set on the 3 year contact obligation that is written. 3 years was used to give a time frame to get started. The fire department is ok with whatever council approves, but does not think that any less than 1 year would be enough time to see if the agreement is working. If the contract terms

are 2 years, then that would give time to make adjustments before changing the contract terms.

- Councilwoman Ann Wolven states that she believes that only doing 1 year would be a mistake, because only doing 1 year would not give a history of how it is going. By doing multiple years, it will carry through with another council so in case there are different council members, but it would also give council time to see if the agreement is working or not.
- Councilwoman Debbie Weltch states that is able to see what the concerns are with both 1 and 3-year agreement, but believes that 1 year is too short. The 1-year mark is when you need to start reviewing and seeing if there is improvement or changes that need to be made instead of ending the contract and having to start over again. In 1 year, there may be a new council and they should not be bombarded with having to write a new contract.
- Chief Brian Weltch states that the county at this point still has not given the approval for funding the payroll for the fire department employees. One of the things that has been made very apparent between himself and the mayor is that the fire department and the town share the same attorney. If there is conflict and it is unable to be handled, then there will need to be separate attorneys hired to handle the conflict.
- Attorney John Taylor states that he thinks that the town and the fire department are on the right track when it comes to the agreement of the terms. If everyone is in agreement with the terms, the contract can always be tweaked later. If everyone agrees, the MOU can be amended at a later time.
- Councilman Lee Simmons asked if 2 years would be a good compromise, and Councilwoman Ann Wolven agreed that it would be.
- Councilman Lee Simmons
 - Regarding section 5- administration responsibility states that the fire department agrees to reimburse the town for all costs. He does not think that the town will have \$0 in costs and that it needs to be determined how administration is able to be reimbursed.
 - Chief Brian Weltch states that the payroll amounts for the employees was in the initial proposal and that the fire department knows how much each person will make per month for salary and how much per hour for part time employees. The only question is that they do not know how much time it will take for payroll to be completed. The fire department currently uses an app (that he pays for out of his pocket) for time keeping. He is not opposed to using paper time cards if that is what the council would like. The town is taking on an enormous amount of responsibility to ensure that employees are paid appropriately and that their hours are documented appropriately. States that if council would like, the fire department can purchase the same time clock that the town uses to have consistency with the time cards for what the clerk/treasurer is used to. Thinks that there would

be less question if the time cards were processed the same way for all employees across the board.

- Clerk/Treasurer Jamie Osborne states that with the current system, times off the time cards are manually put in to an excel sheet to calculate the time. With increasing amount of employees, it would take longer to process payroll having to do this for additional employees. It would be faster processing if the current way that the fire department does their time cards would remain the same, since that system automatically calculates the time and it would not have to be manually done.
- Chief Brian Weltch states that he does not want to rush into something that will cause additional time on the clerk/treasurer. He would like all council members to feel comfortable that the fire department is doing the best they can to take any questions.
- Councilman Lee Simmons states that he is considering the data entry, and the time reimbursement for that. If there would be a “clock out of town, clock into fire department” method. He would like to know that if the fire department is willing to reimburse the town for the Clerk/Treasurers time for administrative duties.
 - Chief Brian Weltch states that the fire department agrees that they do not expect the town to pay a single penny more than what they are currently paying. So yes, they are willing to reimburse the town for the administrative duties of the Clerk/Treasurer.
 - Councilman Lee Simmons questions the hourly rate and the best way for the reimbursement. Believes that it would make more sense and be a cleaner transaction for the Clerk/Treasurer’s time to be reimbursed to the town at her current hourly pay rate for the time that she spends doing administrative duties for the fire department.
 - Chief Brian Weltch states that if it costs extra to have the Clerk/Treasurer process pay roll, he is willing to pay it. He agrees with Councilman Lee Simmons that since the Clerk/Treasurer is paid a salary, that it would be best for the fire department to be billed for the time spent on administrative duties for the fire department. The concern is the Clerk/Treasurer signing her own paycheck since she is also a part time employee with the fire department.
 - Councilman Josh Knight states that as long as Chief Weltch is approving the time as the supervisor, he does not see a problem. As long as the times are consistent.
 - Clerk/Treasurer Jamie Osborne states that the way that payroll is currently done, she does not sign her own paychecks. Mayor Smith signs them for her and that was the intention was when the paychecks for the fire department employees were dropped off that Chief Weltch would approve and sign her pay check as well.

In regards to reimbursement, Clerk/Treasurer Jamie Osborne believes that invoicing the fire department for her time would be a cleaner transaction and would be easier.

- All council is in agreement with the arrangement that Clerk/Treasurer Jamie Osborne will keep up with the time that is spent doing administrative duties for the fire department and send a monthly invoice for the town to receive reimbursement.
- Councilman Lee Simmons requests that on section 7, "Costs associated with the BVFD paid by the Town prior to the effective date of this MOU including building costs, vehicle, accidental, and LODD insurance, shall remain the responsibility of the Town. The Town shall continue to pay the fuel for the fire trucks and BVFD shall continue to reimburse the town for the fuel for the ambulances and shall continue to reimburse the Town of the insurance premiums in the amount of \$1,023.13 per quarter for the BVFD ambulances in the same pro rata share as it had prior to the effective date of this MOU" be removed from the contract. He states that that portion of the contract does not belong in this contract since the contract is not about previous costs/reimbursements. He believes that is something that could be placed in a separate contract.
 - Attorney John Taylor was asked for his opinion, and he states that without it everyone in the room could be in agreement now but someone coming in later could make an argument that the fire department had agreed to pay all costs associated with, was the idea behind having that in the contract.
 - Councilwoman Ann Wolven wanted to verify that the town would not be responsible for paying anything additional by bringing the fire department employees on as town employees if the fire department.
 - Chief Brian Welch states that regarding the additional costs, if the potential funding from the county is not approved, that the fire department would cover all of the costs for the employees. It could potentially mean that there would be a reduction in services provided once the available funds for payroll for the month run out, if volunteers are unable to pick up the calls.
 - Councilman Lee Simmons asks if the fire department would be opposed to removing the above questioned portion of section 7.
 - Town Attorney John Taylor states that he does not think that portion of the contract is necessary.
 - Councilman Kevin Jones agrees that the contract is going from employees to apparatus in an employment agreement form and the he is able to see where it doesn't belong.
 - Chief Brian Welch voices that he is concerned that since there is currently no written contract on what the town pays for fire department expenses, and what the fire department is reimbursing, that it could pose an issue in the future. He would like to see a written contract, even if that is written in the future.
 - Councilwoman Debbie Welch and Councilman Kevin Jones who are both officers for the fire department are in agreement with striking the above listed wording from section 7.

- Time frame for reimbursement
 - Discussion about the time frame for reimbursement being 30 days after invoice with late fees and/or penalties applied 45 days after invoice (giving a 15 day grace period). Councilman Brian Weltch stated that should be something that would also be included in the future contract between the town and fire department, regarding reimbursements.
- Disputes
 - Councilman Lee Simmons would like to change the language where if there is a dispute that the fire department cover the attorney costs. Attorney John Taylor states that in that event that the town and fire department were unable to solve the dispute on their own, he would be unable to represent either party, but he would be able to assign a mediator from a list of retired judges. The costs are small, generally a couple hundred dollars.
- Motion was made by Councilman Josh Knight to approve the MOU with the changes made that “Costs associated with the BVFD paid by the Town prior to the effective date of this MOU including building costs, vehicle, accidental, and LODD insurance, shall remain the responsibility of the Town. The Town shall continue to pay the fuel for the fire trucks and BVFD shall continue to reimburse the town for the fuel for the ambulances and shall continue to reimburse the Town of the insurance premiums in the amount of \$1,023.13 per quarter for the BVFD ambulances in the same pro rata share as it had prior to the effective date of this MOU” be removed from the contract, and that the contract term is changed to 2 years instead of 3. Motion was seconded by Councilwoman Ann Wollen.
 - Councilmembers who abstained from voting were Councilwoman Debbie Weltch, Councilman Brian Weltch, and Councilman Kevin Jones. Councilwoman Ivory Oliver was absent.

Aye:	3	Nay:	0	abstained:	3	Absent:	1
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- Citizen, Billy Ray Thompson questioned if there was going to be public comment prior to the vote and if this was the first opportunity for the public?
 - Mayor Smith informed him that this has been brought up in the last few monthly council meetings and that the meeting tonight was for council to review and make a decision on the MOU.
 - Billy Ray Thompson states that he had signed up for citizen comments, but that since the motion was already made that did no good for him to comment. Question was raised about a quorum, stating that 3 council members voting are unable to vote that there has to be 4 total voting council members.
 - Councilman Brian Weltch states that he is not going to argue with the attorney, but since there are 6 council members present and 3 have abstained that there should still be a quorum.
 - Town attorney John Taylor advised for council to go into closed session, pursuant to section 2.2-3711.

Reference to 2.2-3711. 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.

Council is going into closed session pursuant to VA Code Section 2.2-3711 (A) (8) – Consultation with legal council employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such council. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Motion to go into closed session made by Councilwoman Ann Wolven and seconded by Councilwoman Debbie Weltch. Everyone, but Attorney John Taylor, was asked to leave for the closed session. Unanimous approval, no opposition.

Time in closed session: 8:07 pm.

****CLOSED SESSION****

Motion was made by Councilman Brian Weltch to come out of closed session. Motion was seconded by Councilman Josh Knight. Unanimous approval, no opposition.

“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.

Roll call: Brian Weltch, Josh Knight, Ann Wolven, Lee Simmons, Kevin Jones, Debbie Weltch.

Time out of closed session: 8:13 p.m.

- Amendment made to the vote for the motion made by Councilman Josh Knight to approve the MOU with the changes made that “Costs associated with the BVFD paid by the Town prior to the effective date of this MOU including building costs, vehicle, accidental, and LODD insurance, shall remain the responsibility of the Town. The Town shall continue to pay the fuel for the fire trucks and BVFD shall continue to reimburse the town for the fuel for the ambulances and shall continue to reimburse the Town of the insurance premiums in the amount of \$1,023.13 per quarter for the BVFD ambulances in the same pro rata share as it had prior to the effective date of this MOU” be removed from the contract, and that the contract term is changed to 2 years instead of 3. Motion was seconded by Councilwoman Ann Wolven. Motion was approved with a 4 Aye, 2 abstained, 1 Absent vote. Motion carries.
 - Councilmembers who abstained were Councilman Brian Weltch and Councilwoman Debbie Weltch. Councilwoman Ivory Oliver was absent.

Aye:	4	Nay:	0	abstained:	2	Absent:	1
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- Amended MOU requested in the motion was printed and a copy was passed around to each council member to review prior to signature. No additional questions noted from council members after the review of the amended MOU.

Public Comments

- **Citizen Billy Ray Thompson**

- States that he had questions to ask different council members prior to the vote, but since the vote was already done, he will still ask.
 - Questioned why the MOU was needed to allow the fire department employees to be town employees and what the town gains from the fire department employees becoming town employees.
 - Councilwoman Ann Wolven states that the town is gaining a continuing service through our fire department and EMS to our community. Being town employees enables them to get benefits through the town, which will attract more employees that are full-time and give the town better service and better coverage. Additionally, to reduce turn over after the fire department pays for their certification and training. We are unable to compete with fire departments who are able to pay more than Burkeville can, so it will help to attract people to stay longer.
 - Asks what the county wants to see from this agreement between the town and fire department.
 - Chief Brian Weltch explains that the county wanted to ensure that the town was in agreement with the transition and not opposed to transitioning the fire department employees to town employees. The actions tonight from council prove that the town supports the transition of the employees from fire department employees to town employees.
 - Councilman Lee Simmons states that the transition has been discussed in the last 2 council meetings, for hours at a time, why the council thought the transition was a good idea.

Motion to Adjourn:

- Motion was made by Councilman Brian Weltch to adjourn, and was seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carries.

End of meeting: 8:21 p.m.

Jamie L Osborne

Jamie L. Osborne, Clerk/Treasurer

January 13, 2026

Date approved by council