



**Town of Burkeville
Council Meeting Agenda
June 9, 2026
7:00 p.m., Train Station**

**Call to Order
Pledge of Allegiance
Prayer
Welcome of Visitors**

Approval of:

- Agenda for June 9, 2026 Council Meeting
- Approval of the minutes of May 12, 2026 Council Meeting
- General Funds Account Statement
- Funds Available Statement
- Accounts Payable for May 2026

Fire Report: Included in packet

Police Report: Included in packet

Water Department Report

Guest Speakers

Committee Reports:

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

New Business:

- Welcoming Police Chief
- Updating Employee Handbook
- Goals for 26-27 Fiscal Year

Old Business:

- Municipal Building
- Grant committee
- Holiday Committee
- Ordinance Updates

Update:

- Animal Shelter

Citizens Comments to the Council: TBD

Council members Comments:

Economic Development Committee Representative Comments:

Mayor Comments:

Motion to Adjourn:



**Town of Burkeville
Council Meeting Minutes
May 12, 2026
7:00 p.m., Train Station**

Present: Josh Knight, Brandon Cummings, Jamie Osborne, Gerald Smith, Lee Simmons, Ivory Oliver

Meeting Started: 7:00 p.m.

Call to Order

Pledge of Allegiance was led by Mayor Smith

Prayer led by Councilman Josh Knight

Welcome of Visitors

Approval of:

- Agenda for May 12, 2026, Council Meeting
 - Motion made by Councilman Josh Knight and was seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carried.
- Approval of the minutes of April 14, 2026, Council Meeting
 - Motion was made by Councilman Lee Simmons and was seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carried.
- Approval of the minutes of April 16, 2026, Special Council Meeting
 - Motion was made by Councilman Josh Knight and was seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carried.
- Approval of the minutes of April 30, 2026, Special Council Meeting
 - Motion was made by Councilman Lee Simmons and was seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carried.
- Approval of the General Funds Account Statement
 - Motion was made by Councilman Josh Knight and seconded by Councilman Lee Simmons Unanimous approval, no opposition. Motion carried.
- Approval of the Funds Available Statement
 - Motion was made by Councilman Lee Simmons and seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carries.
- Approval of the Accounts Payable
 - Motion was made by Councilwoman Ivory Oliver and seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carried.

Fire Report:

- Included in packet, Chief Brian Weltch was not present.

Police Report:

- No police department report

Water Department Report

- Artie Seamster
 - Leak on Atwood Street was repaired, will need to install 60-100 foot of pipe to replace the aging pipes.
 - Leak on Inverness Road was repaired.
 - Leaking pipe at the library was repaired
 - Many of the issues are due to aging pipes.
 - Propane gas line at the water tower was damaged during the winter.
 - Mayor Smith would like to talk to Mike about getting Parker to put a meter on the tank to monitor for leaks.

Committee Reports:

- **Emergency Services (Knight- Cummings)**
 - Councilman Josh Knight
 - Chief Brian Weltch was not present to present the fire report, so he will go over the report.
 - Calls in town: 9, Calls in 1st due (not including in-town or state facilities): 19, Calls to state facilities: 33, Calls to mutual aid: 30, EMS and EMS assists: 65, Fire related: 12, Motor Vehicle Crashes: 5, Cancelled enroute: 9, Total number of calls answered: 91.
 - Average response time from page for service to arrival on scene: 11 minutes 44 seconds.
 - Paid hours: 1,313.50, 11 paid positions filled.
 - Volunteer hours: 537.75= \$19,424.17 in savings to taxpayers this month.
- **Water & Sewer (B. Weltch- Simmons)**
 - Councilman Lee Simmons
 - Thanked Artie Seamster for giving the informative report tonight.
 - Reports that there are still funds in the budget for line maintenance for this fiscal year and thinks that replacing/repairing the lines on Atwood St. would be a worthwhile project.
 - He and Clerk/Treasurer Jamie Osborne had worked on some water ordinance adjustments in the middle of last year, and if the ordinance committee would like the information that was discussed he would be glad to share with them.
 - Water ordinances need to be addressed as soon as possible because the town could be losing revenue.
 - Councilman Josh Knight
 - Questions about whether there was anything in the ordinances about swimming pools, and if not, that could be added into the ordinance.
 - Questions about whether there is a policy for water restriction during droughts.
 - Clerk/Treasurer Jamie Osborne reported that the cross-contamination and water backflow ordinances needed to be updated prior to Jun 30, 2026.

Templates from the VDH representative were sent over to the water/sewer committee. These templates just need to be adjusted to match the town.

- **Buildings (Oliver- Jones)**
 - Councilwoman Ivory Oliver
 - No report. Will discuss municipal building later in the meeting.
- **Personnel (Oliver, Simmons)**
 - Councilwoman Ivory Oliver
 - No report will go into closed session at the end of the meeting.
- **Parks & Grounds (D. Weltch- Knight)**
 - Councilman Josh Knight
 - No report this month.
- **Finance & Purchasing (Simmons- B. Weltch)**
 - Councilman Lee Simmons
 - Budget committee has been working diligently on the budget for the upcoming fiscal year. In council packets is a summary page, a draft document that is similar to the budget v. actual that council is used to seeing each month, and a proposed rate schedule.
 - Budget is balanced, but there are some items that can change, namely the insurance. Insurance has not been distributed between the funds, but an estimated amount is put in as a lump sum temporarily. Clerk/Treasurer Jamie Osborne has found a way to potentially save a substantial amount of money on insurance, but it needs to be brought up and approved by the fire department.
 - In order to balance the budget, there were some changes made to the water rates; however, he does not foresee increases in real estate or personal property taxes in the foreseeable future. Clerk/Treasurer Jamie Osborne does a nice job of giving revenues vs. expenditures, and each month the general fund is supporting other funds. There is also a steep deficit in the water department, and it is getting steeper.
 - Proposed water increase of \$2.25 to the base rate for all water customers, and an increase of \$1 per 1,000 gallons from 2,001 gallons to 10,000 gallons. Majority of citizens will only see the \$2.25 increase.
 - Proposed lodging tax increase from 5.5% to 6%, which is in line or lower than other towns in the area.
 - Implementing the cigarette tax and starting to get the consumption taxes again will bring in additional income.
 - Mayor Smith asks Clerk/Treasurer Jamie Osborne to explain what consumption tax is.
 - Clerk/Treasurer Jamie Osborne
 - Consumption tax is a tax that is already being paid on the Dominion bills. Consumption taxes are supposed to go to the town that citizens live in, however because the ordinance was not updated in 2023, those taxes have been remitted to Nottoway County instead of the town. The ordinance was updated last month, and approved by council, so that the town is able to start receiving that revenue again. This is not a new tax, citizens are already paying it, but Burkeville will get those taxes again instead of the county. This is a way to increase revenue without adding new taxes to citizens.

- Proposed increasing water deposits from \$150 to \$300 for renters. This was discussed by the water/sewer committee when previously working on the water ordinance. The number may seem high but is in line with most surrounding municipalities. The idea behind this is that this amount is basically 2 months of water for most people, and alongside the shut-off schedule, we hope to mitigate the loss in revenue from the tenants. Tenants would also need to have a signed lease in order to obtain water services.
- Discussion of public hearing requirements and would like council to review the information and let finance committee or Clerk/Treasurer know if there are any questions.
- **Planning Committee (Simmons- Cummings)**
 - Councilman Lee Simmons
 - No report. Planning committee had been working on the comprehensive plan, but with Dr. Wolven's resignation that has come to a temporary hold. Would like to pick back up on it after July 1.
- **Cemetery (D. Welch-Oliver)**
 - Councilwoman Ivory Oliver
 - No report
- **Streets & Town Signage (Jones-D. Welch)**
 - Mayor Smith
 - Doing well with streets and signage.
 - VDOT has finished paving.
 - Would like to get VDOT to start working on clearing ditches
 - Question from the citizen as to who makes the decision on which streets are going to be paved?
 - VDOT has a schedule, they just inform us when the roads will be paved or have slurry placed.
- **Zoning Committee (Knight- Simmons)**
 - Councilman Josh Knight
 - Special use permit for Patricia Fitzgerald on Dimmick Street is drafted, reviewed, and approved with corrections made to the date on the draft.
 - Notice sent from the county about a solar farm placement outside of town limits. Does not impact the town.
- **Treasurer Report**
 - Clerk/Treasurer Jamie Osborne
 - 2023-2024 Fiscal year audit is started, and majority of requested documentation has been sent to auditor.
 - VDH Annual Water Report has been completed, approved by VDH and will be distributed in May water bills.
 - Cigarette tax stamps have come in, and notice was sent to companies in town.
 - Updated ordinance was sent to Dominion; they will be updating systems and will update with an expected start date of receiving the revenue.
 - Updated Cigarette Tax and Consumption Tax Ordinances will be updated on the website.

New Business:

- **Enforcing Ordinances**

- Grass Cutting
 - Ordinance needs to be enforced. A citizen was notified of being in violation and was moved. Additional properties in town still require attention.
- Property Maintenance
 - Need to address unsightly premises and enforce ordinances when Police Chief is appointed.
- Swimming Pools
 - Would like to have a pool ordinance created that requires permits to place pools, fencing and proper inspections. The county requires building permits for pools over 5,000 gallons. Letters were previously sent out to residents saying that they must come get the town's meter to fill pools.
 - Councilman Josh Knight
 - Zoning permits for new pools have to go through the town. Above ground pools, over a certain height, require fences.
- Parking Ordinances
 - Vehicles are parking over the water/sewer lines and blocking access to the lines. Ordinance should be created and potential signage being placed was discussed.

Old Business:

- **Municipal Building**

- An ordinance to declare the Municipal Building surplus was placed in Councilmember's folders.
- Councilwoman Ivory Oliver makes a motion to approve the resolution to declare the Municipal Building surplus. Motion was seconded by Councilman Brandon Cummings. Unanimous approval, no opposition.

Aye: 4 Nay: 0 Absent: 3 Abstained: 0

- Questions about the RFP.
 - RFP has not been created, due to needing stipulations that council would like to be in the RFP. Clerk/Treasurer Jamie Osborne had sent a draft to Councilwoman Ivory Oliver, but no confirmed stipulations.

- **Grant Committee**

- Questions if Council would like a grant committee. It would be beneficial to have, because there are a lot of improvements that the town needs.
 - VRSA safety grant opens in August 2026, town is eligible for \$2,000 reimbursement grant. Can be used for safety lighting, boots, PPE, etc.
 - Councilman Brandon Cummings questions potential professional grant writer.
 - Water/Sewer line replacement/maintenance is a priority

- **Holiday Committee**

- Reestablishing holiday committee for upcoming holidays/events.

- Appointed committee: Clerk/Treasurer Jamie Osborne, Councilman Brandon Cummings, Citizen Sam Fanguy-Cummings.

Update:

- **Boundary Line Adjustment**

- Boundary line adjustment was approved and filed with the Circuit Court Clerk. VDOT will be moving signs soon.
- New gas station is potentially coming into newly expanded town limits, at the intersection of 723/460.

Citizens Comments:

- **Ella Johnson (Dimmick St.)**

- Ongoing concern about neighbor's loose pit bull, hindering safety of herself and others. Has reached out to Chief Herlong about the dog, but before anyone can get there the dog is back in its home.
- Concerned that the community, including children and church members are at risk.
 - Councilwoman Ivory Oliver knows the homeowner and will reach out to let them know of the situation.
 - Councilman Brandon Cummings noted the current leash law that the county has in place, and that animal control's response should improve once the animal shelter opens.
 - Discussion from council on enforcing leash/aggressive dog ordinances.

Councilmembers Comments:

- **Councilman Josh Knight**

- No comment

- **Councilman Lee Simmons**

- No comment

- **Councilwoman Ivory Oliver**

- Informs Mrs. Johnson that she will be reaching out to the homeowner about the pit bill. The tenants are not supposed to have dogs in the home.

- **Councilman Brandon Cummings**

- No comment

Economic Development Committee Representative Comments:

Mayor Comments:

- No additional comments.

Closed Session: Council will be going into closed session, in regard to personnel matters.

Pursuant to VA code 2.2-3711 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 public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.

May 12, 2026

Motion was made by Councilman Josh Knight that the Town of Burkeville convene in a closed meeting pursuant to Virginia Code 2.2-3711(A)(1) Motion was seconded by Councilman Brandon Cummings. Approved unanimously.

Time in closed session: 7:56 p.m.

****CLOSED SESSION****

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

Time out of closed session: 8:15 p.m.

Each councilmember certifies that to the best of their knowledge, only public business matters that are lawfully exempted from open meeting requirements, and only personnel matters were heard, discussed or considered.

Roll call: Josh Knight, Lee Simmons, Ivory Oliver, Brandon Cummings

After closed session comments:

- Chief Jake Herlong would like to stay as an Auxiliary Police Officer effective July 1, 2026
 - Councilman Josh Knight makes a motion to approve Chief Jake Herlong Councilman Brandon Cummings seconded that motion. Unanimous approval, no opposition.
- Councilwoman Ivory Oliver makes a motion to hire Demetrie Coles as Chief of Police for the Town of Burkeville, with a base salary of \$67,000 + 5% Retirement and a 1-year probationary period. Motion was seconded by Councilman Lee Simmons. Unanimous approval, no opposition.

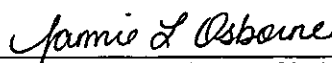
Aye: 4 Nay: 0 Absent: 3 Abstained: 0

- Mayor Smith asks Clerk/Treasurer Jamie Osborne to write the offer letter to present to Mr. Coles, as well as a letter to the other interviewees thanking them for their time.

Motion to Adjourn:

Motion was made by Councilman Josh Knight and seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.

End of meeting: 8:25 p.m.



Jamie L. Osborne, Clerk/Treasurer

May 12, 2026
Date approved by council