

**Town of Dublin
Council Minutes
May 16, 2024**

The Town of Dublin held its monthly meeting on Thursday, May 16, 2024, at 7:00 p.m., in Council Chambers. Present: Council members, Vice-Mayor Steve Crigger, Dallas Cox, Debbie Hager, Edith Hampton, Debbie Lyons and Wayne Seagle. Others present: Mayor Benny Skeens, Town Manager and Clerk of Council Tyler Kirkner, Town Attorney Samuel Campbell, Superintendent of Utilities Darrin Cullip, Treasurer Rebecca Wright, Assistant Treasurer Kimberly Dalton, Administrative Assistant Deanna Marshall and guest.

Call to Order

Mayor Skeens welcomed everyone and called the meeting to order.

Pledge of Allegiance

Dallas Cox led everyone in the Pledge of Allegiance.

Minutes of April 18, 2024

Mayor Skeens asked if there were any additions, deletions or corrections to the April 18, 2024 minutes. Mrs. Lyons made a motion to approve the minutes. Mr. Crigger seconded.

Roll call:

Debbie Lyons	<u>Yes</u>	Steve Crigger	<u>Yes</u>
Dallas Cox	<u>Yes</u>	Debbie Hager	<u>Yes</u>
Edith Hampton	<u>Yes</u>	Wayne Seagle	<u>Yes</u>

All were in favor

Reports of Officials

Darrin Cullip stated the utility department was working on Haga Drive replacing services over to the new lines and removing the old lines from service. Similar work will be performed on Jordan Street and Dunlap and will be done in house. Kim Dalton held an information session on the Neptune 360 system explaining how the system works.

Committee Reports/Authority Reports

NRV Airport Commission Report-Mr. Cox stated there was nothing to report.

Pepper’s Ferry-Mr. Crigger stated there was nothing to report.

Virginia’s First Mrs. Lyons and Mrs. Hampton-Mrs. Lyons stated June would be the next meeting.

Pulaski County Public Safety (REMSI)-Mrs. Hager stated there was no more REMSI. They have transferred the operations to the county. Debbie Lyons was given an outstanding dedication & service award.

NRRA-Mr. Kirkner stated they had one issue to work out.

Mount Rogers Cigarette Tax Board-Mr. Kirkner stated they were getting ready to receive the half year results.

Old Business

There was no old business to discuss.

New Business

Introduction of candidates to stand for appointment of the vacated Council position of Dallas Cox

Mayor Skeens thanked Dallas Cox for his service. Sam Campbell stated the resignation has created a vacant position and Council has 30 days to appoint a new Council member to take Dallas Cox’s seat and serve out his term through December 31, 2024. Then if that person chooses to run for election, they will have to be on the ballot by June 18, 2024. There will potentially be three seats up for election of appointment at the first of the year. Edith Hampton made a motion to nominate Doug Poe. Steve Crigger seconded.

Roll call:

Debbie Lyons <u>Yes</u>	Steve Crigger <u>Yes</u>
Dallas Cox <u>Yes</u>	Debbie Hager <u>Yes</u>
Edith Hampton <u>Yes</u>	Wayne Seagle <u>Yes</u>

All were in favor

Mayor Skeens swore Doug Poe in.

The resignation of Tyler Kirkner, Town Manager and Clerk of Council as 9/30/2024 with the end of full-time status as of 12/31/24

Mr. Kirkner thanked everyone for his time with the town and stated he would be continuing assisting the town any way possible. Mr. Kirkner recommended Darrin Cullip for the Town Manager position.

The recommendation of staff to appoint Darrin Cullip to the position of Town Manager and Clerk of Council as of 10/1/ 2024

Dallas Cox made a motion to appoint Darrin Cullip as Town Manager as of October 1, 2024. Debbie Lyons seconded.

Roll call:

Debbie Lyons Yes

Steve Crigger Yes

Dallas Cox Yes

Debbie Hager Yes

Edith Hampton Yes

Wayne Seagle Yes

All were in favor

4th of July Parade and Flag Ceremony

Deanna Marshall stated everyone was lined up for the Flag Ceremony and participants were signing up for the parade.

Brownfield Multipurpose Grant Submission #3

Brownfield Assessment Grant \$50,000-Purpose

Mr. Kirkner stated the grant application had been submitted three times. The town has received as assessment grant for overall sampling at the Industrial Park.

Federal EPA Grant \$1,000,000 . . .decision made by the EPA by June

Budget Report

Contracts in Progress (CIP)							
Month Reporting		General Fund		Enterprise Fund			
30-Apr-24		Revenue		Expenditures	Revenue	Expenditures	
April	budget	2,278,114	2,278,114	3,606,000	3,606,000		
		1,545,422	1,745,491	3,290,470	4,249,243		
	Actual	68%	77%	91%	118%		
	Budgeted	83%	83%	83%	83%		
		-15%	-6%	8%	35%		
		Below Est	Below Est	Above Est	Above Est		

Contracts in Progress (CIP)		Reserve Adjusted					Enterprise fund	Gen Fund
Month Reporting		General Fund		Enterprise Fund		Reserves	Current	
30-Apr-24		Revenue		Expenditures	Revenue	Expenditures	meters	\$ 1,025,000
April	budget	2,278,114	2,278,114	3,606,000	3,606,000	Gar/imp	\$ 400,000	
		1,545,422	1,650,855	3,290,470	\$ 2,824,243		\$ 1,425,000	94,636
	Actual	68%	72%	91%	78%		4,249,243	1,745,491
	Budgeted	83%	83%	83%	83%		\$ 2,824,243	1,650,855
		-15%	-11%	8%	-5%			
		Below Est	Below Est	Above Est	Above Est			

Enterprise Fund	Reserves	Current	total allotted	Balance
30-Apr-24	meters	\$ 1,025,000	\$ 1,025,000	\$ -
April	Gar/imp	\$ 400,000	\$ 500,000	\$ 100,000
Totals		\$ 1,425,000	\$ 1,525,000	\$ 100,000
General fund	Reserves	Current	total allotted	Balance
	Roof admin	\$ 54,196	\$ 54,196	\$ -
	Police Off. Eq.	\$ 25,506	\$ 25,506	\$ -
	HVAC Fire	\$ 14,934	\$ 14,934	\$ -
Totals		\$ 94,636	\$ 94,636	\$ -

Things “Well Done” by staff and departments

Mr. Kirkner stated the well done went to Kim Dalton for work on the Neptune 360.

Sam Campbell informed Council members of a request by the Pulaski County Public Service Authority (PSA) to have the Town of Dublin discontinue water service to out of Town water customers who were delinquent in their sewer service charges to the PSA. Under the State Code of Virginia §15.2-5138.3 the PSA may require the Town to cease its water service to delinquent County sewer customers. Mr. Campbell presented Council with a draft letter to customers informing them of the pending cutoff and an outline for Council of the notification process required before the Town discontinues water service. It was noted that some PSA accounts were seven years behind. After a lengthy discussion Edith Hampton made a motion for a representative of Town officials go meet with the PSA Broad. Dallas Cox seconded.

Roll call:

Debbie Lyons Yes

Steve Crigger Yes

Dallas Cox Yes

Debbie Hager Yes

Edith Hampton Yes

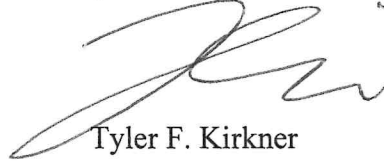
Wayne Seagle Yes

All were in favor

Public Comments

There were no public comments. Mayor Skeens adjourned the meeting.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'TK', is written over the typed name of Tyler F. Kirkner.

Tyler F. Kirkner
Clerk of Council