

OCTOBER 26, 2023

MINUTES OF THE BROOKNEAL TOWN COUNCIL

6:30 PM – A special meeting was called by Mayor Kenneth Jennings for the purpose of a closed session under under VA Code section 2.2-3711(A)(1) pertaining to the town manager

The municipal government of the Town of Brookneal met with the following members present:

- Kenneth Jennings, Mayor
- Mark Wilkes, Vice Mayor
- Barbara Laprade, Joseph David, Cynthia Johnson, Scott Fisher and Conner Francis, Council Members
- Bobbie Waller, Clerk/Treasurer
- Tripp Isenhour, Town Attorney

CALL TO ORDER

CLOSED SESSION UNDER VA CODE 2.2-3711(A)(1) PERTAINING TO THE TOWN MANAGER

Upon motion by Conner Francis, seconded by Joseph David, and unanimously carried, the Council voted to go into closed session under VA Code 2.2-3711 (A)(1) for the purpose of discussing the town manager.

CERTIFICATION

Upon motion by Conner Francis, seconded by Joseph David, and unanimously carried, the Council came back into open session.

Mayor Jennings called for a vote certifying that only those items were discussed as allowed under VA Code Section 2.2-3711 (A)(1) for the purpose of discussing the town manager.

Voting was as follows:

Mr. Francis	Aye	Mr. Fisher	Aye
Mr. David	Aye	Ms. Johnson	Aye
Mr. Wilkes	Aye	Ms. Laprade	Aye

Mayor Jennings Aye

CLOSED SESSION UNDER VA CODE 2.2-3711(A)(1) FOR THE PURPOSE OF DISCUSSING THE PUBLIC WORKS DIRECTOR POSITION

Upon motion by Conner Francis, seconded by Cynthia Johnson, and unanimously carried, the Council voted to go into closed session under VA Code 2.2-3711 (A)(1) for the purpose of discussing the public works director position.

CERTIFICATION

Upon motion by Conner Francis, seconded by Scott Fisher, and unanimously carried, the Council came back into open session.

Mayor Jennings called for a vote certifying that only those items were discussed as allowed under VA Code Section 2.2-3711 (A)(1) for the purpose of discussing the public works director position.

Voting was as follows:

Mr. Francis	Aye	Mr. Fisher	Aye
Mr. David	Aye	Ms. Johnson	Aye
Mr. Wilkes	Aye	Ms, Laprade	Aye

Mayor Jennings Aye

RECOMMENDATION CONCERNING THE PUBLIC WORKS DIRECTOR POSITION

Upon motion by Conner Francis, seconded by Scott Fisher, and unanimously carried, the Council voted to accept the personnel and finance report on the following act of the public works director with 7 stipulations as outlined in the October 25, 2023 document. Mr. Francis said an amendment was added to allow the personnel committee to have a newly created sanction option to sanction hourly appointed employees. The following items were to be put into place as Brookneal Town policy directly after the confirmation vote of the public works director:

- Mark all Town owned vehicles—have all Town owned vehicles display the Town of Brookneal seal on both the exterior driver side door and passenger side door, the seal should be no less than 10 inches diameter.
- Within the first year of their employment the public works director will compile a book/binder(s) of all his/her tasks that occur on a daily/weekly/monthly/yearly basis and how they are successfully handled and completed. This/these book(s)/binder(s) should reflect the overwhelming majority (about 95%) of the duties of the Brookneal Public Works and shall be presented to Council for their review.
- Like the Town Manager, the public works director will come before Council at least once every year for an employment evaluation. This shall take place at the same meeting as the Town Manager's yearly evaluation.
- Updated maps/drawings shall be presented to Council of the Town's water and sewer system as well as any other system the town maintains or properties that require cartography to observe, evaluate, and repair. This shall be done within the first year of the newly hired public works director.
- Authorize the personnel committee to work with the Mayor to research and investigate options to alter the Council chambers to produce a more conducive and professional

environment. To allow the spending of any necessary funds limited up to \$5,000 to complete this task.

- Establish a written request/response system for issues/concerns from the public
- Establish a designated title of assistant public works director for training and mentoring purposes. Final approval of the title recipient must receive Council approval.
- Allow personnel committee to sanction hourly appointed employees.

APPOINTMENT TO FILL VACANCY ON THE BROOKNEAL CAMPBELL COUNTY AIRPORT AUTHORITY

Upon motion by Joseph David, seconded by Conner Francis, and unanimously carried, the Council voted to appoint Bob Gillespie to fill the Brookneal vacancy on the Brookneal Campbell County Airport Authority.

ADJOURNMENT

Upon motion from Conner Francis, seconded by Scott Fisher and unanimously carried, Mayor Jennings announced that the October 26, 2023 called Council meeting was adjourned.

Bobbie A. Waller
Clerk/Treasurer

Kenneth Jennings
Mayor