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**Town of Louisa  
Monthly Meeting  
July 18, 2017**

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**Present:** R. Garland Nuckols, Mayor; Andrew G. Wade, Vice-Mayor; Mary Jane Clarke, A. Daniel Carter, James S. Artz, Jessie Lassiter, Council members; Jeff Gore, Legal Counsel; Tom Filer, Town Manager; Jessica M. Ellis, Clerk; Elizabeth T. Nelson, Treasurer; M. Brad Humphrey, Public Works Director; Ronnie Roberts, Chief of Police

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**Absent:** None.

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**Also in Attendance:** Deana Meredith, The Central Virginian

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***All copies including: reports, handouts, and documents can be found following the minutes.***

Mayor Nuckols called the Louisa Town Council meeting to order at 6:02 p.m.

**BUSINESS FROM THE FLOOR**

None.

**CONSENT AGENDA**

Mr. Filer stated that an report created and updated by the Treasurer was included in the supplemental packet, and that Council needed to reappoint staff members as we have entered the new fiscal year (Old Business item no. 2).

Mayor Nuckols noted that Council member Lassiter was present for the June meeting, but her name did not appear under "Present" at the top of the minutes. Mrs. Ellis stated that she would correct the minutes to reflect her attendance.

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2 Council member Artz made the motion to approve the agenda as  
3 amended. Council member Lassiter seconded the motion. The vote  
4 went as follows: 5-0 in favor.

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6 **OLD BUSINESS**

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8 **1) Discussion/Action: Planning Commission Member Position**

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10 Mayor Nuckols stated that the seat on the Planning Commission is still  
11 open. He stated that they will revisit the matter at the next meeting.

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13 **NEW BUSINESS**

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15 **1) Discussion/Action: PD Vehicle Finance Resolution**

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17 Mr. Filer referred to the memo and resolution in the Council packet as  
18 he discussed VML/VaCo's process to solicit RFP's and the winning  
19 bidder, Essex Bank.

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21 Council member Clarke made the motion to approve the resolution.  
22 Council member Artz seconded the motion. The vote went as follows:  
23 Wade, for; Artz, for; Clarke, for; Lassiter, for; Carter, abstain.

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25 **2) Discussion/Action: Reappointment of Town Staff/Officers**

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27 Council member Carter made the motion to reappoint the Town Clerk,  
28 Town Treasurer, Town Manager, Chief of Police, and Town Attorney.  
29 Council member Clarke seconded the motion. The vote went as  
30 follows: 5-0 in favor.

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32 Mr. Gore reported that although Council chooses to reappoint Town  
33 Officers each year, according to the Charter, it is only *necessary* to  
34 reappoint them after each election.

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36 **STANDING COMMITTEE REPORTS**

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38 **Police Department:**

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1           *(Please refer to the Police Department report.)*

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3           Chief Roberts reviewed the Police Department's report and fielded  
4           questions from Council. Chief Roberts added that there are now nine  
5           members of the Auxiliary Police Officers with the Town of Louisa Police  
6           Department. He briefly explained how those staff members are being  
7           trained and how they are being scheduled to assist the department.

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9           Police Committee:

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11          No report.

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13          Water & Sewer Department:

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15          *(Please refer to the Water & Sewer Department report.)*

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17          Mr. Humphrey highlighted areas of interest from his report.

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19          Litter Committee:

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21          No report.

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23          Streets & Sidewalks

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25          No report.

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27          Cemetery

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29          No report.

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31          **REPORTS FROM STAFF**

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33          Counsel

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35          Mr. Gore reported that, at Council's request, he looked into a couple of  
36          matters: timed parking; and an amendment of the Personnel Policy.  
37          Mr. Gore stated that if Council is interested in initiating timed  
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1 parking regulations and issue citations, amendments to the town code  
2 would be necessary. Mr. Gore stated that he, in conjunction with the  
3 Town Manager and Chief of Police, can draft something for Council to  
4 review and discuss.

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6 Mr. Gore stated that the Personnel Policy matter pertains to the Police  
7 Department and the potential abuse of sick leave. Mr. Gore stated that  
8 many police departments have unique personnel policies that affect  
9 only them. Mr. Gore went on to say that under the town's current  
10 structure, the policies in place apply to all personnel and not just police,  
11 therefore, if Council would like to change that aspect, an amendment  
12 to the Personnel Policy would be necessary or perhaps a Charter  
13 change would be necessary. Mr. Gore went further to note that the  
14 Code and the Charter do not mirror one another.

15  
16 A discussion was then held between Council members, the Mayor, and  
17 staff as to the proper channels/committees for incidents to be reported  
18 and discussed, as well as who should have authority/administrative  
19 duties to oversee that policies are being followed.

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21 Mr. Gore stated that Council, as a whole, would need to decide whether  
22 they would like to amend the language in the code to address the policy  
23 changes for the police department, and decide who will have the  
24 authority/administrative duties to oversee the department and that  
25 policies are being followed, or if they would like to seek a Charter  
26 change - which would require going before the General Assembly.

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28 Mayor Nuckols then asked that the matter be taken to the Police  
29 Committee for further discussion.

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31 Clerk

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33 No report.

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35 Treasurer

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38 No report.

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1           Manager

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3           No report.

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5           **CLOSED SESSION**

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7           Council Member Lassiter made the motion to convene in closed  
8           session to discuss the following: as permitted by Virginia Code § 2.2-  
9           3711(A)(3), for consultation with legal counsel about a matter  
10          involving the disposition of publicly held real property because  
11          discussion in an open meeting would adversely affect our bargaining  
12          position. Council member Carter seconded the motion. The vote  
13          went as follows: 5-0 in favor.

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15          Council went into closed session at 6:39 p.m.

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17          **REGULAR SESSION**

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19          Council Member Artz made the motion to go back in to open session.  
20          Council Member Clarke seconded the motion. The vote went as  
21          follows: 5-0 in favor.

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23          Council returned to regular session at 6:54 p.m.

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25          **CERTIFICATION OF CLOSED SESSION**

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27          *Council member Artz made the motion certifying that, in the closed*  
28          *session just concluded, nothing was discussed except the matter or*  
29          *matters (1) specifically identified in the motion to convene in closed*  
30          *session and (2) lawfully permitted to be discussed under the*  
31          *provisions of the Virginia Freedom of Information act cited in that*  
32          *motion. Council member Clarke seconded the motion. The vote*  
33          *went as follows: Carter, for; Artz, for; Clarke, for; Lassiter, for; Wade,*  
34          *for (5-0 in favor).*

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38          **ACTION:**

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1 No action took place following closed session.

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3 **COMMUNICATIONS**

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5 None.

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7 **ADJOURNMENT**

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9 At 6:55 p.m., Council Member Clarke made the motion to adjourn the  
10 meeting.

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14 Mayor

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18 Clerk

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