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**Town of Louisa
Monthly Meeting
May 17, 2016**

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Present: R. Garland Nuckols, Mayor; Matthew L. Kersey, Vice-Mayor; Mary Jane Clarke; Warren D. Gehle, A. Daniel Carter, Andrew G. Wade Council Members; Roger Wiley, 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; Debbie Martin, 201 Carter St; Fitzgerald Barnes, Updike; Kevin Norris, Updike

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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 7:00 p.m.

BUSINESS FROM THE FLOOR

Debbie Martin, town resident at 201 Carter Street, stood and addressed Council expressing her concerns with sidewalk safety as well as grass cutting in town.

CONSENT AGENDA

Mayor Nuckols stated that there were three additional items to be added to the agenda: 1) FOIA Officer & Policy (Old Business); 2) LEOS Resolution (Old business); 3) Town Code (Article II of Chapter 3) & Organizational Chart Review (New Business) – as requested by Council member Gehle.

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

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6 **PUBLIC HEARING**

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8 **FY 2016-2017 Budget and Fee Schedule**

9
10 Mayor Nuckols opened the public hearing at 7:06 p.m. Debbie Martin,
11 town resident, commented on specific line items (trash & Hillcrest
12 cemetery) and asked for clarity. Mr. Nuckols stated that Council would
13 reply to her comments in writing. Hearing no further comments, he
14 closed the public hearing at 7:08 p.m.

15
16 **OLD BUSINESS**

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18 **1) Discussion/Action: Water/Sewer Committee Report**

19
20 Mr. Filer gave a brief update and referred to the minutes from the
21 May 4, 2016 Water/Sewer Committee meeting. No action was taken.

22
23 **2) Discussion/Action: FY 2016-2017 Budget**

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25 Mr. Filer referred to the detailed FY 2016-2017 Budget Proposal and
26 resolution in the packet. Mr. Filer stated that Council is slated to
27 take action on the proposed budget and resolution at the June 21,
28 2016 Council Meeting.

29
30 Mr. Filer then made reference to the 2015-2016 Budget Line
31 Adjustments memo included in the packet. Mr. Filer stated that he
32 and the Treasurer worked on the adjustments to help provide a
33 cleaner audit.

34
35 Council member Carter made the motion to approve the budget
36 amendments prepared by the Town Manager and Treasurer. Council
37 member Clarke seconded the motion. The vote went as follows: 5-0
38 in favor.

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2 **3) Discussion/Action: Trash Contract**
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4 Mr. Filer reported that he and Mr. Gore worked on the contract with
5 Updike as directed by Council. Mr. Filer then quickly reviewed the
6 contract with Council. Mr. Wiley, Legal Counsel, then spoke for Mr.
7 Gore in his absence, stating that Mr. Gore felt comfortable with the
8 contract.
9

10 Council member Wade then made the motion to approve the contract
11 with Updike. Council member Carter seconded the motion. The vote
12 went as follows: Wade, for; Gehle, against; Carter, for; Kersey,
13 against; Clarke, for (3-2 in favor).
14

15 **4) Discussion/Action: FOIA Policy & Officer**
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17 Mr. Wiley, Legal Counsel, spoke stating that the General Assembly,
18 in the session concluded, adopted a change in the law that requires
19 all towns, cities, and counties to put a statement on their website that
20 explains what the localities' responsibilities and citizens' rights are
21 under the Freedom of Information Act. Mr. Wiley went on to say that,
22 based on a model from the State and the Freedom of Information
23 Advisory Council; they had provided the town with a template to
24 follow. Mr. Wiley also instructed Council to appoint a staff member as
25 the FOIA Officer, who will receive and fulfill FOIA requests. Mr. Wiley
26 stated that these necessary steps would need to be completed by
27 July 1, 2016. *(A memo and documents from the State were included*
28 *in the supplemental packet.)*
29

30 Council member Clarke made the motion to approve the FOIA policy
31 and appoint the Town Manager as the FOIA Officer. Council member
32 Carter seconded the motion. The vote went as follows: 5-0 in favor.
33

34 **NEW BUSINESS**
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36 **1) Discussion/Action: 2016 Farmers Market Lease Agreement**
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2 Council member Clarke made the motion to approve the 2016
3 Farmer's Market Lease. Council member Gehle seconded the
4 motion. The vote went as follows: 5-0 in favor.

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6 **2) Discussion/Action: LEOS Resolution**

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8 Council member Kersey made the motion to approve the LEOS
9 Resolution. Council member Clarke seconded the motion. The vote
10 went as follows: 5-0 in favor.

11
12 **3) Discussion/Action: Town Code & Organizational Chart Review**

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14 Council member Gehle spoke stating that he would like Legal
15 Counsel to review the duties of the Town Manager and Mayor to
16 provide some clarity because, as written in the Town Code and
17 Charter, it is very ambiguous.

18
19 A lengthy discussion was entertained, and in conclusion, Mayor
20 Nuckols suggested that he, the Town Manager, and Legal Counsel
21 meet and discuss the matter further for clarity.

22
23 **STANDING COMMITTEE REPORTS**

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25 **Police Department:**

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27 (Please refer to the Police Department report.)

28
29 Chief Roberts reviewed the Police Department's report and fielded
30 questions from Council.

31
32 Mr. Roberts also requested authorization to research Auxiliary Police
33 Programs and report back to Council.

34
35 Council member Clarke made a motion of support for the Chief of
36 Police authorizing him to proceed and report back to Council. Council
37 member Carter seconded the motion. The vote went as follows: 5-0 in
38 favor.

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1 Police Committee:

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3 No report.

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5 Water & Sewer Department:

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

8
9 Mr. Humphrey read aloud from his report, highlighting areas of interest.

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11 Litter Committee:

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13 No report.

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15 Streets & Sidewalks

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17 No report.

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19 Cemetery

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21 No report.

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23 **REPORTS FROM STAFF**

24
25 Counsel

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27 No report.

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29 Clerk

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31 No report.

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33 Treasurer

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35 No report.

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39 Manager

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Mr. Filer made mention of the following:

- VDOT is currently working on sidewalks (handicap access ramp improvements) in town.
- Pedestrian Rail Road Crossing improvements will be happening in the near future.
- The two 5K races that took place in town were a success.
- The town staff hopes to have the MunicPay credit card system up and running online and in the town office by June 1, 2016.
- The Downtown Garden Fundraiser was a success.

COMMUNICATIONS

None.

ADJOURNMENT

At 8:02 p.m., Council Member Clarke made the motion to adjourn the meeting. Council member Gehle seconded the motion.

Mayor

Clerk