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**Town of Louisa
Monthly Meeting
September 18, 2018**

Present: R. Garland Nuckols, Mayor; Jessie Lassiter, Vice-Mayor; A. Daniel Carter, James S. Artz, Bud Dulaney, John J. Purcell IV, 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

Absent: None.

Also in Attendance: Lieutenant Randal Skeen, Louisa Police Department; Terry Sheffer, Administrative Assistant, Louisa Town Office

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

Mayor Nuckols called the Louisa Town Council meeting to order at 6:00 p.m.

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Mayor Nuckols requested that 2 items be added for discussion under New Business: no. 5 Letter to NAACP/Greg Jones; and no. 6 Obsolete Police Department vehicle.

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

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INTRODUCTION

Mayor Nuckols deferred to Mrs. Nelson to introduce Terry Sheffer to Council. Ms. Sheffer was recently hired as the Administrative Assistant/Receptionist for the town office. Mrs. Nelson informed Council that Terry is learning the job quickly and is a great fit in the office.

OLD BUSINESS

1) Discussion/Action: VDH Grant Funding Sewer Upgrade

Mr. Filer referred to the memo in the Council packet wherein he spoke more in depth about the project and the cost break down.

After his explanation, the Water & Sewer Committee gave their recommendation of approval. Council then took the following action:

Council member Purcell made the motion to move forward with the grant process by approving the resolution and authorizing the Town Manager and Mayor to execute the documents per the Water & Sewer Committee's recommendation. Council member Artz seconded the motion. The vote went as follows: 5-0 in favor.

NEW BUSINESS

1) Discussion/Action: VDH Grant Funding Water Upgrade

Mr. Filer gave a brief explanation stating that funding is currently available through VDH to study and replace transit pipe. Mr. Filer added that if Council is interested in pursuing grant funding to assist the town in upgrading the water system they would need to approve moving forward with the application process and adopt the resolution presented in the packet.

Council member Lassiter made the motion to approve moving forward with the application process and adopt the resolution. Council member Dulaney seconded the motion. The vote went as

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2 follows: 5-0 in favor.

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4 **2) Discussion/Action: Personnel Policy Spending Authority**

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6 Mr. Filer reported that VML Insurance is currently reviewing the
7 Personnel Policy wherein they will be focusing on compliance, law
8 changes, and updates. Once VML has completed their inspection,
9 the policy will then be sent on to legal counsel for their review. Mr.
10 Filer then referred to his memo in the packet. Mr. Filer stated that
11 Mayor Nuckols requested that the spending authority be reviewed
12 and presented to Council for discussion and possible modification.
13

14 Council members Dulaney & Lassiter suggested that the Finance
15 Committee meet to discuss the matter further and get more input
16 from legal counsel.
17

18 **3) Discussion/Action: Appropriation of Approved Expenditures**

19
20 Mr. Filer began by referring to the memo on budget appropriations
21 that was included in the Council packet. Mr. Filer then explained that
22 during the annual audit, it was determined that the best way to report
23 transactions that were not budgeted for, such as purchasing new
24 vehicles and making improvements to facilities, is through an
25 appropriation process. Mr. Filer included in his memo: the items that
26 were identified by our auditors; the breakdown of those listed
27 expenses; and the breakdown of revenues to pay for the approved
28 expenditures outside of the budget. Mr. Filer added that a resolution
29 to appropriate budget funding was included in the packet for Council's
30 consideration.
31

32 Following Mr. Filer's explanation, Council members held a lengthy
33 discussion regarding some of the items from the auditor's list.
34 Following their discussion, Council member Dulaney made the
35 suggestion to have the Finance Committee meet to establish a more
36 appropriate expenditure protocol.
37

38 Council member Dulaney then made a motion to approve the budget
39 appropriations resolution as recommended by Robinson Farmer and

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2 Cox. Council member Lassiter seconded the motion. The vote went
3 as follows: 5-0 in favor.
4

5 **4) Discussion/Action: Mr. Perkins Resolution**
6

7 A discussion was held between Council and Mr. Wiley, legal counsel,
8 in regards to polled votes and emergency meetings to vote on
9 matters. Mr. Wiley spoke specifically to retroactive votes, and added
10 that in certain situations, notifications of emergency meetings are not
11 necessary.
12

13 Council went on to take the following action:
14

15 Council member Dulaney made the motion to retroactively approve
16 the resolution for Mr. Perkins. Council member Lassiter seconded
17 the motion. The vote went as follows: 5-0 in favor.
18

19 **5) Discussion/Action: Letter to NAACP/Greg Jones**
20

21 Mayor Nuckols reported that he had been asked to submit a letter on
22 behalf of the Louisa Town Council to the Louisa County NAACP/Greg
23 Jones, President for their annual event. Mayor Nuckols stated that
24 he had included a copy of the letter in the supplemental packet for
25 their review.
26

27 Council member Dulaney made the motion to approve the letter.
28 Council member Artz seconded the motion. The vote went as
29 follows: 5-0 in favor.
30

31 **6) Discussion/Action: Obsolete Police Department Vehicle**
32

33 Mr. Filer reported that the Louisa Police Department no longer has a
34 use for a 2007 Ford Crown Victoria and would like Council to declare
35 the vehicle obsolete and sell it via sealed bid.
36

37 Council members Lassiter and Dulaney questioned why the vehicle is
38 of no use and if the vehicle would need to be replaced. Lieutenant
39 Skeen responded stating that mileage and the cost of wear and tear

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2 are the two main reasons the vehicle is no longer useful to them; then
3 added that the department is not in need of a replacement vehicle at
4 this time.

5
6 Council member Carter then made the motion to declare the vehicle
7 obsolete and sell it via sealed bid. Council member Dulaney
8 seconded the motion. The vote went as follows: 5-0 in favor.

9
10 **STANDING COMMITTEE REPORTS**

11
12 **Police Department:**

13
14 *(Please refer to the Police Department report.)*

15
16 Lieutenant Skeen stood in for Chief Roberts as he was unable to
17 attend the meeting due to illness. Randal took a moment to review
18 key items from his report and fielded questions from Council.

19
20 Following Randal's review, Council member Dulaney requested that
21 the weapons policy be forwarded to Legal Counsel.

22
23 **Police Committee:**

24
25 No report.

26
27 **Water & Sewer Department:**

28
29 *(Please refer to the Water & Sewer Department report.)*

30
31 Mr. Humphrey highlighted areas of interest from his report.

32
33 A lengthy discussion was held following Mr. Humphrey's report
34 regarding on-call contractors to aid the town staff during water/sewer
35 breaks. Council and staff spoke specifically about funding for on-call
36 contractors. Council member Dulaney suggested that the matter be
37 taken up for discussion by the Water/Sewer Committee and Legal
38 Counsel suggested that we reach out to our auditors for their
39 recommendation.

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Litter Committee:

No report.

Streets & Sidewalks

No report.

Cemetery

No report.

REPORTS FROM STAFF

Counsel

No report.

Clerk

No report.

Treasurer

No report.

Manager

Mr. Filer took a moment to thank Council and staff for their support following the passing of his father.

COMMUNICATIONS

None.

CLOSED SESSION

Council Member Lassiter made the motion to convene in closed

1
2 session to discuss the following: as permitted by Virginia Code § 2.2-
3 3711(A)(1), to discuss the Town Manager's evaluation. Council
4 member Artz seconded the motion. The vote went as follows: 5-0 in
5 favor.

6
7 Council went into closed session at 7:20 p.m.

8
9 **OPEN SESSION**

10
11 Council Member Lassiter made the motion to go back in to Open
12 Session. Council Member Purcell seconded the motion. The vote
13 went as follows: 5-0 in favor.

14
15 Council returned to open session at 8:22 p.m.

16
17 **CERTIFICATION OF CLOSED SESSION**

18
19 *Council member Lassiter made the motion certifying that, in the*
20 *closed session just concluded, nothing was discussed except the*
21 *matter or matters (1) specifically identified in the motion to convene in*
22 *closed session and (2) lawfully permitted to be discussed under the*
23 *provisions of the Virginia Freedom of Information act cited in that*
24 *motion. Council member Purcell seconded the motion. The vote*
25 *went as follows: Carter, for; Dulaney, for; Lassiter, for; Purcell, for;*
26 *Artz, for (5-0 in favor).*

27
28 **ACTION:**

29
30 No action took place following closed session.

31
32 **ADJOURNMENT**

33
34 Mayor Nuckols adjourned the meeting at 8:23 p.m.

35
36 _____
37 Mayor

Clerk