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**Town of Louisa  
Monthly Meeting  
January 15, 2019**

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

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**Also in Attendance:** Deana Meredith, The Central Virginian; Randal Skeen, Lieutenant – Town of Louisa Police Department; Stewart Ralston, Frostie’s Rail Stop; Chris Peterson, President of the Louisa County Historical Society; Karleen Kovalcik, Executive Director of the Louisa County Historical Society

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

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

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**BUSINESS FROM THE FLOOR**

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None.

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**CONSENT AGENDA**

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Mr. Filer stated that item no. 2 under New Business – PD Aux. Vehicle needed to be removed from the agenda; Mayor Nuckols added that he would like to add 2 new items to the agenda under New Business as items no. 5 – VCU Staff Review, and no. 6 – Louisa County Planning Commission Liaison appointment.

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

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6 **PRESENTATION**

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8 **Louisa Historical Society Introduction**

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10 Chris Peterson, President of the Louisa County Historical Society,  
11 took a moment to thank the Town Council for all their support over  
12 the years and introduced Karleen Kovalcik as the new Executive  
13 Director of the Louisa County Historical Society. Ms. Kovalcik spoke  
14 briefly on what the Historical Society staff is currently working on, and  
15 what they have planned over the new few months such as Heritage  
16 Day on April 27<sup>th</sup> and a 1950's Celebration featuring oral history  
17 accounts.

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19 Mayor Nuckols and Council member Dulaney spoke thanking the  
20 Historical Society for all their work and wonderful programs.

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22 **OLD BUSINESS**

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24 **1) Discussion/Action: Sewer Plant SCADA System Expense**

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26 Mr. Filer recommended that Council move forward with approving the  
27 SCADA system expense for the Waste Water Treatment Plant at this  
28 time, but withhold making the payment until after July 1<sup>st</sup>, 2019 so as  
29 Council can include the expense in FY2019-2020 budget discussions.

30  
31 Mr. Gore stated that Council could move forward subject to  
32 appropriations of up to \$125,000 being made in the upcoming budget.

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34 Council member Purcell reported that the Water/Sewer Committee  
35 met and have the discussed the matter and recommends the same.

36  
37 Council member Purcell made the motion to move approve Mr. Filer's  
38 recommendation to move forward with the Sewer Plant SCADA  
39 System Expense subject to appropriations of up to \$125,000 being

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2 made in the upcoming budget. Council member Dulaney seconded  
3 the motion. The vote went as follows 4-0 in favor.

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5 **NEW BUSINESS**

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7 **1) Discussion/Action: Resolutions of Appreciation**

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9 Mr. Filer referred to the resolutions in the packet recognizing: the  
10 County of Louisa, including its IT department and Public Works  
11 Department; the Louisa County Fire and Rescue Departments; the  
12 Louisa County Sheriff's Department; the Louisa County Water  
13 Authority; and Life Care Medical Transport for their support during  
14 the gas issue experienced in town on November 29<sup>th</sup>-30<sup>th</sup> 2018.

15  
16 Mayor Nuckols and Council member Dulaney expressed their  
17 gratitude for all the support shown to the town during the gas incident  
18 last fall.

19  
20 Council member Carter then made the motion to adopt the  
21 resolutions. Council member Artz seconded the motion. The vote  
22 went as follows 4-0 in favor.

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24 **2) Discussion/Action: Budget Planning**

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26 Council and staff decided to hold the first budget work session at  
27 5:00 on Tuesday, February 5<sup>th</sup> at town hall.

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29 **3) Discussion/Action: Frostie's Rail Stop**

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31 Stewart Ralston stood and took a moment to state that Frostie's Rail  
32 Stop is changing hands and is now being managed by her and her  
33 husband under Frostie's Rail Stop LLC. Ms. Ralston stated that they  
34 will be finalizing the purchase in the next month and inquired about  
35 changing the lease to Frostie's Rail Stop LLC, and also inquired  
36 about the lease extension the town had been working on with Mr.  
37 Cole.

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2 Mr. Filer recommended that Council give Mr. Gore and himself  
3 authorization to review and discuss the changes and propose a new  
4 lease agreement to Council.

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6 Council member Purcell made the motion authorizing Mr. Filer and  
7 Mr. Gore to review and discuss the changes and propose a new  
8 lease agreement for Council to consider. Council member Dulaney  
9 seconded the motion. The vote went as follows: 4-0 in favor.

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11 **4) Discussion/Action: VCU Staff Review**

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13 Mayor Nuckols reported that he met with a consultant from VCU in  
14 regards to conducting a staff review. Mayor Nuckols stated that the  
15 proposal would cost the town \$6500.

16  
17 Several Council members commented that they were not aware of a  
18 proposal. Mayor Nuckols stated that he had emailed information  
19 about the review to all Council members.

20  
21 After a brief discussion, Mayor Nuckols and Council agreed to table  
22 the matter until the next meeting to allow Council time to review the  
23 proposal.

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25 **5) Discussion/Action: Louisa County Planning Commission**  
26 **Liaison**

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28 Mayor Nuckols reported that he has served as the liaison to the  
29 County Planning Commission for the past two years, but would now  
30 like to take a break. Mr. Nuckols stated that he would like to appoint  
31 Mr. Filer to fill the position, given Council's approval.

32  
33 Council member Carter made the motion to appoint Mr. Filer to serve  
34 as liaison on the Louisa County Planning Commission. Council  
35 member Artz seconded the motion. The vote went as follows: 4-0 in  
36 favor.

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38 **STANDING COMMITTEE REPORTS**  
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Police Department:

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

Chief Roberts took a moment to briefly review his report.

Additionally, Chief Roberts stated that the Police Department will be applying for DMV grant funding wherein the application is due by the end of February. Chief Roberts noted that the funding would not be available until the 2020-2021 calendar year.

Council member Dulaney commented on the diligent work conducted by those involved with the policy project; and questioned if progress had been made in getting the evidence building repaired.

Chief Roberts stated that they are still working on obtaining quotes for certain repairs, such as ventilation, which town staff is not able to do themselves.

Council member Dulaney made note of a nicely written article on Law Enforcement Appreciation Day in the newspaper last week.

Police Committee:

No report.

Water & Sewer Department:

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

Mr. Humphrey was not present at the meeting, therefore Mr. Filer spoke for him, stating that he had nothing to add to his report.

Litter Committee:

No report.

Streets & Sidewalks:

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No report.

Cemetery Committee:

No report.

Personnel Committee:

Council member Dulaney reported that he and Council member Lassiter continue to work on job descriptions. He stated that they met on January 9<sup>th</sup> and Ms. Lassiter has been applying the final touches on the descriptions to turn over to Mr. Gore for his review. Mr. Dulaney reported that a final recommendation has been made that will be included in the personnel handbook regarding the purchasing policy; and noted that VML insurance has been reviewing the personnel handbook for feedback to the town.

Council member Dulaney also made mention of a suggestion/request made by Lieutenant Randal Skeen in regards to the town potentially offering an enhanced employee assistance program that would provide aide to a staff member if he/she would ever be involved in a critical incident at work that would impact their ability to perform their duties. Mr. Dulaney stated that the committee has taken the suggestion under consideration and will be meeting with our insurance providers for more information.

**REPORTS FROM STAFF**

Counsel

No report.

Clerk

No report.

Treasurer

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No report.

Manager

No report.

**COMMUNICATIONS**

None.

**CLOSED SESSION**

At 6:34 p.m., Council Member Dulaney made the motion to convene in closed session to discuss the following: as permitted by Virginia Code § 2.2-3711(A)(1), a personnel matter involving a town employee. Council member Artz seconded the motion. The vote went as follows: 4-0 in favor.

**REGULAR SESSION**

Council member Artz made the motion to go back in to open session. Council member Purcell seconded the motion. The vote went as follows: 4-0 in favor.

Council returned to regular session at 6:44 p.m.

**CERTIFICATION OF CLOSED SESSION**

*Council member Artz made the motion certifying that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion. Council member Purcell seconded the motion. The vote went as follows: Purcell, for; Artz, for; Dulaney, for Carter, for (4-0 in favor).*

**ACTION:**

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Council did not take any action following closed session.

**ADJOURNMENT**

Council member Dulaney made the motion to adjourn the meeting at 6:45 pm.

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Mayor

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Clerk