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**Town of Louisa  
Monthly Meeting  
October 16, 2018**

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**Present:** R. Garland Nuckols, Mayor; Jessie Lassiter, Vice-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

**Absent:** None

**Also in Attendance:** Lieutenant Randal Skeen, Louisa Police Department

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

Mayor Nuckols called the Louisa Town Council meeting to order at 6:04 p.m.

**BUSINESS FROM THE FLOOR**

None.

**CONSENT AGENDA**

Mayor Nuckols requested that the Louisa Baptist Church Halloween permit be added to the agenda under New Business as item no. 1.

Mr. Filer stated that the Presentation – CHP Government Program Home Weatherization – was cancelled.

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

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2       **PRESENTATION**

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4       **CHP Government Program Home Weatherization**

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6       *(This item was struck from the agenda.)*

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8       **OLD BUSINESS**

9  
10      **1) Discussion/Action: USDA RD Grant Funding Sewer Upgrade**

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12      Mr. Filer briefed Council reporting that the Town of Louisa voted to  
13      apply for grant/loan funding through USDA RD to reline portions of  
14      the sewer system. Mr. Filer stated that the application was approved  
15      and the town was awarded: a loan of \$267,000; a USDA grant of  
16      \$765,000; and a USDA grant of \$30,000 (Search Grant completed  
17      and town reimbursed) for a total of \$1,062,000. Mr. Filer stated that  
18      the next step would be for Council to vote to accept the grant/loan,  
19      and noted that any time prior to the grant/loan closing, the process  
20      can be deobligated by Council. Mr. Filer added that the letter of  
21      intent was included in the packet.

22  
23      Council member Purcell made the motion to accept the grant/loan  
24      funding for the sewer upgrade. Council member Carter seconded the  
25      motion. The vote went as follows: 5-0 in favor.

26  
27      **2) Discussion/Action: Emergency Repair Contract**

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29      Mr. Filer reported that the revised version of the contract was  
30      included in the supplemental packet this evening.

31  
32      Mr. Filer went on to report that, after Council directed staff to move  
33      forward with the bidding process, three bids were obtained and have  
34      be prioritized from lowest bidder to highest (and would be conducted  
35      this way each time an emergency incident arises).

36  
37      Council member Artz made the motion to approve the contract as  
38      presented. Council member Dulaney seconded the motion. The vote  
39      went as follows: 5-0 in favor.

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2 **3) Discussion/Action: Emergency Pipe Cutting**  
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4 Mr. Filer and Mr. Humphrey reported that the request for quotation  
5 has been drafted and is ready to go out to the public. Mr. Humphrey  
6 stated that this contract would be handled in the same manner as the  
7 Emergency Repair Contract. Mr. Filer stated that this was just an  
8 item for discussion and would be brought back once bids have been  
9 received.

10  
11 **4) Discussion/Action: Personnel Policy Spending Authority**  
12

13 Vice Mayor Lassiter reported that the Personnel Committee and  
14 Finance Committee met to review the personnel policy to specifically  
15 examine the spending authority. Ms. Lassiter referred to the  
16 committees' first draft of the policy and stated that they did not feel it  
17 was ready for approval just yet, but wanted to keep Council abreast  
18 of the review.

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20 **NEW BUSINESS**  
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22 **1) Discussion/Action: Louisa Baptist Church Halloween Permit**  
23

24 Mr. Filer reported that the Louisa Baptist Church had submitted a  
25 permit for their annual Trunk of Treats on Wednesday, October 31<sup>st</sup>  
26 from 6:30-8:00 pm. Mr. Filer stated that he had already reached out  
27 Chief Roberts about the event to discuss the details.

28  
29 Chief Roberts added that members of the Auxiliary Police  
30 Department would be assisting with the event.

31  
32 Council member Dulaney questioned if surplus equipment such as  
33 lights via the federal surplus equipment program would be beneficial  
34 for such an occasion. Chief Roberts replied that it would be very  
35 helpful. Council member Dulaney then requested that staff meet and  
36 begin the search for such equipment through the program.

37  
38 Council member Dulaney made the motion to approve the LBC  
39 Halloween permit. Council member Artz seconded the motion. The

1  
2 vote went as follows: 5-0 in favor.

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4 **STANDING COMMITTEE REPORTS**

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6 Police Department:

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

9  
10 Chief Roberts took a moment to review key items from his report and  
11 field questions from Council.

12  
13 Chief Roberts specifically addressed a proposed Veterans Day  
14 Parade that has been submitted to VDOT for approval for Monday,  
15 November 12, 2018. Chief Roberts stated that the group is  
16 requesting that a portion of Main Street be closed in front of  
17 Courthouse Square during the ceremony that will have the road  
18 closed for approximately 30 minutes.

19  
20 Council and staff further discussed the parade and road closure  
21 noting that the town has not received all the details of the event and  
22 how the traffic would be diverted.

23  
24 Council stated that a meeting would have to be called prior to the  
25 next regularly scheduled meeting on November 20, 2018 to discuss  
26 the event further and take action. Council requested that staff  
27 acquire all necessary information for their review and consideration.

28  
29 Council member Dulaney questioned if Chief Roberts has been  
30 keeping record of the Auxiliary Police Department's service to the  
31 town. Chief Roberts replied that he's been keeping track of their  
32 general services to the town as well as their community policing  
33 efforts which was included a chart in his monthly report. Council  
34 member Dulaney encouraged Council to review the chart as it was a  
35 new addition to the monthly police report.

36  
37 Council member Dulaney then reported that the Police Committee  
38 recently met to bring members up to speed on three specific items:  
39 the policy project continues to be reviewed and they are hoping to

1  
2 have it revised and reissued in March of 2019; the property/evidence  
3 building is experiencing several issues such as water damage and  
4 mold (repairs are estimated to cost \$4000-5000) and the Chief is  
5 working on finding funds to cover/help with repairs; Lowe's  
6 Corporation, Frederick Stone, and the American Legion will be  
7 supplying the Louisa Police Department with supplies (plants, mulch,  
8 turf, rock, flags, etc.) for beautification of the area surrounding the  
9 police department building.

10  
11 Police Committee:

12  
13 No report.

14  
15 Water & Sewer Department:

16  
17 *(Please refer to the Water & Sewer Department report.)*

18  
19 Mr. Humphrey highlighted areas of interest from his report.

20  
21 Council member Purcell questioned if approval was needed to quote  
22 out the sewer engineering work. Mr. Humphrey stated that he felt  
23 that after the Water/Sewer Committee meeting that the town would  
24 go directly with Dewberry, however, the committee had questions  
25 with the fee schedule therefore, he was not sure.

26  
27 Council member Dulaney stated that several water issues have  
28 occurred on West Street over the past year and with the upcoming  
29 railroad work/pedestrian crossing at Ellisville Drive the traffic would  
30 be diverted down West Street, and questioned if Mr. Filer could  
31 foresee any potential water line impacts. Mr. Filer stated that the  
32 traffic flow would certainly increase. Council member Dulaney  
33 suggested additional police presence and detour signage from VDOT  
34 to aid motorists during construction.

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36 Litter Committee:

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38 No report.

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Streets & Sidewalks

No report.

Cemetery

No report.

**REPORTS FROM STAFF**

Counsel

No report.

Clerk

No report.

Treasurer

No report.

Council member Dulaney thanked Mrs. Nelson and Mr. Filer for sitting in on their committee meeting. Council member Dulaney specifically thanked Mrs. Nelson for her input and helpfulness.

Manager

No report.

**COMMUNICATIONS**

Council member Purcell reported that the Water/Sewer Committee is reviewing the Dewberry proposed pricing for the sewer relining project.

Council member Dulaney requested that Council member Purcell share a little more information.

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Council member Purcell explained that since Dewberry has conducted all the work on the sewer lines thus far, and would already have all the preliminary information needed, that it would be less expensive to go back to them, but the committee is reviewing their pricing to be sure that's the best choice.

Mayor Nuckols requested that Mr. Filer speak to a matter that was recently discussed at the Water Authority meeting. Mr. Filer briefed Council stating that the Town of Louisa and the County of Louisa – through an agreement - jointly own the Louisa Waste Water Treatment Plant (50/50) with the Water Authority running/maintaining the plant. Mr. Filer stated that when improvements are to be made, the cost is to be split 50/50 between the town and county. Mr. Filer informed Council that OSHA reported issues that need addressing and the estimated cost is \$197,000, wherein the town would be accountable for 50%. In addition to that, the Water Authority has requested a scada system to replace their older system which the town would potentially have to pay 50%.

Mr. Filer went further to state he felt Council should meet to discuss: the age of the plant; available town funds; the current agreement and potential amendments to the agreements; and other options. Mr. Filer added that the Water Authority began similar discussions at their last board meeting.

Council member Purell suggested sending the matter to the Water/Sewer Committee to get discussions started. Mayor Nuckols echoed Mr. Purcell's suggestion.

Council member Dulaney requested that Mr. Filer speak to the dumpsters that were delivered to the alley in lieu of the smaller containers that were previously being used. Mr. Filer reported that the newly placed dumpsters in the alley have been working out well.

Mayor Nuckols wanted to be sure Council was aware that while Mr. Filer serves on the Water Authority, he does not represent the town. Mr. Filer stated that he was appointed by Fitzgerald Barnes from the Patrick Henry District and is a representative of his district, not for the

1  
2 Town of Louisa. Mayor Nuckols stated that he wanted it to be clear  
3 that the town does not have a representative on the board.  
4

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)(1), to discuss a personnel matter involving a specific  
10 employee. Council member Artz seconded the motion. The vote  
11 went as follows: 5-0 in favor.  
12

13 Council went into closed session at 6:46 p.m.  
14

15 **OPEN SESSION**  
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17 Council Member Purcell made the motion to go back in to Open  
18 Session. Council Member Dulaney seconded the motion. The vote  
19 went as follows: 5-0 in favor.  
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21 Council returned to open session at 7:45 p.m.  
22

23 **CERTIFICATION OF CLOSED SESSION**  
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25 *Council member Purcell made the motion certifying that, in the closed*  
26 *session just concluded, nothing was discussed except the matter or*  
27 *matters (1) specifically identified in the motion to convene in closed*  
28 *session and (2) lawfully permitted to be discussed under the*  
29 *provisions of the Virginia Freedom of Information act cited in that*  
30 *motion. Council member Dulaney seconded the motion. The vote*  
31 *went as follows: Carter, for; Dulaney, for; Lassiter, for; Artz, for;*  
32 *Purcell, for (5-0 in favor).*  
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34 **ACTION:**  
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36 Council did not take any action following closed session.  
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38 Council member Dulaney and Council instead held a discussion on  
39 possibly cancelling the November meeting due to Council members

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being unable to attend due to the holiday. General consensus was at least a quick meeting/special called meeting was needed to approve the bills and address the Veterans Day Parade permit.

A lengthy discussion was then held regarding the parade and the road closure. Council members expressed their concerns and support, however, felt they were not comfortable approving the permit until they had all details.

Mr. Filer noted that VDOT will not consider the permit until Council has approved the event.

**ADJOURNMENT**

At 8:05 p.m., Council member Carter made the motion to adjourn the meeting.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk