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**Town of Louisa  
Monthly Meeting  
November 19, 2019**

**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; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; M. Brad Humphrey, Project Manager; Tom Leary, Chief of Police

**Absent:** None

**Also in Attendance:** Aaron Hawkins, of Robinson Farmer & Cox

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

Mayor Nuckols called the Louisa Town Council meeting to order at 6:01 p.m.

**BUSINESS FROM THE FLOOR**

None.

**CONSENT AGENDA**

Mrs. Nelson commented that there was a memo in the Supplemental Packet regarding a 2019-2020 budget appropriation for: communication cable; railroad crossing fees; and permits. Mrs. Nelson stated that the item needed to be added to the agenda for discussion as no. 3 under New Business.

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

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**PRESENTATION**

**2019 Audit: Aaron Hawkins, Member; Robinson Farmer, Cox Associates**

Aaron Hawkins, of Robinson, Farmer, Cox Associates, stood before Council and briefly reviewed the audit. Mr. Hawkins spoke of auditing changes; touched on the revenue and expenditure numbers; and concluded his presentation by speaking about levy collections.

Council had no questions following the presentation.

**Louisa Police Department: Letters of Recognition**

Mayor Nuckols and Chief Leary, together, presented letters of recognition to: Officer Terry Tussing, for her service as Lead Officer and performing additional duties for the Louisa Police Department during its time of need; and to Officer Aaron Adams, for being selected by the Virginia Mothers Against Drunk Driving (MADD) as the 2018 Officer of the Year for the Louisa Police Department. Mayor Nuckols read the letters aloud to all those in attendance.

**OLD BUSINESS**

**1) Discussion/Action: Code Project**

Council member Dulaney reported that he had received the final draft of the updated town code, and stated that he and the Town Manager have already started proofing it together. Mr. Dulaney reported that once their review is complete, they will return it to General Code to be put in its final format, and in conjunction with Mr. Gore, General Code will compose an ordinance that will allow Council to adopt all the changes at one time. Mr. Dulaney projected the ordinance coming before Council for approval in late January/early February.

**2) Discussion/Action: Oakland Cemetery**

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2 Mrs. Nelson updated Council on the work being done in Oakland  
3 Cemetery. Mrs. Nelson stated that the job will have to be completed  
4 in two phases. The first phase consists of resetting and cleaning  
5 approximately 70 stones at a cost of \$4999.99. Funding for the first  
6 phase was appropriated last month (up to \$5000). The second phase  
7 involves resetting and cleaning the remaining stones  
8 (approximately 198) at a cost of \$4381.00. Mrs. Nelson reported that  
9 funding for the second phase will also need to be appropriated from  
10 Oakland LGIP perpetual care fund.

11  
12 Council member Dulaney made the motion to appropriate \$4381.00  
13 to complete the second phase. Council member Artz seconded the  
14 motion. The vote went as follows: 5-0 in favor.

15  
16 Mayor Nuckols suggested having a tree service look at a tree located  
17 near the gate of the cemetery as it is splitting, but believes it can  
18 possibly be saved. Mrs. Nelson stated that she would make some  
19 calls.

20  
21 **3) Discussion/Action: Budget Appropriation, Church Street and**  
22 **West Street Fire Hydrant Replacement**

23  
24 Mrs. Nelson reported that a budget appropriation is needed to replace  
25 the fire hydrants on Church Street and West Street. The  
26 appropriation will come from surplus revenue in the Water Fund as it  
27 was presented in the 2019/2020 budget. Mrs. Nelson stated that  
28 town staff will do the installation of both hydrants, adding that they will  
29 begin work on the Church Street install as soon as time allows; and  
30 the West Street install will follow once a replacement location has  
31 been determined.

32  
33 Mrs. Nelson reported that Mr. Humphrey had included the costs of  
34 the repairs in the packet for Council's review (\$2886.22 – Church  
35 Street / \$7750.50 – West Street).

36  
37 Council member Purcell made the motion to appropriate the funding  
38 to replace both fire hydrants. Council member Artz seconded the  
39 motion. The vote went as follows: 5-0 in favor.

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2           **NEW BUSINESS**

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4           **1) Discussion/Action: Budget Appropriation, PD Forfeited Asset**  
5           **Funds**

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7           Mrs. Nelson reported that a budget appropriation is needed to the  
8           town's Forfeited Asset Fund and stated that the appropriation will  
9           come from funds that were awarded to the town in 2017 by the State  
10          of Virginia from assets seized in a 2016 arrest. Mrs. Nelson reported  
11          that the state requires annual reporting to the Dept. of Criminal  
12          Justice Services and that forfeited assets are maintained in a  
13          separate fund with the locality. She stated that the Forfeited Assets  
14          Fund has no appropriation for the 2019/2020 fiscal year and that, per  
15          state requirements, the governing body must allocate awarded funds  
16          and specify how the money is to be spent. Mrs. Nelson  
17          recommended that funds in the amount of \$479.94, which is the full  
18          balance of the fund, be appropriated to pay for building improvements  
19          in the current budget year.

20  
21          Council member Dulaney made the motion to approve the budget  
22          appropriation. Council member Purcell seconded the motion. The  
23          vote went as follows: 5-0 in favor.

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25           **2) Discussion/Action: Permits**

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27           **a. Special Event/Louisa County Parks, Recreation & Tourism -**  
28           **Christmas Festival**

29  
30           **b. Parade or Demonstration/Louisa County Parks, Recreation &**  
31           **Tourism – Christmas Parade**

32  
33           **c. Special Event/Louisa Baptist Church – Living Nativity**

34  
35  
36          Mrs. Nelson updated Council on all three permits, noting all were in  
37          order. Chief Leary then spoke briefly on the staffing needs of each of  
38          the events.

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1  
2 Mrs. Nelson recommended approval of each permit.

3  
4 Council member Dulaney requested assistance from Public Works  
5 with the parade and festival, and a discussion followed between  
6 Council and staff regarding road closings and the proper process to  
7 request road closures in the future.

8  
9 Council member Lassiter made the motion to approve all three  
10 permits. Council member Carter seconded the motion. The vote  
11 went as follows: 5-0 in favor.

12  
13 **3) Discussion/Action: 2019-2020 Budget Appropriation -**  
14 **Communication Cable; Railroad Crossing fees; and Permits.**

15  
16 Mrs. Nelson reported that Daniel Beam of Computers, Cable and  
17 Technology is currently contracted with the County of Louisa to run  
18 communication cable to all schools, the courthouse, and the county  
19 administrative buildings. Mrs. Nelson stated that the cable will be  
20 available to the town's police department since they are located in the  
21 construction path, and Mr. Beam has offered to bring the cable to the  
22 town hall campus if the town is willing to pay any crossing fees  
23 associated with the railroad tracks. Mrs. Nelson reported that the  
24 permits are estimated to cost no more than \$5000, and if Council is in  
25 favor of paying the fees, a budget appropriation would be needed.

26  
27 Council member Carter made the motion to approve a budget  
28 appropriation of up to \$5000. Council member Artz seconded the  
29 motion. The vote went as follows: 5-0 in favor.

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31 **STANDING COMMITTEE REPORTS**

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33 **Police Matters:**

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35 Council member Dulaney reported that the committee met twice over  
36 the past few weeks wherein the Chief brought the committee up to  
37 speed on: current projects; the auxiliary program; an update on the  
38 general orders; and department staffing as the department moves  
39 forward.

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**Streets & Sidewalks:**

Mr. Purcell reported that the committee met the day before to discuss and approve partial funding of the OSHA safety improvements plan of the WWTP. Mr. Purcell stated that a meeting was scheduled for Friday, November 22, 2019 for the committee to meet with Pam Baughman, of the Water Authority, at the WWTP. Mr. Purcell continued, reporting that the committee received a CIP for the next WWTP upgrade that will cost the town \$2,000,000 over the period of 5-6 years. Mr. Purcell stated that the committee has been expecting an upgrade.

Mr. Gore spoke up suggesting the town and/or Water Authority look into possible grant funding through the state (WQIF).

**Legal Matters:**

No report.

**Personnel:**

Council member Lassiter reported that the committee met yesterday, however, Chief Leary will cover most of the meetings content during his report.

**Water and Sewer:**

No report.

**Cemeteries:**

Mrs. Nelson requested that a cemetery meeting be scheduled soon to discuss citizen requests.

**Finance:**

No report.

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2       **Refuse Collection, Recycling, and Litter Control:**

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4       Mrs. Nelson reported that the town received the Anti-litter Grant  
5       funding.

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7       **REPORTS FROM STAFF**

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

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11       **Police Chief:**

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13       Chief Leary took a moment to state that he feels the police  
14       department has been making great strides over the past two months  
15       since coming on board with the town. He went on to report that the  
16       police department building is in much better condition after the  
17       necessary renovation work, and the evidence room is very close to  
18       completion. Chief Leary reported that an inventory audit was  
19       conducted and all is in place, and a review/audit will be taking place  
20       soon regarding the department's policies and procedures.

21  
22       Chief Leary also addressed the department's vacancies – specifically  
23       speaking of: filling a Sergeant's position from within the department if  
24       possible (or look outside of the department if necessary); fill the  
25       vacancy that will be created by promoting from within to Sergeant via  
26       an eligibility list; and would also like to hire a part time administrative  
27       assistant to help with data entry, reporting, evidence, etc.

28  
29       Council member Dulaney reported that the Police Committee  
30       unanimously endorsed the Chief's plan.

31  
32       Council member Lassiter reported that the Personnel Committee is  
33       supportive of promoting to fill the Sergeant's position and hiring  
34       another officer.

35  
36       Council member Dulaney stated that it is within the Town Manager's  
37       position to confer with the Chief to promote an officer to Sergeant,  
38       and hire to fill that vacancy (6<sup>th</sup> officer).

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Mrs. Nelson stated that she felt there may be funds available in this budget to support a part time administrative assistant; she would need to do some research.

Council member Dulaney then stated that he was in favor of the police department moving forward and filling its needs and was inclined to make a motion to that effect, unless there was any further discussion.

Council member Purcell then spoke stating that he was not in favor of hiring a part time administrative assistant at this time. He stated he was fine with moving forward with the Sergeant's position and filling the 6<sup>th</sup> officer's position.

Council member Dulaney then made the motion to approve filling the part time administrative assistant position based on the management of the Town Manager and Chief of Police. Council member Carter seconded the motion. The vote went as follows: Artz, for; Purcell, against; Lassiter, for; Carter, for; Dulaney, for.

**Project Manager:**

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

Mr. Humphrey reviewed his report highlighting areas of interest.

**Legal Counsel:**

No report.

**Clerk/Treasurer:**

No report.

**Manager:**

No report.

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**CLOSED SESSION**

Council Member Lassiter made the motion to convene in closed session to discuss the following: as permitted by Virginia Code § 2.2-3711(A)(1), to discuss the assignment, appointment, or discipline of a specific town employees or appointees. Council member Dulaney seconded the motion. The vote went as follows: 5-0 in favor.

Council went into closed session at 7:06 p.m.

**REGULAR SESSION**

Council returned to regular session at 7:39 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 Lassiter seconded the motion. The vote went as follows: Artz, for; Purcell, for; Lassiter, for; Dulaney, for; Carter, for (5-0 in favor).*

**ACTION**

There was no action taken following closed session.

**COMMUNICATIONS**

Council member Dulaney made the suggestion to have the town prepare and present Sheriff Fortune with a resolution of service. Council, without a vote, agreed and tasked the Chief, Town Manager, and Mr. Gore with drafting a resolution.

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Council member Dulaney also suggested a holiday luncheon for all of staff. Council agreed, without vote, and Mr. Dulaney tasked the Town Manager with making the arrangements.

**ADJOURNMENT**

Council member Lassiter made the motion to adjourn the meeting at 7:43 p.m. Council member Purcell seconded the motion.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk