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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**

3
4 **1) Discussion/Action: Budget Appropriation, PD Forfeited Asset**
5 **Funds**

6
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.

24
25 **2) Discussion/Action: Permits**

26
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.

39

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.

30
31 **STANDING COMMITTEE REPORTS**

32
33 **Police Matters:**

34
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:**

3
4 Mrs. Nelson reported that the town received the Anti-litter Grant
5 funding.

6
7 **REPORTS FROM STAFF**

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

10
11 **Police Chief:**

12
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 (6th 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 6th 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