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**Town of Louisa  
Monthly Meeting  
September 15, 2020**

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Please note that this meeting is being held by all-electronic means with no physical quorum of council members assembled together and no staff or members of the public assembled together. This meeting is being conducted pursuant to Va. Code 2.2-3708 (A) 3 as authorized when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency.

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**Present:** Jessie Lassiter, Vice-Mayor; A. Daniel Carter, Bud Dulaney, John J. Purcell IV, Sylvia Rigsby, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; Tom Leary, Chief of Police

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**Absent:** R. Garland Nuckols, Mayor

**Also in Attendance:**

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

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

**BUSINESS FROM THE FLOOR**

None.

**CONSENT AGENDA**

Council member Dulaney requested the following additions to the minutes on page 2: that Ms. Rigsby be added as a participant in the parklet discussion regarding how long the parklet program would run; and add that Chief Leary is in favor of the parklet program.

Vice-Mayor Lassiter and Mrs. Nelson requested the addition of item no. 6 under New Business: Parade/Demonstration permit.

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

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6 **OLD BUSINESS**

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8 None.

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10 **NEW BUSINESS**

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12 **1) Discussion/Action: Hillcrest Cemetery**

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14 Mrs. Nelson reported on the current state of the cemetery –  
15 specifically speaking of the tall grass and cutting schedule. Mrs.  
16 Nelson noted the many complaints, but also noted the wet weather  
17 conditions and how short staffed the Public Works Department has  
18 been over the past few months. Mrs. Nelson stated that in order to  
19 help public works, to allow them to focus on other areas of town that  
20 need addressing, she posted a request for bids for assistance with  
21 cutting Hillcrest every other week through the rest of the cutting  
22 season. Mrs. Nelson stated that the lowest bid came in at \$1475.00;  
23 and that funds will have to be appropriated in the FY2020-21 budget  
24 to cover the expense via the Hillcrest Perpetual Care fund. She  
25 noted that the appropriation would not exceed \$10,000.00.

26  
27 Council member Purcell spoke stating that he was not in favor of  
28 using funds from perpetual care – that he would prefer that those  
29 funds continue to grow so that when all lots are sold and there is no  
30 more money coming in from sales that those funds will still be there  
31 (with interest) to help maintain the cemetery. He stated that he  
32 realized the cemetery does not look its best, but that we are going  
33 through unprecedented times and would hope that people would  
34 understand and allow our crew time to catch up without the extra  
35 expense.

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37 Council members Carter and Dulaney stated that they understood  
38 where Mr. Purcell's concern, however they would like to see the  
39 cemetery cut more frequently – as that is what people pay for and

1  
2 expect.

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4 Council member Dulaney then made the motion to approve the  
5 budget appropriation from the Hillcrest Cemetery Perpetual Care fund  
6 not to exceed \$10,000. Council member Carter seconded the motion.  
7 The vote went as follows: Dulaney, for; Rigsby, for; Purcell, against;  
8 Carter, for (3:1 in favor).

9  
10 **2) Discussion/Action: Appointment of Zoning Administrator**

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12 Mrs. Nelson stated that Brad Humphrey previously served as the  
13 Zoning Administrator for the town while in the Project Manager's  
14 position, and since his departure in July, we've not yet filled that  
15 position. She went on to explain that town code requires the  
16 appointment of a Zoning Administrator, and that the Town Manager  
17 is to serve as the administrator in the interim, therefore Council will  
18 need to make that appointment.

19  
20 Council member Carter made the motion to appoint Mrs. Nelson as  
21 the Zoning Administrator. Council member Purcell seconded the  
22 motion. The vote went as follows: 4-0 in favor.

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24 **3) Discussion/Action: Claybrooke Farm, LLC – Lease**  
25 **Agreement**

26  
27 Mrs. Nelson spoke of Claybrooke Farm's request to sub-lease the lot  
28 located between 217 E. Main St. and 209 E. Main St. owned by  
29 Rockland Rentals, LLC. Mrs. Nelson explained that John Carroll,  
30 owner of Claybrooke Farm, would like sell Christmas trees on the lot  
31 this year as he has done in years past. Mrs. Nelson stated that a  
32 lease agreement was included in the packet for Council's approval.

33  
34 Council member Dulaney questioned why the lease stated that the  
35 town's EDA would be receiving the funds from the rental. Mrs. Nelson  
36 responded saying that she created the new lease based off of a lease  
37 agreement with Claybrooke Farm from a few years ago, and in that  
38 lease, the EDA was the recipient of the funds. Mr. Dulaney stated that  
39 when the town was using the lot for a farmer's market, the EDA

1  
2 received the payments, however the town has not run a farmer's  
3 market from that location for a few years. Mr. Dulaney then  
4 questioned if the town still had a lease with the landowner and if we  
5 were using the property. Mrs. Nelson replied that she could not  
6 locate a recent lease with the landowner and added that, at this time,  
7 the Public Works Department maintains the property and the Arts  
8 Center displays signage for upcoming events. Mr. Dulaney then  
9 stated that if the town does not use the property/have a valid lease,  
10 then he felt the lease agreement should be between Claybrooke  
11 Farm and Rockland Rentals, LLC.  
12

13 Mr. Dulaney and members of Council requested that Mrs. Nelson and  
14 Mr. Gore look further into the matter and bring it back for  
15 discussion/consideration at the October meeting.  
16

#### 17 **4) Discussion/Action: Maturing Certificates of Deposit**

18

19 Mrs. Nelson reported that the town has two certificates of deposit  
20 with Essex Bank (\$153,418.26 and \$105434.05) that will be  
21 maturing this month – both are Hillcrest Fund certificates. Mrs.  
22 Nelson stated that she recommends consolidating the funds and  
23 reinvest with a single certificate at Essex Bank with a 12 month term  
24 (.40%APR/.40APY). Mrs. Nelson noted that the new certificate  
25 balance will be less the funds appropriated for the contract cutting of  
26 Hillcrest – as discussed and approved earlier in the meeting.  
27

28 Council member Rigsby questioned why we'd consolidate the funds  
29 and noted the associated penalties to withdraw funds if needed. Mrs.  
30 Nelson responded that we currently have a three CDs with Essex  
31 Bank, and that the third CD will be maturing next month, so there will  
32 still be two CDs there and noted that with also have funds  
33 invested with LGIP that are liquid should the town need quick access.  
34

35 Council member Rigsby made the motion to consolidate and  
36 reinvest the two CDs with Essex Bank for 12 months  
37 (.40%APR/.40APY). Council member Dulaney seconded the motion.  
38 The vote went as follows: Carter, abstain; Rigsby, for; Purcell, for;  
39 Dulaney, for.

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2 **5) Discussion/Action: John J. Jones Years of Service Resolution**  
3

4 Mrs. Nelson reported that as of September 1, 2020, John Jones has  
5 been an employee with the town for 50 years. Mrs. Nelson stated  
6 that the town is planning to hold a reception for him on Saturday,  
7 September 26, 2020. Mrs. Nelson then read the drafted resolution of  
8 service aloud for Council's consideration.  
9

10 Council member Dulaney made the motion to adopt the resolution of  
11 service for John Jones. Council member Carter seconded the  
12 motion. The vote went as follows: 4-0 in favor.  
13

14 **6) Discussion/Action: Parade/Demonstration Permit**  
15

16 Mrs. Nelson referred to the application in the supplemental packet  
17 submitted by Robin Horne, Chairman of the Louisa Republican  
18 Committee. Mrs. Nelson explained that Ms. Horne has planned a  
19 "Back the Blue" demonstration for Saturday, September 27, 2020  
20 from 2-4pm wherein Ms. Horne is expecting approximately 200  
21 people to attend. Mrs. Nelson went on the state that the event will  
22 start at the fireman's fairground on Fredericksburg Ave. and travel by  
23 foot (and ATV for those with disabilities) to Main Street where they  
24 will cross over to Rosewood Ave. (via assistance from the Louisa  
25 County Sheriff's Department) and on to the Louisa County Sheriff's  
26 Office for a ceremony. At the close of the ceremony, attendants will  
27 return to the fairgrounds via the same route. Mrs. Nelson noted that  
28 Ms. Horne has been coordinating the event with Sheriff Lowe and the  
29 Louisa County Sheriff's Department will be providing traffic and crowd  
30 control and have not asked the Town of Louisa Police to assist, but  
31 have requested that they attend the event to be recognized. Mrs.  
32 Nelson stated that Chief Leary was contacted in regards to the event  
33 and invitation. Mrs. Nelson also noted that there will be no road  
34 closures during this event.  
35

36 Council member Dulaney made the motion to approve the  
37 parade/demonstration permit. Council member Purcell seconded the  
38 motion. The vote went as follows: 4-0 in favor.  
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2       **STANDING COMMITTEE REPORTS**  
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4       Mrs. Nelson reported that there have been no committee meetings  
5 since Council last met, however she had a couple items to note:  
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- 7       • Council member Rigsby joined staff for the yearly exit meeting with  
8 our auditors (Robinson, Farmer, and Cox) on Friday.  
9       • We believe the water tank on Hollyhurst Lane was struck by  
10 lightning in a recent storm and has stopped functioning properly.  
11 The tank will be drained tomorrow (9/16) to inspect for problems  
12 and for routine maintenance.  
13       • The Arts Center will not be hosting the Silver Tie Gala this year  
14 due to the pandemic, but have opted to hold another fundraising  
15 event, the “Masked Music Mixer”, which will be hosted outside on  
16 the Town Hall/Arts Center campus using tents which will allow for  
17 proper social distancing. The event is planned for Saturday,  
18 October 3, 2020.  
19

20       Chief Leary then spoke making mention of the following:  
21

- 22       • The Chief noted that law enforcement across the country has  
23 experienced a great deal this year, and even though times have  
24 been tough, the members of our department continue to show up  
25 daily and work diligently for our community.  
26       • The Chief stated that the mental health crisis is forefront with the  
27 department, and staff members are being trained to assist those in  
28 such situations.  
29       • Officer Taylor recently had a flat tire on her cruiser and a local  
30 citizen stopped to assist her. The good deed has been featured  
31 on social media.  
32       • Two new officers have joined the department: Julius Morton and  
33 Travis Williams. The department is now at full staff.  
34       • The department continues to work on accreditation; attending  
35 community events; and is looking into finding a new vendor to  
36 change over the current data system.  
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38       Council member Dulaney then took a moment to speak of the

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accreditation process and commended the Chief for moving forward, and spoke of the department now being back up to full staff.

Chief Leary thanked the Police Committee and Council for all of their support.

**COMMUNICATIONS**

None.

**ADJOURNMENT**

Council member Carter made the motion to adjourn the meeting at 6:48 p.m. Council member Purcell seconded the motion.

\_\_\_\_\_  
Mayor

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Clerk