



Agenda
Scheduled Meeting
Louisa Town Council
212 Fredericksburg Avenue
Louisa, Virginia 23093
Tuesday, March 19, 2024

6:00 pm Convene Regular Session

Invocation

Pledge to the Flag

Business from the Floor

This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. Any person wishing to bring a matter to the Council's attention under this section of the agenda should: (1) State their name and address; (2) State the matter that they wish to discuss and what action they would like the Council to take. When appropriate or if requested, we will respond to direct questions in writing. Please limit comments to 3 minutes or less.

Consent Agenda

Meeting Agenda Approval

Consideration of Accounts and Appropriations

Approval of Minutes – February 20, 2024

Memo to Amend the January 16, 2024 Minutes

Sale of Cemetery Lots

Presentations

1. Louisa County Crime Solvers Officer of the Year
2. Louisa Police Department Service Awards

Old Business

1. SUP 2023-03 Virginia United Methodist Housing Development Corporation
Traffic Generation Clarification

Standing Committees

Police Matters Committee

Refuse Collection, Recycling and Litter Control Committee

Reports from Staff

Police Chief

Project Manager

Legal Counsel

Clerk/Treasurer

Manager

Closed Session

Consider in closed session, in accordance with the Virginia Code & Freedom of Information Act.

Comments by Members of Town Council

Adjournment



March 19, 2024
6:00 pm
Convene Regular Session

Consent Agenda

Meeting Agenda Approval

Consideration of Accounts and Appropriations

Approval of Minutes:
February 20, 2024
Memo to Amend the January 16, 2024 Minutes

Sale of Cemetery Lots

Deposit Account Balances

As of February 29, 2024

Institution Name	Treasurer's Fund Account Number	Balance	Maturity Date (if applicable)	Date of Next Interest (if applicable)	Interest Rate (if applicable)
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Operating Account (All Funds - General 100, Police Asset Forfeiture 102, Water 501, Sewer 502 and Hillcrest 702)

Blue Ridge Bank	999 103 0008	\$ 1,246,738.35	N/A	N/A	N/A
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General Fund (100)

LGIP	999 105 0001	\$ 357,879.03	N/A	Monthly	5.632%
LGIP (Oakland Cemetery)	999 105 0002	\$ 50,519.29	N/A	Monthly	5.632%
Blue Ridge Bank - Savings Account	999 103 0017	\$ 298,685.83	N/A	Quarterly	0.030%
Blue Ridge Bank - Money Market Account	999 103 0009	\$ 713,707.20	N/A	Monthly	0.200%
Blue Ridge Bank - PF ARPA Funds MM	999 103 0020	\$ 1,802,991.68	N/A	Monthly	0.150%
General Fund - Total		\$ 3,223,783.03			

Water Fund (501)

LGIP	999 105 0003	\$ 762,253.15	N/A	Monthly	5.632%
Blue Ridge Bank - Savings Account	999 103 0018	\$ 411,510.48	N/A	Monthly	0.200%
Water Fund - Total		\$ 1,173,763.63			

Sewer Fund (502)

LGIP	999 105 0005	\$ 350,318.74	N/A	Monthly	5.632%
United Bank - Checking Account	999 108 0006	\$ 1,425.26	N/A	N/A	N/A
Sewer Fund - Total		\$ 351,744.00			

Hillcrest Cemetery Fund (702)

LGIP	999 105 0004	\$ 502,670.48	N/A	Monthly	5.632%
Hillcrest Fund - Total		\$ 502,670.48			

Total Cash on Deposit (All Institutions)	\$ 6,498,699.49
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Total Cash on Deposit at Blue Ridge Bank	\$ 4,473,633.54
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Total Cash on Deposit at United Bank	\$ 1,425.26
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Total Cash on Deposit at LGIP	\$ 2,023,640.69
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TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting - March 19, 2024

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Automated Office Systems	99.00				\$ 99.00
Blue Ridge Bank	1,622.59				\$ 1,622.59
BMS Direct, Inc.		178.90	178.90		\$ 357.80
Central VA Contractors, Inc.		1,456.00			\$ 1,456.00
Central Virginian	1,363.92				\$ 1,363.92
Cintas	101.02	101.01	101.01		\$ 303.04
Cody Langridge/PWS Operations, LLC		783.00			\$ 783.00
Community Motor Co.	73.95				\$ 73.95
County of Louisa, Landfill	1,206.36				\$ 1,206.36
Crystal Springs	6.35				\$ 6.35
CSX Transportation		100.00			\$ 100.00
Engineered Services, Inc.	1,285.00				\$ 1,285.00
EverGro Cooperative	1,492.37				\$ 1,492.37
Gladys Thomas (Focus Point)	1,350.00				\$ 1,350.00
Hefty, Wiley & Gore, P.C.	4,500.00				\$ 4,500.00
Intrastate Pest	112.53				\$ 112.53
J.S. Purcell Lumber Corp.			164.73		\$ 164.73
Jessica Ellis (Petty Cash)	72.15				\$ 72.15
LKA Signs & Designs, LLC	63.00				\$ 63.00
Louisa Auto Parts, Inc.	119.76			145.36	\$ 265.12
Louisa County Water Authority		25,084.53	33,868.32		\$ 58,952.85
Louisa Hardware	30.15	41.75	126.88		\$ 198.78
Magna5 MS, LLC	2,342.00				\$ 2,342.00
Mansfield	218.22	56.23	56.22		\$ 330.67
Ricoh USA, Inc.	426.41				\$ 426.41
The Childress Agency, Inc.	289.90				\$ 289.90
UniFirst Corp.	286.32				\$ 286.32
Updike Industries, Inc.	6,350.00				\$ 6,350.00
Virginia Utility Protection Services		89.70			\$ 89.70
WBBi, Inc.	238.48				\$ 238.48
TOTALS:	23,649.48	27,891.12	34,496.06	145.36	\$ 86,182.02

General Fund Revenue (Fund 100)				
Account Number	Description	Budget	Received	Balance
Taxes (RE, PP, PS)				
100-11010-0001	Real Estate Current Year Tax	\$ 290,000.00	\$ 324,125.55	\$ (34,125.55)
100-11010-0002	Delinquent Real Estate Tax	\$ 3,000.00	\$ 5,237.77	\$ (2,237.77)
100-11020-0001	Personal Property Current Year Tax	\$ 78,000.00	\$ 77,273.41	\$ 726.59
100-11020-0002	Delinquent Personal Property Tax	\$ 2,000.00	\$ 4,934.21	\$ (2,934.21)
100-11020-0003	VA Personal Property Relief Allowance	\$ 21,378.00	\$ 21,378.84	\$ (0.84)
100-11025-0001	Public Service Tax Current Year	\$ 7,000.00	\$ 6,553.12	\$ 446.88
100-11060-0001	Penalties - All Property Tax	\$ 1,500.00	\$ 2,592.16	\$ (1,092.16)
100-11060-0002	Interest - All Property Tax	\$ 1,000.00	\$ 1,848.69	\$ (848.69)
Local Taxes				
100-12010-0001	Local Sales Use and Tax	\$ 110,000.00	\$ 113,052.66	\$ (3,052.66)
100-12020-0002	Consumption Tax	\$ 4,000.00	\$ 5,089.94	\$ (1,089.94)
100-12030-0001	Business License Tax	\$ 250,000.00	\$ 167,189.20	\$ 82,810.80
100-12060-0001	Bank Stock Tax	\$ 190,000.00	\$ -	\$ 190,000.00
100-12100-0001	Transient Lodging Tax	\$ 2,000.00	\$ 1,928.28	\$ 71.72
100-12110-0001	Meals Tax	\$ 750,000.00	\$ 487,811.10	\$ 262,188.90
Permits and Other Licenses				
100-13030-0007	Zoning Permits	\$ 1,000.00	\$ 1,351.50	\$ (351.50)
100-13030-0100	Special Use Permits	\$ 1,500.00	\$ 1,500.00	\$ -
Fines and Forfeitures				
100-14010-0001	Court Fines & Forfeitures	\$ 2,500.00	\$ 4,356.29	\$ (1,856.29)
100-14010-0005	Parking Violation Fees	\$ 150.00	\$ -	\$ 150.00
100-24040-0015	PD Fines/Charges	\$ 300.00	\$ 2,464.00	\$ (2,164.00)
Other Revenue				
100-15010-0001	Interest Earned	\$ 12,500.00	\$ 17,456.65	\$ (4,956.65)
100-15020-0005	Pettit Storage Rental	\$ 4,800.00	\$ 2,800.00	\$ 2,000.00
100-15020-0009	Parking Lot Building Rental	\$ 6,000.00	\$ 6,500.00	\$ (500.00)
100-15020-0015	Arts Center Lease Rent	\$ 12,000.00	\$ -	\$ 12,000.00
100-16080-0001	Solid Waste Fees	\$ 8,000.00	\$ 5,843.00	\$ 2,157.00
100-16080-0004	Brush Removal	\$ 100.00	\$ -	\$ 100.00
100-18990-0001	Miscellaneous	\$ 500.00	\$ 5,178.18	\$ (4,678.18)
100-18990-0013	NSF Fees	\$ 50.00	\$ 125.00	\$ (75.00)
100-18990-0702	Lot Sales at Hillcrest Cemetery	\$ 5,000.00	\$ 4,533.34	\$ 466.66
Due From Other Governments				
100-22010-0005	Rolling Stock Tax	\$ 1,600.00	\$ -	\$ 1,600.00
100-22010-0006	Communication Tax	\$ 4,300.00	\$ 2,356.25	\$ 1,943.75
100-22010-0010	Auto Rental Tax	\$ 750.00	\$ -	\$ 750.00
100-23201-0003	Arts Center Grant	\$ 4,500.00	\$ 4,500.00	\$ -
100-24010-0005	TEA Grant Downtown	\$ 1,134,000.00	\$ -	\$ 1,134,000.00
100-24040-0001	Law Enforcement - 599 Funds	\$ 45,000.00	\$ 22,616.00	\$ 22,384.00
100-24040-0006	DCJS Grants	\$ -	\$ 500.00	\$ (500.00)
100-24040-0007	Anti-Litter Grant	\$ 1,200.00	\$ 2,189.00	\$ (989.00)
100-24040-0012	Fire Program Grant	\$ 15,000.00	\$ -	\$ 15,000.00
100-33201-2020	ARPA Grant	\$ -	\$ 24,080.40	\$ (24,080.40)
Transfers from Reserves/Other Funds				
100-41050-0006	Transfer from Reserves - TA Sidewalk	\$ 687,000.00	\$ -	\$ 687,000.00
Total Revenue General Fund		\$ 3,657,628.00	\$ 1,327,364.54	\$ 2,330,263.46

General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
Town Administration/Town Hall				

Administrative Salaries and Benefits

100-10000-1110	Salaries - Mayor	\$ 3,600.00	\$ 2,400.00	\$ 1,200.00
100-10000-1111	Salaries - Administration	\$ 142,500.00	\$ 88,992.00	\$ 53,508.00
100-10000-1115	Salaries - Planning Commission	\$ 4,500.00	\$ 2,250.00	\$ 2,250.00
100-10000-1116	Salaries - Grounds	\$ 21,000.00	\$ 8,629.56	\$ 12,370.44
100-10000-1711	Salaries - Council	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00
100-10000-2100	FICA	\$ 13,000.00	\$ 8,384.54	\$ 4,615.46
100-10000-2210	VRS	\$ 9,600.00	\$ 6,760.76	\$ 2,839.24
100-10000-2240	Group Life Insurance	\$ 2,200.00	\$ 1,355.48	\$ 844.52
100-10000-2300	Medical Insurance	\$ 42,000.00	\$ 16,008.19	\$ 25,991.81
100-10000-2310	Dental Insurance	\$ 2,000.00	\$ 944.75	\$ 1,055.25
100-10000-2700	Worker's Compensation	\$ 30,000.00	\$ 24,080.00	\$ 5,920.00

Operating Expenses

100-10000-3100	Custodial Services	\$ 17,000.00	\$ 9,450.00	\$ 7,550.00
100-10000-3101	Custodial Supplies	\$ 3,000.00	\$ 1,949.40	\$ 1,050.60
100-10000-3120	Audit Fees	\$ 30,000.00		\$ 30,000.00
100-10000-3150	Legal Fees	\$ 54,000.00	\$ 31,500.00	\$ 22,500.00
100-10000-3160	Website/Email Maintenance	\$ 4,000.00	\$ 2,199.60	\$ 1,800.40
100-10000-3180	Bank Fees	\$ 100.00	\$ 8.00	\$ 92.00
100-10000-3190	Economic Development/Donations	\$ 3,000.00	\$ 689.86	\$ 2,310.14
100-10000-3330	Repairs & Maintenance Grounds	\$ 19,500.00	\$ 9,300.17	\$ 10,199.83
100-10000-3340	Building Contractual Services	\$ 15,000.00	\$ 8,521.41	\$ 6,478.59
100-10000-3350	Equipment Repairs/Supplies TH	\$ 5,000.00	\$ 2,391.31	\$ 2,608.69
100-10000-3600	Advertising	\$ 8,000.00	\$ 7,198.38	\$ 801.62
100-10000-5120	Electricity	\$ 14,000.00	\$ 12,136.48	\$ 1,863.52
100-10000-5130	Fuel Oil	\$ 3,500.00	\$ 1,283.24	\$ 2,216.76
100-10000-5210	Postage	\$ 3,500.00	\$ 2,112.44	\$ 1,387.56
100-10000-5215	Tax Preparation	\$ 2,500.00	\$ 1,802.67	\$ 697.33
100-10000-5230	Telephone	\$ 6,800.00	\$ 4,725.28	\$ 2,074.72
100-10000-5235	Cell Phones	\$ 4,000.00	\$ 2,423.09	\$ 1,576.91
100-10000-5309	Insurance (VRSA)	\$ 23,000.00	\$ 22,848.00	\$ 152.00
100-10000-5410	Lease Equipment (Copier)	\$ 2,250.00	\$ 1,435.68	\$ 814.32
100-10000-5540	Conferences & Education	\$ 5,000.00	\$ -	\$ 5,000.00
100-10000-5556	Town 150th Anniversary Celebration	\$ 15,000.00	\$ 15,066.00	\$ (66.00)
100-10000-5800	Miscellaneous	\$ 1,000.00	\$ 239.46	\$ 760.54
100-10000-5810	Code Updates	\$ 2,000.00	\$ 1,195.00	\$ 805.00
100-10000-6001	Office Supplies	\$ 6,500.00	\$ 5,288.63	\$ 1,211.37
100-10000-6002	Shenandoah Water	\$ 250.00	\$ 78.38	\$ 171.62
100-10000-6003	Emergency Generator Maintenance	\$ 1,200.00	\$ -	\$ 1,200.00
100-10000-6004	Alarm Monitoring	\$ 800.00	\$ 240.00	\$ 560.00
100-10000-6005	Elevator Maintenance & Inspection	\$ 2,000.00	\$ 797.31	\$ 1,202.69
100-10000-6006	Fire System Maintenance & Inspection	\$ 2,500.00	\$ -	\$ 2,500.00
100-10000-6007	Propane	\$ 5,000.00	\$ 4,907.09	\$ 92.91
100-10000-6008	Road Fuel	\$ 3,500.00	\$ 1,300.52	\$ 2,199.48
100-10000-6010	HVAC Service Contract	\$ 1,800.00	\$ -	\$ 1,800.00
100-10000-6011	Fire Alarm Maintenance & Inspection	\$ 2,000.00	\$ 750.00	\$ 1,250.00
100-10000-6012	Dues & Subscriptions	\$ 3,000.00	\$ 2,350.06	\$ 649.94
100-10000-6021	Safety Equipment	\$ 3,000.00	\$ -	\$ 3,000.00

Account Number	Description	Budget	Spent	Balance
Town Administration/Town Hall				
100-10000-8214	BAI Computer System	\$ 14,000.00	\$ 14,424.00	\$ (424.00)
100-10000-8220	Computer Tech Support	\$ 19,000.00	\$ 9,229.77	\$ 9,770.23
100-10000-8222	Computer Equipment Upgrade	\$ 5,000.00	\$ 5,668.70	\$ (668.70)

Grants Awarded

100-10000-7018	Commission for the Arts Grant Funding	\$ 9,000.00	\$ 9,000.00	\$ -
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Capital Improvements

100-10000-8100	Capital Improvement	\$ 10,000.00	\$ -	\$ 10,000.00
100-10000-8175	Stormwater Pond Management - Countryside	\$ 50,000.00	\$ -	\$ 50,000.00
100-10000-8212	Capital Expense - Vehicles	\$ -	\$ -	\$ -

Administrative Debt Service

100-10000-9002	LAC Debt Service	\$ 72,204.00	\$ 48,136.00	\$ 24,068.00
100-10000-9230	Principal 2008 GO Bonds (R1 2 3)	\$ 117,660.00	\$ 78,440.00	\$ 39,220.00

Transfers

100-93100-0702	Transfer Hillcrest Cemetery	\$ 33,319.00	\$ -	\$ 33,319.00
Total Town Administration/Town Hall Expenses		\$ 885,283.00	\$ 484,891.21	\$ 400,391.79

General Fund Expenses (Fund100)				
Account Number	Description	Budget	Spent	Balance
Police Department				
Police Department Salaries and Benefits				
100-31000-1139	Salaries	\$ 346,000.00	\$ 137,446.66	\$ 208,553.34
100-31000-1140	Overtime	\$ 7,000.00	\$ 4,357.19	\$ 2,642.81
100-31000-1150	Holiday/Part Time Pay	\$ 3,400.00	\$ 1,153.06	\$ 2,246.94
100-31000-2100	FICA	\$ 27,500.00	\$ 10,947.78	\$ 16,552.22
100-31000-2210	VRS	\$ 16,300.00	\$ 5,539.61	\$ 10,760.39
100-31000-2240	Group Life Insurance	\$ 4,000.00	\$ 1,181.28	\$ 2,818.72
100-31000-2300	Medical Insurance	\$ 57,000.00	\$ 15,712.32	\$ 41,287.68
100-31000-2310	Dental Insurance	\$ 2,500.00	\$ 932.64	\$ 1,567.36
Police Department Operating Expenses				
100-31000-2350	Employee Hire Process	\$ 3,000.00	\$ 1,240.00	\$ 1,760.00
100-31000-3310	Equipment Replacement	\$ 20,000.00	\$ 1,292.64	\$ 18,707.36
100-31000-3330	Police Building Maintenance	\$ 3,500.00	\$ 1,684.16	\$ 1,815.84
100-31000-3710	Uniform Replacement	\$ 5,000.00	\$ 3,813.85	\$ 1,186.15
100-31000-5120	Electricity	\$ 2,500.00	\$ 1,747.58	\$ 752.42
100-31000-5215	Propane Generator	\$ 500.00	\$ -	\$ 500.00
100-31000-5230	Police Telephone	\$ 1,000.00	\$ 925.29	\$ 74.71
100-31000-5235	Cell Phone	\$ 7,000.00	\$ 3,858.32	\$ 3,141.68
100-31000-5309	Line of Duty Benefit	\$ 8,000.00	\$ 5,523.00	\$ 2,477.00
100-31000-5410	Copier	\$ 1,500.00	\$ 1,524.51	\$ (24.51)
100-31000-5450	State Police VCIN Terminal	\$ 250.00	\$ 198.00	\$ 52.00
100-31000-5540	Conferences/Education	\$ 5,000.00	\$ 570.00	\$ 4,430.00
100-31000-5800	Miscellaneous	\$ 250.00	\$ 2,244.00	\$ (1,994.00)
100-31000-5810	Dues, Subscriptions	\$ 6,000.00	\$ 4,488.93	\$ 1,511.07
100-31000-5820	Attorney Fees	\$ 500.00	\$ -	\$ 500.00
100-31000-5830	Police Public Relations	\$ 2,500.00	\$ 168.98	\$ 2,331.02
100-31000-5850	PD Health and Wellness Program	\$ 4,400.00	\$ -	\$ 4,400.00
100-31000-6001	Office Supplies/Materials	\$ 2,500.00	\$ 685.18	\$ 1,814.82
100-31000-6008	Fuel	\$ 14,500.00	\$ 4,078.97	\$ 10,421.03
100-31000-6009	Repairs & Maintenance Vehicles	\$ 9,000.00	\$ 3,263.82	\$ 5,736.18
100-31000-6014	Police Radios	\$ 1,000.00	\$ -	\$ 1,000.00
100-31000-6050	Accreditation Assessment Fees	\$ 3,000.00	\$ -	\$ 3,000.00
100-31000-8103	Video Camera Vehicles	\$ 1,500.00	\$ -	\$ 1,500.00
100-31000-8104	CAD/RMS Upgrade	\$ 11,000.00	\$ 9,148.30	\$ 1,851.70
Police Department Capital Improvements				
100-31000-8218	Server/Computers/Alarm	\$ 20,000.00	\$ 11,421.72	\$ 8,578.28
Police Department Grant Expenses				
100-31000-8223	PD ARPA Grant	\$ -	\$ 24,080.40	\$ (24,080.40)
Total Police Expenditures		\$ 597,100.00	\$ 259,228.19	\$ 337,871.81

General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
Fire and Rescue Departments				

Contributions and Grants

100-32100-5640	Fire Dept. Contribution	\$ 6,000.00	\$ -	\$ 6,000.00
100-32100-5641	Fire Programs Grant	\$ 15,000.00	\$ 15,000.00	\$ -
100-32100-5740	Rescue Squad Contribution	\$ 6,000.00	\$ 6,000.00	\$ -
Total Fire/Rescue Expense		\$ 27,000.00	\$ 21,000.00	\$ 6,000.00

Streets and Sidewalks Expenses

Streets and Sidewalks Salaries and Benefits

100-41000-1130	Salaries - Streets & Sidewalks	\$ 58,500.00	\$ 36,293.72	\$ 22,206.28
100-41000-1140	Overtime	\$ 4,000.00	\$ 2,063.92	\$ 1,936.08
100-41000-1150	Part Time	\$ 4,000.00	\$ 420.00	\$ 3,580.00
100-41000-2100	FICA	\$ 5,100.00	\$ 2,923.67	\$ 2,176.33
100-41000-2210	VRS	\$ 3,400.00	\$ 2,055.75	\$ 1,344.25
100-41000-2240	Group Life Insurance	\$ 800.00	\$ 427.02	\$ 372.98
100-41000-2300	Medical Insurance	\$ 14,000.00	\$ 6,034.21	\$ 7,965.79
100-41000-2310	Dental Insurance	\$ 670.00	\$ 350.64	\$ 319.36

Streets and Sidewalks Operations

100-41000-3330	Repairs on Streets & Sidewalks	\$ 4,000.00	\$ 3,229.27	\$ 770.73
100-41000-3350	Main Street Parking	\$ 22,500.00	\$ 13,687.20	\$ 8,812.80
100-41000-5120	Electricity	\$ 23,500.00	\$ 15,047.65	\$ 8,452.35
100-41000-5800	Miscellaneous	\$ 100.00	\$ 84.08	\$ 15.92
100-41000-6003	Agricultural/Beautification	\$ 5,000.00	\$ 3,550.55	\$ 1,449.45
100-41000-6007	Repairs & Maintenance Supplies	\$ 2,500.00	\$ 2,415.17	\$ 84.83
100-41000-6008	Fuel	\$ 5,100.00	\$ 1,322.10	\$ 3,777.90
100-41000-6009	Vehicle Maintenance	\$ 5,000.00	\$ 958.29	\$ 4,041.71
100-41000-6011	Uniforms	\$ 4,000.00	\$ 773.22	\$ 3,226.78
100-41000-6023	Snow Removal Supplies	\$ 3,000.00	\$ 539.00	\$ 2,461.00

Streets and Sidewalks Shop

100-41000-7100	Shop Building Maintenance	\$ 1,500.00	\$ 550.92	\$ 949.08
100-41000-7200	Equipment Repairs	\$ 4,000.00	\$ 4,076.89	\$ (76.89)
100-41000-7300	Shop Supplies/Utilities	\$ 1,500.00	\$ 1,135.66	\$ 364.34
100-41000-8101	Equipment Replacement	\$ 3,000.00	\$ 1,952.26	\$ 1,047.74

Streets and Sidewalks Capital Improvements

100-41000-8100	Capital Improvements Buildings			\$ -
100-41000-8102	Capital Improvements S/S	\$ 11,000.00	\$ 23,854.00	\$ (12,854.00)
100-41000-7250	Sidewalk Construction - VDOT	\$ 1,830,000.00	\$ -	\$ 1,830,000.00
Total Streets/Sidewalk Expense		\$ 2,016,170.00	\$ 123,745.19	\$ 1,892,424.81

Trash and Recycle Expenses

Contract Fees

100-42300-3050	Fuel Surcharge	\$ 3,000.00	\$ -	\$ 3,000.00
100-42300-4000	Subcontract Work - Updike	\$ 66,200.00	\$ 44,236.00	\$ 21,964.00
100-42300-4001	Contract Contingency - Add Cans	\$ 4,000.00	\$ 100.00	\$ 3,900.00
100-42350-3000	Tipping Fee - County of Louisa	\$ 21,000.00	\$ 10,715.04	\$ 10,284.96
100-42350-4000	Subcontract Work - Updike Recycle	\$ 10,000.00	\$ 6,664.00	\$ 3,336.00
Total Trash Expense		\$ 104,200.00	\$ 61,715.04	\$ 42,484.96

Account Number	Description	Budget	Spent	Balance
Ball Park Expenses				

Maintenance Expenses

100-71300-5110	Electric	\$ 1,200.00	\$ 1,034.40	\$ 165.60
100-71300-5200	Field Facility Improvements	\$ 3,000.00	\$ -	\$ 3,000.00
Total Ball Park Expense		\$ 4,200.00	\$ 1,034.40	\$ 3,165.60

Oakland Cemetery				
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Oakland Salaries and Benefits

100-71400-1130	Salaries - Oakland	\$ 12,000.00	\$ 5,865.84	\$ 6,134.16
100-71400-2100	FICA	\$ 900.00	\$ 454.68	\$ 445.32
100-71400-2210	VRS	\$ 700.00	\$ 392.12	\$ 307.88
100-71400-2240	Group Life Insurance	\$ 160.00	\$ 80.99	\$ 79.01
100-71400-2300	Medical Insurance	\$ 2,300.00	\$ 789.81	\$ 1,510.19
100-71400-2310	Dental Insurance	\$ 115.00	\$ 56.86	\$ 58.14

Oakland Operations

100-71400-3310	Repairs and Maintenance	\$ 7,200.00	\$ 4,500.00	\$ 2,700.00
100-71400-6008	Fuel	\$ 100.00	\$ -	\$ 100.00
100-71400-6017	Lights and Flags	\$ 200.00	\$ 59.31	\$ 140.69
Total Oakland Cemetery		\$ 23,675.00	\$ 12,199.61	\$ 11,475.39

Total General Fund Expenses		\$ 3,657,628.00	\$ 963,813.64	\$ 2,693,814.36
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Water Fund Revenue (Fund 501)				
Account Number	Description	Budget	Received	Balance
501-15010-0001	Interest Earned	\$ 16,100.00	\$ 27,898.22	\$ (11,798.22)
501-16001-0001	Water Revenue	\$ 610,000.00	\$ 425,729.37	\$ 184,270.63
501-16001-0003	Water Connections	\$ 23,900.00	\$ 19,120.00	\$ 4,780.00
501-16001-0007	Penalty Fees	\$ 4,000.00	\$ 6,750.00	\$ (2,750.00)
501-41050-0002	Loan Proceeds	\$ 1,402,000.00	\$ -	\$ 1,402,000.00
Total Water Revenue		\$ 2,056,000.00	\$ 479,497.59	\$ 1,576,502.41

Water Fund Expenses (Fund 501)				
Account Number	Description	Budget	Spent	Balance

Water Salaries and Benefits

501-45000-1130	Salaries - Water	\$ 92,764.00	\$ 48,825.08	\$ 43,938.92
501-45000-1140	Overtime	\$ 5,000.00	\$ 3,258.78	\$ 1,741.22
501-45000-1150	Part time	\$ 2,000.00	\$ -	\$ 2,000.00
501-45000-2100	FICA	\$ 8,000.00	\$ 4,024.18	\$ 3,975.82
501-45000-2210	VRS	\$ 5,700.00	\$ 3,447.47	\$ 2,252.53
501-45000-2240	Group Life Insurance	\$ 1,400.00	\$ 720.47	\$ 679.53
501-45000-2300	Medical Insurance	\$ 15,250.00	\$ 4,492.11	\$ 10,757.89
501-45000-2310	Dental Insurance	\$ 700.00	\$ 399.27	\$ 300.73

Operating Expenses

501-45000-3180	Water Tank Maintenance	\$ 19,300.00	\$ 17,207.56	\$ 2,092.44
501-45000-3185	Operator Contract Fees	\$ 7,236.00	\$ 4,221.00	\$ 3,015.00
501-45000-3310	Repairs & Maintenance Equipment	\$ 1,000.00	\$ 17.97	\$ 982.03
501-45000-3600	Advertising	\$ 1,000.00	\$ -	\$ 1,000.00
501-45000-5130	Water Purchased	\$ 345,000.00	\$ 181,843.36	\$ 163,156.64
501-45000-5210	Postage/Billing Supplies	\$ 4,300.00	\$ 3,213.18	\$ 1,086.82
501-45000-5220	Water Testing Fees	\$ 4,000.00	\$ 350.00	\$ 3,650.00
501-45000-5650	VDOT Fees	\$ 100.00	\$ 200.00	\$ (100.00)
501-45000-5660	Waterworks Operation Fund	\$ 2,500.00	\$ 1,721.25	\$ 778.75
501-45000-5670	Miss Utility	\$ 750.00	\$ 281.50	\$ 468.50
501-45000-5680	Road Repairs	\$ 3,500.00	\$ 3,500.00	\$ -
501-45000-5690	Electricity Tower Pumps	\$ 1,000.00	\$ 207.91	\$ 792.09
501-45000-5800	Miscellaneous	\$ 100.00	\$ -	\$ 100.00
501-45000-5810	Dues/Subscriptions	\$ 500.00	\$ 400.00	\$ 100.00
501-45000-5840	CSX Right of Way	\$ 700.00	\$ -	\$ 700.00
501-45000-6001	Supplies	\$ 10,000.00	\$ 9,863.73	\$ 136.27
501-45000-6008	Fuel	\$ 2,500.00	\$ 563.50	\$ 1,936.50
501-45000-6010	Mapping	\$ 700.00	\$ 700.00	\$ -
501-45000-6011	Uniforms	\$ 1,500.00	\$ 761.44	\$ 738.56
501-45000-6510	Itron Software Handhelds	\$ 4,250.00	\$ 4,680.00	\$ (430.00)
501-45000-6520	Itron Software Support	\$ 4,250.00	\$ -	\$ 4,250.00
501-45000-6555	VDH Planning/Design Grant	\$ -	\$ -	\$ -
501-45000-7000	Joint Operations LCWA Connect	\$ -	\$ 1,835.00	\$ (1,835.00)

Capital Improvements

501-45000-6004	Hydrant Replacement & Maintenance	\$ -	\$ -	\$ -
501-45000-8100	Capital Expenditures	\$ 20,000.00	\$ -	\$ 20,000.00
501-45000-8175	Contractual Services Water Operations	\$ 15,000.00	\$ 15,271.00	\$ (271.00)
501-45000-9300	Water Contingency	\$ 18,000.00	\$ 9,157.34	\$ 8,842.66
501-45000-9305	Water Line Replacement Project	\$ 1,402,000.00	\$ 133,404.24	\$ 1,268,595.76

Transfers

501-93100-0501	Water to Sewer for Transfer for Operations	\$ 56,000.00	\$ -	\$ 56,000.00
Total Water Expenses		\$ 2,056,000.00	\$ 454,567.34	\$ 1,601,432.66

Sewer Fund Revenue (Fund 502)

Account Number	Description	Budget	Received	Balance
502-15010-0001	Interest Earned	\$ 9,000.00	\$ 12,569.05	\$ (3,569.05)
502-16001-0002	Sewer Revenue	\$ 610,000.00	\$ 443,656.59	\$ 166,343.41
502-16001-0004	Sewer Connection	\$ 38,600.00	\$ 30,880.00	\$ 7,720.00
502-18990-0007	Reserves	\$ 40,930.00	\$ -	\$ 40,930.00
502-41050-0502	Water to Sewer for Transfer for Operations	\$ 56,000.00	\$ -	\$ 56,000.00
Total Sewer Revenue		\$ 754,530.00	\$ 487,105.64	\$ 267,424.36

Sewer Fund Expenses (Fund 502)

Account Number	Description	Budget	Spent	Balance
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Sewer Salaries and Benefits

502-45500-1130	Salaries	\$ 106,000.00	\$ 52,833.31	\$ 53,166.69
502-45500-1145	Overtime	\$ 2,000.00	\$ 715.55	\$ 1,284.45
502-45500-1150	Part time	\$ 1,000.00	\$ -	\$ 1,000.00
502-45500-2100	FICA	\$ 8,500.00	\$ 4,133.15	\$ 4,366.85
502-45500-2210	VRS	\$ 6,200.00	\$ 3,619.10	\$ 2,580.90
502-45500-2240	Group Life Insurance	\$ 1,450.00	\$ 753.26	\$ 696.74
502-45500-2300	Medical Insurance	\$ 15,500.00	\$ 5,496.79	\$ 10,003.21
502-45500-2310	Dental Insurance	\$ 740.00	\$ 434.69	\$ 305.31

Operating Expenses

502-45500-3310	Repairs/Maintenance Equipment	\$ 2,000.00	\$ 1,413.20	\$ 586.80
502-45500-3330	Repairs/Maintenance Buildings	\$ 1,000.00	\$ -	\$ 1,000.00
502-45500-3340	Contractual Services RSTP	\$ 385,000.00	\$ 271,938.85	\$ 113,061.15
502-45500-3345	RSTP Plant Improvements	\$ 2,000.00	\$ -	\$ 2,000.00
502-45500-5120	Electricity	\$ 3,000.00	\$ 2,176.33	\$ 823.67
502-45500-5210	Postage/Billing Supplies	\$ 4,300.00	\$ 3,213.15	\$ 1,086.85
502-45500-5230	Telephone - Pump Station	\$ 600.00	\$ 418.44	\$ 181.56
502-45500-5680	Road Repairs	\$ 1,500.00	\$ 6,410.00	\$ (4,910.00)
502-45500-5800	Miscellaneous	\$ 100.00	\$ 35.38	\$ 64.62
502-45500-6001	Supplies	\$ 3,500.00	\$ 2,983.46	\$ 516.54
502-45500-6008	Fuel	\$ 1,200.00	\$ 563.47	\$ 636.53
502-45500-6011	Uniforms	\$ 1,500.00	\$ 761.45	\$ 738.55

Capital Improvements

502-45500-8175	Contractual Services Sewer Operations	\$ 30,000.00	\$ 33,252.34	\$ (3,252.34)
502-45500-9300	Sewer Contingency	\$ 8,000.00	\$ 7,000.00	\$ 1,000.00

Debt Service

502-45500-9210	Principal 2001 GO Bonds (RD)	\$ 66,492.00	\$ 42,455.88	\$ 24,036.12
502-45500-9230	Principal 2010 GO Bonds (WWTP)	\$ 94,068.00	\$ 61,987.23	\$ 32,080.77
502-45500-9250	Principal 2020 GO Bond (Reline)	\$ 8,880.00	\$ 5,689.44	\$ 3,190.56
Total Sewer Expenses		\$ 754,530.00	\$ 508,284.47	\$ 246,245.53

Hillcrest Fund Revenue (Fund 702)				
Account Number	Description	Budget	Received	Balance
702-13030-0026	Burial Permits	\$ 2,500.00	\$ 3,000.00	\$ (500.00)
702-13030-0031	Stone Permits	\$ 750.00	\$ 700.00	\$ 50.00
702-15010-0001	Interest Earned	\$ 13,000.00	\$ 18,035.24	\$ (5,035.24)
702-18990-0001	Sales of Lots	\$ 10,000.00	\$ 9,066.66	\$ 933.34
702-34105-0001	Transfer from Reserves	\$ 42,151.00	\$ -	\$ 42,151.00
702-41050-0100	Transfer from General Fund	\$ 33,319.00	\$ -	\$ 33,319.00
Total Hillcrest Revenue		\$ 101,720.00	\$ 30,801.90	\$ 70,918.10

Hillcrest Fund Expenses (Fund 702)				
Account Number	Description	Budget	Spent	Balance
Hillcrest Salaries and Benefits				
702-71400-1130	Salaries - Hillcrest	\$ 46,500.00	\$ 20,953.51	\$ 25,546.49
702-71400-1150	Part Time or Contract Work	\$ 38,000.00	\$ 24,852.65	\$ 13,147.35
702-71400-2100	FICA	\$ 3,500.00	\$ 1,622.96	\$ 1,877.04
702-71400-2210	VRS	\$ 2,650.00	\$ 1,542.16	\$ 1,107.84
702-71400-2240	Group Life Insurance	\$ 625.00	\$ 322.06	\$ 302.94
702-71400-2300	Medical Insurance	\$ 7,000.00	\$ 2,302.47	\$ 4,697.53
702-71400-2310	Dental Insurance	\$ 370.00	\$ 190.15	\$ 179.85
Hillcrest Operations				
702-71400-3310	Repairs and Maintenance	\$ 1,500.00	\$ -	\$ 1,500.00
702-71400-5800	Miscellaneous	\$ 200.00	\$ -	\$ 200.00
702-71400-6001	Supplies	\$ 250.00	\$ -	\$ 250.00
702-71400-6017	Lights and Flags	\$ 125.00	\$ 67.77	\$ 57.23
Hillcrest Capital Improvements				
702-71400-8100	Storage Building Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00
Total Hillcrest Expenses		\$ 101,720.00	\$ 51,853.73	\$ 49,866.27

**Town of Louisa
Monthly Meeting
February 20, 2024**

Present: R. Garland Nuckols, Mayor; Jessi Lassiter, Vice-Mayor; Danny Carter, John J. Purcell IV, Sylvia Rigsby, Vicky Harte, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police

Absent:

Also in Attendance: Breese Glennon, town resident and property owner; Mike Kadilak, Developer/Project Manager in association with the Virginia United Methodist Housing Development Corporation

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

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

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Mayor Nuckols questioned if there were any changes or additions to the agenda. Mrs. Nelson reported that she did not have anything additional.

Council member Harte then stated that at the previous meeting she requested a change to the minutes and stated that the change did not entirely reflect what she requested. After a brief conversation

1 between Council and staff, Council member Harte stated that she
2 wanted to listen to the recording before voting.

3
4 Mayor Nuckols then called for a motion. Council member Carter
5 made the motion to approve the agenda. Council member Lassiter
6 seconded the motion. Council member Purcell requested a
7 discussion and questioned what options Council has when in a
8 situation where a Council member disagrees with the minutes and
9 wants to listen to the recording. Mr. Gore informed him that they
10 could defer the minutes to the next meeting, they could vote on them
11 as usual tonight and Mrs. Harte can note her objection, or they could
12 vote on them, and Mrs. Harte can listen to the recording and bring
13 back a request for changes. Mayor Nuckols then called for the vote:
14 Rigsby, for; Purcell, against; Lassiter, for; Carter, for; Harte, against
15 (3-2 in favor).

16 17 **PUBLIC HEARINGS**

18
19 **1) SUP-2023-03: A Special Use Permit application submitted by**
20 **the Virginia United Methodist Housing Development**
21 **Corporation (Tax Map 40-28-2, Plat Book 8/2525: Parcel B,**
22 **Described as C H & Westover, adjacent to Epworth Manor**
23 **Phase I & II, 6.00 acres) located on Cammack Street, Louisa,**
24 **Virginia, in the Residential General zoning district which**
25 **allows various uses by special use permit. The application is**
26 **to facilitate the use of the parcel to construct two multifamily**
27 **buildings for Senior Living as outlined in Town Code 165-29;**
28 **B(2).**

29
30 Mrs. Nelson reported that the Virginia United Methodist Housing
31 Development Corporation submitted an application for a Special Use
32 Permit to facilitate the use of the parcel to construct two multifamily
33 buildings for Senior Living. Mrs. Nelson stated that the construction
34 plans and the Planning Commission's meeting minutes were included
35 in the packet for Council's review. Mrs. Nelson reported that the
36 Planning Commission voted on the request at their meeting
37 recommending approval by Council. Mrs. Nelson stated that there
38 was no one signed up to speak from the public.
39

1 Mayor Nuckols then opened the public hearing at 6:08 pm asking if
2 there was anyone present that would like to speak for or against the
3 the SUP. Hearing no response, he closed the public hearing at 6:08
4 pm.

5
6 **2) SUP-2024-01: A Special Use Permit application submitted by**
7 **FLORIDA 7200, LLC (Tax Map 40A1-1-53, Plat Book 1899/177,**
8 **Described as Main Street Duncan & Duggins, .984 acres)**
9 **located at 300-304 West Main Street, Louisa, Virginia in the**
10 **General Commercial zoning district, which allows various**
11 **uses by special use permit. The application is to renovate the**
12 **existing space to host four new apartments; phase one will**
13 **consist of three apartments on the second level and phase**
14 **two will consist of one on the entry level as outlined in Town**
15 **Code 165-44; B(15).**

16
17 Mayor Nuckols introduced the Special Use Permit, and Mrs. Nelson
18 stated that there was no one signed up from the public to speak.

19
20 Mayor Nuckols then opened the public hearing at 6:09 pm asking if
21 there was anyone present that would like to speak for or against the
22 the SUP. Hearing no response, he closed the public hearing at 6:09
23 pm.

24
25 **NEW BUSINESS**

26
27 **1) Action/Discussion: Consideration of SUP-2023-03 submitted by**
28 **the Virginia United Methodist Housing**

29
30 Mike Kadilak stood and gave a brief presentation as outlined in the
31 packet. Mr. Kadilak noted the following: there will be two buildings
32 constructed; each will consist of three levels; the total proposed number
33 of units is 54; the property will feature gardens, a gazebo, and firepit.

34
35 Council member Harte questioned the FEMA flood map zoning status
36 referenced in the drawings, noted that FEMA does not map Louisa as
37 we are a nonparticipating community, and asked what additional
38 evaluation was conducted on the property. Mr. Kadilak responded that
39 they have not conducted a geotechnical evaluation of the property yet.

1
2 Council member Harte then posed a question to Council asking if a
3 permit can be approved without an evaluation being conducted. Mrs.
4 Harte stated that she thought it was a code requirement. Council
5 member Purcell responded that what they are considering this evening
6 is supplemental use, not site plans, and stated that technically these
7 plans are theoretical. Council member Harte responded stating that her
8 question is whether the property owner needs to know what the status of
9 the land is before an SUP is submitted. Council member Purcell then
10 stated that because we are just considering a zoning change, and the
11 plans are theoretical at this point, it should be fine. Mr. Gore also
12 responded stating the property owner would bear the risk, and the site
13 plan process would be where that would be addressed.

14
15 Council member Rigsby then questioned if any sort of traffic study had
16 been conducted in regard to the additional traffic flow that will occur on
17 Cammack St. Mr. Kadilak responded that they have not done any
18 studies on Cammack, however they have researched the traffic in and
19 out of the community. Mr. Kadilak stated that the elderly community has
20 far less trips per day than a normal development, and noted that the
21 development has more than adequate parking and there are many
22 people living there that do not own vehicles. Council member Rigsby
23 stated that she understood that the residents may not make many trips,
24 but their visitors do, and noted that Cammack is residential, and several
25 people park along the street. Ms. Rigsby stated that she was just
26 concerned if there was any consideration for the additional traffic given
27 number of proposed units. Mr. Kadilak responded that they have not
28 done an official traffic study.

29
30 Mayor Nuckols then called for a motion on SUP 2023-03. Council
31 member Rigsby requested further discussion to question whether a
32 study could be included in the motion as a condition, to which Mr. Gore
33 replied that it could. Council member Harte also posed a question asking
34 if it would be possible to connect to Countryside as they have two
35 entrances and exits. Mr. Kadilak stated that currently there is no ROW
36 or access to Countryside. Council member Rigsby asked if there were
37 any comments from the Planning Commission in regard to traffic, and
38 Council member Purcell replied that they do not. Council member
39 Rigsby then made the motion to approve SUP 2023-03 with the

1 condition of seeking information from VDOT in regard to traffic flow on
2 Cammack St. and in the event that information is not obtained from
3 VDOT that a traffic study be performed. Council member Purcell
4 seconded the motion. The vote went as follows: 5-0 in favor.
5

6 **2) Action/Discussion: Consideration of SUP-2024-01 submitted by**
7 **FLORIDA 7200, LLC**
8

9 Breese Glennon, town resident and property owner, stood and
10 introduced herself as the Manager of FLORIDA 7200, LLC and briefly
11 explained her project while providing some history of the building. Ms.
12 Glennon stated that she would like to provide quality units at affordable
13 prices.
14

15 Council member Harte stated that she loved the idea, and asked if an
16 elevator would be installed to allow handicap accessibility to the second
17 floor. Ms. Glennon replied that the upstairs apartments
18 would not have handicap accessibility, however the downstairs unit
19 would be handicap accessible. Mrs. Harte also asked if the property,
20 which abuts the park, would feature a park access. Ms. Glennon
21 responded that she hopes to have walking access to the park from the
22 project at some point, but for now, residents will need to walk around to
23 the sidewalk to get there.
24

25 Mayor Nuckols then called for a motion. Council member Carter made
26 the motion to approve SUP2024-01. Council member Rigsby seconded
27 the motion. The vote went as follows: 5-0 in favor.
28

29 **3) Action/Discussion: Deed of Dedication – Henson Avenue**
30

31 Mrs. Nelson reported that a recent inquiry to build on Lot D led to the
32 Deed of Dedication for Henson Avenue as it created an issue in
33 obtaining easements for water and sewer connections from the town.
34 Mrs. Nelson stated that it is assumed that Henson Avenue has been
35 maintained by the town since the completion of the Loving Subdivision
36 and only a portion of Loving Street, as proposed by the plat, was
37 adopted into the State highway system as route 1006. Mrs. Nelson also
38 stated that it is assumed the town took ownership of the remaining
39 portion of Loving Street, renaming it Henson Avenue, which includes

1 parcel J, but was never accurately conveyed or recorded. Mrs. Nelson
2 reported that no construction has taken place on Henson since the
3 1970s, therefore, there have been no requests to connect to the town's
4 water/sewer system. Mrs. Nelson noted that during this time frame a
5 boundary line adjustment was made. Mrs. Nelson also reported that the
6 buyer of Lot D retained Torrey Williams to complete title and record
7 searches to assist in resolving the issue. Mrs. Nelson stated that no
8 recorded dedication, road maintenance agreements, or ingress/egress
9 easements found so Mr. Williams contacted the heirs of the property,
10 Henry G. Hart and Emma K. Hart Talley, who are willing to execute the
11 Deed of Dedication to the town. Mrs. Nelson stated that the dedication to
12 the town will clean up the situation and make it easier for those who
13 want to build on the undeveloped parcels. Mrs. Nelson noted that Mr.
14 Gore has reviewed the document.

15
16 Council member Harte questioned if the town would then be responsible
17 for the road if we accept the deed of dedication. Mr. Gore responded
18 that a deed of dedication, by state law, does not create a legal obligation
19 for the locality to construct any improvements. Mrs. Nelson also
20 responded to Mrs. Harte stating that the town has been minimally
21 maintaining the existing road, as we have for a few other streets in town,
22 for many years.

23
24 Council member Harte made the motion to approve the Deed of
25 Dedication. Council member Carter seconded the motion. The vote
26 went as follows: 5-0 in favor.

27 28 **4) Action/Discussion: Appointment of Zoning Administrator**

29
30 Mrs. Nelson reported that Paul Synder came on with the town as the
31 part-time Project Manager on January 29th and has been doing a
32 wonderful job and is very helpful in the office. Mrs. Nelson stated that
33 Paul, in the scope of his employment, will enforce zoning regulations,
34 and per town code needs to be appointed as the Town's Zoning
35 Administrator by vote of Council.

36
37 Council member Harte asked if Mrs. Nelson could provide some
38 information on Paul for those who do not know him. Mrs. Nelson took a
39 moment to inform them that Paul used to work for the County of Louisa

1 as the Building Official for many years (approximately 22-25) and retired
2 to go into private construction for a period of time before contacting her
3 about looking for part-time work in a relative field.
4

5 Council member Purcell made the motion to approve the appointment of
6 Paul Snyder as the Zoning Administrator for the town. Council member
7 Lassiter seconded the motion. The vote went as follows: 5-0 in favor.
8

9 **STANDING COMMITTEE REPORTS**

10 **Streets and Sidewalks Committee & Water and Sewer** 11 **Committee:** 12

13
14 Council member Rigsby reported that the Streets & Sidewalks and
15 Water & Sewer committees have both met and had one joint meeting
16 wherein the following was discussed:
17

- 18 • Eric Sherrard, with Thrasher, was here and gave an update on the
19 sidewalk project.
- 20 • Reviewed a VDOT project from 2019 – will need an additional
21 meeting soon to review further – waiting to hear from VDOT.
- 22 • One streetlight, located in the Courthouse Square area next to the
23 Methodist Church, has been replaced with a led bulb and is on the
24 middle setting. Council directed Mrs. Nelson to move forward with
25 replacement project.
- 26 • Water & Sewer billing options are being discussed with BMS.
- 27 • We're working on the Water and Sewer Utility Standards Proposal
28 in cooperation with the Water Authority – roughly a \$16,000
29 project – will have to do a budget amendment for this.
- 30 • ARPA Funding – drafting RFP for engineering services to improve
31 the W/S infrastructure.
- 32 • Potholes in the area behind Blue Ridge Bank in the shopping
33 center are located on private property and not a town matter. Stop
34 sign was installed by property owners.
35

36 **Cemetery Committee:** 37

- 38 • A meeting is scheduled for February 15th.

- Abbi Powell gave her presentation for her Eagle Scout project in Hillcrest Cemetery.
- The committee is in discussion on quotes to do repair work on the fence surrounding Oakland Cemetery as well as repairs to stones that have been vandalized. Additional options are being sought out for comparison as the quotes we received are quite a bit higher than expected, and the committee is looking into cameras to hopefully help deter vandals.

STAFF REPORTS

Police:

Chief Buckley reported:

- The three days of training held in the theater of the Arts Center was very well attended and he received a lot of pf positive feedback. Another 2-day training in the theater is planned for May.
- He's working through two full-time police department applicants.
- The department's new Administrative Assistant starts on Monday the 26th.
- He's working on three grant applications. The smaller grant - just under \$1200 will be used to fund National Night Out program. The other two combined, if approved, will total \$275,000 which will fund additional equipment, etc. All three grants are non-matching funds.

Council member Harte asked a question about the police report. She questioned if "destruction/damage/vandalism of property" on the police report included attempted break ins. Chief Buckley responded that because it was an attempted break in, and not an actual break in, it would be classified in the same category.

Project Manager:

Mrs. Nelson reported on the following for Mr. Synder:

- Mr. Snyder provided a brief report in the packet.

- Paul has been working closely with Region Ten, and they had their groundbreaking ceremony this week.
- There is a meeting scheduled for Wednesday the 21st with Eric Sherrard of Thrasher to bring Paul up to speed on the projects.
- Paul has been performing code enforcement and gave his first notice of violation to 114 Jefferson Hwy.

Legal Counsel:

No report.

Clerk/Treasurer:

No report.

Manager:

Mrs. Nelson reported:

- The Louisa Forward Foundation nominated the town for a grant through Lowe's for improvements to our playground in regard to playground equipment.
- There is a grant opportunity for the way finding signs in cooperation with the Downtown Main Street Project and the Louisa Forward Foundation. The grant writer cost will be split 50/50 with the Louisa Forward Foundation which we already have in the budget under Economic Development. The grant would be \$50,000.
- REC replied to our inquest about the EV charging stations during cold weather situations stating that they will have no backup source for vehicles that are not equipped/supported.

COMMUNICATIONS

Mayor Nuckols reported that Bud Dulaney called him about recognizing the oldest businesses in town. Mrs. Nelson stated that Kellye had started working on gathering information. She stated that

1 the EDA had previously wanted to recognize businesses at the town's
2 150th celebration, but there was not enough time.

3
4 Council member Harte questioned if there were any changes made to
5 the town's web page as she could not find the Council member listing
6 on the website. She also noted that Chris Watkins, County Registrar,
7 had informed her that there are three open positions on Council this
8 election year, but could not find any information about Council and
9 their terms.

10
11 **ADJOURNMENT**

12
13 Council member Lassiter made the motion to adjourn the meeting at
14 7:23 p.m. Council member Purcell seconded the motion.

15
16
17 _____
18 Mayor

16
17 _____
18 Clerk



Incorporated 1873

**212 Fredericksburg Avenue, P.O. Box 531
Louisa, Virginia 23093
540-967-1400 Office; 540-967-9580 Fax
lnelson@louisatown.org**

To: Mayor Nuckols and Town Council
From: Jessica Ellis, Clerk/Treasurer

Date: 2/21/2024
Re: Council member Harte's review & discussion request of the January 16, 2024 minutes

Comments: Mrs. Harte reached out this morning to further discuss the January minutes. It was explained to Mrs. Harte that due to the broad nature of the conversation, and the summary format of the minutes, the term EMS personnel was used as Emergency Management Services to cover all emergency services departments within a locality.

Mrs. Harte stated that she agreed to the use of Emergency Management Services, however, would prefer it to be written out due to the acronym also being closely associated with the medical field.

The minutes were approved as presented at the meeting, therefore, further changes will need Council's approval.



Presentations

1. Louisa County Crime Solvers Officer of the Year
2. Louisa Police Department Service Awards



Old Business

1. SUP 2023-03 Virginia United Methodist Housing Development Corporation
Traffic Generation Clarification



Incorporated 1873

**212 Fredericksburg Avenue, P.O. Box 531
Louisa, Virginia 23093
540-967-1400 Office; 540-967-9580 Fax
lnelson@louisatown.org**

To: Mayor Nuckols and Town Council Members

From: Liz Nelson, Town Manager

Date: March 19, 2024

Re: SUP 2023-03 Virginia United Methodist Housing Development Corporation
Traffic Generation Clarification

Comments: A condition of the approval for SUP-2023-03 issued to Virginia United Methodist Housing Development Corporation was to review the traffic on Cammack Street and to seek input/guidance from VDOT. Attached is the Traffic Generation Clarification prepared by Stuart Little, PE for Council to review. The Town has a meeting with VDOT on March 27th to discuss other Town items and Cammack Street will be added to the agenda.

February 22, 2024

Liz Nelson
Town Manager
Town of Louisa, Virginia
212 Fredericksburg Avenue, P.O. Box 531
Louisa, Virginia 23093

Project: Epworth III Seniors Housing
Subject: Traffic Generation Clarification

The following clarification of potential traffic generated by the aforementioned potential development is a result of a request during the Town Council meeting. **sekiv**solutions, on behalf of Virginia United Methodist Housing Corporation (developer), offers this summary as to the potential traffic generated by this development.

The subject property is currently zoned Residential General. This zoning allows for 7,500 square foot (0.17 acre) lots (with public water and sewer). The subject property is 6.0 acres, and is assumed to be approximately 70% usable (4.2 acres). This usable area could potentially result in 25 single family lots.

The number of expected trips for developments is based on the Institute of Transportation (ITE) forecasting. The ITE projection of number of trips for single family residences is 10 trips per day per lot. This would result in a potential trip generation for the development of 250 trips per day.

The current plan submitted for Special Use Permit, includes 54 senior apartments. The ITE projection for age restricted attached residences is 3.24 trips per day per residence. The current plan would result in a potential trip generation of 175 trips per day.

Based on the fact that the number of trips generated for the senior apartment development is substantially lower than single family residences, it is our opinion that there will be minimal impact on the adjoining road network.

Thank you for consideration of this clarification. As always, should you have any questions, or should need any additional information, please do not hesitate to give me a call at 804-955-5572 or email at slittle@sekivsolutions.com.

Sincerely,



Stuart Little, PE
sekivsolutions





Standing Committee Reports

Police Matters Committee
Refuse Collection, Recycling and Litter Control Committee



Staff Reports

Police Chief
Project Manager
Legal Counsel
Clerk/Treasurer
Town Manager

Town of Louisa Police Department

MONTHLY CRIME REPORT

February

Reported Crime Month of February 2024

Group A Offenses	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Feb	Feb	Feb	Projected	Total	#	%
	2024	2024	2023	End of yr	2023		
Crimes Against Persons							
Kidnapping/Abduction	0	0	0	0	0	0.00	n/a
Forcible Fondling	0	0	0	0	0	0.00	n/a
Aggravated Assault	0	0	1	0	4	(4.00)	-100%
Simple Assault	0	0	2	0	22	(22.00)	-100%
Intimidation	0	0	0	0	1	(1.00)	-100%
Crimes Against Property							
Counterfeiting/Forgery	0	1	0	6	3	3.00	100%
Destruction/Damage/Vandalism of Property	1	3	0	18	14	4.00	29%
Embezzlement	0	0	0	0	0	0.00	n/a
False Pretenses/Swindle/Confidence Game	0	0	1	0	2	(2.00)	-100%
Credit Card/Automatic Teller Fraud	1	1	0	6	2	4.00	200%
Impersonation	0	0	0	0	2	(2.00)	-100%
Wire Fraud	0	0	0	0	0	0.00	n/a
Petit Larceny	2	4	0	24	11	13.00	118%
Shoplifting	1	2	2	12	6	6.00	100%
Theft from Building	0	1	0	6	3	3.00	100%
Theft from Motor Vehicle	0	0	0	0	2	(2.00)	-100%
Theft from Motor Vehicle Parts/Accessories	0	0	0	0	0	0.00	n/a
All Other Larceny	3	3	0	18	7	11.00	157%
Motor Vehicle Theft	0	0	0	0	1	(1.00)	-100%
Stolen Property Offenses	0	0	0	0	1	(1.00)	-100%
Crimes Against Society							
Drug/Narcotic Violations	1	1	0	6	1	5.00	500%
Drug Equipment Violations	0	0	0	0	2	(2.00)	-100%
Weapon Law Violations	0	0	0	0	1	(1.00)	-100%
Total	9	16	6	96	85	11.00	13%

Group B Arrests	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Feb	Feb	Feb	Projected	Total	#	%
	2024	2024	2023	End of yr	2023		
Offense							
Driving Under the Influence	0	0	0	0	1	(1.0)	-100%
Public Intoxication	0	0	0	0	0	0.0	n/a
Trespass	0	2	1	12	0	12.0	n/a
All Other Offenses	2	2	0	12	15	(3.0)	-20%
TOTAL	2	4	1	24	16	8.0	50%

Town of Louisa Police Department

Traffic and Activity Report of February 2024

February

Accidents	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
Description	Feb 2024	Feb 2024	Feb 2023	Project E-O-Y	Total 2023	#	%
Ejection	0	0	0	0	0	0.00	n/a
Entrapment	0	0	0	0	0	0.00	n/a
Injury	0	0	0	0	3	(3.00)	-100%
No Injuries	2	6	3	36	59	(23.00)	-39%
Unknown Injury	0	0	1	0	6	(6.00)	-100%
Pedestrian	0	0	0	0		0.00	n/a
Alcohol Related	0	0	0	0		0.00	n/a

Citations	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Feb 2024	Feb 2024	Feb 2023	Project E-O-Y	Total 2023	#	%
Total Citations	4	4	7	3	152	(149.00)	-98%
Total Warnings	0	4	4	4	257	(253.00)	-98%
Total Parking	0	0	0	0	1	(1.00)	-100%

Calls for Service	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Feb 2024	Feb 2024	Feb 2023	Project E-O-Y	Total 2023	#	%
TOTAL	59	158	96	948	1763	(815.00)	-46%

Traffic Stops & Reports/No Reports	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Feb 2024	Feb 2024	Feb 2023	Project E-O-Y	Total 2023	#	%
Traffic Stops	5	8	7	48	234	(186.00)	-79%
Case Reports	13	19	11	114	159	(45.00)	-28%
Incident Reports	2	7	3	42	196	(154.00)	-79%

March 14, 2024

Town of Louisa, VA

- The Region 10 project is proceeding with rough grading and implementation of the water/sewer connections. Progress has been delayed some due to weather.
- Following the meeting with Eric Sherrard of the Thrasher Group, we are waiting for his responses or submittal of additional information regarding the water and sidewalk projects.
- With no response from Continental Automotive regarding disassembled vehicles, staff will pursue mitigation through additional contact with the owner.