

**Town of Louisa
Monthly Meeting
January 16, 2007**

Present: James S. Artz, Mayor; Mary Jane Clarke, Vice-Mayor; A. Daniel Carter, Pamela H. Stone, Warren D. Gehle, Matthew L. Kersey, Council Members; Ronald M. Maupin, Attorney; Brian W. Marks, Town Manager; Donna L. Pinter, Treasurer; Jessica M. Ellis, Clerk; Brad Humphrey, Project Manager; Stan Batten, Chief of Police

Also Attending: Pat Wilson, The Central Virginian; Officer Patrick Kinlaw, Louisa Police Department; Officer Steve Irving, Louisa Police Department; Officer Robert Rigsby, Louisa Police Department; Mr. and Mrs. Robert Rigsby, Gordonsville, VA; Mr. Steve Wunsh, Wunsh & Wunsh Accounting; Mr. Will Turnage, VML/VACo; Mr. and Mrs. Ken Robinson, Keswick, VA

Absent: None.

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

Mayor Artz called the meeting to order at 7:03 p.m.

Council Member Kersey gave the invocation.

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Mrs. Ellis reported that she found a grammatical error on page 3 line 42, and page 4 line 1 of the minutes which have been corrected. Mrs. Ellis stated that a copy of the minutes are available for Council's review.

Council Member Carter moved to approve the consent agenda with corrections made to the minutes by Mrs. Ellis. Council Member Stone seconded the motion. The vote went as follows: Kersey, for; Clarke, for; Gehle, for; Stone, for with the exception of the CV; Carter, for.

OLD BUSINESS

FY 2006 Financial Audit Report: Mr. Stephen Wunsh, CPA

Mr. Steve Wunsh, of Wunsh and Wunsh Accounting, stood before Council and highlighted key areas of interest from the Town of Louisa's 2006 Financial Report stating that he was not going to go over numbers, but would entertain any questions from Council.

Mr. Wunsh first noted that the portion of the report referred to as the Management's Discussion and Analysis, beginning on page five of the audit, was a collaborative effort between himself and Mr. Marks, Town Manager. Mr. Wunsh went on to report that the General Fund was self-sustained with the exception of the reconstructed loan, and the Water & Sewer fund had shown significant losses in the past, and is still showing a loss, but is doing much better this year due to higher revenues and lower expenses and repairs. Mr. Wunsh also mentioned that there was a great change in internal control in regards to accounting and the dispersed work load among employees.

Mayor Artz made mention of the Recommendations section of the audit stating that many of the items listed had been taken care of or improved, and he felt that not having the items appear correctly in the report reflects poorly on the Town and staff. Mr. Wunsh stated that he understood what Mayor Artz was saying, as many changes have occurred, and that the commentary would be much different in the next report.

Mr. Wunsh also stated that he had included his proposal to conduct and complete the FY 2007 audit for the Town of Louisa. Mr. Maupin pointed out an error on page six of the proposal involving the delivery date of the report. Mr. Marks recommended that Council not take any action at this time. Mr. Maupin then suggested that Council adopt the FY 2006 audit.

Council Member Kersey moved to adopt the FY 2006 audit. Council Member Stone seconded the motion. The vote went as follows: 5-0 in favor.

NEW BUSINESS

WWTP Expansion Finance Option: Mr. Will Turnage, VML/VACo

Mr. Will Turnage from VML/VACo stood before Council and presented options that could help the Town finance the expansion of the Waste Water Treatment Plant. Mr. Turnage distributed handouts, and took questions from Council. Council thanked Mr. Turnage, and stated that they would be in touch.

STANDING COMMITTEES

Police:

Please refer to the Police Department Report.

Chief Batten introduced Mr. Ken Robinson, who was recently hired as a police officer for the Town of Louisa Police Department .

Mayor Artz asked Mr. Robinson to stand and raise his right hand as he swore Mr. Robinson in as a law enforcement officer for the Town of Louisa.

Water & Sewer:

Please refer to the Public Works Department Report.

Mr. Humphrey informed Council that W. W. and Associates would conduct the additional engineering services as required by VDOT in order to move forward with Phase I of the Downtown Improvements T-21 Project. Mr. Humphrey stated that the funding for the services would come from existing funds for the project.

Council Member Carter made the motion to accept the additional engineering services from W. W. and Associates. Council Member Clarke seconded the motion. The vote went as follows: 5-0 in favor.

Streets & Sidewalks:

No report.

Cemetery:

No report.

REPORTS FROM STAFF

Counsel

Mr. Maupin stated that it would be necessary for Council to hold a closed session following the staff reports.

Clerk

No Report.

Treasurer

Mrs. Pinter reported that Personal Property and Real Estate taxes were due today.

Manager

Mr. Marks reminded Council that VML Legislative Days are coming up on February 1, 2007.

Mr. Marks informed Council of a situation that had occurred recently involving the sale of a cemetery space. Mr. Marks stated that a woman had come to the town office on Friday, December 29, 2006 and purchased a cemetery space because her father had passed away and explained that there could be a chance that her father would not be buried there, but would not know for sure until she spoke with her family. Mr. Marks explained that the woman was to call over the weekend and inform our staff if the family chose not to bury her father in Hillcrest so that her payment would not be processed and could simply be returned. Mr. Marks went further to explain that the woman did not call the office until Tuesday, January 2, 2007 after which her payment had been processed. Mr. Marks informed Council that when the woman called, Town staff explained to her that the check had been processed and a refund check would have to be generated.

Council Member Kersey moved to approve refunding the woman her payment for the sale of one plot in Hillcrest Cemetery at \$1000. Council Member Stone seconded the motion. The vote went as follows: 5-0 in favor.

Mr. Marks stated that while the woman was apologetic for not calling sooner, it raised questions as to if a fee should be charged for such instances because town staff had to stay after work for several hours that day to assist her in the purchase of the plot. Mr. Maupin stated that developing a policy in which an administrative fee would be charged in such situations may be a good idea, and added that he and Mr. Marks would work together on the matter and report back to Council.

COMMUNICATIONS

Mayor Artz commented on the time spent by Council Member Gehle in regards to litter in the community. Mayor Artz stated that Mr. Gehle had put forth a lot of effort to research the matter and has made recommendations as to how the Town can improve the situation. Mayor Artz then stated that he felt the creation of a temporary Anti-Litter Committee was in order, which he volunteered to serve on along with Council Member Gehle.

CLOSED SESSION

Council Member Gehle made the motion to go into Closed Session to discuss 2.2-3711A1 of the Code of Virginia – Discussion of a Personnel Matter. Council Member Clarke seconded the motion. The vote went as follows: 5-0 in favor.

Council went into closed session at 8:15 p.m.

REGULAR SESSION

Council Member Clarke made the motion to go back in to Regular Session. Council Member Stone seconded the motion. The vote went as follows: 5-0 in favor.

Council returned to regular session at 10:00 p.m.

CERTIFICATION OF CLOSED SESSION

Council Member Carter made the motion to certify the closed session. Council Member Gehle seconded the motion. The vote went as follows: 5-0 in favor.

ADJOURNMENT

Council Member Kersey moved to continue the January 16, 2007 meeting to Monday, February 5, 2007 at 7:00 p.m. Council Member Stone seconded the motion. The vote went as follows: 5-0 in favor.

Mayor

Clerk

CERTIFICATION OF CLOSED SESSION

WHEREAS, The Louisa Town Council has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2 – 3712 (D) of the Code of Virginia requires a certification by this Town Council and such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Town Council hereby certified that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion covering the executive meeting were heard, discussed or considered by the Town Council.

VOTE

AYES: Gehle, Carter, Clarke, Stone, Kersey

NAYES: None.

ABSENT DURING VOTE: None.

ABSENT DURING MEETING: None.

***** CONTINUATION OF JANUARY 16 MEETING *****

Mayor Artz called the meeting back to order at 7:15 p.m.

BUSINESS FROM THE FLOOR

None.

OLD BUSINESS

Mayor Artz stated that there was a personnel matter that needed to be discussed.

Mr. Maupin then stated that two personnel matters needed to be discussed in closed session, and a motion in accordance with section 2.2-3711A of the Code of Virginia would be necessary.

CLOSED SESSION

Council Member Kersey made the motion to go into Executive Session to discuss two Personnel Matters under section 2.2-3711A of the Code of Virginia. Council Member Stone seconded the motion. The vote went as follows: 4-0 in favor.

Council went into Executive Session at 7:18 p.m.

REGULAR SESSION

Council Member Stone made the motion to go back in to Regular Session. Council Member Clarke seconded the motion. The vote went as follows: 4-0 in favor.

Council returned to regular session at 8:03 p.m.

CERTIFICATION OF CLOSED SESSION

Council Member Kersey made the motion to certify the closed session. Council Member Gehle seconded the motion. The vote went as follows: 4-0 in favor.

NEW BUSINESS

LDDC – Town of Louisa Operating Agreement

Mr. Marks presented the Council with copies of the LDDC – Town of Louisa Operating Agreement. Mr. Marks and Council discussed the document at length. Council decided to review the agreement further, allow time for additions and corrections, and readdress the document at the February 20, 2007 Louisa Town Council monthly meeting.

COMMUNICATIONS

None.

ADJOURNMENT

Council Member Clarke moved to adjourn the continuation of the Town Council's January 16, 2007 meeting at 8:15 p.m.

Mayor

Clerk