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**Town of Louisa
Monthly Meeting
December 30, 2024**

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Present: Danny Carter, Interim Mayor; Jessi Lassiter, Vice-Mayor; John J. Purcell IV, Sylvia Rigsby, Vicky Harte, Council members; Craig Buckley, Interim Town Manager; Jessica M. Ellis, Clerk/Treasurer, Kellye Throckmorton, Deputy Clerk/Treasurer; Anthony Larry, Public Works Superintendent

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Absent: Jeff Gore, Legal Counsel

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Also in Attendance: Liz Nelson, previous Town Manager

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

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

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Council member Harte made the motion to approve the consent agenda. Council member Rigsby seconded the motion. The vote went as follows: 4-0 in favor.

NEW BUSINESS

1) Discussion/Action: Thrasher Engineering Contract

Council member Purcell reported that Thrasher Engineering had completed the contract and cost as outlined in the RFP awarded to their firm as the town continues to utilize ARPA funds to improve

1 water and sewer infrastructure. The contract is for the demolition and
2 decommission of the old sewer treatment facility located on the
3 corner of Courthouse Road and Elm Avenue. The contract also
4 includes funds to begin the construction and repurpose of the
5 property after the preliminary engineering report and design are
6 complete.

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8 Council member Rigsby made the motion to approve the Thrasher
9 contract. Council member Lassiter seconded the motion. The vote
10 went as follows: 4-0 in favor.

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12 **2) Discussion/Action: CHA Consulting Inc. – Work Order No.**
13 **2024-4 and 2024-5**

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15 Council member Purcell explained that CHA Consulting, Inc. is
16 finalizing the work outlined in the RFP as the town continues to utilize
17 ARPA funds to improve the water and sewer infrastructure; and
18 stated that the action needed from Council this evening is to approve
19 Work Order No. 2024-4 and 2024-5.

20
21 Council member Lassiter made the motion to approve Work Order
22 No. 2024-4 and Work Order No. 2024-5. Council member Rigsby
23 seconded the motion. The vote went as follows: 4-0 in favor.

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25 **3) Discussion/Action: ARPA Project Funds Appropriation**

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27 Council member Purcell explained that, included in the packet, is the
28 allocation of ARPA funds as prepared by the town for the past few
29 years. Contracts were awarded through the RFP process and the
30 Commonwealth of Virginia’s eVA website or through current
31 cooperative contracts. All funds were allocated in the April 2024
32 report, due annually to the State of Virginia, who oversees the
33 Federal ARPA funds. It is a requirement that funds be committed and
34 allocated by the end of December 2024 and all funds must be spent
35 by December 2026. The town has committed to use the funding to
36 improve the water and sewer infrastructure that we maintain – all of
37 which is outlined on the allocation page and supports that goal.
38

1 Mrs. Nelson, previous Town Manager, was in attendance and
2 informed Council that the projected allocations needed approval by
3 vote.
4

5 Council member Purcell made the motion to approve the ARPA fund
6 allocations. Council member Lassiter seconded the motion. The vote
7 went as follows: 4-0 in favor.
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9 **4) Discussion/Action: 2025 Holiday Schedule**

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11 Council member Rigsby made the motion to approve the 2025
12 Holiday Schedule. Council member Purcell seconded the motion. The
13 vote went as follows: 4-0 in favor.
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15 **5) Discussion/Action: Town Manager Search**

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17 Council and staff held a lengthy discussion wherein it was decided
18 that Mr. Buckley would work on a job description/advertisement and
19 reach out to other entities about listing the position; and the
20 Personnel Committee would take up the matter in February after
21 committee assignments.
22

23 **STANDING COMMITTEE REPORTS**

24
25 No reports.
26

27 **STAFF REPORTS**

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29 **Police:**

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31 In addition to the monthly report that was included in the packet,
32 Chief Nachtman gave a brief employment update.
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34 **Project Manager:**

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36 No report.
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38 **Public Works:**

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1 Mr. Larry spoke from his report that was included in the packet
2 highlighting items of interest.

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4 Following his report, Council member Harte questioned if a solution to
5 the poor lighting on the entryway sign on Courthouse Road had been
6 resolved. Council member Purcell stated that he had been looking
7 into the matter and was planning to try fabricating a solution himself,
8 but has not had time to work on it yet. Mr. Larry stated that he felt the
9 best solution would be to install ground lights that would project up on
10 the sign and provide a continuous and more aesthetically pleasing
11 illumination.

12
13 Council member Harte also questioned if the town shop is outfitted
14 with an AED to which Mr. Larry reported that they do not at this time,
15 but he is working on getting one for them. He noted that there is one
16 located in the Police Department next door.

17
18 **Legal Counsel:**

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20 Mr. Buckley reported that he has spoken to Mr. Gore about offering
21 training for new, and existing, Council members to bring them up to
22 speed in their new positions.

23
24 **Clerk/Treasurer:**

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26 No report.

27
28 **Manager:**

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30 Mr. Buckley spoke briefly about the Christmas parade, stating that it
31 was the smoothest run parade that we have had yet, and noted that
32 the town staff that assisted with the event were great. He stated that
33 the streets were littered with debris and trash following the event, and
34 due to the condition of our street sweeper, we sought out assistance
35 from the Town of Orange with cleaning our streets. Mr. Buckley also
36 briefly made mention of a few VML events coming up over the next
37 several months, and made mention of procurement changes that will
38 take place January 1st, but reported that the town should already be
39 in compliance.

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COMMUNICATIONS

Council member Harte expressed that she had a couple of items that she would like added to the agenda for discussion at the next Council meeting such as: a forensic audit; she would like to be appointed as the liaison between the Town of Mineral and the Town of Louisa; and a pay increase for Council members.

ADJOURNMENT

Council member Purcell made the motion to adjourn the meeting at 6:54 p.m. Council member Rigsby seconded the motion.

Mayor

Clerk