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**Town of Louisa  
Monthly Meeting  
June 20, 2023**

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**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; John Robins, Project Manager

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**Absent:** None

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**Also in Attendance:** None

*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 stated that, under New Business – as item no. 6, there would also be a discussion for a parade permit application submitted by Donna Patrick.

Council member Lassiter made the motion to approve the amended agenda. Council member Purcell seconded the motion. The vote went as follows: 5-0 in favor.

**OLD BUSINESS**

**1) Discussion/Action: Fiscal Year 2023-2024 Budget, Water and Sewer Rate Ordinance, and Zoning and Planning Ordinance**

1 Council member Purcell made the motion to adopt the Water and  
2 Sewer Rate Ordinance. Council member Rigsby seconded the  
3 motion. The vote went as follows: 5-0 in favor.  
4

5 Council member Rigsby made the motion to adopt the Zoning and  
6 Planning Ordinance. Council member Purcell seconded the  
7 motion. The vote went as follows: 5-0 in favor.  
8

9 Council member Carter made the motion to adopt the Fiscal Year  
10 2023-2024 Budget Resolution. Council member Lassiter seconded  
11 the motion. The vote went as follows: 5-0 in favor.  
12

13 **2) Discussion/Action: Right of Way Easement Agreement –**  
14 **Rappahannock Electric Cooperative**  
15

16 Mrs. Nelson reported that she has been in contact with Mark  
17 Ponton, of REC, and he recently informed her that they are able  
18 to work from existing poles and will no longer need the easement  
19 from the town.  
20

21 **NEW BUSINESS**  
22

23 **1) Discussion/Action: Contractual Services for a Licensed**  
24 **Water Works Operator**  
25

26 Mrs. Nelson reported that the town has not had a licensed operator  
27 since 2020 and has had to rely on assistance from the Louisa  
28 County Water Authority. Mrs. Nelson stated that as of July 1, 2023,  
29 the Water Authority will no longer be able to assist the town as they  
30 are short staffed and have been tasked with additional testing  
31 obligations at their own facilities.  
32

33 PWS Operations, LLC is a licensed operator, and has provided a  
34 service estimate to assist the town. The owner/operator, Cody  
35 Langridge, is employed with the Louisa County Water Authority, and  
36 prior to working there was the town's Environmental Health  
37 Specialist from the Richmond Field Office of Drinking Water. Cody's  
38 services involve assisting the town with testing and reporting, and will

1 also bring the town in compliance as a licensed agent performing the  
2 tasks.

3  
4 Council member Rigsby questioned the length of the contract and  
5 suggested that a specific time frame be included so as not to bind the  
6 town long term. Council member Harte questioned if Mr. Langridge  
7 would be willing to do additional testing as it is her understanding that  
8 testing requirements are being increased. Mrs. Nelson stated that  
9 she was unaware of any additional testing, but would speak with Mr.  
10 Langridge about it and have Mr. Gore to include additional testing in  
11 the contract if approved by Cody.

12  
13 Council member Harte made the motion to approve the contract with  
14 PWS Operations, LLC subject to Cody's approval of additional  
15 testing/fees. Council member Purcell seconded the motion. The vote  
16 went as follows: 5-0 in favor.

17  
18 **2) Discussion/Action: Legal Services Agreement - BotkinRose,**  
19 **PLC – Water Infrastructure Project**

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21 Mrs. Nelson reported that as the town prepares for the upcoming  
22 water infrastructure project, Daniel Lauro, of BotkinRose, will serve as  
23 Bond Counsel in regards to the interim financing and USDA  
24 financing for the project. Mrs. Nelson stated that Council will need to  
25 approve the legal services agreement included in the packet.

26  
27 Council member Rigsby made the motion to approve the agreement  
28 with BotkinRose. Council member Lassiter seconded the motion.  
29 The vote went as follows: 5-0 in favor.

30  
31 **3) Discussion/Action: Board of Zoning Appeals – Planning**  
32 **Commission Member Appointment**

33  
34 Mrs. Nelson reported that the town code states that the town's BZA  
35 shall have one active Planning Commission member. Currently,  
36 there is not one appointed. Mrs. Nelson stated that she has spoken  
37 with Mrs. Maxine Butcher, who is an active member of the Planning  
38 Commission, about the matter and Mrs. Butcher is willing to serve on  
39 the BZA. Mrs. Nelson informed Council that they will need to approve

1 the recommendation of appointment – the circuit court judge will  
2 make the actual appointment.

3  
4 Council member Harte questioned if there are certain qualifications  
5 that a member must have in order to serve on the BZA and Planning  
6 Commission. Mr. Gore, Mrs. Nelson, and Council member Purcell all  
7 responded to Mrs. Harte’s question explaining that there are no  
8 qualifications set forth in the town code, and that the county and  
9 town’s commissions act separately of one another.

10  
11 Council member Purcell made the motion to approve the  
12 recommendation of appointing Maxine Butcher to serve on the BZA.  
13 Council member Carter seconded the motion. The vote went as  
14 follows: 5-0 in favor.

15  
16 **4) Discussion/Action: Virginia Retirement System – Enhanced**  
17 **Hazardous Duty Benefit Multiplier**

18  
19 Mrs. Nelson reported that the Police Matters Committee met on June  
20 13<sup>th</sup> to discuss increasing the Virginia Retirement System Enhanced  
21 Hazardous Duty Benefits from the current 1.70% multiplier to 1.85%.  
22 The contribution rate would increase from 5.32% to 6.16% which is  
23 an increase of 0.84% and is applied to all staff – not just those eligible  
24 for the EHDB. The rate increase only applies to the town’s  
25 contribution rate and will have no impact on the rates that enrolled  
26 employees are required to pay. Dana Schrad, with the Virginia  
27 Chief’s Association, is assisting us with the hiring process for our next  
28 Chief. She and Chief Buckley have stated that they feel the change  
29 would make for a better recruitment and retention tool for the town.  
30 Mrs. Nelson stated that the maximum cost to the town would be  
31 \$6,660 for FY 2024 and there is no need to appropriate funds as the  
32 expense will be allocated from the existing budget as the town has  
33 multiple unfilled full-time positions.

34  
35 Council member Rigsby made the motion to approve increasing the  
36 VRS Enhanced Hazardous Duty Benefit Multiplier to 1.85%. Council  
37 member Harte seconded the motion. The vote went as follows: 5-0 in  
38 favor.

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1           **5) Discussion/Action: County Planning Commission –**  
2           **Temporary Appointment**

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4           Mrs. Nelson reported that Council member Purcell, who serves as the  
5           liaison on the County’s Planning Commission, will not be able to  
6           attend the June meeting. Mrs. Nelson stated that there are two items  
7           on the agenda that are in close proximity to the town and Mr. Purcell  
8           would like Council to appoint a temporary liaison to attend the  
9           meeting, in his absence, in the event town comments are required.  
10          Mrs. Nelson informed Council that Mr. Purcell has been in discussion  
11          with Council member Rigsby about the matter and she has stated  
12          that she is willing to serve.

13  
14          Council member Carter made the motion to appoint Council member  
15          Rigsby as the temporary liaison on the County’s Planning  
16          Commission to attend the June meeting. Council member Harte  
17          seconded the motion. The vote went as follows: 5-0 in favor.

18  
19          **6) Discussion/Action: Parade/Special Event Permit Application**  
20          **– Donna Patrick**

21  
22          Mrs. Nelson reported that she had recently spoken with Donna  
23          Patrick about applying for a parade permit. Mrs. Nelson stated that  
24          Mrs. Patrick, and other businesses along Main Street in the  
25          downtown area, were upset that the July 4<sup>th</sup> parade and fair no longer  
26          take place in town as they enjoyed seeing the people and having the  
27          extra business. Mrs. Nelson stated that she and other members of  
28          staff explained that the town does not host the parade or fair – that  
29          they have always been put on by the Louisa Volunteer Fire  
30          Department, and over the years the department has had a sharp  
31          decline in membership and are no longer able to host those events.  
32          Mrs. Nelson reported that their conversation continued wherein Mrs.  
33          Patrick requested to organize a parade herself on July 1<sup>st</sup> or the 15<sup>th</sup>.  
34          Without parade plans, and the lack of police assistance due to  
35          vacations and events already scheduled in the area, Mrs. Nelson  
36          explained that it would be nearly impossible, but she would bring the  
37          matter to Council for discussion.  
38

1 Chief Buckley then added to the conversation stating that, he too,  
2 spoke with Mrs. Patrick about a parade and explained that an event  
3 such as that would require approximately 45 days or more for  
4 planning and the submission of applications for all permits from the  
5 proper agencies such the town and VDOT.

6  
7 Council member Harte spoke stating that she also spoke with Mrs.  
8 Patrick and felt like she was looking to do something this year, but if  
9 she couldn't, she would like to coordinate something next year.  
10 Council member Harte expressed that the local businesses felt that  
11 the parade and fair had been taken from the Town of Louisa to  
12 Mineral and are feeling the financial loss of those patrons.

13  
14 Mrs. Nelson spoke again to clarify that the town has no involvement  
15 with the parade or fair and its change of location. Chief Buckley also  
16 responded stating that, he personally, changed the location of the  
17 Police Department's National Night Out event to take place on the  
18 courthouse lawn/square so as to make it more visible and bring  
19 people to the downtown area to shop and eat.

20  
21 Following the discussion, Council did not take any action.

22  
23 *Mrs. Patrick was not in attendance at the time of this discussion. She*  
24 *did arrive several minutes later wherein Mayor Nuckols informed her*  
25 *that Council had already discussed the matter and that staff would*  
26 *update her following the meeting.*

## 27 **STANDING COMMITTEE REPORTS**

### 28 **Police Committee:**

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32 Mrs. Nelson reported that the committee met recently to discuss: the  
33 plans for National Night Out; police department staffing; and the  
34 1.85% multiplier.

## 35 **STAFF REPORTS**

### 36 **Police:**

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38  
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1 Chief Buckley spoke on the following:

- 2
- 3 • The benefits of the change to the 1.85% multiplier
  - 4 • Staffing: still looking for, and working with, a couple of applicants
  - 5 • Upgrading uniforms and badges to be more consistent
  - 6 • Upcoming meeting: ARPA funds should be released around 7/1
  - 7 • Finalizing a new MOU with Mr. Gore in regards to processing mental
  - 8 health individuals
- 9

10 **Project Manager:**

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12 Mr. Robins stated that he had nothing to add to his report.

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14 **Legal Counsel:**

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16 No report.

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18 **Clerk/Treasurer:**

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20 No report.

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22 **Manager:**

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24 Mrs. Nelson reported:

25

- 26 • We are nearing the end of the fiscal year, and as a reminder,
  - 27 reporting will look different as we make the transition into the new FY.
  - 28 • Some of the 150<sup>th</sup> Anniversary banners/flags are up in town – public
  - 29 works is working on getting the rest up in the coming days.
  - 30 • The new entryway signs are under construction.
  - 31 • The EDA has asked Council to report back to them how they can be
  - 32 of assistance with town projects.
- 33

34 **COMMUNICATIONS**

35

36 Mayor Nuckols made mention of communication with John McGuire's

37 office in regards to John Jones' 50 years of service with the Town of

1           Louisa. Mayor Nuckols informed Council that Mr. McGuire may  
2           attend an upcoming meeting to recognize Mr. Jones.

3

4           **ADJOURNMENT**

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6           Council member Purcell made the motion to adjourn the meeting at  
7           6:52 p.m. Council member Lassiter seconded the motion.

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10           \_\_\_\_\_  
Mayor

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Clerk

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