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**Town of Louisa  
Monthly Meeting  
September 17, 2024**

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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; Terry Sheffer, Deputy Clerk/Treasurer; Paul Snyder, Project Manager/Zoning Administrator; Martin Nachtman, Sergeant

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23  
24

**Absent:** Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police

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**Also in Attendance:** Mitchell Sasser, Editor for The Central Virginian; Gary Morris, Louisa Volunteer Rescue Squad; Chris Snider, Congressman Bob Good's Office

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

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

**BUSINESS FROM THE FLOOR**

Mitchell Sasser, Editor for The Central Virginian, informed Council that the Discover Louisa edition of the newspaper will run in two weeks and that they always like to feature local government with accompanying headshots. Mr. Sasser requested a couple of minutes with each Council member following the meeting to get updated information and a photo.

**CONSENT AGENDA**

Mayor Nuckols questioned if there were any additions or corrections to the consent agenda. Mrs. Nelson reported that the agenda will

1 need to be amended to remove the public hearing and item no. 1  
2 under New Business as East Coast Excavation has requested to  
3 defer their application consideration. Mrs. Nelson also reported that  
4 the second draft of the August meeting minutes and an updated bill  
5 list was included in the supplemental packet for approval.  
6

7 After hearing no further comments, Mayor Nuckols called for the vote:  
8

9 Council member Lassiter made the motion to approve the consent  
10 agenda as amended. Council member Carter seconded the motion.  
11 The vote went as follows: 5-0 in favor.  
12

### 13 **PRESENTATION AND UPDATE**

#### 14 **1) John Jones Years of Service Recognition – presented by** 15 **Chris Snider with Congressman Bob Good’s office** 16

17  
18 Mr. Snider requested that Mr. Jones stand while he read a letter from  
19 Congressman Bob Good to John Jones recognizing his fifty-four  
20 years of service with the Town of Louisa. Mr. Snider then presented  
21 the letter to Mr. Jones and thanked him for service.  
22

23 Mr. Jones then took a brief moment to thank Mayor Nuckols, Council,  
24 and staff.  
25

#### 26 **2) Town of Louisa’s 150<sup>th</sup> Anniversary Proclamation – presented** 27 **by Chris Snider with Congressman Bob Good’s office** 28

29 Mr. Snider read a joint resolution from both the Senate and General  
30 Assembly of Virginia commending the Town of Louisa on their 150<sup>th</sup>  
31 anniversary and presented it to Council.  
32

33 \*\*\*

34 *At this time, Mayor Nuckols stood and made an impromptu*  
35 *presentation. Mr. Nuckols spoke to Ms. Michaels, a town resident in*  
36 *attendance, stating that an all-inclusive playground for children will be*  
37 *installed on the town’s campus in the next couple of weeks. He stated*  
38 *that her son’s special needs were the driving force behind the project*

1           *and wanted to present her with a photo of what the playground will*  
2           *resemble.*

3  
4           **PUBLIC HEARING**

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6           **SUP 2024-02: A Special Use Permit application, submitted by**  
7           **East Coast Excavation from Richmond, Virginia for the property**  
8           **located directly behind 440 West Main Street, Louisa, VA (Tax**  
9           **Map 40-23-A1). The subject property, consisting of 5.5197 acres,**  
10           **is in the General Commercial District which allows for various**  
11           **uses with a special use permit. This application is for the**  
12           **construction of 42 townhomes as outlined in Town Code 165-44**  
13           **(B).**

14  
15           *This item was removed from the agenda.*

16  
17           **NEW BUSINESS**

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19           **1) Discussion/Action: SUP 2024-02 – Special Use Permit**  
20           **submitted by East Coast Excavation**

21  
22           *This item was removed from the agenda.*

23  
24           **2) Discussion/Action: Louisa County Rescue Squad Land**  
25           **Donation**

26  
27           Mrs. Nelson referenced the letter from the Council packet that was  
28           submitted by Chief Gary Morris of the Louisa County Rescue Squad.  
29           Mrs. Nelson stated that at the August 15, 2023, Council meeting,  
30           Laurel Ridge (PUD 2023-01) proffered property for public service.  
31           She went on to say that the final site plan has not been submitted  
32           and/or reviewed by the Planning Commission, nor has the Deed of  
33           Conveyance been executed.

34  
35           Mr. Morris then spoke stating, “We had met with the developer  
36           probably a year or so ago and bought some of the property, and it  
37           was asked of us if we would find it beneficial for us to move our  
38           rescue squad building back into the town limits where it once was. So  
39           considering where we are now, which is off the beaten path, and we

1 don't get a lot of foot traffic for volunteer recruitment, we found it - as  
2 our board of directors kind of reviewed that - that it would be  
3 worthwhile for us to at least make that request based on what was  
4 advised of us about the building.”  
5

6 A discussion was then held between Mr. Morris and Council member  
7 Harte about why they want to relocate back into town limits wherein  
8 Mr. Morris cited road access and traffic the two primary reasons.  
9

10 Council also held a lengthy discussion on who/what entities were to  
11 occupy the proffered property as there was some confusion amongst  
12 those in attendance. Some stated they understood the property to be  
13 proffered to EMS, yet others expressed their understanding of it being  
14 solely proffered to the rescue squad.  
15

16 At the conclusion of their discussion, Council stated that they needed  
17 clarity from the developer before any action would be taken.  
18

19 **3) Discussion/Action: CHA Consulting, Inc. – Work Order no.**  
20 **2024-02 Asset Management Services**  
21

22 Mrs. Nelson reported that CHA Consulting, Inc. submitted work order  
23 no. 2024-2 for the Asset Management Services portion of the RFP.  
24 Mrs. Nelson stated in her memo to Council that CHA is prepared to  
25 start the work, as outlined, using ARPA funds to improve the town's  
26 infrastructure. Mrs. Nelson remarked that Council would need to  
27 approve the work order to move forward.  
28

29 A brief discussion on hydrant flushing took place before Council took  
30 the following action:  
31

32 Council member Lassiter made the motion to approve work order no.  
33 2024-2. Council member Rigsby seconded the motion. The vote  
34 went as follows: 5-0 in favor.  
35

36 **4) Discussion/Action: Town Salary Scale Revisions**  
37

38 Mrs. Nelson referred to the salary scale and memo in the packet as  
39 she explained that at the July 16, 2024, Council meeting, the

1 Personnel Committee was tasked to review and discuss employees'  
2 salaries in all departments. Mrs. Nelson reported that the committee  
3 met several times and evaluated lower pay ban classifications and  
4 identified areas that needed adjustments for the purpose of retention  
5 and recruitment. After collecting feedback from all department heads,  
6 and a final committee review, the Personnel Committee  
7 recommended the salary scale that was presented to Council in the  
8 packet. Mrs. Nelson noted that the budget would be impacted by  
9 \$4,550 which would be covered by reclassifications of positions and  
10 salary savings in vacant positions.

11  
12 The following action took place immediately following Mrs. Nelson's  
13 report:

14  
15 Council member Purcell made the motion to approve the town salary  
16 scale revisions. Council member Lassiter seconded the motion. The  
17 vote went as follows: 5-0 in favor.

18  
19 **5) Discussion/Action: Water & Sewer Unpaid Charges and**  
20 **Disconnection of Services**

21  
22 Mrs. Nelson reported that she and the Mayor had been in discussion  
23 about the disconnection of water service due to unpaid charges. Mrs.  
24 Nelson reported that our code says that unpaid charges and  
25 disconnections of services are set by the town clerk and approved by  
26 the council and stated that the policy has not been revisited for many  
27 years. Mrs. Nelson informed Council that, according to Mrs. Ellis, a  
28 previous Council had set disconnections at 60 days for residential  
29 customers and 90 days for businesses and stated that, by doing so,  
30 the previous Council members were trying to show support for small  
31 businesses by giving them a little more time to pay their bills. She  
32 went on to report that, currently, we have more delinquencies now  
33 than ever, which is why she and Mayor Nuckols were discussing the  
34 matter. She stated that Mr. Nuckols suggested that we bring the  
35 matter to Council to be revisited with the recommendation of  
36 changing the disconnections to 60 days past due for everyone. Mrs.  
37 Nelson noted that she had spoken with Mrs. Ellis and that she is  
38 supportive of the change.  
39

1           There was a brief discussion about recent changes to state code in  
2           regard to disconnections wherein Mr. Gore responded that he would  
3           do some research and advise later.  
4

5           Council then took the following action:  
6

7           Council member Lassiter made the motion to change water  
8           disconnections due to non-payment for both residential and  
9           commercial customers at 60 days past due pending legal advice.  
10          Council member Purcell seconded the motion. The vote went as  
11          follows: 5-0 in favor.  
12

### 13           **STANDING COMMITTEE REPORTS**

#### 14           **Personnel Committee:**

15           No report.  
16  
17

#### 18           **Streets and Sidewalks Committee:**

19           Mrs. Nelson reported that staff had a meeting with the engineer from  
20           Culpeper and was informed that the transportation alternatives grant  
21           is no longer an option for the town. They are looking into some  
22           different programs that would better suit the town and our needs,  
23           especially for that area consisting of older businesses. She continued  
24           stating that Thrasher is also looking into alternative water projects  
25           where we could replace the water line then put sidewalk infrastructure  
26           on top – combining the two into one. Mrs. Nelson reported that we  
27           are still working on getting a sidewalk out on West Main Street, and  
28           added that we may potentially have to pay back some of the money –  
29           which would not be money lost because it is for engineering services,  
30           and noted that if we are able to find additional funding, we basically  
31           have a shovel-ready project.  
32  
33

#### 34           **Water and Sewer Committee:**

35           Mrs. Nelson reported that the bid process for the water infrastructure  
36           project has been sent to USDA for approval and added that we are  
37  
38

1 also working on getting our easement signed and finalized so we can  
2 continue to move forward.

3  
4 **STAFF REPORTS**

5  
6 **Police:**

7  
8 Sergeant Nachtman gave the Police Department's report in Chief  
9 Buckley's absence. Sergeant Nachtman reported the following:

- 10  
11 • The police department is getting close to hiring a new applicant  
12 who would serve as a part-time officer. Over the course of the past  
13 week, the applicant has passed the psychological test, the  
14 polygraph test, and is just waiting for a medical exam this week.  
15 Nachtman stated that unless Chief Buckley comes up with any  
16 last-minute issues, there will most likely be a job offer in the next  
17 couple of weeks.
- 18 • Chief Buckley and Sergeant Fallon are working on the police  
19 department's sponsored Halloween event which will be very  
20 similar to last year's event.
- 21 • Chief Buckley was able to secure a grant for BolaWraps. The  
22 department ordered two BolaWrap devices via grant funding and  
23 Sergeant Nachtman recently completed training for the devices  
24 which are to be used for restraining individuals using less force.

25  
26 **Project Manager:**

27  
28 Mr. Synder reported on the following:

- 29  
30 • SUP 2024-02 had been postponed as a request to defer until a  
31 later date was received by East Coast Excavation.
- 32 • An application was received for the installation of an ATM machine  
33 in the Glen Mayre shopping center parking lot. An in-depth review  
34 of the plans is underway.
- 35 • Issues with Commonwealth Auto have been addressed and he is  
36 awaiting a response from the owner.

- 1           • Questions/concerns were raised about the new sign in front of Ace  
2 Hardware. After referencing town code, the sign was found to be  
3 in compliance.  
4

5           **Public Works Superintendent:**

6  
7 Mr. Larry reported on the following:  
8

- 9           • He came on board with the town on August 12<sup>th</sup> and stated that  
10 the majority of his time was spent working alongside Mr. Jones  
11 trying to cover as much information as he could before he retired.  
12           • He has been working diligently on assessing equipment and the  
13 shop buildings.  
14           • He has been working on safety protocols and getting a safety  
15 program started. He is looking into grant funding to assist with the  
16 program.  
17           • The department also recently worked on a water leak on  
18 McDonald Street.  
19

20           **Legal Counsel:**

21  
22 No report.  
23

24           **Clerk/Treasurer:**

25  
26 No report.  
27

28           **Manager:**

29  
30 Mrs. Nelson reported on the following:  
31

- 32           • She sent out invitations to John Jones' retirement luncheon that  
33 will take place this Friday at 1:00.  
34           • The entire playground package for our park cost around \$12,000 –  
35 without mulch. Previously, Parks and Rec were going to help us  
36 with the installation, however those plans have now changed, and  
37 they will not be helping us.



- 1 • The mayor solicited and recently received \$7,000 in donations. We  
2 can use those funds for the installation and the playground mulch,  
3 which is needed to bring it into compliance.
- 4 • We are working with a few local businesses that are having some  
5 difficulties paying meals taxes.
- 6 • Mrs. Ellis plans to send Real Estate and Personal Property taxes  
7 over to TACS (Taxing Authority Consulting Services) in the next  
8 few months.

## 9 10 **COMMUNICATIONS**

11  
12 Council member Harte posed a question to Mrs. Nelson about a  
13 possible sculpture project for the town and Mrs. Nelson stated that  
14 the idea would be more of a Forward Foundation/Town Hall/Main  
15 Street Initiative collaborative project and she would bring the idea up  
16 with those groups, but it probably wouldn't be considered until after  
17 the marketing study had been completed.

18  
19 At this time, Mayor Nuckols distributed envelopes to each Council  
20 member and members of staff. The envelopes each contained a  
21 letter from him stating that he was resigning effective immediately.  
22 Mr. Nuckols requested that Vice-Mayor Lassiter read the letter aloud  
23 for public record.

24  
25 *(A copy of the letter can be found following the minutes.)*

26  
27 Mr. Nuckols then commented that he felt it was time for change and  
28 that he enjoyed working with Council and staff over the years, then  
29 called for a vote to adjourn the meeting.

## 30 31 **ADJOURNMENT**

32  
33 Council member Lassiter made the motion to adjourn the meeting at  
34 7:56 p.m. Council member Carter seconded the motion.

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36  
37 \_\_\_\_\_  
38 Mayor

35  
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37 \_\_\_\_\_  
38 Clerk