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**Town of Louisa
Monthly Meeting
September 19, 2023**

Present: R. Garland Nuckols, Mayor; Danny Carter, John J. Purcell IV, Sylvia Rigsby, Vicky Harte, Council members; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police; John Robins, Project Manager

Absent: Jessi Lassiter, Vice-Mayor; Jeff Gore, Legal Counsel

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 6:02 p.m.

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Mrs. Nelson requested that a discussion on the town's 150th anniversary be added to the agenda as item no. 4 under New Business.

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

NEW BUSINESS

1) Discussion/Action: Hometown Hero's Project

1 Mrs. Nelson reported that the town was approached by the
2 organizers of the Hometown Hero's Project about holding the reserve
3 funds from their project as the Purple Heart Foundation is no longer
4 able to assist them. Mrs. Nelson stated that, after speaking with the
5 town's auditors, the Louisa Policing Foundation (a non-profit) could
6 potentially be considered for fund placement.
7

8 A lengthy discussion was held wherein Council and staff discussed
9 their concerns with the project funds being placed appropriately, and
10 separate from town funds.
11

12 Following the discussion, Council member Purcell made a
13 motion to place the project funds in the Oakland Cemetery
14 Department within the General Fund, as "restricted", contingent upon
15 our town auditor's advice. Council member Harte seconded the
16 motion. The vote went as follows: Harte, for; Rigsby, against;
17 Purcell, for; Carter, against – resulting in a tie. Mayor Nuckols cast
18 the deciding vote against the motion stating that he would like more
19 information from our auditors on the best placement of funds.
20

21 **2) Discussion/Action: Hillcrest Cemetery Columbarium** 22 **Beautification** 23

24 Mrs. Nelson reported that the benches that were ordered for the
25 Columbarium area have finally arrived and the cemetery committee
26 would like to have concrete pads installed/poured for the benches to
27 sit on to provide an anchor for the benches, to make grass cutting
28 around them easier, and to make the area more aesthetically
29 pleasing. Mrs. Nelson stated that the quote for the pads came in at
30 \$4,853, and was within her spending authority, however funds for
31 pads were not included in the columbarium beautification project in
32 last year's budget, therefore, the funds would need to be
33 appropriated. Mrs. Nelson stated that due to a reduced number of
34 grass cuttings because of dry weather this season, there is a cost
35 savings associated with contractual grass cutting and the funds could
36 come from that line item.
37

38 During the discussion about the pads, Council members Purcell and
39 Rigsby expressed their concern with the quote being higher than

1 expected for the size of the job. Mrs. Nelson stated that due to the
2 town's size, we are not subject to procurement, so she only obtained
3 one quote which was from the company who had just recently
4 installed the stamped bricks on the town hall campus. She offered to
5 obtain additional quotes if requested.

6
7 Council member Carter then made the motion to approve the
8 concrete pad installation for the new benches at the columbarium.
9 Council member Harte seconded the motion. The vote went as
10 follows: Harte, for; Carter, for; Rigsby, against; Purcell, against –
11 resulting in a tie. Mayor Nuckols cast the deciding vote in favor.

12 13 **3) Discussion/Action: Sale of Obsolete Equipment**

14
15 Mrs. Nelson reported that the Town of Smithfield is in dire need of an
16 IBM server like the one we just replaced. She stated that they are
17 behind in updating their system due to the associated costs, and
18 stated that their system will no longer be supported or allow
19 mandated system updates due to its age. Mrs. Nelson commented
20 that we could no longer use the server and would only sit in the
21 basement. Mrs. Nelson stated that she had spoken with our support
22 representatives (Cass Severn, Inc.) and they informed her that its
23 assessed value is approximately \$750. Mrs. Nelson stated that if
24 Council wished to assist Smithfield they would first need to declare
25 the server obsolete and sell/give the server to the Town of Smithfield.

26
27 After a brief discussion, Council member Purcell made the motion to
28 declare the server obsolete and sell it to the Town of Smithfield for a
29 minimum of \$500. Council member Rigsby seconded the motion.
30 The vote went as follows: 4-0 in favor.

31 32 **4) Discussion/Action:**

33
34 Mrs. Nelson reported that the 150th celebration is fast approaching.
35 She stated that the committee has been working diligently to get
36 ready for the day's events and will need all the time and assistance
37 they can get. Mrs. Nelson stated that it would be extremely helpful if
38 Council would consider closing town hall on Friday, September 30th
39 so that all staff members can lend a helping hand. Mrs. Nelson also

1 requested Council's assistance in being present for the day and
2 asked them for their availability for the parade and handing out
3 commemorative bags at the fairgrounds.
4

5 Council member Purcell made the motion to close town hall on
6 Friday, September 29th in preparation of the town's 150th anniversary
7 the following day. Council member Carter seconded the motion. The
8 vote went as follows: 4-0 in favor.
9

10 **STANDING COMMITTEE REPORTS**

11 **Cemetery Committee:**

12
13
14 Mrs. Nelson reported that, at the meeting on the 7th, the committee
15 discussed the concrete pads, listened to a presentation given by
16 Abbi Powell for a proposed beautification project in Hillcrest, and
17 discussed work that needs to be done in Oakland Cemetery.
18

19 Mrs. Nelson elaborated on the beautification project explaining that
20 Abbi's scout troop would like to put up a new flag, new lights, a new
21 brick pedestal, plant border flowers, and possibly install a bench.
22 Mrs. Nelson noted that they have reached out to the American Legion
23 about the project to find out if they would like to be involved as they
24 installed the flag pole and brick design that is still on display today.
25

26 Mrs. Nelson also spoke about some of the work that needs to be
27 done in Oakland Cemetery. Mrs. Nelson reported that Mayor
28 Nuckols has reached out to a local stone company about the cost of
29 resetting/repairing a couple of stones (most likely due to vandalism);
30 and that she has reached out to Greg Madison about repairing and
31 repainting the fence and gate. Mrs. Nelson stated that she is waiting
32 on estimates.
33

34 Mrs. Nelson also noted that Council member Harte is looking into
35 grant opportunities to possibly help with the cost.
36

37 Council member Harte reported that flowers are being left at the base
38 of the columbarium as well as in the small holes on the granite face of

1 the niches. Mrs. Harte explained that this could be damaging to
2 columbarium and causes additional work for staff to collect.

3
4 Mrs. Nelson reported that, while it is an issue, there are not very
5 many left behind at this time, and that during a sale it is explained
6 that leaving items at the columbarium is prohibited and each new
7 owner gets a copy of the cemetery rules and regulations.

8
9 Council member Harte then reported that she is working with Joanna
10 Wilson Green, an archeologist with the Virginia Cemetery Restoration
11 Department, on fencing repairs at Oakland Cemetery. Mrs. Harte
12 also stated that she found, through her research of the cemetery, that
13 the cemetery property belongs to those who are buried there with the
14 exception of the mass graves which belong to the Union soldiers and
15 Confederate soldiers interred there. There are no more spaces
16 available to purchase, and only a handful of empty spaces remain.

17
18 **STAFF REPORTS**

19
20 **Police:**

21
22 Chief Buckley spoke on the following:

- 23
24
- 25 • Officer Howell has completed her training and is out patrolling.
 - 26 • We will be receiving a small increase in quarterly 599 funds in the
27 coming weeks.
 - 28 • The department will be participating with Trevilians Elementary
29 School in a pen pal project with students.

30
31 **Project Manager:**

32 Mr. Robins reported that there has been no news from the engineers
33 on the Main Street project. Mr. Robins expressed his frustrations with
34 Thrasher and VDOT.

35
36 **Legal Counsel:**

37
38 No report.

1 **Clerk/Treasurer:**

2
3 No report.

4
5 **Manager:**

6
7 Mrs. Nelson reported:

- 8
- 9 • The transfer switch at the waste water treatment plant went down
10 and have been operating in manual mode. The town's half of the
11 cost to repair will be \$14,000.
 - 12 • The operating agreement has not been updated since 2008 and
13 the town needs to with the Water Authority in getting that
14 accomplished.
 - 15 • The audit went well and Jay will be presenting at the November
16 meeting.
 - 17 • Bre has completed all the necessary accreditation needs and is
18 now the accreditation manager for the police department. She will
19 be working with the county to also assist them in obtaining
20 accreditation as well. Mrs. Nelson is working on a pay increase to
21 reflect her hard work and new status.

22
23 **COMMUNICATIONS**

24
25 Council member Harte stated that she has a bobcat in the
26 neighborhood and advised others about protecting their pets. She
27 also spoke of new water testing that the county will have to perform
28 and questioned how that would affect the town. Mrs. Nelson
29 responded that the town would be unaffected by the testing as we
30 purchase our water from the Water Authority and do not have any
31 ownership in the water plant.

32
33 **ADJOURNMENT**

34
35 Council member Purcell made the motion to adjourn the meeting at
36 7:00 p.m. Council member Carter seconded the motion.

37
38 _____

Mayor

Clerk