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**Town of Louisa
Monthly Meeting
July 16, 2019**

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Present: R. Garland Nuckols, Mayor; Jessie Lassiter, Vice-Mayor; A. Daniel Carter, James S. Artz, Bud Dulaney, John J. Purcell IV, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; M. Brad Humphrey, Project Manager

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Absent: Randal Skeen, Chief of Police

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Also in Attendance: Deana Meredith, The Central Virginian

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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 6:01 p.m.

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BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Mayor Nuckols stated that: the VDOT presentation had been struck from the agenda, but would be rescheduled for the August meeting; and added item no. 4 Appointment of Town Officers under New Business to the agenda.

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

Council member Dulaney made mention of the changes to the agenda that were made by the Town Manager to list all town

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2 committees and to differentiate between them and staff/departmental
3 reporting.

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5 **PRESENTATIONS**

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7 **Region Ten – Rezoning Presentation**

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9 *(A copy of the presentation was included in the packet.)*

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11 Ms. Williams, with Region Ten, stood and spoke to Council
12 expressing the need for a new office building, a “permanent home”,
13 that would have a multi-purpose. Ms. Williams stated that it would
14 serve as office space, but also offer expanded services. Ms. Williams
15 then referred to Daniel Hyer and Bob Pineo to speak more about the
16 design of the building and its functionality.

17
18 Mr. Hyer and Mr. Pineo spoke at length about: the structure of the
19 building; its space and use; the grounds surrounding the building;
20 parking; safety; water runoff; and how adjacent neighbors would be
21 affected.

22
23 Mrs. Nelson reported that the Planning Commission received all the
24 required information last month (June), and they will hold a public
25 hearing regarding the rezoning this month. She went on to report that
26 the Planning Commission will then forward a recommendation to
27 Council in August; and noted that the property has been posted with
28 the proper “zoning action pending” signage, and that all neighbors
29 have been notified by certified letter.

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31 Council thanked Ms. Williams, Mr. Hyer, and Mr. Pineo for their time
32 and presentation.

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34 **OLD BUSINESS**

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36 **1) Discussion/Action: Code Project**

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38 Council member Dulaney updated those in attendance stating that all
39 was submitted as required, and to date, we have not heard back from

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2 them, but hope to have some feedback by the meeting in August.

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4 **NEW BUSINESS**

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6 **1) Discussion/Action: Virginia Commission for the Arts –**
7 **Creative Communities Partnership Grant Award**

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9 Mrs. Nelson stated that the annual grant just needed Council's
10 acknowledgement of the award, and permission to pass it through to
11 the Louisa Arts Center.

12
13 Council member Carter made the motion to acknowledge the award
14 and to give authorization to pass the funds through to the Louisa Arts
15 Center. Council member Artz seconded the motion. The vote went
16 as follows: 5-0 in favor.

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18 **2) Discussion/Action: Central Virginia Assembly of God – “No**
19 **Fright Fun Night” Special Event Permit**

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21 Mrs. Nelson reported that the annual event is scheduled to take place
22 on Halloween night at the fireman's fairgrounds. Mrs. Nelson noted
23 that the necessary insurance paperwork was attached to the permit
24 request.

25
26 Council member Dulaney made the motion to approve the permit
27 requesting that the Town Manager reach out to the police department
28 as soon as possible so that they may plan for proper staffing/auxiliary
29 staffing of the event. Council member Lassiter seconded the motion.
30 The vote went as follows: 5-0 in favor.

31
32 **3) Discussion/Action: Chamber of Commerce /Blue Knights –**
33 **102 Church Street Water/Sewer Billing**

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35 A brief discussion was held wherein the Mayor, Council, and Legal
36 Counsel spoke of the request made by the Chamber of Commerce
37 and the Blue Knights, who share building space at 102 Church
38 Street, to waive water/sewer fees.

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Mr. Gore reported that unless there is statutory authority in place to have special rates, etc. in order to waive fees, the town cannot do so. Mr. Gore recollected that the town once sought the ability to reduce water fees for elderly customers and found that it would take an act of the General Assembly. Mr. Gore stated that it has been a few years since the town last looked into such a matter and stated that he'd look into it again if it was Council's wish.

Mayor Nuckols and Council member Dulaney both stated that they'd like to have Mr. Gore look further into the matter.

4) Discussion/Action: Appointment of Town Officers

Council member Dulaney spoke of the language in our current code regarding appointments, as well as the forthcoming changes, before making the following motion:

Council member Dulaney made the motion to reappoint all town appointed officers to their current positions. Council member Carter seconded the motion. The vote went as follows: 5-0 in favor.

STANDING COMMITTEE REPORTS

Police Matters:

Council member Dulaney reported that the committee met yesterday and discussed: incident based reporting; possible staffing changes; parking enforcement; a potential cost saving phone proposal; and after action reviews of events in town.

Streets & Sidewalks:

Mayor Nuckols reported that there have been a few complaints about landscaping in town and mowing in Hillcrest cemetery. Mayor Nuckols stated that he has met and discussed the issues with the folks who have expressed their concerns.

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Legal Matters:

No report.

Personnel:

No report.

Water and Sewer:

Council member Purcell stated that a meeting is being planned for the committee in the near future.

Cemeteries:

Council member Artz reported that he had a couple citizens questioned our efforts in making repairs in Oakland Cemetery. Mr. Artz stated that the individuals he spoke with may be interested in helping in some capacity.

Mayor Nuckols thanked Mr. Artz and stated that they're waiting for the weather to cool down a little before they begin working in Oakland, but was happy to hear of the possibility of more help.

Finance:

No report.

Refuse Collection, Recycling, and Litter Control:

No report.

Council member Dulaney questioned what the term of our contract was with Updike Industries and stated that he felt it was worth revisiting. Mr. Gore stated that it was a five year contract.

Council and staff held a brief conversation about the recent service issues. Mrs. Nelson requested that the office be notified of any

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2 complaints as staff is keeping a log of all issues.

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4 **REPORTS FROM STAFF**

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6 **Police Chief:**

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8 *(Please refer to the Police Department report.)*

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10 Council member Dulaney spoke briefly regarding the shortened
11 report highlighting areas of interest in Chief Skeen's absence.

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13 **Project Manager:**

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15 *(Please refer to the Water & Sewer Department report.)*

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17 Mr. Humphrey reviewed his report before addressing a request made
18 by Council member Dulaney to update Council on the replacement of
19 two defective fire hydrants – one on West Street and the other on
20 Church Street. Mr. Humphrey provided a CIP handout for Council to
21 review.

22
23 A lengthy discussion was held regarding funding for the project
24 (which was not allocated for in this budget) and the time frame in
25 which the work can be conducted – by the town staff or a contractor.
26 Mr. Gore recommended getting bids and then appropriate the
27 necessary funds (from surplus).

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29 **Legal Counsel:**

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31 No report.

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33 **Clerk/Treasurer:**

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35 No report.

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37 **Manager:**

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39 Mrs. Nelson reported that there was a water leak earlier in the day on

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2 Cutler Avenue; and we've received roughly 20 applications for the
3 Administrative Assistant position.

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5 **COMMUNICATIONS**

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7 None.

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9 **CLOSED SESSION**

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11 Council Member Lassiter made the motion to convene in closed
12 session to discuss the following: as permitted by Virginia Code § 2.2-
13 3711(A)(1), to discuss a personnel matter involving specific town
14 employee. Council member Dulaney seconded the motion. The vote
15 went as follows: 5-0 in favor.

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17 Council went into closed session at 6:53 p.m.

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19 **REGULAR SESSION**

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21 Council returned to regular session at 8:27 p.m.

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23 **CERTIFICATION OF CLOSED SESSION**

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25 *Council member Purcell made the motion certifying that, in the closed*
26 *session just concluded, nothing was discussed except the matter or*
27 *matters (1) specifically identified in the motion to convene in closed*
28 *session and (2) lawfully permitted to be discussed under the*
29 *provisions of the Virginia Freedom of Information act cited in that*
30 *motion. Council member Lassiter seconded the motion. The vote*
31 *went as follows: Dulaney, for; Artz, for; Purcell, for; Lassiter, for;*
32 *Carter, for (5-0 in favor).*

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34 **ACTION:**

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36 No action took place after closed session.

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ADJOURNMENT

Council member Lassiter made the motion to adjourn the meeting at 8:28 p.m. Council member Carter seconded the motion.

Mayor

Clerk