

**Town of Louisa
Monthly Meeting
October 20, 2020**

Present: Jessie Lassiter, Vice-Mayor; A. Daniel Carter, Bud Dulaney, John J. Purcell IV, Sylvia Rigsby, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Tom Leary, Chief of Police

Present Via Phone: R. Garland Nuckols, Mayor

Absent: Jessica M. Ellis, Clerk/Treasurer

Also in Attendance: Karen Welch, Director of the Louisa Arts Center; Kellye Throckmorton, Administrative Assistant for the Town of Louisa; Sergeant Tussing, of the Town of Louisa Police Department; John Jones, Superintendent of Public Works

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

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

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Mrs. Nelson stated that there were no items to be added to the agenda, but noted that the GL150 and Budget to Actual reports/spreadsheets, as well as the New Life Community Church permit, were included in the supplemental packet.

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

1
2 **PRESENTATION**

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4 **Police Department Service Awards**

5
6 Chief Leary presented Sergeant Tussing with the Louisa Police
7 Department Life Saving Award for her quick response to a drug
8 overdose call in June wherein she administered the necessary
9 medication and performed chest compressions that resulted in saving
10 that individual's life. Chief Leary also thanked all the members of the
11 police department who were in attendance for their show of support.

12
13 **OLD BUSINESS**

14
15 None.

16
17 **NEW BUSINESS**

18
19 **1) Discussion/Action: Louisa Arts Center/The Point Lease**

20
21 Mrs. Nelson led the discussion by covering the shared use spaces
22 within the town hall building. Mrs. Nelson noted that there are
23 concerns with the use of certain areas of the building (namely,
24 Council's meeting room) by outside entities and that Council had
25 directed she and legal counsel to discuss and bring back a
26 recommendation.

27
28 Mr. Gore spoke stating that Council's meeting room is not included
29 as shared use in the lease between the Arts Center and the town,
30 therefore it should not be included in the lease with the church. Mr.
31 Gore added that the lease between the town and Arts Center can be
32 reviewed at a later date.

33
34 Council member Dulaney reiterated concerns made noted by Mrs.
35 Nelson and Mr. Gore and expressed the town's support of the Arts
36 Center and its endeavors.

37
38 Karen Welch, Executive Director for the Arts Center, spoke stating
39 that she has been in contact with The Point and they are okay with

1
2 not using Council's meeting room, however they would like to use the
3 conference room on the second level – and if not available – would
4 most likely need to find another place to host their services on
5 Sundays. Mrs. Welch noted that at this time, The Point is their only
6 source of income for the LAC. Mrs. Welch also echoed the need to
7 have the lease between the Arts Center and town be revisited.

8
9 Mrs. Nelson stated that the changes in the lease would include:
10 adequate insurance by the renter; one month's cancellation period
11 with the ability to terminate the agreement at any time; Council's
12 meeting room cannot be used; and additional fees incurred, such
13 as electricity, cleaning, etc. would be covered by the Arts Center.

14
15 Council member Carter made the motion to approve the LAC/The
16 Point Lease with the changes as discussed, and authorizing the
17 Town Manager to execute the lease. Council member Dulaney
18 seconded the motion. The vote went as follows: 4-0 in favor.

19
20 **2) Discussion/Action: Voting at the Louisa Arts Center**

21
22 Mrs. Nelson updated Council on the use of the building – specifically
23 the Arts Center's gallery – for early voting. Mrs. Nelson noted that
24 early voting began on site as of the 19th, therefore only two days have
25 passed, but the process seems to be running smoothly and no
26 complaints have been received.

27
28 **3) Discussion/Action: Rockland Rentals, LLC & Claybrooke**
29 **Farm, LLC – Lease Agreement**

30
31 Mrs. Nelson reported that at last month's meeting, an inquiry was
32 made about the lease between the town and Rockland Rentals,
33 LLC. Upon further research, it was discovered that the lease had
34 not been renewed since 2014-15, however the town has been
35 maintaining the grounds, subleasing the property, and continues to
36 carry insurance coverage as outlined in the expired lease. Mrs.
37 Nelson reported that a new lease was drafted for Council's
38 review, and noted that she had spoken with the property owner, and
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1
2 he is aware of the expired lease, is pleased with the town's
3 maintenance, and is willing to sign a new lease. Additionally, a
4 sublease between the town and Claybrooke Farm, LLC has also
5 been drafted for Council's review.

6
7 Mrs. Nelson concluded by reporting that the rental funds for the
8 property have always been paid to the town's EDA due to their
9 involvement with the farmer's market wherein the property was
10 initially leased.

11
12 Council member Dulaney made the motion to approve the Rockland
13 Rentals, LLC/Town of Louisa lease agreement as well as the Town
14 of Louisa/Claybrooke Farm, LLC sublease agreement. Council
15 member Carter seconded the motion. The vote went as follows:
16 Dulaney, for; Carter, for; Rigsby, for; Purcell, abstain (3-0 in favor).

17 18 19 **4) Discussion/Action: Maturing Certificate of Deposit**

20
21 Mrs. Nelson reported that a Hillcrest Fund Certificate of Deposit
22 matured at Essex bank on October 18, 2020. Mrs. Nelson provided
23 current rates and certificate options in her memo to Council, and
24 made the recommendation to reinvest with Essex bank at .40% for
25 365 days.

26
27 Council member Rigsby made the motion to reinvest the CD with
28 Essex bank as recommended by the Town Manager. Council
29 member Purcell seconded the motion. The vote went as follows:
30 Purcell, for; Carter, abstain; Dulaney, for; Rigsby, for (3-0 in favor).

31 32 **5) Discussion/Action: CARES Act Funding Request**

33
34 Mrs. Nelson reported that the town received \$296,986 in Federal
35 CARES Act funds and, to date, has spent approximately \$12,000.00
36 on such things as cleaning, training, and building maintenance to help
37 prevent spreading the virus.

38
39 Mrs. Nelson stated that three funding requests were included in the

1
2 packet for Council's consideration: 1) the allocation of funds for a
3 Small Business Opportunity Program; 2) car cameras for the police
4 department; and 3) a training simulator for the Louisa Rescue Squad.

5
6 1) Small Business Opportunity Program
7

8 Mrs. Nelson began the discussion by speaking first about the Small
9 Business Opportunity Program explaining that the program would
10 allow town businesses to apply for grant funds that have suffered a
11 financial impact due to the virus. Mrs. Nelson reported that she
12 worked with the County of Louisa to develop the program and
13 application package and went on to say that she recommends
14 allocating \$100,000 (for up to 10 grants) for the program. Mrs.
15 Nelson noted that, as a requirement of the CARES Act, the EDA must
16 administer the funds, and if approved by Council, the application
17 period would run from November 2nd-16th with disbursement of funds
18 in December.

19
20 Council member Dulaney made the motion to approve the Town of
21 Louisa Small Business Opportunity Fund Program. Council
22 member Rigsby seconded the motion. The vote went as follows: 4-0
23 in favor.

24
25 2) Police Car Cameras
26

27 Mrs. Nelson reported that the town police department would like to
28 install car cameras to aid in mandated contact tracing for first
29 responders which would allow for accurate recordings of exposure to
30 the virus. The cost of the cameras would total be \$34,475.

31
32 Chief Leary then spoke reiterating what Mrs. Nelson stated in her
33 introduction of the request and went on to provide an explanation of
34 how the cameras provide assistance in contact tracing by use of
35 examples.

36
37 Council members Lassiter, Dulaney, Rigsby, and Carter then
38 discussed at length their support of the cameras and their beneficial
39 use, but also expressed their concern that the cameras may not

1
2 qualify as a "necessity" as stated in guidelines for the use of CARES
3 Act funds.
4

5 Mr. Gore then stated that he spoke with Chief Leary about the
6 request and felt comfortable with his decision to approach Council
7 given the intended use of the cameras and mandates on contact
8 tracing. Mr. Gore noted that the state legislature is still not clear as
9 to if the cameras would be considered a necessity; and stated that
10 Council should be of the understanding that if a federal audit should
11 take place, and the purchase be deemed unnecessary, the town
12 would need to find a way to repay the funds.
13

14 Council member Dulaney then made the motion to approve the police
15 department's request for five in-car cameras to be utilized for
16 mandated contract tracing in response to the COVID-19 health
17 emergency. Council member Carter seconded the motion. The
18 vote went as follows: 4-0 in favor.
19

20 3) Louisa Rescue Squad Simulator Request 21

22 Mrs. Nelson reported that the Louisa County Rescue Squad has
23 requested funding for a CAE ARES High Fidelity Simulator to assist
24 with training and help reduce the risk of virus transfer. Mrs. Nelson
25 noted that the rescue squad is located outside of the town limits, but it
26 is the responding squad for the town. Mrs. Nelson noted the
27 additional information provided in the supplemental packet by Chief
28 Morris for the use of the simulator, and stated that the total cost
29 would be \$28,721.00.
30

31 Vice-Mayor Lassiter commented on how useful the simulator is and
32 how beneficial it will be to the healthcare community while many
33 facilities have had to close their doors or stop offering training due to
34 the virus.
35

36 Council member Purcell made the motion to approve the Louisa
37 County Rescue Squad's request for a high fidelity simulation system
38 for the continual safe training of squad members and others during
39

1
2 the health crisis. Council member Rigsby seconded the motion.
3 The vote went as follows: 4-0 in favor.
4

5 **6) Discussion/Action: Special Event Permits (Louisa Baptist**
6 **Church & New Life Community Church)**
7

8 Mrs. Nelson reported that both churches hold Halloween events
9 annually and this year, and due to the Coronavirus, they have
10 adapted their event plans to accommodate for less contact and
11 provide the means to socially distance. The Louisa Baptist Church
12 will hold a drive through event this year wherein families will remain in
13 their vehicles; and they have requested assistance from the Louisa
14 Police Department with traffic if necessary. New Life Community
15 Church has also made changes to follow social distancing guidelines
16 and will operate their event from 3:00-6:00 pm.
17

18 Council member Rigsby questioned the traffic pattern/flow of the
19 event submitted by the Louisa Baptist Church and asked the Chief
20 to review the plan to prevent a gridlock on Main Street.
21

22 Council member Dulaney made the motion to approve both special
23 event permits. Council member Purcell seconded the motion. The
24 vote went as follows: 4-0 in favor.
25

26 **7) Discussion/Action: Cemetery Committee Citizen**
27 **Appointments**
28

29 Mrs. Nelson spoke briefly stating that Jane Meyer and Pattie Cooke
30 had reached out to the town expressing their desire to serve on the
31 Cemetery Committee as appointed citizens. Both, Jane and Pattie,
32 have served on the committee in the past, and Mayor Nuckols
33 recently appointed them to the committee once again. Mrs. Nelson
34 recommended that a meeting be held with the committee soon to
35 bring Jane and Pattie up to speed.
36

37 **8) Discussion/Action: John J. Jones, Access Road Name**
38 **Resolution**
39

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2 Mrs. Nelson asked Mr. Jones to stand at the podium as she read the
3 Access Road Name Resolution aloud before Council, staff, and Mr.
4 Jones' family members.

5
6 Council member Dulaney made the motion to adopt the John Jones
7 Way Access Road Resolution. Council member Purcell seconded
8 the motion. Council member Dulaney took a moment to thank John
9 for his dedication and his 50 years of service to the Town of Louisa.
10 The vote went as follows: 4-0 in favor.

11 **STANDING COMMITTEE REPORTS**

12 **Water & Sewer:**

13
14
15
16 Council member Purcell reported that the committee met with the
17 County of Louisa and the LCWA to discuss the water treatment plant,
18 but no action was taken. Another meeting is scheduled for Friday,
19 October 23, 2020 to discuss a water rate increase.

20 **Legal Matters:**

21
22
23 Vice-Mayor Lassiter reported that the committee met earlier today to
24 discuss the permitting process and will be forwarding
25 recommendations to legal counsel for his input and review.

26 **STAFF REPORTS**

27 **Police Chief:**

28
29
30
31 Chief Leary reported briefly on the following:

- 32
33 • Two upcoming projects: parking tickets & maintaining and
34 retrieving data.
- 35 • Happy to be fully staffed.
- 36 • Sent first CPA reports to VA State Police.
- 37 • Sent thank you letters to businesses for their support.
- 38

- Officer Williams is in field training officer school and will be a secondary FTO – other than Sergeant Tussing.
- Sergeant Tussing just completed a two-part leadership training.
- All vehicles are properly outfitted with lights – as required.
- Looking into stop sign enforcement warnings.
- Reviewing policies and thanked Mr. Gore for his assistance.
- Working on having IBR reports for next month.
- Recovered a stolen vehicle and made an arrest; made a recent DUI and child endangerment arrest; assisted a family in need.
- Have increased foot and traffic patrols.

Council member Dulaney commented that he was glad to see the police department working on the vandalism case that occurred back several weeks ago.

Project Manager:

No report.

Legal Counsel:

No report.

Clerk/Treasurer:

No report.

Town Manager:

- The audit is officially complete and hope to have Robinson, Farmer & Cox present at the next meeting.
- On the budget to actual report it looks as though there is a loss in meals taxes, however it is due to accruals in July & August, numbers will change starting in 2021.
- Some of the USDA loan payments did not meet the dead line – due to submission by USDA, therefore the line item may show

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2 debt service, however USDA is working on a possible refund, or
3 since we've paid that debt, we may not need to re-advertise at
4 the end of the term.

- 5 • Meals Tax is up slightly from last year.
- 6 • The water bill from the LCWA continues to increase due to
7 costs of maintenance, etc. They have approved a mid-year
8 increase and will again affect our budget – something Council
9 should be thinking about as we move forward.

10 11 **COMMUNICATIONS**

12
13 Council member Dulaney questioned how things were going in
14 Hillcrest Cemetery and the search for a Project Manager. Mrs. Nelson
15 stated that the contractor has cut three times at the cemetery and it
16 looks really good; and then responded that we have received a few
17 applications for the Project Manager's position, however none of the
18 applicants have a water license, therefore she and the water/sewer
19 committee are looking at alternate options.

20 21 **ADJOURNMENT**

22
23 Council member Dulaney made the motion to adjourn the meeting at
24 7:19 p.m. Council member Purcell seconded the motion.

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26
27 _____
28 Mayor

26
27 _____
28 Clerk