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2 Committee meeting was also included in the supplemental packet.

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

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8 **PRESENTATIONS**

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10 **1) 2021 Annual Audit – Robinson, Farmer, Cox Associates / Jay**
11 **Sanudo, CPA**

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13 Mr. Sanudo stood before Council and highlighted areas of interest
14 from the annual financial audit that Robinson, Farmer & Cox
15 conducted for the town. Jay noted the diligent efforts made by town
16 staff to assist them over the last few months.

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18 **2) Year End Report Review and Staff Introductions – Chief**
19 **Buckley**

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21 Chief Buckley made mention of the following in his report:

- 22
- 23 • He has been with the town as Chief now for six months and
24 several accomplishments have been made by the department –
25 several in the last few months months under Chief Leary’s tenure,
26 and several in the six months since he joined the town as Chief.
 - 27 • Under Chief Leary’s leadership, the department obtained grants
28 from DCJS and DMV that helped to facilitate the upgrade to body
29 worn cameras, the installation of cameras in all patrol vehicles,
30 and the expansion of DUI enforcements and the reduction of
31 crashes.
 - 32 • Chief Leary also assisted with laying the foundation for the
33 progression toward accreditation by hiring a part-time
34 Administrative Assistant for the department and keeping officers
35 informed of the importance and process of accreditation.
 - 36 • Chief Leary continues to assist the department with that process.
37 He remains accessible to the town and has made the transition
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between himself and Chief Buckley as seamless as possible – as evidenced in the department’s rapid progress.

- Every agency in VA undergoing the accreditation process is required to address 190 standards through policy development and proof of compliance. Because we are a smaller department, we may be excused from approximately 21 standards. To date, the department has completed 104 standards. The process to reach accreditation is time very consuming and the department is very fortunate to have Chief Leary and Ms. Burkhead’s assistance as they have been working exclusively on completing those tasks.
- The department joined the Regional Organized Crime Information Center; was awarded a DMV grant to conduct additional speed enforcement; and participated in Community Outreach events with Louisa Community Strong, the National Child Safety Seat Check in September, Coffee with Cop in October, and attended the Louisa Agricultural Fair with the Louisa Crime Solvers.
- The department is now fully staffed with the addition of Officers Matthew Fallon and Martin Nachtman who bring with them a combined 45 years of experience. Chief Buckley introduced each member of the Town of Louisa Police Department (all were in attendance) and spoke of them individually.
- The Chief has a great working relationship with all town employees, and the department approaches each day with a team mentality.
- Goals set to achieve by the end of the year: begin using the Domestic Violence Lethality Assessment Program; receive a grant from DCJS to upgrade hardware & software, replace PPE gear, and improve messaging equipment; have Ms. Burkhead complete Victim Advocacy Training; complete the department’s first ever annual report.
- Chief Buckley spoke at length of the desire to reclassify Ms. Burkhead’s role as Administrative Assistant (part-time) to Administrative Specialist (full-time) to fully reflect her duties in relation to accreditation and to assist the department in becoming more transparent and accessible to the community.
- Chief Buckley also acknowledged the role that Sheriff Lowe and his staff has played in some of the department’s recent

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2 achievements in regards to training, professionalism, and
3 accreditation.
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5 Mayor Nuckols and Council member Dulaney each took a moment to
6 thank Chief Buckley for his report and expressed their thanks for
7 all that the department has accomplished.
8

9 **OLD BUSINESS**

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11 None.
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13 **NEW BUSINESS**

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15 None.
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17 **STANDING COMMITTEE REPORTS**

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19 **Cemetery Committee:**
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21 Council member Carter reported that the committee met on
22 November 9, 2021 to discuss updates to the cemetery rules and
23 guidelines, and also discussed landscaping improvements around the
24 columbarium (and potentially the flag pole). Jane Meyer and Patti
25 Cooke, citizen members who previously served on the committee
26 during the construction of the columbarium, were in attendance and
27 contributed their thoughts and offered their service in planning for
28 landscaping improvements.
29

30 **Finance Committee:**
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32 Council member Rigsby reported that the committee met on
33 November 9, 2021 and discussed excess funds (ARPA funding) and
34 how best to move forward with investing them – specifically
35 mentioning entities such as Virginia Investment Pool via VML/VACo;
36 and budget planning for the next fiscal year.
37

38 **Police Matters Committee:**
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2 Council member Dulaney spoke of the department's desire to
3 reclassify the part-time Administrative Assistant's position to a full-
4 time Administrative Specialist position based on the department's
5 needs as they continue to work on their goal of attaining
6 accreditation. Mr. Dulaney also made mention of the finalization of
7 jobs descriptions.

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9 **Legal Matters Committee:**

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11 Council member Lassiter reported that the committee discussed:
12 planning for the upcoming budget sooner rather than later; revisiting
13 the town code for further revisions; and how the town EDA should
14 move forward concerning the current number of members on the
15 authority versus what the code specifies.

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17 Council member Dulaney also spoke on the matter of EDA member
18 numbers and stated that he had spoken with Mr. Kersey who has
19 requested the Council's assistance in filling the vacant seats or
20 lowering the required numbers.

21
22 Mr. Gore then spoke providing guidance to Council and the Town
23 Manager on how to move forward with resolving the issue by
24 reaching out to our state Delegates/Senator with a "pre-request" to
25 get the process started.

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27 **STAFF REPORTS**

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29 **Police:**

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31 Chief Buckley made mention of:

- 32
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- 34 • Ms. Burkhead's current duties with the department.
 - 35 • The officer who has been on light duty due to surgery will be
36 released for regular duty in the coming days/week and the work
37 being done by that officer will fall back on Ms. Burkhead to
38 complete.

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- As the department continues on its path towards accreditation, and other future endeavors, the position will evolve to be more time consuming and demanding.

Mrs. Nelson stated that she and the Chief will work on detailing the position for the committee and council to review.

Project Manager:

Mr. Robins made note of the following from his report:

- He received a set of plan reviews back from VDOT for the sidewalk project and are on schedule for construction to begin in the spring.
- He is still waiting for information/numbers from Suez and would like to schedule a meeting with the committee next week if possible.

Mayor Nuckols asked for an update on the rings for manhole covers in town. Mrs. Nelson stated that in correspondence from VDOT she had learned that the rings would have to be custom made and would be costly, therefore, VDOT plans to patch them with hot mix until they can get on the resurfacing schedule. Mrs. Nelson also reported that VDOT is looking further into the possibility of an additional crosswalk at the Shell Station per Council member Rigsby's request.

Legal Counsel:

No report.

Clerk/Treasurer:

No report.

Manager:

Mrs. Nelson reported that we are still experiencing water meter

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product delays, therefore, she is looking at alternative plans to use the funding before the December 31st deadline.

COMMUNICATIONS

Council member Dulaney suggested holding a staff appreciation gathering in December. Council and staff then discussed the idea and decided to hold the event in the Art Gallery on Tuesday, December 21, 2021 from 4:30-6:00 prior to the start of the monthly Council Meeting. Mrs. Nelson stated that light refreshments would be served.

Mayor Nuckols reported that new bulbs were purchased for the wreaths that are hung in town at Christmas. He added that the new lights are larger and brighter, and that he had help from the community in replacing them.

ADJOURNMENT

Council member Purcell made the motion to adjourn the meeting at 7:03 p.m.

Mayor

Clerk