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**Town of Louisa
Monthly Meeting
October 19, 2021**

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Present: R. Garland Nuckols, Mayor; Jessi Lassiter, Vice-Mayor; A. Daniel Carter, Bud Dulaney, John J. Purcell IV, Council members; Elizabeth T. Nelson, Town Manager; Kellye B. Throckmorton, Administrative Assistant; Craig Buckley, Chief of Police; John Robins, Project Manager

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Absent: Sylvia Rigsby, Council member; Jessica M. Ellis, Clerk/Treasurer

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Also in Attendance:

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

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

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Mrs. Nelson reported that there were two items that needed to be added to the agenda: COVID ARPA Funds; and Little Library. Mrs. Nelson stated that she included them in the supplemental packet for Council to consider this evening as item no. 4 and no. 5 under New Business.

Mrs. Nelson also made mention of the GL150 report numbers being a little out of sorts this month due to deferred loans – which need to be reflected as such on the balance sheet.

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2 Council member Dulaney made the motion to approve the agenda as
3 amended. Council member Lassiter seconded the motion. The vote
4 went as follows: 4-0 in favor.

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6 **NEW BUSINESS**

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8 **1) Action/Discussion: Sewer Debt Reamortization Resolution**

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10 Mrs. Nelson reported that USDA-RD did not extend their loan deferral
11 program in the area of water and sewer, therefore, payments will
12 resume and the loans will be reamortized which will increase the
13 original payments over the original loan term. USDA-RD is requiring
14 the attached resolution to authorize the reamortization and to execute
15 the documents. Mrs. Nelson reported that she has been working with
16 Dan Lauro, Bond Counsel with Botkin Rose, who will review all
17 documents to complete the process.

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19 Council member Dulaney made motion to adopt the resolution.
20 Council member Carter seconded the motion. The vote went as
21 follows: 4-0 in favor.

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23 **2) Action/Discussion: Certificate of Deposit Maturity**

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25 Mrs. Nelson recommended reinvesting the Hillcrest Funds with Essex
26 Bank as it offers the shortest term with the most return.

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28 Council member Purcell made the motion to reinvest the CD with
29 Essex Bank as recommended by the Town Manager. Council
30 member Lassiter seconded the motion. The vote went as follows:
31 Dulaney, for; Lassiter, for; Carter, abstain; Purcell, for – the vote
32 carried.

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34 **3) Action/Discussion: CARES Act Funding**

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36 Mrs. Nelson stated that the town has \$111,017 remaining in CARES
37 Act funds that needs to be used by December 31, 2021. She
38 explained that the intended use of some of the funds was to purchase
39 new meters and accessories to allow for monthly contactless meter

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2 reading which they ordered in April, but due to supply issues, we are
3 still awaiting their delivery. Mrs. Nelson also explained that Council
4 budgeted in the spring for a software upgrade to support the current
5 meter reading system as well as the billing system, however, we did
6 not budget for a hardware upgrade. The hardware upgrade will assist
7 in allowing contactless reading of the meters and increase staff and
8 citizen public safety. CARES funds can be used to cover the
9 expense, however it requires Council's approval as it exceeds \$5000
10 at a total of \$8599.80.

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12 Council member Purcell made the motion to approve and appropriate
13 the CARES Funds spending request. Council member Dulaney
14 seconded the motion. The vote went as follows: 4-0 in favor.

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16 **4) Action/Discussion: COVID ARPA Funding**

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18 Mrs. Nelson reported that the Virginia Department of Housing and
19 Community Development has released a COVID-19 ARPA
20 SLFRF Municipal Relief Program to assist residential utility
21 customers with arrearages over 60 days as of August 31, 2021.
22 This program differs from the CRF Municipal Utility Relief that the
23 town received in early 2021. Localities are required to submit an
24 intent to apply – which Mrs. Nelson stated that she has already done
25 – and obtain Council's approval to apply for funding.

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27 Council member Dulaney made the motion to approve the
28 application. Council member Carter seconded the motion. The vote
29 went as follows: 4-0 in favor.

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31 **5) Action/Discussion: Little Library Request**

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33 Mayor Nuckols reported that he was approached by the Woolfolk
34 family who has requested permission to install a little library for
35 children, free to the public, in the vicinity of Frostie's Rail Stop and the
36 town's parking lot on W. Main Street. The Mayor went on to explain
37 that that they want to do this in honor of their son and to promote
38 early learning literacy, and if approved, they would hold a ceremony
39 on December 3rd.

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2 Council member Dulaney questioned who will maintain the library to
3 which Mayor Nuckols stated that the Woolfolk's will be responsible
4 for all maintenance. Council member Dulaney requested that we
5 have something in writing from the Woolfolk's to that effect. Mrs.
6 Nelson reported that she pulled the lease between Dr. Andre and the
7 town and we have permission to allow the request should Council
8 desire. Chief Buckley was asked for his recommendation on the
9 location of the library in regards to public safety. Chief Buckley
10 responded that his recommendation would be to place the library
11 near the bench and crosswalk.

12
13 Council member Carter made the motion to approve the Free Little
14 Library. Council member Lassiter seconded the motion. The vote
15 went as follows: 4-0 in favor.

16 **STANDING COMMITTEE REPORTS**

17 **Legal Matters Committee:**

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21 Council member Lassiter stated that the committee has not met as of
22 yet, but has set a date for November.

23 **Police Matters Committee:**

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26 Council member Dulaney reported that the Police Committee met
27 held earlier in the day for an accreditation and staffing update, then
28 turned the report over to Chief Buckley who made note of the
29 following items of discussion: they hope to reach accreditation by
30 June 2022 – original goal was to be completed in 3 years, but hope to
31 reach it sooner; thanks goes out to Tom Leary and Breanna
32 Burkhead for their accreditation preparation; two police officers have
33 been hired and will come on board with the town on October 25th –
34 both officers will bring with them 20+ years of experience;
35 community policing continues with child safety seat checks in
36 September and Coffee with the Chief at Courts Café (which they
37 hope to host monthly); Duty to Intervene Training provided by VRSA
38 is scheduled for November; they are looking to address inoperable
39 vehicles and parking issues in the future; and if any complaints are

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2 fielded by staff in regards to the police department, please pass on
3 to Chief Buckley.

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5 **STAFF REPORTS**

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7 **Police:**

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9 *(Chief Buckley combined the Police Department report with the Police*
10 *Matters Committee report above.)*

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12 **Project Manager:**

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

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 - 17 • The W. Main Street sidewalk project continues to slowly moving
18 forward. The original budget included concrete, however,
19 asphalt would be more cost efficient.
 - 20 • We're waiting for information back from Suez and Thrasher
21 regarding the water project, and once that info has been
22 received, the Water & Sewer Committee can meet to discuss
23 and present an approach to Council.

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25 **Legal Counsel:**

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27 No report.

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29 **Clerk/Treasurer:**

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31 No report.

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33 **Manager:**

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35 No report.

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37 **COMMUNICATIONS**

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Council member Dulaney questioned if the remaining CARES funds will be used by the deadline. Mrs. Nelson said she hopes to have all funds spent and had hoped to use it on new meters, then deferred to

Mr. Robins who stated that many other localities are facing the same problems and we may have to pay prior to delivery to ensure the money is spent.

Mrs. Nelson stated that this problem was not anticipated, however there are other options if the meter purchase falls through.

Mayor Nuckols reported that there were two ribbon cuttings this week at Tree of Life and Cat's Café. He stated that he received a thank note from the Director of Elementary Education for hosting Constitution Day on our campus.

Mayor Nuckols commented on public complaints/concerns with the maintenance/grass cutting at Hillcrest Cemetery and questioned revisiting our contract with Sowing Good Seeds. Mrs. Nelson stated that they can revisit the matter in the spring/budget work sessions, but hopes that we can hire more staff for public works so that we will not need to contract the work out.

ADJOURNMENT

Council member Dulaney made the motion to adjourn the meeting at 6:31 p.m.

Mayor

Clerk