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**Town of Louisa  
Monthly Meeting  
December 21, 2021**

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**Present:** R. Garland Nuckols, Mayor; Jessi Lassiter, Vice-Mayor; A. Daniel Carter, Bud Dulaney, John J. Purcell IV, Sylvia Rigsby, Council member; Council members; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police;

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**Absent:** Jeff Gore, Legal Counsel; John Robins, Project Manager

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**Also in Attendance:** Breanna Burkhead, Administrative Assistant for the Town of Louisa Police Department

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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 6:02 p.m.

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**BUSINESS FROM THE FLOOR**

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None.

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**CONSENT AGENDA**

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Mrs. Nelson reported that the following were included in the supplemental packet for Council's consideration this evening: 1) Election Ordinance; 2) Louisa Forward Foundation Liaison Appointment; and 3) Updated bill list. Mrs. Nelson also noted that there was an updated cemetery deed included in the consent agenda.

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

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2       **PUBLIC HEARING**

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4       ***SUP 2021-02: A Special Use Permit application submitted by Glen***  
5       ***Mayre Properties, LLC (Tax Map 41-15-B; 6.43 total acres)***  
6       ***located at 406 East Main Street, Louisa Virginia, in the General***  
7       ***Commercial zoning district, which allows various uses by special use***  
8       ***permit. The application is to facilitate the use of unit H for***  
9       ***public/semi-public use for a church as outlined in Town Code 165-***  
10       ***44; B (1).***

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12       This item was postponed – date to be determined.

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14       **OLD BUSINESS**

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16       None.

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18       **NEW BUSINESS**

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20       **1) Discussion/Action: 2022 Holiday Schedule**

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22       Council member Dulaney made the motion to approve the 2022  
23       Holiday Schedule. Council member Lassiter seconded the motion.  
24       The vote went as follows: 5-0 in favor.

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26       **2) Discussion/Action: CARES Funding Request Approval**

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28       Mrs. Nelson reported that due to supply demand, we will not receive  
29       the new meters and meter reading software/hardware as planned,  
30       therefore, she moved forward with an alternative plan to have the  
31       building rekeyed to be contactless and provide contact tracing, and  
32       also use some of the remaining funds towards police salaries from  
33       July to December so that all funds are used and do not have to be  
34       returned. Mrs. Nelson stated that in order to be in compliance,  
35       Council will need to approve the request by staff this evening so  
36       payment can be made and reported back to the County of Louisa by  
37       the deadline of December 31, 2021.

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39       Council member Lassiter questioned if there would be costly

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2 monthly/yearly fees associated with the lock changes and would we  
3 have the ability to make changes in the future. Mrs. Nelson stated  
4 that the cost is modest and the ability to modify is available, if  
5 desired/needed.

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7 Council member Carter made the motion approving the CARES  
8 funding request. Council member Rigsby seconded the motion. The  
9 vote went as follows: 5-0 in favor.

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11 **3) Discussion/Action: Police Department Staffing –**  
12 **Administrative Specialist to Full Time Status**

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14 Chief Buckley spoke to the background of the existing position of  
15 Administrative Assistant and the need for the position to be  
16 reassigned to full time. Chief Buckley echoed his report given at the  
17 November Council meeting wherein he cited: the growth of duties for  
18 the Admin. Assistant; the accreditation process; and the department's  
19 increased reporting and involvement in programs (among many  
20 others) as primary reasons for the needed status change.

21  
22 Council member Dulaney spoke, on behalf of the Police Committee,  
23 in support of the position being reclassified.

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25 Council member Dulaney made the motion to approve the change of  
26 the Administrative Assistant's position to full time status. Council  
27 member Carter seconded the motion. The vote went as follows: 5-0  
28 in favor.

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30 **4) Discussion/Action: Election Ordinance**

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32 Mrs. Nelson reported that in August Council voted to make the  
33 necessary changes per the Commonwealth of Virginia in regards to  
34 the new election laws. The ordinance adopted at that time only  
35 pertained to Council members and neglected to include the Mayor.  
36 Therefore, the ordinance in the packet specifically addresses the  
37 Mayoral Election, and its adoption will bring the town in order.

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39 Council member Lassiter made the motion to adopt the election

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2 ordinance Council member Rigsby seconded the motion. The vote  
3 went as follows: 5-0 in favor.  
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5 **5) Discussion/Action: Louisa Forward Foundation Liaison**  
6 **Appointment**  
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8 Mrs. Nelson reported that language in the application from the  
9 Virginia Dept. of Housing and Community Development requires that  
10 the town/council appoint a liaison from its members/staff to serve on  
11 the Louisa Forward Foundation. Mrs. Nelson reported that both she  
12 and Mayor Nuckols are willing to serve – however, only the Mayor  
13 would need Council’s approval/appointment because of his position.  
14

15 Council member Dulaney made the motion to appoint Mayor Nuckols  
16 as a liaison to the Louisa Forward Foundation. Council member  
17 Lassiter seconded the motion. The vote went as follows: 5-0 in favor.  
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19 **STANDING COMMITTEE REPORTS**  
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21 **Water & Sewer Committee:**  
22

23 Due to Mr. Robin’s absence this evening, Mrs. Nelson and Council  
24 member Purcell gave the committee’s brief report stating: they met  
25 with Thrasher earlier in the month to discuss how best to use funding;  
26 they are still waiting on numbers from Suez in regards to pipe lining;  
27 and are waiting on federal guidance in regards to the ARPA funding  
28 to better weigh out our options.  
29

30 **Police Matters Committee:**  
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32 Council member Dulaney reported that the Police Committee  
33 deferred their meeting until next month.  
34

35 **STAFF REPORTS**  
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37 **Police:**  
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39 Chief Buckley gave a brief report on the Christmas parade and made

1  
2 mention of a few changes he will be working on that would help  
3 remedy a few logistical and pop-up problems for future parades. He  
4 also made mention of the new assessment program they applied to  
5 participate in (involving domestic violence), and met with the  
6 Sheriff's Office to discuss reporting as there will be times when  
7 county deputies will respond to town calls when town officers are not  
8 available. Chief Buckley stated that he hopes to hear something  
9 back in early January about the grant funding he sought out to help  
10 with the department's IT issues.

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12 Council member Dulaney complimented and thanked the Chief for all  
13 his hard work on the parade.

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15 **Project Manager:**

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17 (Mr. Robins was not in attendance this evening.)

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19 **Legal Counsel:**

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21 (Mr. Gore was not in attendance this evening.)

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23 **Clerk/Treasurer:**

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25 No report.

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27 **Manager:**

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29 Mrs. Nelson reported:

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- We were awarded \$1396.00 from the Litter Grant.
  - Del. McGuire's office has drafted a bill from our request regarding lowering the EDA's membership numbers from 7 to 5 and will take it to session in January.
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36 **COMMUNICATIONS**

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38 None.

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**ADJOURNMENT**

Council member Carter made the motion to adjourn the meeting at 6:37 p.m.

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Mayor

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Clerk