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**Town of Louisa  
Monthly Meeting  
November 15, 2022**

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**Present:** R. Garland Nuckols, Mayor; Jessi Lassiter, Vice-Mayor; Danny Carter, John J. Purcell IV, Sylvia Rigsby, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police; John Robins, Project Manager

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**Absent:** Bud Dulaney, Council member

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**Also in Attendance:** Jay Sanudo, Robinson Farmer & Cox Associates; Vicky Harte, town resident at 311 Club Road

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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 6:00 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 the need to add an Event Application for Louisa Baptist Church to the agenda as item no. 3 under New Business.

Mrs. Nelson also informed Council that the bill from Updike was higher than usual this month due unforeseen issues reported by Updike, such as employee turnover and longer route times which resulted in not being able to dump the trucks at the Louisa landfill before closing in addition to the County tightening their guidelines. Mrs. Nelson stated that she addressed the problem with Updike, and reached out to the County, and was assured by Updike that they

1 were taking the necessary measures to correct the problem in hopes  
2 that it would not happen again. Mrs. Nelson stated that the billing  
3 amount falls within her discretionary threshold, and hoped that this  
4 was a onetime incident.

5  
6 After a brief discussion between Council and staff, Council member  
7 Rigsby requested that the matter be added to the agenda as item no.  
8 4. Ms. Rigsby also noted that Mr. Gore's name appeared in the  
9 October minutes as both present and absent.

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11 Council member Lassiter made the motion to approve the amended  
12 agenda. Council member Rigsby seconded the motion. The vote  
13 went as follows: 4-0 in favor.

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15 **PRESENTATION**

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17 **2022 Annual Audit Review – Robinson, Farmer, Cox Associates /**  
18 **J. “Jay” Sanudo, CPA**

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20 Mr. Sanudo presented the audit that he and his associates conducted  
21 and prepared for the town. Mr. Sanudo reviewed the report with  
22 Council, briefly highlighting areas of interest. Mr. Sanudo concluded  
23 his presentation by stating that town staff did a great job in preparing  
24 for the audit and in keeping the town's finances/records well  
25 maintained throughout the year.

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27 **OLD BUSINESS**

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29 None.

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31 **NEW BUSINESS**

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33 **1) Discussion/Action: Town Salary Scale Review and Leave**  
34 **Policy – Personnel Committee**

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36 Mrs. Nelson spoke on behalf of the Personnel Committee. She  
37 referred to the memo and salary scale that was prepared and  
38 included in the packet for consideration this evening. Mrs. Nelson  
39 noted that the Town of Gordonsville recently conducted a salary

1 study wherein the town participated, and as a benefit, Gordonsville  
2 shared their findings which was helpful in preparing the new scale.

3  
4 Mrs. Nelson stated that the increase in salaries can be taken from  
5 budgeted vacant position salaries, and went on to say that the  
6 committee's goal is to increase recruitment and retain current staff as  
7 we currently have vacancies in both public works and the police  
8 department. Mrs. Nelson stated that the committee would like to  
9 make positions more appealing.

10  
11 Mrs. Nelson added that the committee also reviewed the leave policy,  
12 and for recruitment and retention purposes, they would like to allow  
13 the immediate accrual of vacation time for new employees versus  
14 having to wait out the six month probationary period before being  
15 able to accrue vacation time.

16  
17 Mrs. Nelson noted that the Personnel Policy revisions were reviewed  
18 by the human resources staff of VRSA (Virginia Risk Sharing  
19 Association).

20  
21 Following a brief discussion, the following action was taken:

22  
23 Council member Carter made the motion to: approve the salary scale;  
24 approve the salary adjustments; and approve the leave policy  
25 changes, as presented. Council member Lassiter seconded the  
26 motion. The vote went as follows: 4-0 in favor.

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28 **2) Discussion/Action: Sale of Obsolete Equipment**

29  
30 Mrs. Nelson explained that the town has been approached to sell the  
31 old trash receptacles located behind the public works building. Mrs.  
32 Nelson stated that the rear loading receptacles are no longer used by  
33 the town, as we are in contract with Updike, and we have no means  
34 of moving them. Mrs. Nelson asked if Council would like to  
35 declare the receptacles obsolete and entertain one of the following  
36 actions: sell them to the interested party; sell them on govdeal.com;  
37 or accept closed bids. Mrs. Nelson noted that the receptacles would  
38 be sold as is, and the buyer would be required to dispose of the trash  
39 currently in the containers. Mrs. Nelson added that the interested

1 party has offered \$3050.00 which is a fair market price, according to  
2 her research.

3  
4 Council member Lassiter made the motion to declare the receptacles  
5 obsolete and sell to the interested party for \$3050.00. Council  
6 member Purcell seconded the motion. The vote went as follows: 4-0  
7 in favor.

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9 **3) Discussion/Action: Louisa Baptist Church Event Application**

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11 Mrs. Nelson reported that Louisa Baptist Church has submitted an  
12 event application for a light show that will be held behind the church  
13 in the rear parking lot. The event would be ticketed, and only those  
14 who have pre-purchased a ticket would be allowed to attend. The  
15 light show would be held on several different days beginning on  
16 November 26<sup>th</sup> through December 30<sup>th</sup>. Attendants will view the light  
17 display from lawn chairs and blankets where light refreshments will  
18 be served - no outside vendors will be used. Mrs. Nelson added that  
19 no assistance is needed from the town.

20  
21 Council member Purcell made the motion to approve the event  
22 application. Council member Rigsby seconded the motion. The  
23 vote went as follows: 4-0 in favor.

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25 **4) Discussion/Action: Updike Bill**

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27 Mrs. Nelson and Mayor Nuckols stated that they had no further  
28 comments/questions.

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30 **STANDING COMMITTEE REPORTS**

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32 **Personnel Committee:**

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34 Mrs. Nelson and members of the committee stated they had  
35 nothing further to add as their report had been previously addressed  
36 during the discussion of item no. 1 under New Business.

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38 **STAFF REPORTS**

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1           **Police:**

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3           Chief Buckley made mention of the following during his report:

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- 5           • The tree lighting at Courthouse Square will take place December
  - 6           2<sup>nd</sup>.
  - 7           • The Arts Center will also be holding holiday art opening on the 2<sup>nd</sup>
  - 8           and will be sponsoring horse drawn carriage rides on Main Street.
  - 9           • The LCPR Christmas parade and festival will be held on December
  - 10          3<sup>rd</sup>.
  - 11          • The Master Gardeners have volunteered to do some work in the
  - 12          garden area in front of the police department.
  - 13          • The department, as a whole, will complete mental health training in
  - 14          the coming weeks.
  - 15          • A news story on the Town of Louisa featuring the Chief, and
  - 16          members of the community, was aired earlier in the day across
  - 17          many different news stations which provided the town a proficient
  - 18          amount of positive exposure.

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20           **Project Manager:**

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22           Mr. Robins reported:

- 23
- 24          • He had a very conducive meeting with our new VDOT
  - 25          representative wherein he was able to guide us in completing new
  - 26          requirements; and the rep also provided information towards
  - 27          pedestrian safety improvements.
  - 28          • He received water main replacement project plans today.
  - 29          • He's waiting for guidance on inventorying water lines.
  - 30          • Future project: looking into available resources and funds to
  - 31          determine how to clean up and repurpose the old waste water
  - 32          treatment plant on 208 adjacent to the nursing home.

33  
34           Mayor Nuckols reported that he reached out to Mr. McGuire about

35           funding for public safety.

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37           **Legal Counsel:**

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1 No report.

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3 **Clerk/Treasurer:**

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5 No report.

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7 **Manager:**

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9 Mrs. Nelson reported the following:

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- 11 • The TJPD correspondence was included in the packet.
- 12 • A letter from the United Daughters of the Confederacy informing  
13 us that they no longer have the funding or resources to continue  
14 their years long effort to keep the fence surrounding Oakland  
15 Cemetery in good condition. Mrs. Nelson informed Council that  
16 the town has supplemented the UDC in repairs and upkeep over  
17 the years, and stated that she will do some research to see what  
18 funding is available, such as perpetual care funds.
- 19 • Mrs. Nelson informed Council that she and the Mayor have been  
20 approached with requests to hunt town owned property. After a  
21 discussion between Council members and staff, Council stated  
22 that they were not interested in allowing hunting on town owned  
23 property.
- 24 • A special called meeting will be held next Tuesday the 22<sup>nd</sup> for two  
25 SUP presentations and public hearings. This is a result of the SUP  
26 and public hearing advertisements not being printed in the  
27 newspaper which was an error made by the newspaper staff.
- 28 • Mrs. Nelson also reported that as of this month, Jessica Ellis,  
29 Town Clerk/Treasurer has served the town for 20 years. Council  
30 congratulated and thanked Mrs. Ellis for her service as Mrs.  
31 Nelson presented her with a small gift and card of appreciation.

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33 **COMMUNICATIONS**

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35 None.

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37 **ADJOURNMENT**

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1 Council member Carter made the motion to adjourn the meeting at  
2 6:45 p.m. Council member Purcell seconded the motion.

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Mayor

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Clerk