



Agenda  
Scheduled Meeting  
Louisa Town Council  
212 Fredericksburg Avenue  
Louisa, Virginia 23093  
Tuesday, September 17, 2024

6:00 pm Convene Regular Session

Invocation

Pledge to the Flag

Business from the Floor

This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. Any person wishing to bring a matter to the Council's attention under this section of the agenda should: (1) State their name and address; (2) State the matter that they wish to discuss and what action they would like the Council to take. When appropriate or if requested, we will respond to direct questions in writing. Please limit comments to 3 minutes or less.

Consent Agenda

Meeting Agenda Approval

Consideration of Accounts and Appropriations

Approval of Minutes: August 20, 2024

Sale of Cemetery Lots

Presentations

1. John Jones Years of Service Recognition  
Presented by Chris Snider from the Office of Congressman Bob Good
2. Town of Louisa's 150<sup>th</sup> Anniversary Proclamation  
Presented by Chris Snider from the Office of Congressman Bob Good

Public Hearing

1. SUP-2024-02: A Special Use Permit application, submitted by East Coast Excavation from Richmond, Virginia for the property located directly behind 440 West Main Street, Louisa, VA – (Tax Map 40-23-A1). The subject property consisting of 5.5197 acres is in the General Commercial District, which allows for various uses with a special use permit. This application is for the construction of 42 townhomes as outlined in Town Code 165-44 (B).

New Business

1. Discussion/Action - SUP-2024-02: Special Use Permit - by East Coast Excavation
2. Louisa County Rescue Squad Land Donation Request
3. CHA Consulting, Inc – Work Order No. 2024-2 Asset Management Services
4. Town Salary Scale Revisions
5. Water and Sewer Unpaid Charges and Disconnection of Services

Standing Committee Reports

Personnel Committee

Water and Sewer Committee

Streets and Sidewalks Committee

Reports from Staff

Police Chief

Project Manager

Public Works Superintendent

Legal Counsel

Clerk/Treasurer

Manager

Closed Session

Consider in closed session, in accordance with the Virginia Code & Freedom of Information Act.

Comments by Members of Town Council

Adjournment



September 17, 2024  
6:00 pm  
Convene Regular Session

Consent Agenda

Meeting Agenda Approval

Consideration of Accounts and Appropriations

Approval of Minutes:  
August 20, 2024

Sale of Cemetery Lots

# Deposit Account Balances

As of August 31, 2024

Institution Name	Treasurer's Fund Account Number	Balance	Maturity Date (if applicable)	Date of Next Interest (if applicable)	Interest Rate (if applicable)
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## Operating Account (All Funds - General 100, Police Asset Forfeiture 102, Water 501, Sewer 502 and Hillcrest 702)

Blue Ridge Bank	999 103 0008	\$ 1,314,230.34	N/A	N/A	N/A
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### General Fund (100)

LGIP	999 105 0001	\$ 367,775.99	N/A	Monthly	5.538%
LGIP (Oakland Cemetery)	999 105 0002	\$ 51,916.40	N/A	Monthly	5.538%
Blue Ridge Bank - Savings Account	999 103 0017	\$ 298,731.39	N/A	Quarterly	0.030%
Blue Ridge Bank - Money Market Account	999 103 0009	\$ 714,789.16	N/A	Monthly	0.200%
Blue Ridge Bank - PF ARPA Funds MM	999 103 0020	\$ 1,804,352.74	N/A	Monthly	0.150%
General Fund - Total		\$ 3,237,565.68			

### Water Fund (501)

LGIP	999 105 0003	\$ 783,332.84	N/A	Monthly	5.538%
Blue Ridge Bank - Savings Account	999 103 0018	\$ 412,134.74	N/A	Monthly	0.200%
Water Fund - Total		\$ 1,195,467.58			

### Sewer Fund (502)

LGIP	999 105 0005	\$ 360,006.62	N/A	Monthly	5.538%
United Bank - Checking Account	999 108 0006	\$ 1,426.26	N/A	N/A	N/A
Sewer Fund - Total		\$ 361,432.88			

### Hillcrest Cemetery Fund (702)

LGIP	999 105 0004	\$ 516,571.60	N/A	Monthly	5.538%
Hillcrest Fund - Total		\$ 516,571.60			

Total Cash on Deposit (All Institutions)	\$ 6,625,268.08
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Total Cash on Deposit at Blue Ridge Bank	\$ 4,544,238.37
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Total Cash on Deposit at United Bank	\$ 1,426.26
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Total Cash on Deposit at LGIP	\$ 2,079,603.45
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# TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting - September 17, 2024

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Automated Office System	99.00				\$ 99.00
Blue Ridge Bank	2,100.66				\$ 2,100.66
BMS Direct		180.57	180.57		\$ 361.14
Central Virginian	2,164.97				\$ 2,164.97
CHA Consulting, Inc.	20,000.00				\$ 20,000.00
Cintas	67.80	67.79	67.79		\$ 203.38
Cody Langridge/PWS Operations, LLC		603.00			\$ 603.00
Community Motor Co.	65.95				\$ 65.95
County of Louisa, Landfill	1,477.08				\$ 1,477.08
Crystal Springs	71.07				\$ 71.07
Diversified Mechanical Repair	4,386.00				\$ 4,386.00
Document Destruction of VA	40.00				\$ 40.00
Ferguson Waterworks		300.00			\$ 300.00
Hefty, Wiley & Gore, P.C.	4,500.00				\$ 4,500.00
Intrastate Pest	116.11				\$ 116.11
J S Purcell Lumber Corp.	149.06				\$ 149.06
James River Equipment	802.97				\$ 802.97
Kenny's Central Tire & Auto	30.00				\$ 30.00
Kickin Grass Lawn & Landscaping, LLC	3,996.00			4,320.00	\$ 8,316.00
LKA Signs & Designs, LLC	218.00				\$ 218.00
Louisa Auto Parts, Inc.	302.86				\$ 302.86
Louisa County Rescue Squad	6,000.00				\$ 6,000.00
Louisa County Water Authority		36,139.59	33,305.56		\$ 69,445.15
Louisa Family Practice	335.00				\$ 335.00
Louisa Hardware	221.25	254.86			\$ 476.11
Magna5 MS, LLC	7,119.00				\$ 7,119.00
Mansfield Oil Co.	1,134.43	49.18	88.24		\$ 1,271.85
Mechums River Security Solutions	115.00				\$ 115.00
Ricoh USA, Inc.	379.66				\$ 379.66
The Childress Agency, Inc.	274.95				\$ 274.95
The Thrasher Group, Inc.		42,900.00			\$ 42,900.00
Tires Unlimited	30.00				\$ 30.00
Traffic Safety Supplies	625.85				\$ 625.85
UniFirst Corp.	579.06				\$ 579.06
Updike Industries, Inc.	6,350.00				\$ 6,350.00
Virginia Utility Protection Services		27.60			\$ 27.60
WBBI, Inc.	208.20				\$ 208.20
TOTALS:	63,959.93	80,522.59	33,642.16	4,320.00	\$ 182,444.68



*Incorporated 1873*

**212 Fredericksburg Avenue, P.O. Box 531  
Louisa, Virginia 23093  
540-967-1400 Office; 540-967-9580 Fax  
[lnelson@louisatown.org](mailto:lnelson@louisatown.org)**

**To: Mayor Nuckols and Town Council**  
**From: Jessica Ellis, Clerk/Treasurer**

**Date: 9/12/2024**  
**Re: BTA / GL150 Reports**

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**Comments:** The council packet for September does not contain a Budget to Actual spreadsheet due to ongoing year end audit procedures. Robinson, Farmer, Cox Associates completed their field work in-office Monday and Tuesday of this week and will be wrapping up the audit over the next couple of weeks so that we can then close out the year. We hope to have reports at the next meeting.

**Town of Louisa  
Monthly Meeting  
August 20, 2024**

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

**Absent:** Jeff Gore, Legal Counsel

**Also in Attendance:** Ed Jarvis, Airport Manager for the Louisa County Airport; Debbie Woodward, 115 Club Road; Rick Meyer, 114 Woodger Circle; Lawrence Kavanagh, 225 Fairway Drive; Susanne Davino, 119 Woodger Circle; Rob Woolfolk, 467 Bloomington Lane, Louisa; Nancy Woolfolk, 578 Bloomington Lane, Louisa; Manning Woodward, 115 Club Road; Debora Shifflett, Business Owner/Operator at 100 Jefferson Hwy; Stephanie Woolfolk, 467 Bloomington Lane, Louisa; Kim Kelley-Wagner, 144 Jefferson Hwy

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

Mayor Nuckols called the Louisa Town Council meeting to order at 6:02 p.m.

**BUSINESS FROM THE FLOOR**

Manning Woodward stood and spoke as the Louisa District Supervisor about the County of Louisa's comprehensive plan and offered Council assistance in reviewing and making changes to the town's comprehensive plan.

**CONSENT AGENDA**

1 Mayor Nuckols questioned if there were any changes or additions to  
2 the agenda. Mrs. Nelson reported: the presentation for Mr. Jones  
3 has been pushed back to the September meeting; the public hearing  
4 and action item no. 2 under New Business for SUP 2024-02,  
5 submitted by East Coast Excavation, has been tabled as they have  
6 requested a deferral while they continue to review their plans; and  
7 there is need for a discussion and action on the engineering  
8 recommendation for the water infrastructure project as item no. 5  
9 under New Business.

10  
11 Council member Carter made the motion to approve the amended  
12 consent agenda. Council member Purcell seconded the motion. The  
13 vote went as follows: 5-0 in favor.

#### 14 **PRESENTATION AND UPDATE**

15  
16  
17 **John Jones Years of Service Proclamation – Presented by Chris**  
18 **Snider from the Office of Congressman Bob Good**

19  
20 *The presentation was moved to the September 17, 2024, meeting.*

#### 21 **PUBLIC HEARINGS**

22  
23  
24 **1) ZP 2024-07: A Rezoning application, known as Timber Oaks**  
25 **Rezoning Request, submitted by Quigley Properties of**  
26 **Charlottesville, Virginia (Tax Map 41C-7-B), and remainder of**  
27 **Tax Map 41C-7-A) located along Jefferson Highway (Route 33)**  
28 **across from Pine Ridge Drive in Louisa, Virginia. This**  
29 **application also revises the Zoning Map Amendment (PUD-**  
30 **2022-01) that was approved in 2022 for Timber Oaks – Phase**  
31 **2. The area added to the PUD is 10.53 acres for a total of 21.74**  
32 **acres. 11.52 acres (53% of total will be Open Space, to include**  
33 **amenities such as a park, playground, dog park, tree-**  
34 **preservation areas, and additional storm water management.**  
35 **The remaining area is to provide for multi-family dwelling**  
36 **units, single-family dwelling units, and commercial**  
37 **development. The tree preservation area increased from 1.4**  
38 **acres to 5.0 acres. The previously proposed road connecting**  
39 **Route 33 and Pine Ridge Drive is removed.**

1 Mayor Nuckols opened the public hearing at 6:10 pm.

2  
3 Tim Miller then stood and took a few moments to review the narrative  
4 and conceptual plan submitted and provided in the Council packet.  
5 Mr. Miller stated that the idea behind the plan was to improve the last  
6 zoning approval with changes based on housing demands as well as  
7 the concerns of the Planning Commission and Town Council. The  
8 changes increase green and/or open space leaving more vegetation  
9 undisturbed, allow for a lower traffic flow on Pine ridge Drive, and  
10 increase stormwater management to have a lower impact on  
11 surrounding water channels. The proffer from the first approval will  
12 remain in place which will give no ingress/egress to the property  
13 through Barnstormer Circle. Mr. Miller stated that the plan's  
14 neighborhood model would enhance the community with both  
15 residential and commercial qualities and offers many amenities to its  
16 residents such as a clubhouse.

17  
18 Following Mr. Miller's presentation, Mrs. Nelson read aloud a  
19 statement from Byron and Karen Mehlhaff, at 303 Club Road,  
20 expressing their concerns with the Timber Oaks project as they were  
21 unable to attend the meeting. Ed Jarvis, Airport Manager for the  
22 Louisa County Airport, then stood and spoke of a future airport  
23 expansion project and changes in structure height regulations that  
24 may have an impact on the development.

25  
26 The attendees listed below then stood individually and spoke  
27 expressing their concerns and oppositions to the project citing issues  
28 with: increased density; increased traffic; impacts on water/sewer  
29 infrastructure; water capacity; impacts on emergency services; storm  
30 water runoff and flooding; and resulting impacts on property located  
31 in the county.

- 32  
33 Debbie Woodward, 115 Club Road  
34 Rick Meyer, 114 Woodger Circle  
35 Lawrence Kavanagh, 225 Fairway Drive  
36 Susanne Davino, 119 Woodger Circle  
37 Rob Woolfolk, 467 Bloomington Lane  
38 Nancy Woolfolk, 578 Bloomington Lane  
39 Manning Woodward, 115 Club Road



1 Mayor Nuckols closed the public hearing at 6:44 pm.

2  
3 **2) SUP 2024-02: A Special Use Permit application, submitted by**  
4 **East Coast Excavation from Richmond, Virginia for the**  
5 **property located directly behind 440 West Main Street, Louisa,**  
6 **VA – (Tax Map 40-23-A1). The subject property consisting of**  
7 **5.5197 acres is in the General Commercial District, which**  
8 **allows for various uses with a special use permit. This**  
9 **application is for the construction of 42 townhomes as**  
10 **outlined in Town Code 165-44 (B).**

11 *This item was removed from the agenda and tabled to a later date.*

12  
13  
14 **3) PUD 2024-01: A Rezoning application, known as Pine Ridge**  
15 **Properties Rezoning Request, submitted by GW1 Properties,**  
16 **LLC & Mil Investments, LLC of Louisa, Virginia (Tax Map**  
17 **Parcels 41-16-1; 41-16-5; 41-16-10; 41-16-11; 41-16-12; 41-16-**  
18 **13; & 41-16-14) located along Pine Ridge Drive in Louisa,**  
19 **Virginia. The property consists of 19.7958 acres and the**  
20 **rezoning request is intended to change the zoning from**  
21 **Residential General to Planned Unit Development (PUD). The**  
22 **PUD is proposed to consist primarily of multifamily dwelling**  
23 **units, intentionally not to include commercial development.**  
24 **The conceptual plan includes 159 Townhome units with 56.7%**  
25 **of the total development committed to “Open Space” and**  
26 **5.05% for amenities.**

27  
28 Mayor Nuckols opened the public hearing at 6:45 pm.

29  
30 Torrey Williams then stood and gave a lengthy presentation on the  
31 rezoning request that was submitted by GW1 Properties, LLC & Mil  
32 Investments, LLC. Mr. Williams gave a history of the initial approval of  
33 the SUP on the property and noted the many changes that have been  
34 made to enhance the project. He stated that, if approved, the SUP  
35 would be amended to a PUD adding 5 acres of property to the  
36 development across Pine Ridge Drive. Mr. Williams stated that there  
37 will be 11.23 acres of undisturbed open space, and the project would  
38 also include a 1-acre common area. Mr. Williams stated that he and  
39 his partners worked diligently on the stormwater management plan,

1 and was emphatic about wanting to be a good neighbor and stated  
2 that he has listened intently to the comments and concerns to  
3 propose the best possible design.  
4

5 Following Mr. Williams' presentation, the attendees listed below then  
6 stood individually and spoke expressing their concerns and  
7 oppositions to the project citing issues with: the airport expansion  
8 project affecting the development; too much growth; preference for  
9 small town/rural area; increased traffic; impacts on schools; impacts  
10 on water/sewer infrastructure; water capacity; impacts on local retail  
11 stores; storm water runoff and flooding; and resulting impacts on  
12 property located in the county.  
13

14 Ed Jarvis, Airport Manager for the Louisa County Airport  
15 Debbie Woodward, 115 Club Road  
16 Rick Meyer, 114 Woodger Circle  
17 Susanne Davino, 119 Woodger Circle  
18 Rob Woolfolk, 467 Bloomington Lane  
19 Nancy Woolfolk, 578 Bloomington Lane  
20 Manning Woodward, 115 Club Road  
21 Debora Shifflett, Business Owner/Operator at 100 Jefferson Hwy  
22 Stephanie Woolfolk, 467 Bloomington Lane  
23 Kim Kelley-Wagner, 144 Jefferson Hwy  
24

25 Mayor Nuckols closed the public hearing at 7:28 pm.  
26

## 27 **NEW BUSINESS**

### 28 29 **1) Discussion/Action: ZP 2024-07: A Rezoning application,** 30 **known as Timber Oaks Rezoning Request, submitted by** 31 **Quigley Properties** 32

33 Council member Harte led off the discussion addressing the height of  
34 the apartments in the Timber Oaks plans as a result of comments  
35 made by Ed Jarvis during the public hearing. Mr. Miller responded  
36 stating that the apartments will be forty-five feet tall and will not be  
37 built on elevated land.  
38

1 Mrs. Harte also spoke about the flooding that occurs in town from  
2 normal 1-2 inch rain events versus one, two, and ten year storms,  
3 and stated that she has witnessed flooding on the property where the  
4 plans indicate homes will be built during normal storms. Mrs. Harte  
5 also stated that she felt engineering studies do not address/reflect  
6 that issues that the town is already experiencing. Mr. Miller  
7 responded that, because of the flooding/runoff issues, they revisited  
8 the location of the homes and their proximity to the creek and moved  
9 them back away from the water, and stressed the amount of tree  
10 preservation and green space the plans now feature which will help to  
11 reduce those issues going forward. Mr. Miller also stated that they  
12 had an environmental study done to indicate that there are wetlands  
13 on the property.

14  
15 Council member Rigsby spoke of the number of apartments and  
16 single-family dwellings on the plans and questioned if more town  
17 homes were considered to address the high density that the  
18 apartments create. Mr. Miller responded that it would be less  
19 beneficial largely because townhomes would have a greater impact  
20 on tree preservation and green space, and also because the  
21 apartment buildings will be maintained and managed by a  
22 professional company rather than individuals who own the single-  
23 family dwellings and townhomes.

24  
25 Mr. Miller also took a moment to address a few comments that were  
26 made during the public hearing. Mr. Miller stated that at this point,  
27 aesthetics of the project is a little premature and is usually addressed  
28 during the site plan review by the Planning Commission. He reported  
29 that a traffic study was done indicating that there is a slight reduction  
30 in traffic with this layout versus the other, and also reported that they  
31 are now able to proffer a right-of-way dedication for the extension of  
32 Pine Ridge into Tanyard.

33  
34 Council member Purcell posed a question about the emergency  
35 access areas between the homes and apartments and how they  
36 would be maintained stating that he recalled Mr. Miller saying that  
37 they would be paved. Mr. Miller responded that he reviewed the code  
38 and per the slope requirements, it does not have to be paved,

1           however he felt their intensions would be to have them paved for  
2           better/easier vehicular access.

3  
4           Mayor Nuckols questioned who would have access to Pine Ridge  
5           drive from the development. Mr. Miller stated that only the thirteen  
6           single-family dwellings will have access to Pine Ridge, however there  
7           would be access for emergency services via a gate. Mayor Nuckols  
8           then added that he wanted to be sure that a park/playground will be  
9           featured on the property and not just proposed on the plan. Mr. Miller  
10          responded stating that it was required in the PUD and could be  
11          reviewed and enforced during the site plan process with the Planning  
12          Commission.

13  
14          Council member Rigsby questioned what he felt the timeline for this  
15          development would look like. Mr. Miller stated that he has several  
16          people interested in it at the moment, and he feels that the build out  
17          would take place over the course of two to three years starting with  
18          the apartments, then the commercial pieces, followed by the single-  
19          family homes.

20  
21          Council member Purcell then commented that the revised plan has  
22          more open space than it previously did, and that while he is not a big  
23          fan of more apartments, he feels like this will provide more of a mix of  
24          apartments, townhomes, and single-family homes than before. He  
25          stated that there are not a lot of young people living in town due to  
26          availability, and the difficulties young people face when trying to buy a  
27          home, and felt that apartments can be helpful in saving up for a  
28          home.

29  
30          Council member Purcell then made the motion to approve ZP 2024-  
31          07. Council member Lassiter seconded the motion. The vote went as  
32          follows: 3-2 in favor (Harte, against; Rigsby, for; Purcell, for; Lassiter,  
33          for; Carter, against).

34  
35          **2) Discussion/Action: SUP-2024-02: A Special Use Permit**  
36          **application, submitted by East Coast Excavation**

37  
38                 *This item was removed from the agenda and tabled to a later date.*  
39

1           **3) Discussion/Action: PUD-2024-01- A Rezoning application,**  
2           **known as Pine Ridge Properties, submitted by GW1**  
3           **Properties, LLC & Mil Investments, LLC**  
4

5           Council member Harte led off the discussion with a question about  
6           storm water runoff through the property and the placement of storm  
7           water management facility. Mr. Williams responded that surveying of  
8           the topography was conducted, and that site was intentionally chosen  
9           because it is a natural discharge site, and Mr. Williams added that  
10          water runoff from surrounding properties was also taken into  
11          consideration when developing their plans and retention ponds.  
12

13          Council member Harte then posed a question about the left turn onto  
14          Route 33 due to the heavy traffic in the area. Mr. Williams  
15          acknowledged that there is heavy traffic at times, especially on Route  
16          22, but stated that a traffic study was conducted to find out if a left  
17          turn lane was needed, and was told it was not.  
18

19          Council member Harte also questioned the addition of two lots on the  
20          north side of the project which were not included in the original  
21          approval of the south side of the project. Mr. Williams responded  
22          stating that the additional acreage allows them to capture the storm  
23          water area, allows them to reduce the density, and allows them to  
24          preserve more open space.  
25

26          Mayor Nuckols also questioned Mr. Williams on the inclusion of a  
27          park/playground being built on the property. Mr. Williams stated that  
28          plans for a dog park and playground are included in the 1-acre area  
29          of the fire pit.  
30

31          At the conclusion of the discussion, Council member Carter made the  
32          motion to approve PUD 2024-01. Council member Rigsby seconded  
33          the motion. The vote went as follows: 4-1 in favor (Harte, against;  
34          Lassiter, for; Carter, for; Rigsby, for; Purcell, for).  
35

36           **4) Discussion/Action: Water Infrastructure Project Easement –**  
37           **Setters LLC; Tax Map 40-197**  
38

1 Mrs. Nelson briefed Council stating that, recently, during the ROW  
2 acquisition phase of the project Council approved extending the  
3 warranty on the carwash property (located on W. Main Street). Mrs.  
4 Nelson explained that, during the negotiation, both the car wash  
5 property (owned by 406 West Main Street LLC) and the property on  
6 West Street (owned by Setters LLC) were negotiated together, and it  
7 was the owners' understanding that the warranty for both would be  
8 extended to three years. Mrs. Nelson stated that Eric with Thrasher  
9 did not understand the situation to be same, but explained that is how  
10 they were drafted, and when the final easements were presented, the  
11 issue was brought to light and questioned.

12  
13 Council member Harte reiterated statements made at a previous  
14 meeting remarking that she felt we would be setting a precedence  
15 with three-year warranties.

16  
17 Council member Rigsby made the motion to approve the extension of  
18 two additional years for a total of three years for the easement of  
19 TM40-197. Council member Carter seconded the motion. The vote  
20 went as follows: 3-1-1 in favor (Purcell, abstain; Lassiter, for; Carter,  
21 for; Harte, against; Rigsby, for).

22  
23 **5) Discussion/Action: Engineering recommendation for the**  
24 **water infrastructure project**

25  
26 Mrs. Nelson reported that Thrasher has certified the bid tabulation for  
27 the project and is recommending Stocks General Contracting. Mrs.  
28 Nelson stated that the tabulation and recommendation was included  
29 in the supplemental packet, and if Council would like, they can  
30 approve the draft letter that was included in the supplemental packet  
31 that acknowledges our acceptance of their certified bid tabulation and  
32 recommendation of Stocks General Contracting.

33  
34 Council member Rigsby made the motion to approve the draft letter  
35 acknowledging our acceptance of the certified bid tabulation and their  
36 recommendation of Stocks General Contracting. Council member  
37 Lassiter seconded the motion. The vote went as follows: 5-0 in favor.

38



1 A brief conversation was held between the Mayor, Council, and staff  
2 regarding a land donation, and Council stated that they were not  
3 prepared to take action on the matter at this time and would prefer to  
4 take action at a later date.

5  
6 **STANDING COMMITTEE REPORTS**

7  
8 **Personnel Committee:**

9  
10 Council member Lassiter gave an update stating that the committee  
11 has met several times and has reviewed the salary charts and are  
12 making progress, but do not have any recommendations at this time.

13  
14 Mrs. Nelson reported that requests have been made by the  
15 committee for department heads to review salaries and report back to  
16 them.

17  
18 **Cemetery Committee:**

19  
20 Mrs. Nelson reported that Paul Snyder's son Wyatt recently  
21 completed a cemetery project for us as a community service  
22 requirement of the program he is working on in college. Wyatt took  
23 several pictures and used them to create new maps of Oakland  
24 detailing burials over the many years of its existence. Mrs. Nelson  
25 reported that the committee recommends that we move forward with  
26 the application process to have Oakland put on the national registry,  
27 and once the application is complete, Council will need to authorize  
28 the submittal. Mrs. Nelson reported that the drought has caused very  
29 dry conditions in Hillcrest and members are watching the new  
30 planting carefully and watering as needed. We may need more water  
31 barrels in the near future.

32  
33 Mayor Nuckols made mention of a flag request that was made by  
34 Jerry Harlow to have the first National flag of the Confederacy be  
35 flown in Oakland to honor the unknown soldiers buried there. Mrs.  
36 Nelson stated that the committee is doing some research into the  
37 matter as there could possibly be both Union and Confederate  
38 soldiers buried in Oakland, and in that situation, they would prefer

1 that all be honored, and the committee will report back once more  
2 information has been gathered.

3  
4 **Refuse, Recycling, Litter Committee:**

5  
6 Council member Harte referred to the flyer she drafted for Clean Up  
7 day on Saturday, September 28, 2024. Mrs. Harte asked for Council's  
8 input on the flyer and gave a brief overview of the plan for the day.  
9 Council member Rigsby suggested adding the town seal to the flyer,  
10 and Council member Purcell questioned what the cost to the town  
11 would be for town for the day. Mrs. Nelson responded that the cost  
12 should be minimal, estimating it to be around \$200, and noted that  
13 the funds would come from the streets and sidewalks beautification  
14 line item.

15  
16 **STAFF REPORTS**

17  
18 **Police:**

19  
20 Chief Buckley reported:

- 21
- 22 • National Night Out was very successful and he received several  
23 compliments on the event. He received a letter from the NAACP  
24 thanking them for the invitation to participate in the event stating  
25 that they were honored to have been there and look forward to  
26 future involvement. He also thanked Council member Harte for her  
27 assistance with arranging volunteers from the American Heritage  
28 Girls for the evening.
  - 29 • New parking signs have been posted in the parking lot at  
30 Frosties's and officers have been instructed to issue warnings to  
31 those who have been parking their vehicles in the lot on a long-  
32 term basis for the time being.
  - 33 • The town is now able to change speed limits within the town limits,  
34 should they desire to do so, due to code/ordinance changes.
  - 35 • He processing a new applicant, and if all goes smoothly, he/she  
36 should be on board in approximately four weeks.

37  
38 **Project Manager:**



1 Mr. Synder reported:  
2

- 3 • Spring Oak townhomes requested a deferral until September to  
4 allow them more time to prepare themselves.  
5 • He has a meeting coming up on Friday with CHA and Thrasher.  
6 • Jouett Square Apartments has reported that they will be submitting  
7 a proposed development in September for review by the Planning  
8 Commission.  
9 • He gave an update on Commonwealth Auto and stated that he is  
10 reviewing their approval letter with legal counsel. He reported that  
11 he has been visiting the site often to take pictures and build a case  
12 based on compliance – not to shut him down, but to bring him  
13 back into compliance.  
14

15 **Legal Counsel:**

16  
17 No report.  
18

19 **Clerk/Treasurer:**

20  
21 No report.  
22

23 **Manager:**

24  
25 Mrs. Nelson reported:  
26

- 27 • Anthony Larry, who was hired to step in after John Jones'  
28 retirement, has come on board with the town and is working out  
29 well.  
30 • The Mayor's wall project is now complete.  
31 • John Jones' retirement luncheon will be held on September 20<sup>th</sup>.  
32 • A letter from Bob Good's office will hopefully be presented to Mr.  
33 Jones at the next Council meeting.  
34

35 **COMMUNICATIONS**

36  
37 None.  
38

1  
2  
3  
4  
5  
6  
7  
8  
9

**ADJOURNMENT**

Council member Purcell made the motion to adjourn the meeting at 8:46 p.m. Council member Rigsby seconded the motion.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**This Deed**, made and entered into this 9<sup>th</sup> day of September, 2024, by and

between THE TOWN OF LOUISA, a municipal corporation, located in the County of Louisa, Virginia, party of the first part, and Grantor ;

Veronica Saxton,

party of the second part, and Grantee(s); WITNESSETH:

That for and in consideration of the sum of \$ 800.00 cash in hand paid by the party of the second part to the party of the first part, the receipt whereof is hereby acknowledged, and by virtue of a resolution of the Town Council of the Town of Louisa, Virginia, duly passed by said council at a meeting of the said council duly held on the 17<sup>th</sup> day of September, 2024, authorizing this conveyance, the said party of the first part has bargained and sold and by these presents doth grant and convey, with Special Warranty of Title, unto the said party of the second part, subject to the conditions and restrictions hereinafter set forth, all that certain lot in "Hillcrest Cemetery" designated as Lot No. 805, space 2 on a certain map and plan of said cemetery made by W.R. Shank, dated October, 1973, and recorded in the Clerk's Office of Louisa County in Plat Book 8, page 51; and being part of the same property conveyed to the party of the first part by deed from Lawrence F. and Nellie Fleshman, recorded in said office in Deed Book 116, page 417; and reference is hereby made to said plat recorded as aforesaid for a more accurate description of said lot.

It is covenanted and agreed upon by and between the said parties that the said lot is conveyed to be used solely by the said party of the second part and his or her successors in title as a burial ground; and that the said lot is conveyed subject to the following conditions and restrictions, which shall forever run with the lot:

- 1: That the said party of the second part and his or her successors in title to said lot, are to hold the title to same subject to all the rules, regulations and restrictions heretofore or which may be hereinafter made by the Town Council of said town governing the section in which the said lot is located;
- 2: That a permit for the interment of any body or bodies in said lot, whether by an undertaker or a private party, must be secured from the Clerk of said town before such interment may be made;
- 3: A permit for the erection of any monument, stone or marker, or the planting of any tree, shrub or plant in said lot, must be secured from the Clerk of said town before erecting or planting same; and the number and size of any monuments, stones and markers, and the number of trees, shrubs or plants to be placed in said lot, shall be subject to the rules and regulations made by the committee in charge of said cemetery;
- 4: That neither the said party of the second part, nor his or her successors in title shall erect, raise or construct, or cause to be erected, raised or constructed any fence or curbing in or around said lot; nor mound, terrace or change the said lot from its present condition, or cause the same to be mounded, terraced or raised from its present condition, or to make such change in any grave located or to be hereafter located in said lot.
- 5: That any conveyance of said lot or any part thereof shall be made by deed indenture in which all of the above restrictions and conditions shall be set out, and which said deed shall be signed by the grantee therein.
- 6: In consideration of the purchase price paid for said lot, the said party of the first part covenants and agrees to and with the said party of the second part that it will perpetually maintain and properly care for said lot.
- 7: No transfer of burial rights whether by will or by intestacy shall be effective until noted on the cemetery records at the Town Office of the Town of Louisa.
- 8: There is hereby reserved unto the Town a right of first refusal to repurchase the lot herein conveyed, if the Grantee(s) determine to sell the same, at the same purchase price as said Grantee(s) paid the Town, or the Town's then current selling price for lots, whichever shall be greater. No deed of conveyance, or other instrument of conveyance, of any such lot by any owner shall be deemed effective to transfer ownership of said lot, unless and until the Town shall execute said deed waiving its right of first refusal herein reserved.



## Presentations

1. John Jones Years of Service Recognition  
Presented by Chris Snider from the Office of Congressman Bob Good
2. Town of Louisa's 150<sup>th</sup> Anniversary Proclamation  
Presented by Chris Snider from the Office of Congressman Bob Good



## Public Hearing

1. SUP-2024-02: A Special Use Permit application, submitted by East Coast Excavation from Richmond, Virginia for the property located directly behind 440 West Main Street, Louisa, VA – (Tax Map 40-23-A1). The subject property consisting of 5.5197 acres is in the General Commercial District, which allows for various uses with a special use permit. This application is for the construction of 42 townhomes as outlined in Town Code 165-44 (B).

# THE TOWN OF LOUISA

Incorporated 1873

P.O. Box 531  
212 Fredericksburg Ave.  
Louisa, Virginia 23093



Phone: (540) 967-1400  
Fax: (540) 967-9580  
www.louisatown.org

Application No. SUP-2024-02

*Scott Curry*

## APPLICATION FOR SPECIAL USE PERMIT

Applicant Name East Coast Excavation

Address 11616 Timberly Waye Richmond Va 23238

Phone (804) 426 9879

Property Location Tax Map # 40-23-A1

Zoning General Commercial

Are there any deed restrictions? [ ] Yes [X] No If yes, attach copy of deed restrictions.  
Date restrictions expire \_\_\_\_\_

### NECESSITY OF REQUEST

The applicant requests a permit to allow the following use on the above-described property:  
Putting In Town Homes

Describe here what is intended to be done on or with the property. If a building is involved, a sketch or plan with photographic or other suitable description should accompany this application.

Plans Attached

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## IMPROVEMENTS PROPOSED

Describe briefly the improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used and/or renovated or additions are to be made to existing buildings.

Plans Attached

## PROTECTION TO ADJOINING PROPERTY

Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

All Appropriate Storm Sewer, Water, Sewer, Curbs & Gutter, Paving Will Be done According to Plans

## ENHANCEMENT OF TOWN

Why does the applicant believe that this requested change will be advantageous to the Town? (Please substantiate with facts.)

Housing, Growth

## PLAN

Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on site, roadways, walks, off-street parking, and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and should be filed with the application.

ADDITIONAL INFORMATION/REMARKS

Please Call If Any Questions

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Requirements and Instructions for Filing  
Application for Special Use Permit

The following must be filled out completely and submitted by the applicant.

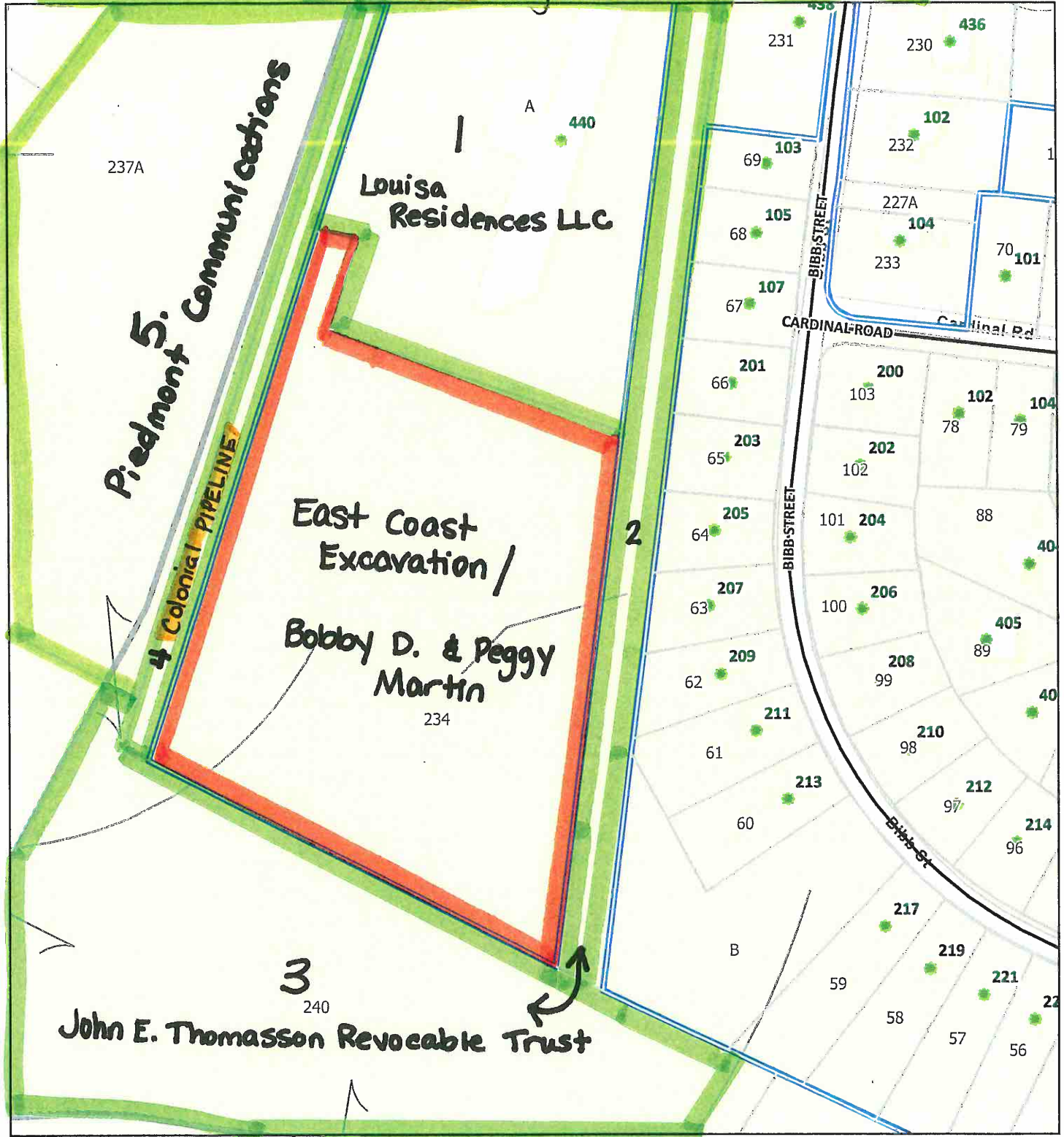
1. The Application Form must be filled out completely with full answers to every statement and question. Additional sheets may be attached, as necessary.
2. Furnish a Site Plan for any cases involving expansion of an existing structure or construction of a new building. The plan shall consist of the following:
  - a. Plot plan or survey plat showing the dimensions of the property drawn to an appropriate scale.
  - b. Location and dimensions of existing structures, right-of-ways, easements, boundaries, water courses, and bodies of water.
  - c. Location and dimensions of proposed development including structures, types of uses, access drives, setbacks, easements, etc.
  - d. In the case of commercial and industrial developments, sketches and plans for proposed off-street parking and loading areas, signage, outdoor lighting, buffers and screening.
3. The Application Fee is \$750.00. This fee must be paid at the time of the filing of the application. Make checks payable to "Town of Louisa."
4. Photographs of the property involved (not over 8½ X 11) to illustrate the conditions of the property under consideration are always helpful and are suggested as exhibits to accompany this application.





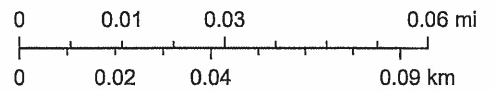
# G. Charles Alexander IV

7. Buckingham Railroad

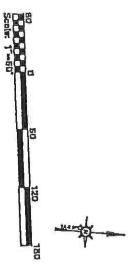
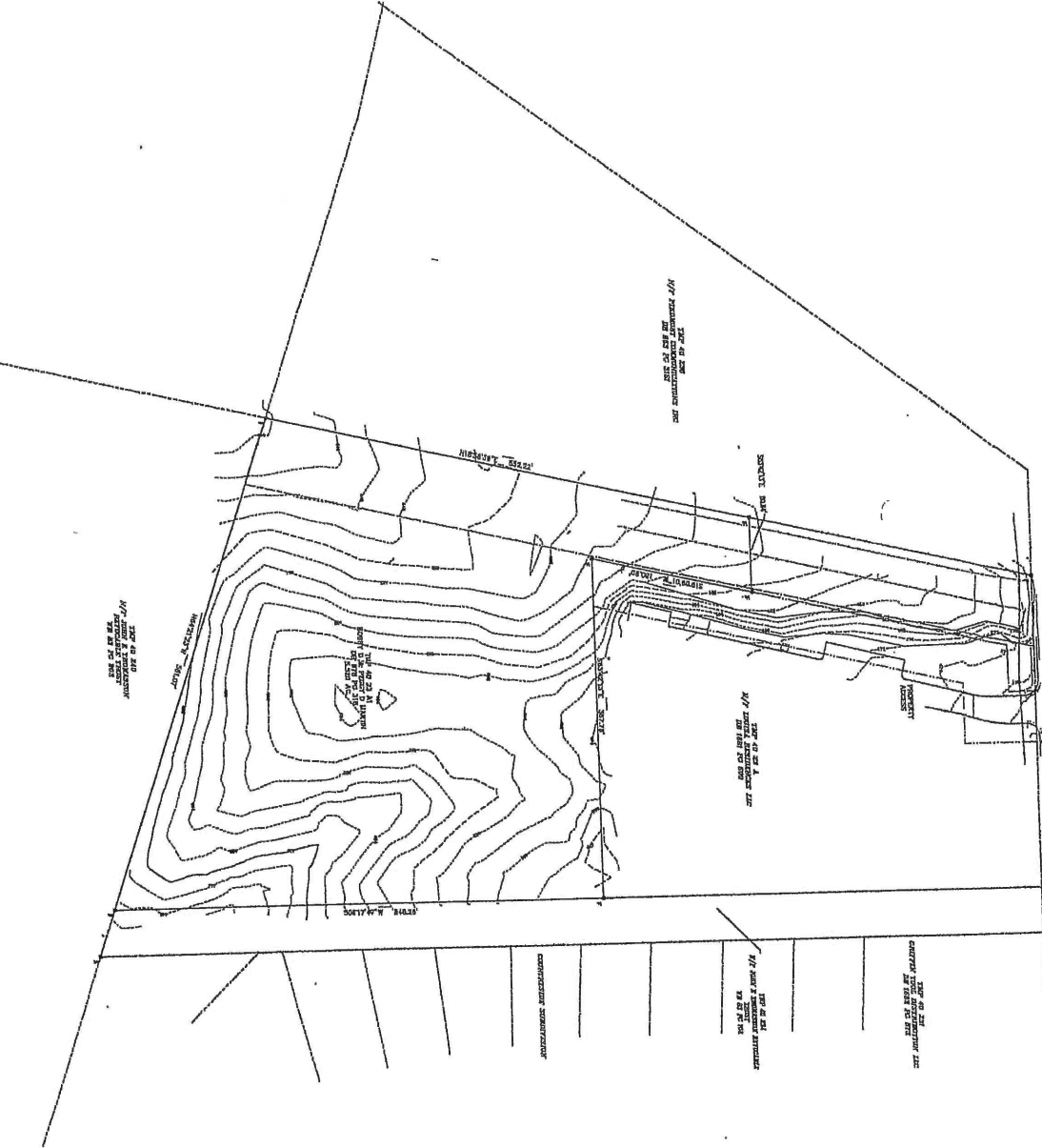


April 26, 2024

1:2,257







FILE NO. 24.020  
 EXISTING  
 CONDITIONS  
**C2**

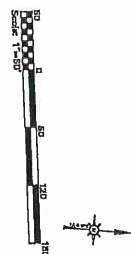
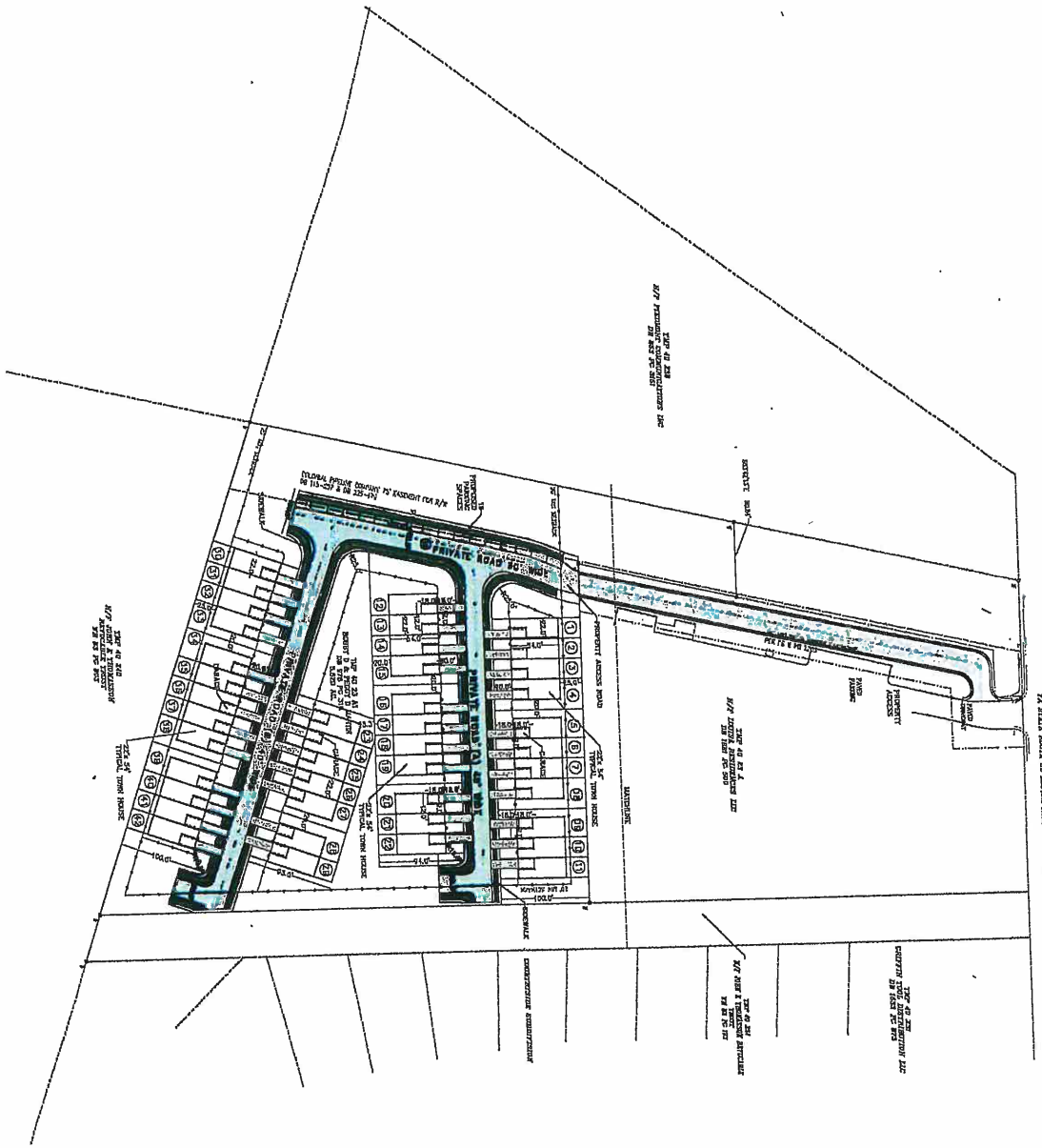
TOWN OF LOUISA, VIRGINIA  
 SUBMISSION:  
 20130801-12  
 11/20/2014  
 3/20/2015

CONCEPT PLAN  
 SPRING OAK  
 TOWNHOMES LAYOUT

DESIGNED BY  
 CHECKED BY  
 APPROVED BY

CONSULTING ENGINEER

**SHIMPA**  
**ENGINEERING**  
 INCORPORATED  
 10000 WOODBRIDGE DRIVE  
 SUITE 100  
 WOODBRIDGE, VA 22192  
 (703) 596-1111  
 WWW.SHIMPAENGINEERING.COM



**SHIMPA**  
 ENGINEERING  
 1000 W. ...  
 ...  
 ...

DESIGNED BY  
 CHECKED BY  
 DATE

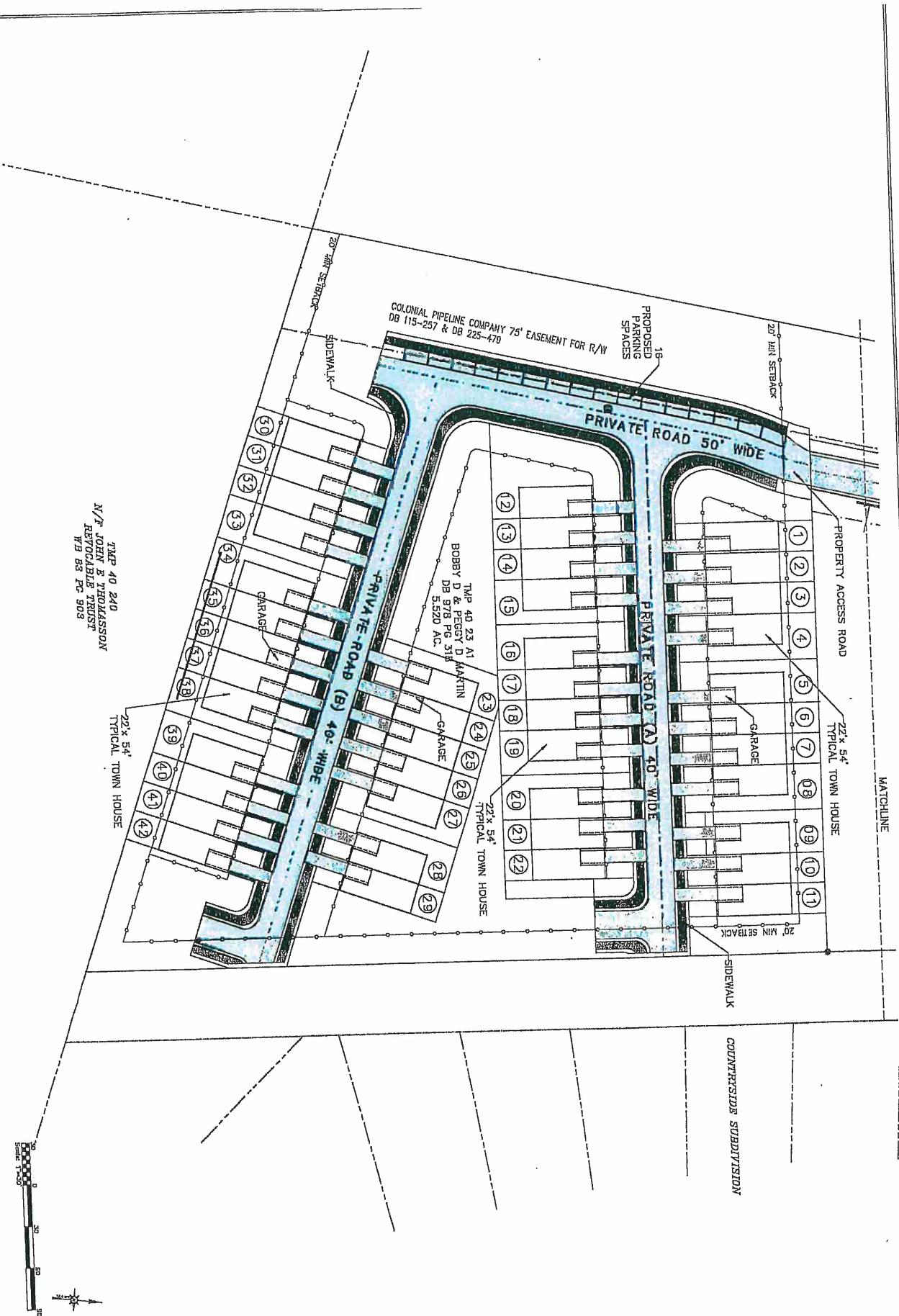
CONCEPT PLAN  
 SPRING OAK  
 TOWNHOMES LAYOUT

TOWN OF LOUISIA, VIRGINIA  
 SUBMISSION:  
 2024-04-12  
 17:05:00  
 19:20:00

FILE NO. 24.020  
 SITE LAYOUT  
 OVERVIEW

**C3**



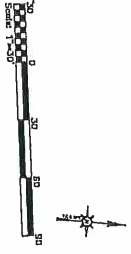


TMP 40 240  
 N/F JOHN E THOMASSON  
 REVOCABLE TRUST  
 WB BS PG 903

22' x 54'  
 TYPICAL TOWN HOUSE

TMP 40 23 A1  
 BOBBY D & PEGGY D  
 DB 978 PG 318  
 5,520 AC.

22' x 54'  
 TYPICAL TOWN HOUSE



**SHIMPA**  
 ENGINEERING  
 1000 W. BROADWAY, SUITE 100  
 DENVER, CO 80202  
 (303) 733-1111  
 www.shimpa.com

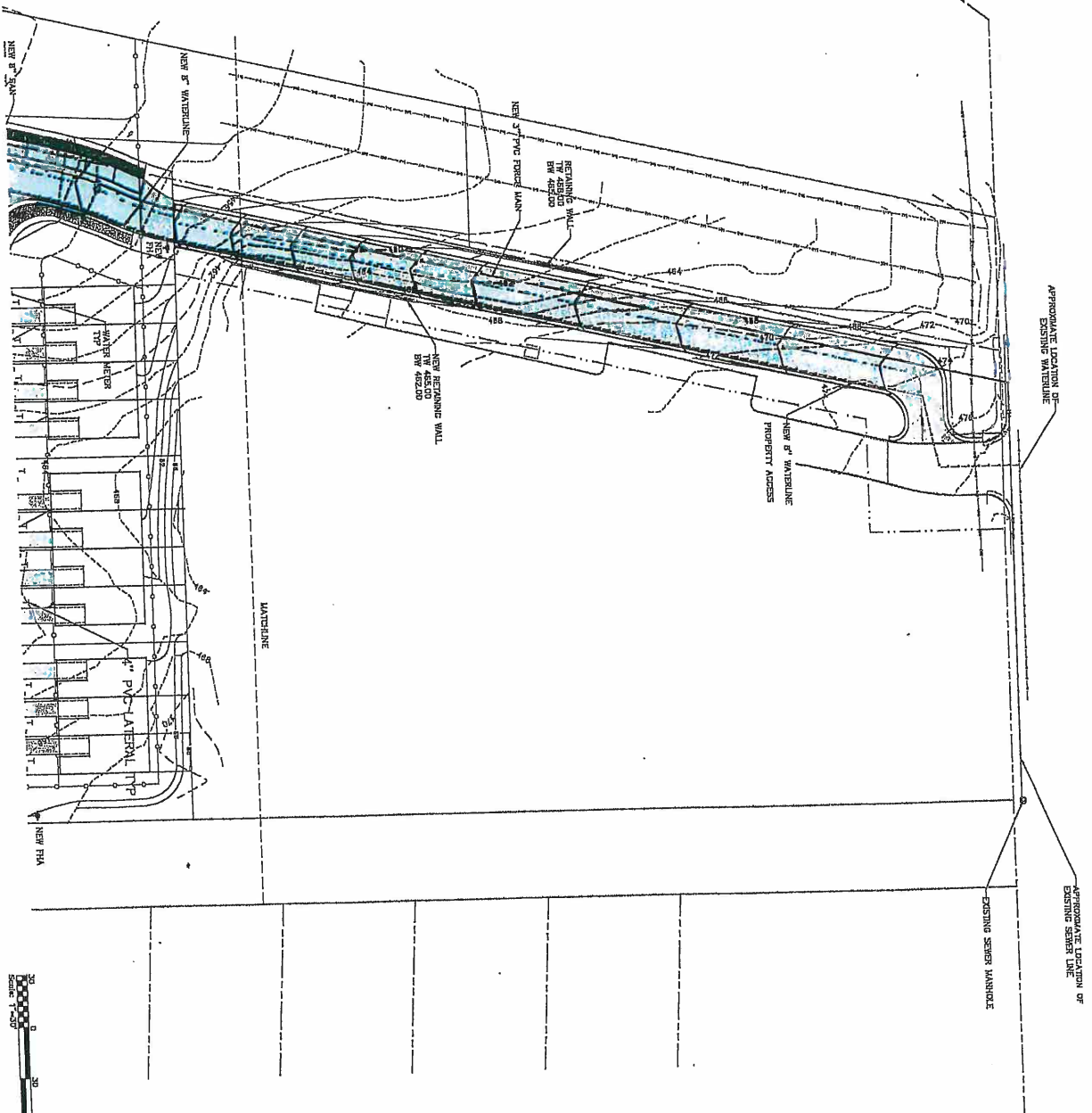
DESIGNED BY  
 CHECKED BY  
 APPROVED BY

CONCEPT PLAN  
 SPRING OAK  
 TOWNHOMES LAYOUT

TOWN OF LOUISIA, VIRGINIA  
 SUBMISSION:  
 12  
 11/20/2014  
 2/20/2015

FILE NO. 24.020  
 PROPOSED SITE

C4

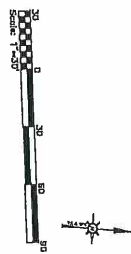


APPROXIMATE LOCATION OF EXISTING MANHOLE

APPROXIMATE LOCATION OF EXISTING SEWER LINE

EXISTING SEWER MANHOLE

MATCHLINE



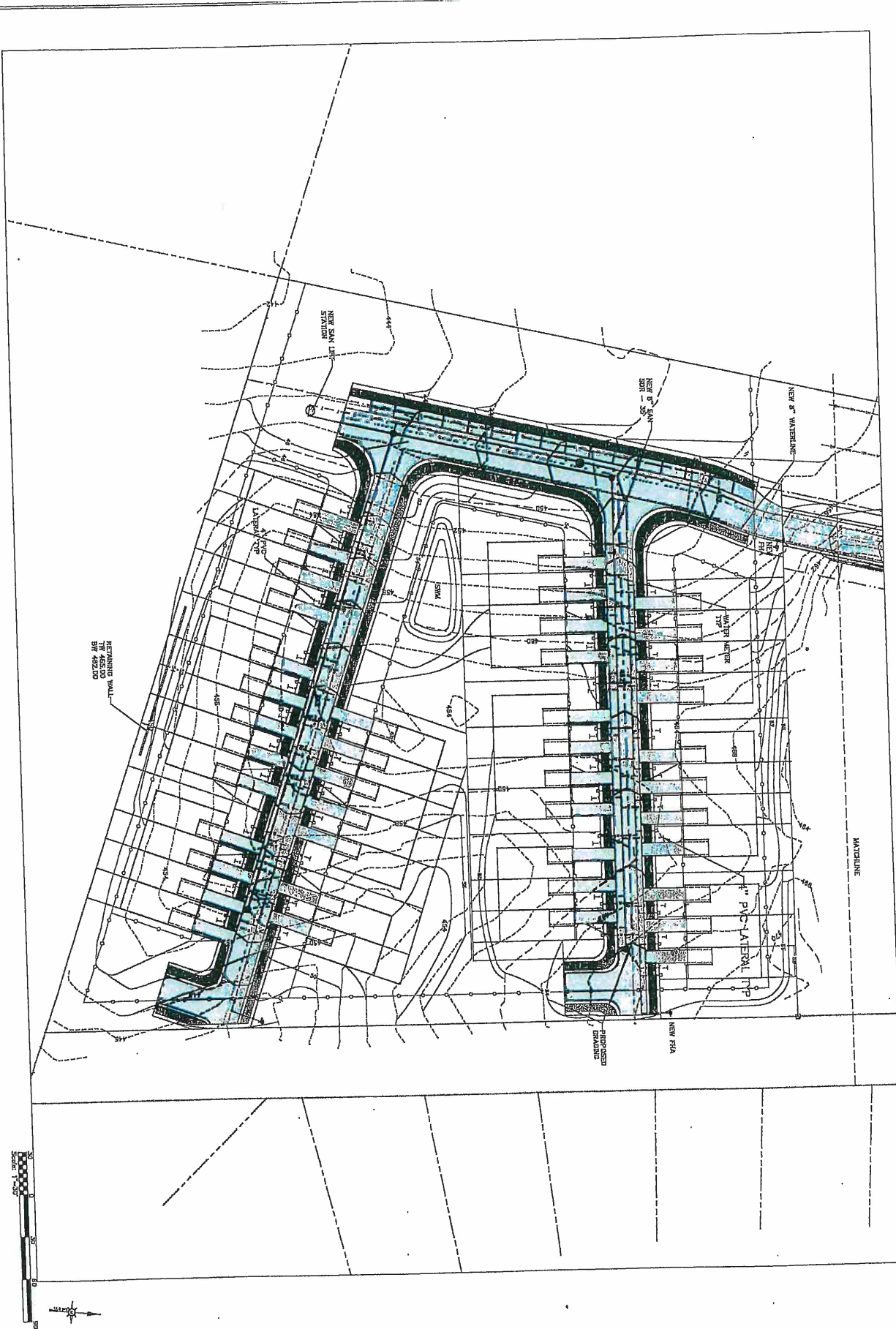
**SHIMPP & ENGINEERING**  
 ENGINEERING  
 1000 W. BROAD ST. SUITE 200  
 RICHMOND, VA 23220  
 (804) 781-1111  
 WWW.SHIMPP-ENGINEERING.COM

DESIGNED BY  
 PREPARED BY  
 CHECKED BY  
 DATE

CONCEPT PLAN  
 SPRING OAK  
 TOWNHOMES LAYOUT

TOWN OF LOUISIA, VIRGINIA  
 SUBMISSION:  
 2024.04.12  
 REVISION:  
 2024.04.12  
 2024.04.12

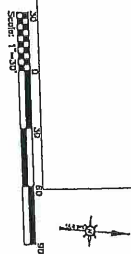
FILE NO. 24.020  
 GRADING & UTILITIES  
**C5**



FILE NO. 24.020  
**GRADING & UTILITIES**  
**C6**

DESIGNED BY: [Name]  
 CHECKED BY: [Name]  
 DATE: [Date]  
 CONCEPT PLAN  
 SPRING OAK TOWNHOMES LAYOUT  
 TOWN OF LOUISA, VIRGINIA  
 SUBMISSION:  
 2024.04.12  
 REVISION:  
 1/2024/04.12  
 2/2024/04.12

**SHIMPP ENGINEERING**  
 ENGINEERS  
 1000 [Address]  
 [City, State, Zip]





2

BOOK 0978 PAGE 0318

01067

*This Instrument Prepared by:*  
Terry J. Walrath, Esq.  
Attorney for Grantor  
100 North Center Street  
Newton Falls, OH 44444-1321

**SPECIAL WARRANTY DEED**

This deed, made the 18<sup>th</sup> day of January, in the year 2006, between **THE CADLE COMPANY II, INC.**, 100 North Center Street, Newton Falls, OH 44444-1321 (hereinafter referred to as "Grantor") and **BOBBY D. MARTIN** and **PEGGY B. MARTIN**, 206 Harris Creek Road, Louisa, VA 23093 (hereinafter referred to as "Grantees"),

**WITNESSETH:**

That in consideration of the sum of Ten 00/100 Dollars (\$10.00) the said Grantor does hereby bargain, grant, sell and convey with special warranty covenants grant unto the said Grantees all of the following lot or parcel of land lying and being in the County of Louisa, Commonwealth of Virginia, and more particularly described as follows:

All that certain tract, parcel or lot of land lying and being situate in the Town of Louisa, Louisa County, Virginia, containing 5.5197 acres, shown in plat of survey by James H. Bell, Jr., P.C., dated June 16, 1999, of record in the Clerk's Office of the Circuit Court of Louisa County, Virginia, in Plat Book 8, Page 1203, whereon said property is known as Parcel A1. Said property is carried on the land books of Louisa County as Tax Map Number 40-23-A1.

**TOGETHER WITH** a 50' exclusive right of way for ingress and egress and utilities to U.S. Route 33 as shown on said plat.

**BEING** a portion of that property conveyed to The Cadle Company II, Inc., by deed dated July 8, 2005 of record in the Clerk's Office of the Circuit Court of Louisa County, Virginia in Deed Book 958, Page 286.

County Tax Map No.: 40-23-A1

**TO HAVE AND TO HOLD** the above described premises. Together with all and singular the rights and appurtenances thereto in anywise belonging unto the said Grantees, their heirs, successors and assigns forever, and the Grantor does hereby bind itself, its successors and assigns to warrant specially the property hereby conveyed unto the said Grantees, their heirs, successors and assigns, against ever person whomsoever lawfully claiming or to claim the same

BOOK 0978 PAGE 0319

IN WITNESS WHEREOF, the said Grantor has hereunto set its hand and seal by its duly authorized officer the day and year above first written.

WITNESS:

THE CADLE COMPANY II, INC.

*Theodore J. Lane*  
Print Name: Theodore J. Lane

By: *Mitchell S. Brazin*  
Name: Mitchell S. Brazin  
Title: Assistant Vice President

*Jessica V. Hawkins*  
Print Name: Jessica V. Hawkins

(CORPORATE SEAL)

STATE OF OHIO                    )  
  ) §  
COUNTY OF TRUMBULL        )

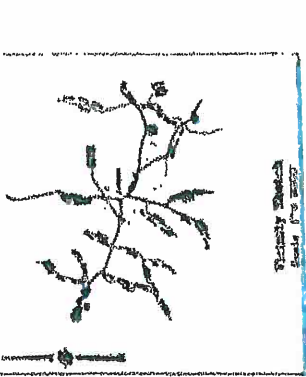
Before me, a Notary Public in and for said County and State, personally appeared Mitchell S. Brazin, Assistant Vice President of **THE CADLE COMPANY II, INC.**, the Grantor herein, who, under penalty of perjury in violation of Section 2921.11 of the Ohio Revised Code, represented to me to be said person, and who signed the foregoing instrument and acknowledged the same as his voluntary act and deed and the voluntary act and deed of **THE CADLE COMPANY II, INC.**

Executed this 18<sup>th</sup> day of January, 2006.

*Leslie A. Aemmer*  
Notary Public, State of Ohio

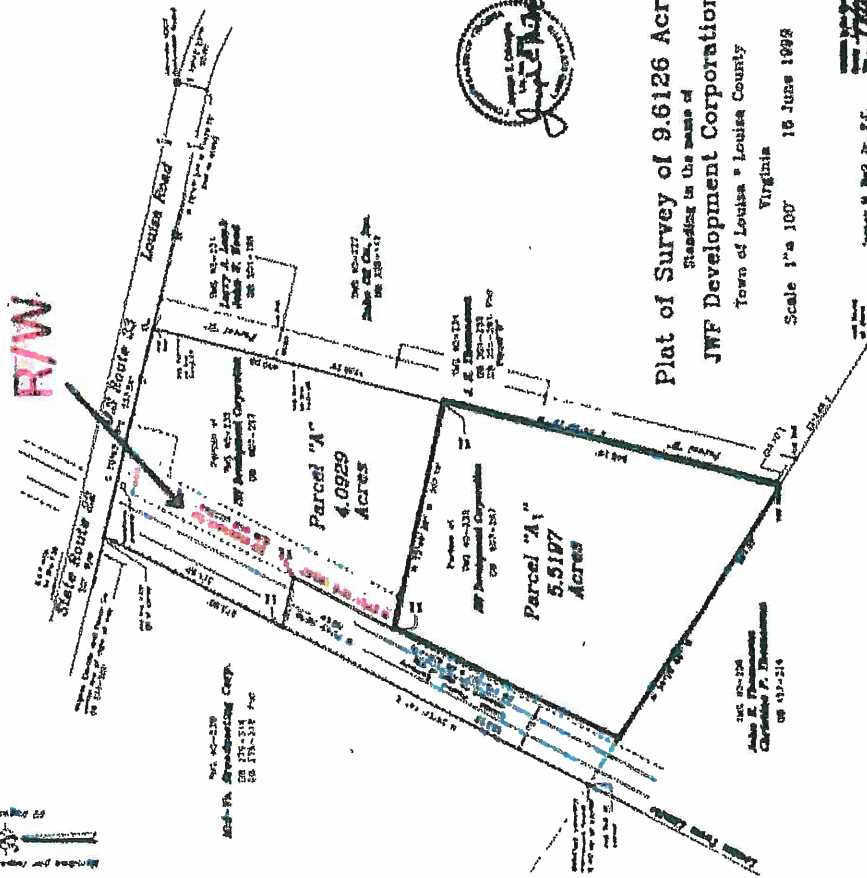
Leslie A. Aemmer  
Notary Public, State of Ohio  
My Comm. Expires November-14, 2010

Plat Book 9, Page 1203



5310

Notice to the Public  
This plat is subject to the provisions of the Louisiana Land Code, Title 10, Chapter 1, Article 1001, which provides that any landowner who fails to file a plat of his land within the time specified in the law shall be deemed to have abandoned his land to the State.



Plat of Survey of 9.6126 Acres  
Standing in the name of  
JWF Development Corporation  
Town of Louisa, Louisiana County  
Virginia  
Scale 1"=100' 16 June 1998

James H. Bell, Jr., P.E.  
Professional Land Surveyor  
P.O. Box 438  
Baton Rouge, Louisiana 70801  
Phone: (504) 382-1114  
Fax: (504) 382-1145



NOTICE TO THE PUBLIC  
This plat is subject to the provisions of the Louisiana Land Code, Title 10, Chapter 1, Article 1001, which provides that any landowner who fails to file a plat of his land within the time specified in the law shall be deemed to have abandoned his land to the State.

Approved by the Town of Louisa  
Mayor: R. Ferguson  
Subdivision Agent  
This plat is subject to the provisions of the Louisiana Land Code, Title 10, Chapter 1, Article 1001, which provides that any landowner who fails to file a plat of his land within the time specified in the law shall be deemed to have abandoned his land to the State.

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# The Town of Louisa, Virginia

Incorporated 1873

212 Fredericksburg Avenue  
P.O. Box 531  
Louisa, Virginia 23093



Phone: (540) 967-1400  
Fax: (540) 967-9580  
www.louisatown.org

Town Council  
R. Garland Nuckols, Mayor  
Jessica Lassiter, Vice Mayor  
A. Daniel Carter, Councilman  
John J. Purcell, IV, Councilman  
Sylvia L. Rigsby, Councilwoman  
Vicky A. Harte, Councilwoman

Planning Commission  
A. Carter Cooke, Chairman  
Maxine Butcher, Vice Chair  
Veronica Saxton, Commission Member  
E. Cochran Garnett, Commission Member  
John J. Purcell, IV, Commission Member

August 29, 2024

Sample letter

Regarding: A Special Use Permit Application SUP-2024-02 and Required Notice for Public Hearing

To Whom it May Concern,

The Louisa Town Council will hold a Public Hearing at 6:00 PM on Tuesday, September 17, 2024, at 212 Fredericksburg Avenue, Louisa, Virginia to consider the following item:

SUP-2024-02: A Special Use Permit application, submitted by East Coast Excavation from Richmond, Virginia for the property located directly behind 440 West Main Street, Louisa, VA – (Tax Map 40-23-A1). The subject property consisting of 5.5197 acres is in the General Commercial District, which allows for various uses with a special use permit. This application is for the construction of 42 townhomes as outlined in Town Code 165-44 (B).

Your property is adjacent/across the street to the property being considered for this Special Use Permit within the Town of Louisa. This notification is in accordance with Section 15.2-2204 of the Code of Virginia. Your participation in the Public Hearing is not required.

Comments will be heard in person during the public hearing. Comments can also be submitted prior to the meeting by calling our office at (540) 967-1400, email at [info@louisatown.org](mailto:info@louisatown.org) or mail to P.O. Box 531, Louisa, Virginia 23093. Complete copies of the Planned Unit Development application are available at Louisa Town Hall. Requests for mailed or e-mailed copies will be honored. The Town of Louisa will place any written or oral comments received in the record of this permit. Questions should be directed to Liz Nelson, Town Manager – Monday through Friday, or Paul Snyder, Zoning Administrator – Tuesday through Thursday at (540) 967-1400 between the hours of 8:30am and 5:00pm. If special accommodation is needed to participate, please contact our office the day prior to the Public Hearing.

Respectfully submitted,

Paul R. Snyder, Zoning Administrator

A handwritten signature in blue ink, appearing to read "Paul R. Snyder", is written over a horizontal line.



Draft Planning Commission Meeting Minutes  
July 29, 2024



**Planning Commission Meeting Minutes**  
**Town of Louisa Planning Commission's Regularly Scheduled Meeting**  
**Monday, July 29, 2024 at 5:00pm**

Commission Members in Attendance:

Chairman A. Carter Cooke (arrived at 5:13pm); Cochran Garnett; Veronica Saxton; and John J. Purcell, IV

Commission Members Absent:

Maxine Ryan

Additional Attendees:

Liz Nelson, Town Manager; Paul Snyder, Project Manager; Timothy Miller, Meridian Planning Group; Steve Curry, East Coast Excavation, Kelsey Schlein, Shimp Engineering; R. T. "Torrey" Williams, Pine Ridge Properties; Vicky Hart, 311 Club Road; Nancy Woolfolk, 578 Bloomington Lane, Louisa County; Daniel Goetz, 98 Pine Ridge Drive; Victor Jenkins, 128 Woodger Circle; Byron Mchlhaff, 303 Club Road; John Gibson, 115 West Main Street.

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

5:01 pm Convene Meeting

**Approval of Previous Meeting Minutes** – January 29, 2024

After review of the January 29, 2024 Planning Commission Meeting Minutes, a motion to approve was made by Mrs. Garnett and was seconded by Mrs. Saxton. The motion carried by unanimous vote (3-0).

**Public Hearing**

ZP-2024-07: A Rezoning application, known as Timber Oaks Rezoning Request, submitted by Quigley Properties of Charlottesville, Virginia (Tax Map 41C-7-B), and remainder of Tax Map 41C-7-A) located along Jefferson Highway (Route 33) across from Pine Ridge Drive in Louisa, Virginia. This application also revises the Zoning Map Amendment (PUD-2022-01) that was approved in 2022 for Timber Oaks – Phase 2. The area added to the PUD is 10.53 acres for a total of 21.74 acres. 11.52 acres (53% of total) will be Open Space, to include amenities such as a park, playground, dog park, tree-preservation areas, and additional storm water management. The remaining area is to provide for multi-family dwelling units, single-family dwelling units, and commercial development. The tree-preservation area has increased from 1.4 acres to 5.0 acres. The previously proposed road connecting Route 33 and Pine Ridge Drive is removed.

A Public Hearing for ZP 2024-07 as outlined above was opened at 5:05 pm by the Commission

**Presentation** - Timothy Miller, Timber Oaks/Quigley Properties of Charlottesville



Mr. Miller presented an overview of the application to the Commission as outlined in the provided narrative and conceptual plan. He stated that the idea behind the plan was to improve the last zoning approval with changes based on housing demands as well as the concerns of the Commission/Council. The changes increase green/open space, leaving more vegetation undisturbed, allow a lower traffic flow on Pine ridge Drive and increase stormwater management to have a lower impact on surrounding water channels. The proffer from the first approval will remain in place which will give no ingress/egress to the property through Barnstormer Circle. Mr. Miller stated that the plans neighborhood model would enhance the community with both residential and commercial qualities and the plan offers many amenities to its residents, such as a clubhouse.

### **Public Comment**

Liz Nelson, Town Manager read comments that were received prior to the meeting. Harlie Greene, 114 Pine Ridge Drive called and voiced his concerns about the increased traffic on both Pine Ridge Drive and state route 33. He has concerns about the lack of a turn lane at the route 33 entrance as well. He also wanted to insure that vegetive buffers were to remain around his property

Vicky Harte, 311 Club Road expressed concerns about the impact growth will have on Louisa County Public Schools and emergency services in Louisa County. She discussed the current traffic issues with the Town and how this would impact traffic on state route 33. She discussed the stormwater associated with construction of the development and the impact it will have on existing citizens, streams, and wetlands. She discussed at length the issues she currently has at her residence with standing water and the creek behind her home.

Nancy Woolfolk, 578 Bloomington Lane, Louisa County stated that she lived on Beaver Creek Farm in Louisa County, and this was the third time she and/or her family had been before the Commission/Council about the stormwater issue. She stated they "get all the water from Town," and her property has seen the impact since 1990, and it continues to get worse. They are constantly working on their property due to the effects of Town development.

Daniel Goetz, 98 Pine Ridge Drive expressed his lack of knowledge about the projects and the impact that this and other developments will have on Pine Ridge Drive. He emphasized his concerns about existing drainage, stormwater runoff, and supply/demand for water and sewer with the growing population. He also wants the Commission to address the traffic and review the study once complete,

Victor Jenkins, 128 Woodger Circle started his concerns about the lack of an additional grocer in Town . He also has concerns about the traffic on state route 33 and inquired about the commercial development within the project.

Byron Mehlhaff, 303 Club Road reiterated the stormwater issues and the creeks that have flooded since 1990. Mr. Mehlhaff stated that more rooftops, concrete and pavement would only make these issues worse.

The Public Hearing was closed at 5:26 pm.

Mrs. Nelson informed the Commission that Mr. Williams had been held up at work and if they wished to move his Public Hearing to later on the agenda they could open Public Hearing for SUP-2024-02. All agreed, including the applicant, and the agenda was amended.

### **Public Hearing**

SUP-2024-02: A Special Use Permit application, submitted by East Coast Excavation from Richmond, Virginia for the property located directly behind 440 West Main Street, Louisa, VA – (Tax Map 40-23-A1). The subject property consisting of 5.5197 acres is in the General Commercial District, which allows for various uses with a special use permit. This application is for the construction of 42 townhomes as outlined in Town Code 165-44 (B).

A Public Hearing for SUP 2024-02 as outlined above was opened at 5:27 pm by Chairman A. Carter Cooke

### **Presentation** - Steve Curry, East Coast Excavation and Kelsey Schlein, Shimp Engineering

Mr. Curry presented a brief overview of the application to the Commission as outlined in the provided narrative and conceptual plan. Ms. Schlein assisted in the presentation by outlining the improvements in the development plan and stated that it was a great use of the property, while it is zoned commercial, it would help with the housing need and seemed to be consistent with the Town's Comprehensive Plan.

### **Public Comment**

Vicky Harte, 311 Club Road again expressed concerns about the impact growth will have on Louisa County Public Schools and emergency services in Louisa County. She discussed the stormwater associated with construction of the development and the impact it will have on existing citizens, streams, and wetlands. While this development is up stream, it all empties into channels in Tanyard County Club. She expressed her concerns about developments with larger density and the lack of single-family homes.

Nancy Woolfolk, 578 Bloomington Lane, Louisa County stated that she wanted to again refer to her previous comments, and that every rooftop, every improvement caused damage to her property. Mrs. Woolfolk shared pictures of the water damage to the entrance of her property and stated that it often limits ingress and egress during heavy rain events.

John Gibson, 115 West Main Street stated that he was making a comment on behalf of his client, Spring Oak Assisted Living. He expressed his concerns over the lack of an easement to allow ingress/egress to the proposed development, stating that it did not exist. He followed with the fact that this would create too much traffic through a facility that was not a nursing home, but an assisted living facility that allowed 27 residents to walk the property freely. He stated that the plan should not be approved for 42 multifamily residences on a five-acre parcel, and the plan had no details concerning the stormwater plan or addressing the issues currently facing the Town. He concluded that it would be irresponsible to approve the plan due to the ingress/egress issues and the safety concerns of those living in the assisted living facility. Approval would result in the



Commission/Council having “blood on their hands” if anything happened for overlooking the issues presented.

Mr. Curry asked if he could address the comments made by Mr. Gibson and was told he would have the opportunity later in the discussion/action section of the agenda.

The Public Hearing was closed at 5:40 pm.

### **Public Hearing**

PUD-2024-01: A Rezoning application, known as Pine Ridge Properties Rezoning Request, submitted by GW1 Properties, LLC & Mil Investments, LLC of Louisa, Virginia (Tax Map Parcels 41-16-1; 41-16-5; 41-16-10; 41-16-11; 41-16-12; 41-16-13; & 41-16-14) located along Pine Ridge Drive in Louisa, Virginia. The property consists of 19.7958 acres and the rezoning request is intended to change the zoning from Residential General to Planned Unit Development (PUD). The PUD is proposed to consist primarily of multifamily dwelling units, intentionally not to include commercial development. The conceptual plan includes 159 Townhome units with 56.7% of the total development committed to “Open Space” and 5.05% for amenities.

### **Presentation** - R. T. “Torrey” Williams, Pine Ridge Properties

Mr. Williams presented an overview of the application to the Commission as outlined in the provided narrative and conceptual plan. He gave a history of the initial approval of the SUP on the property and noted the many changes that had been made to enhance the project. The SUP was being amended to a PUD, adding 5 acres of property to the development across Pine Ridge Drive. There is more dedicated open space in the project, 5.93 acres is required by code and 11.23 acres would remain open and undistributed. The project includes a 1-acre common area and he, with his partners had gone above and beyond with the stormwater management plan. He stated that most of the water issues associated with Tanyard are not directly related to the Pine Ridge area, but from the 208-connector contributing to the creek upstream. He stressed the fact that they want to be good neighbors and have listened to the concerns of the Commission, Council, and citizens to make the best design possible.

### **Public Comment**

Liz Nelson, Town Manager read comments that were received in writing prior to the meeting from Kate Straley, 223 Fairway Drive and Dan Jasman, 102 Pine Ridge Drive. Copies were distributed to the Commission.

Vicky Harte, 311 Club Road again expressed concerns about the impact growth will have on Louisa County Public Schools and emergency services in Louisa County. She acknowledged that Mr. William was correct about the contributions to the water channels in Tanyard and agreed that the 208 connector and Countryside were an issue as well as the construction/improvements that VDOT made to redirect stormwater to Town. She again discussed the stormwater issues at her residence.

Nancy Woolfolk, 578 Bloomington Lane, Louisa County stated that she wanted to again refer to her previous comments, saying “we all get it!”. Mrs. Woolfolk shared pictures from the 2018 storm and the impact the event had on her property.

Daniel Goetz, 98 Pine Ridge Drive addressed the zoning scheme in the Town and the importance of exceptions to these schemes not making a negative impact. He roughly did the math and stated that 157 units would easily add 75 cars to the small and unpaved Pine Ridge Drive, and this did not include the development across the road. He believes that traffic on Pine Ridge Drive will create issues for current and new residents and there is a need for a turn lane to access the road. He also commented on existing wells in the area and the impact that will have on springs and the wetland area near the development.

The Public Hearing was closed at 5:59 pm.

### **Commission’s Comments and Recommendation**

After the public hearings, the following discussion and actions were taken;

#### **1. ZP-2024-07**

Mr. Purcell commented on the evaluation of stormwater and open space and the improvements that had been made to the plan from the approval in 2022. Mr. Snyder reiterated the proffers associates with the project that included that there would be no ingress/egress by way of the deeded right of way on Barnstormer Circle. Mrs. Saxton also commented on the plan improvements from 2022 with increased stormwater management and plan design to designate more open space. Mr. Miller stated that they had done all they could to address any concerns of the Town. Mr. Purcell questioned the emergency access between the two parcels that would only be used for emergency services. Mr. Miller stated that it would all meet fire code and a gate with a knock box would be installed. All of the commission were concerned with the number of apartments in the current plan as opposed to the more mixed-use concept in the original. Mr. Miller stated that this was changed to meet the market requirement per numerous studies for the Louisa area. After discussion, a motion to recommend approval of ZP-2024-07: A Rezoning application, known as Timber Oaks Rezoning Request, submitted by Quigley Properties of Charlottesville, Virginia (Tax Map 41C-7-B), with all proffers to Town Council was made by Mr. Purcell and was seconded by Mrs. Saxton. The motion carried by the following vote; Saxton – for, Garnett – against, Purcell – for, Cooke – for (3-1).

#### **2. SUP-2024-02**

Mr. Curry addressed the comments made during the Public Hearing stating that there were no safety issues as the residences were not allowed outside the assisted living facility without supervision and the entrance doors remain locked at all times. He stated that there is a 50-foot right of way, deeded in 2006 to access the property, and stressed the traffic impact of a by right commercial use. Ms. Schlein addressed the plan as it relates to stormwater and traffic and stated that the initial plan was conceptual and they were aware of all requirements at the final site plan review. She stated that the school impact should be minimal as town homes are less likely to impact growth compared to single-family homes. Mr. Purcell asked about the lift station for sanitary sewer collection proposed in the plan, and who would maintain the infrastructure. Ms. Schlein stated that would be the responsibility of the HOA. Mr. Purcell stated that he feels this property is best suited for commercial development due to the location within the Town and the

adjacent pipeline. A motion not to recommend approval of SUP-2024-02: A Special Use Permit application, submitted by East Coast Excavation from Richmond, Virginia for the property located directly behind 440 West Main Street, Louisa, VA – (Tax Map 40-23-A1) to Town Council was made by Mr. Purcell and was seconded by Mrs. Garnett. The motion carried by the following vote; Purcell – for, Cooke – for; Garnett – for; Saxton – abstain (3-0-1).

### **3. PUD-2024-01**

Mr. Williams addressed the Commission about traffic concerns and stated that a VODT analysis would be completed and approved as with all proposed developments. The Commission commented on their appreciation for the review and work that had been put into the plan to make it better after hearing concerns from the Town and citizens. The update development consists of less density, more acreage and open space. A motion to recommend PUD-2024-01: A Rezoning application, known as Pine Ridge Properties Rezoning Request, submitted by GW1 Properties, LLC & Mil Investments, LLC of Louisa, Virginia (Tax Map Parcels 41-16-1; 41-16-5; 41-16-10; 41-16-11; 41-16-12; 41-16-13; & 41-16-14) to Town Council was made by Mrs. Garnett and was seconded by Mr. Purcell. The motion carried by the following vote; Saxton – against, Garnett – for, Purcell – for, Cooke – for (3-1).

There was no additional discussion by the Commission.

A motion to adjourn was made by Mrs. Garnett and seconded by Mrs. Saxton. The meeting adjourned at 6:50 pm.



## New Business

1. Discussion/Action - SUP-2024-02: Special Use Permit - by East Coast Excavation
2. Louisa County Rescue Squad Land Donation Request
3. CHA Consulting, Inc – Work Order No. 2024-2 Asset Management Services
4. Town Salary Scale Revisions
5. Water and Sewer Unpaid Charges and Disconnection of Services



*Incorporated 1873*

**212 Fredericksburg Avenue, P.O. Box 531  
Louisa, Virginia 23093  
540-967-1400 Office; 540-967-9580 Fax  
[lnelson@louisatown.org](mailto:lnelson@louisatown.org)**

**To:** Mayor Nuckols and Town Council Members  
**From:** Liz Nelson, Town Manager  
**Date:** September 17, 2024  
**Re:** Louisa County Rescue Squad Land Donation Request

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**Comments:** Gary Morris, Chief of the Louisa County Rescue Squad submitted the attached letter requesting a land donation from the Town. This request is for property proffered by Laurel Ridge (PUD 2023-01), approved at the August 15, 2023 Council meeting, for public service (Proffer Statement attached). The final site plan has not been submitted and/or reviewed by the Planning Commission nor has the Deed of Conveyance been executed at this time. Council will consider the land donation request.



## LOUISA COUNTY RESCUE SQUAD, INC.

P.O. Box 1777 Louisa, Virginia 23093  
(540) 967-1800



Gary Morris  
PO Box 1777  
Louisa, VA 23093  
chief@louisacountyrescue.org  
(540) 308-0456

August 2, 2024

Louisa Town Council  
PO Box 531  
Louisa, VA 23093

Dear Members of the Louisa Town Council,

I am writing on behalf of the Louisa County Rescue Squad to formally request the donation of a designated parcel of land within the Planned Unit Development (PUD) on Route 33 near Pine Ridge Dr. As detailed in the PUD plans, we seek to utilize this land for the establishment of a volunteer rescue squad station.

The establishment of a new rescue squad station is essential for improving emergency response times and ensuring the safety and well-being of our growing community. The designated location within the PUD is strategically positioned to serve both current and future residents, providing a critical infrastructure component for public safety.

We believe that the donation of this land would not only benefit the rescue squad but also contribute to the overall development and desirability of the area. The Louisa County Rescue Squad is committed to maintaining a high standard of service, and the new station would enable us to enhance our capabilities and better serve the community, while also moving back into the Town of Louisa.

We respectfully request that the Louisa Town Council consider this donation to the Louisa County Rescue Squad. We are prepared to discuss any necessary terms or agreements to facilitate this process and ensure a successful partnership. If the town decides to donate this property to Louisa County Rescue Squad, we will be able to begin fundraising efforts and pursuit of funding for this project once I am notified and all the necessary documents are filed..

Thank you for your consideration. We look forward to the opportunity to collaborate with the Town Council on this important initiative. Please feel free to contact me at 540.308.0456 to discuss this request further, if needed.

Sincerely,

Gary Morris  
Chief  
Louisa County Rescue Squad  
E: [chief@louisacountyrescue.org](mailto:chief@louisacountyrescue.org) | P: (540) 308-0456

*Volunteers Serving since 1956*

**PROFFER STATEMENT**

**Rezoning Case Number:** PUD 2023-01  
**Applicant & Contract Purchaser:** Joseph R. Daniel, Jr.  
**Owners of Record:** Alhoma, LLC  
**Property Location:** T.M. Numbers: 41-2; 41-A-3; 41-8-3A; 41-183  
Jefferson Highway (Route 33), Louisa, Virginia

**Project Name:** Laurel Ridge

**Zoning:** Industrial to Planned Unit Development (PUD)  
**Acreage:** 21.41 acres  
**Date Submitted:** \_\_\_\_\_

The undersigned hereby proffers that the use and development of the subject Property shall be in substantial accordance with the following conditions, which shall supersede all other proffers, if any, made prior hereto. In the event the above-referenced proffer amendment is not granted as applied for by the Applicant, these proffers shall be withdrawn and are null.

The headings of the proffers set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provision of the proffers. Any improvements proffered herein below shall be provided at the time of development of the portion of the site serves by the improvement, unless otherwise specified. The terms "Applicant" shall include all future owners and successors in interest.

For purposes of reference in this Proffer Statement the term "Rezoning Plan" as referenced herein shall mean the plan entitled "Rezoning Plan" prepared for the Applicant.

**1. DEVELOPMENT AND USE**

Development of the Property shall be substantially in conformance with the concept plan prepared by Hinchey & Baines, PLC, dated July 18, 2023 entitled "Laurel Ridge – PUD Rezoning" (hereinafter the "Concept Plan"), a copy of which is hereby submitted as an Exhibit. However, the buildings and any other structures shown on the concept plan have not been fully engineered and are shown conceptually. Minor modifications that do not materially affect the features shown on the schematic drawing may be made due to final engineering and other site plan review considerations at the time of the final site plan approval. Approximately 9.0 acres will be developed with multi-family and attached single-family residential uses, approximately 4.4 acres



will be developed as commercial, approximately 1.6 acres shall be dedicated to public services, and the remainder 6.4 acres will be open space and stormwater management, as shown on the Concept Plan.

## **2. TRANSPORTATION**

The project fronts on Jefferson Highway (Route 33) and access shall be by means of two (2) entrances off Route 33. The Applicant shall ensure that a right turn lane and 200' taper will be constructed in conformance with Virginia Department of Transportation standards. The final location design of the entrances shall be subject to approval by the Virginia Department of Transportation.

## **3. PUBLIC SERVICE**

In recognition of the increased need for public services created by the rezoning and development of the Property, Applicant shall donate to the Town of Louisa approximately 1.6 acres designated on the Concept Plan as "Proposed Fire & Rescue Station". Applicant shall execute and deliver to the Town of Louisa a Deed of Conveyance within twelve (12) months from the date of approval of the final site plan for the development of the Property.

## **4. COMMUNITY DESIGN**

Applicant shall establish on the Property approximately 3,700 linear feet of interconnecting trails. Applicant shall install approximately 700 linear feet of sidewalk extension along Route 33. In addition, Applicant shall install sidewalks connecting the residential units to parking lots and trails. The location of the trails and sidewalk shall be substantially in accordance with the design set forth in the Concept Plan.

## **5. OPEN SPACE**

Within the open space for the project, Applicant shall establish two (2) "Pocket Parks" and a "Tot Lot", substantially as shown on the Concept Plan. The northern pocket park, containing approximately one-half (1/2) acre, shall include a children's playground and gazebo; and the southern pocket park, containing approximately one (1) acre, shall include a pavilion, grills, picnic tables and benches.

## **6. LANDSCAPE BUFFER**

In addition to meeting the town of Louisa Zoning Ordinance, Applicant shall establish a 30' wide landscape buffer along Rt. 33 in accordance with the Concept Plan, consisting of 3 canopy trees, 24 shrubs, and a double row of evergreens 10' on center per 100' of road frontage.

OWNER:

ALHOMA LLC

By: Howard S. Loudin  
Howard S. Loudin, Manager

STATE OF VIRGINIA

CITY/COUNTY OF Louisa, to-wit:

The forgoing instrument was acknowledged before me this 7<sup>th</sup> of August, 2023 by Howard S. Loudin, Manager.

My commission expires: 6-30-2024  
Lisa H. Harvey  
Notary Public  
Registration No: 7701063



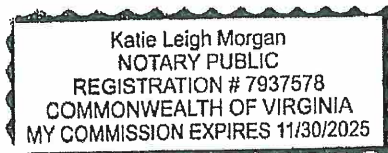
APPLICANT:  
Joseph R. Daniel, Jr.

STATE OF VIRGINIA

CITY/COUNTY OF Culpeper, to-wit:

The forgoing instrument was acknowledged before me this 7<sup>th</sup> of August, 2023 by Joseph R. Daniel, Jr.

My commission expires: 11.30.2023  
Katie Leigh Morgan  
Notary Public  
Registration No: 7937578





*Incorporated 1873*

**212 Fredericksburg Avenue, P.O. Box 531  
Louisa, Virginia 23093  
540-967-1400 Office; 540-967-9580 Fax  
[lnelson@louisatown.org](mailto:lnelson@louisatown.org)**

To: Mayor Nuckols and Town Council Members

From: Liz Nelson, Town Manager

Date: September 17, 2024

Re: CHA Consulting, Inc – Work Order No. 2024-2 Asset Management Services

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Comments: CHA Consulting, Inc. is prepared to start asset management work as outlined in the attached work order. This aligns with the RFP that was awarded to CHA as the Town continues to utilize ARPA funds to improve water and sewer infrastructure. The council will need to approve Work Order No. 2024-2.

**WORK ORDER NO. 2024-2**

**PROFESSIONAL ENGINEERING SERVICES  
BETWEEN  
OWNER AND ENGINEER  
FOR  
ASSET MANAGEMENT SERVICES**

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This Work Order is attached to and made part of and incorporated by reference to the Agreement by and between the Town of Louisa ("OWNER", "Town"), and CHA CONSULTING, INC. ("ENGINEER"), dated August 22, 2024, ("the Agreement"). ENGINEER shall perform services on the project described below as provided herein and in the Agreement. This Work Order shall not be binding until it has been properly signed by both parties. Upon execution, this Work Order shall supplement the Agreement as it pertains to the project described below.

**PART 1.0 – PROJECT UNDERSTANDING**

The Town retained CHA to assist with asset inventory and evaluation work to develop a comprehensive asset management plan for the water and sewer systems. The Town wants to include the following tasks in this comprehensive asset management project:

- An asset inventory of pipes associated with the water distribution system. This inventory shall include pertinent pipe-specific data to include Geographic Information System (GIS), pipe material (e.g., PVC, CVPC, ductile, cast iron, copper, galvanized steel, etc.), pipe diameter (size), pipe condition, estimated date of installation, and an estimated cost to replace factoring in depreciation. Since these assets are buried, determination of the pipe material will be derived from available information to be provided by the Town (example: installation work orders, invoices, and the previous CIP work orders provided by the Town, etc.). A separate task order for lead service line inventory (LSLI) has been executed (separate project) to develop a water system map; this asset management project will coordinate with the LSLI project closely to incorporate the outcome and findings of the LSLI project.
- An inventory of pipes in the sewer collection system. This inventory shall include pertinent pipe-specific data to include Geographic Information System (GIS) coordinates, pipe material (e.g., PVC, CVPC, ductile, cast iron, copper, galvanized steel, etc.), pipe diameter (size), pipe condition, estimated date of installation, and an estimated cost to replace factoring in depreciation. Since these assets are buried, determination of the pipe material will be derived from information to be provided by the Town (example: installation work orders, invoices, and the previous CIP work orders provided by the Town, etc.). If the pipe is evaluated via CCTV and a determination of the pipe material and asset are attainable, CHA will update the asset records accordingly. A separate task order for sanitary sewer evaluation survey (SSES) will be executed to develop a sewer system map and recommend rehabilitation / replacement needs; this asset management project will coordinate with the SSES project closely to incorporate the outcome and findings of the SSES project.
- An asset inventory of water valves associated with the distribution system. The asset inventory shall include pertinent valve-specific data to include Geographic Information System (GIS) coordinates, valve type (e.g., gate, plug, check, etc.), valve diameter (size), estimated date of installation, and an estimated cost to replace factoring in depreciation. CHA will help the Town in developing a separate Infrastructure Operations Support (IOS) project to let the Town hire a contractor to exercise and evaluate the condition of water valves and provide details on whether the valve works (opens and

closes properly) or needs to be repaired or replaced. This asset management project will coordinate with the IOS project closely to incorporate the outcome and findings of the IOS project. Costs will be developed based on the observational inputs provided in the IOS project.

- An asset inventory of water meters (commercial, residential, and irrigation) associated with the distribution system. The asset inventory shall include pertinent meter-specific data to include the Geographic Information System (GIS) coordinates, the meter type (e.g., compound, turbine, positive displacement, etc.), the meter nameplate data (make, manufacturer, model, and serial number), size (typically 0.625" or 0.75" for residential, 1" or 2" for irrigation, and greater than 2" up to 16" for commercial), the associated meter estimated date of installation, and an estimated cost to replace factoring in depreciation.
- An asset inventory of fire hydrants associated with the distribution system. The asset inventory shall include pertinent hydrant-specific data to include the Geographic Information System (GIS) coordinates, the hydrant nameplate data (make, manufacturer, model, and serial number), size, the estimated date of installation, and an estimated cost to replace factoring in depreciation.

The Town desires to exercise and evaluate the condition of each fire hydrant and provide details on whether the hydrant works (opens and closes properly) or needs to be repaired or replaced. The Town desires to implement a maintenance schedule to perform required testing for static and residual pressure as well as fire flow to maintain compliance with various agencies that set the standards to include American Water Works Association (AWWA), National Fire Protection Association (NFPA), and the International Organization for Standardization (ISO). CHA will help the Town in developing a separate Infrastructure Operations Support (IOS) project to let the Town hire a contractor to exercise and evaluate the condition of fire hydrants and provide details on whether the hydrants need to be repaired or replaced. This asset management project will coordinate with the IOS project closely to incorporate the outcome and findings of the IOS project.

- An asset inventory of water tanks associated with the distribution system. The asset inventory shall include pertinent tank-specific data to include the Geographic Information System (GIS) coordinates, the tank material (stainless steel, plastic, concrete, etc.), size, type, the estimated date of installation, and an estimated cost to replace factoring in depreciation.
- An asset inventory of sewer pump stations and associated assets within the pump station. The asset inventory shall include pertinent asset-specific data to include the Geographic Information System (GIS) coordinates for the pump stations as well as nameplate data (make, manufacturer, model, and serial number), asset size, asset type (motor, pump, generator, etc.), the estimated date of installation, and an estimated cost to replace the asset(s) factoring in depreciation for the pump station assets.
- An asset inventory of sewer cleanouts associated with the service addresses within the sewer collection system. The asset inventory shall include pertinent asset-specific point data to include the Geographic Information System (GIS) coordinates, asset size and material, and direction of flow.
- A Water and Sewer System Asset Management Plan that includes a Business Operations Plan (BOP). The BOP will include a list of prioritized projects to repair or replace water and sewer assets based upon the results of the condition assessment. The condition assessment will generate a risk score that will be based upon the level of service (LoS), likelihood of failure (LoF), consequence of failure (CoF), and risk. The assessment will include consideration of many factors to include system reliability, health and safety, regulatory compliance, and fiscal impact. The resulting condition score, asset valuation, replacement cost factoring in depreciation, and the remaining useful life of each

asset shall determine the priority for repair or replacing, recommended dates for the improvements, recommendations as to whether the improvements should be funded via normal operating costs or be part of a CIP (Capital Improvement Project), and an estimated cost of the project(s).

A detailed scope for each of the tasks described above is summarized below.

## **PART 2.0 – SCOPE OF BASIC SERVICES TO BE PERFORMED BY THE ENGINEER ON THE PROJECT**

### *Task 0 – Project Management*

The CHA team will host a kickoff meeting with the Town to familiarize Town staff with the program requirements for the various asset management and O&M activities as well as the project timeline and deliverables. The project team will identify and discuss the existing data sources and systems (GIS, Customer Information System (CIS), and Computerized Maintenance Management System (CMMS)) if available that will be accessed by CHA to facilitate data integration, customer service, work management, and transparency.

This Project Management task will include various project status meetings that will include project manager and task manager as well as other key project staff (as needed) to attend in-person and / or virtual meetings to provide project updates (progress, issues, field work schedule, support needs from the Town, schedule, and budget status, etc.) to the Town.

CHA will prepare agendas and meeting summaries for these meetings.

### *Task 1 – Asset Inventory and Mapping*

The CHA team will work with the Town to develop a base map and database that will house collected data for horizontal assets. This platform will include GIS, ArcGIS, and a Fulcrum field data collection tool to create data points (X-, Y-, and Z-coordinates) with accompanying service address identifier (if applicable) for assets in the Town to include pipes for both water and sewer, water valves, commercial and residential water meters, fire hydrants, water tanks, manholes, pump stations, and sewer clean outs at property lines. This platform will be the main data management tool throughout the duration of the project. The project team will coordinate with other ongoing projects to minimize data collection effort. These efforts include (but not limited to):

1. Coordinating with the current LSLI project to bring in the water system maps and other water infrastructure inventory work to be completed in the LSLI project.
2. Coordinating with the proposed SSES project to bring in the sewer system maps and inventory work to be completed in the SSES project.
3. Coordinating with the proposed IOS project to bring in data collected during the field works to be completed in the IOS project.

*Various inventory and mapping to be completed under this task are described below.*

#### *Task 1.1 – Water/Sewer Piping*

Throughout the course of the water/sewer piping inventory development phase, the CHA team will be utilizing and recommending a variety of verification methods based on existing system maps, available as-built drawings, historical knowledge of the Town's staff and other sources that may include consultants / contractors who previously worked on the Town projects. The piping inventory will include transmission lines, water mains, force mains, and gravity mains.

Standard data to be collected will include the pipe size (diameter) pipe length, material (if accessible), estimated installation date, pipe condition, and an estimated cost to replace factoring in depreciation.

### *Task 1.2 – Valves*

The CHA team will utilize the available tools including the maps, hydraulic model, and master plan to develop an asset inventory of valves within the Distribution system. The CHA team will work with the Town to develop a base map and database that will house collected data for valve assets. This platform will include GIS, ArcGIS, and a Fulcrum field data collection tool to create data points (X-, Y-, and Z-coordinates) with accompanying service address identifier (if applicable) for each valve. Standard data to be collected if available shall include the valve location (GIS coordinates), make, manufacturer, model number, serial number, type (gate valve, check valve, plug valve, etc.), size, condition, estimated date of installation, and estimated cost to replace factoring in depreciation.

CHA will develop a list of all valves that are identified on the map but are not able to be verified in the field. CHA will solicit assistance from the Town staff to conduct utility locator services to find and mark the valves. CHA will then update the map accordingly.

The CHA Team will coordinate with the proposed Infrastructure Operations Support (IOS) project that will conduct valve exercising and collect valve data on the field to avoid duplication of work. Valve inventory data will primarily come from the proposed IOS project.

If the Town has not already established an asset number for each valve, the CHA team will assign a sequentially generated auto number. If the Town has previously assigned an asset number to the valve, the CHA team will reassign the valve an auto number and populate the legacy asset number in a searchable field in the database on the asset record.

### *Task 1.3 – Meters*

The CHA team will utilize the available tools to develop an asset inventory of both commercial and residential meters within the distribution system. The CHA team will work with the Town and its water meter database in "Temetra" to develop a base map and database that will house collected data for meter assets. This platform will include GIS, ArcGIS, and a Fulcrum field data collection tool to create data points with accompanying service address and customer information for meters as provided in Temetra. Standard data to be collected if available shall include the location (X-, Y-, and Z- GIS coordinates), make, manufacturer, model number, serial number, size, application (compound, turbine, positive displacement, etc.), condition, estimated date of installation, and estimated cost to replace factoring in depreciation.

If the Town has not already established an asset number for each meter, the CHA team will assign a sequentially generated auto number. If the Town has previously assigned an asset number to the meter, the CHA team will reassign the meter an auto number and populate the legacy asset number in a searchable field in the database on the asset record.

### *Task 1.4 – Hydrants*

The CHA team will utilize the available tools to develop an asset inventory of fire hydrants within the distribution system. The CHA team will work with the Town to develop a base map and database that will house collected data for hydrant assets. This platform will include GIS, ArcGIS, and a Fulcrum field data collection tool to create data points. Standard data to be collected shall include the location (X-, Y-, and Z- GIS coordinates), size, nameplate data (manufacturer, model, and serial number), estimated date of installation, and estimated cost to replace factoring in depreciation.



If the Town has not already established an asset number for each hydrant, the CHA team will assign a sequentially generated auto number. If the Town has previously assigned an asset number to the hydrant, the CHA team will reassign the hydrant an auto number and populate the legacy asset number in a searchable field in the database on the asset record. The CHA will present the list to the Town to identify any private hydrants in the system. Private hydrants will be prefaced with a prefix as part of the auto number and designated accordingly in the database.

The CHA Team will coordinate with the proposed Infrastructure Operations Support (IOS) project that will conduct fire hydrant exercising to collect data on the field and avoid duplication of work. Fire hydrant inventory data will primarily come from the proposed IOS project.

#### *Task 1.5 – Water Tanks*

The CHA team will review the maps, construction documents, purchase orders, invoice, etc. made available by the Town to identify water tanks to be maintained and add the tanks to the base map and database that will house collected data for the tanks. This platform will include GIS, ArcGIS, and a Fulcrum field data collection tool to create data points. Standard data to be collected shall include the location (X-, Y-, and Z- GIS coordinates), size (diameter, height and volume), type (material), estimated date of installation, and estimated cost to replace factoring in depreciation.

If the Town has not already established an asset number for each water tank, the CHA team will assign a sequentially generated auto number. If the Town has previously assigned an asset number to the water tank, the CHA team will reassign the water tank an auto number and populate the legacy asset number in a searchable field in the database on the asset record.

#### *Task 1.6 – Sewer Pump Stations*

The CHA team will review the maps, construction documents, etc. made available by the Town to identify sewer pump stations to be maintained. The location of the pump stations shall be added as a point to the base map and database that will house additional asset data. This platform will include GIS, ArcGIS, and a Fulcrum field data collection tool to create data points. Standard data to be collected for the pump station shall include the location (X-, Y-, and Z- GIS coordinates).

The CHA team will also develop an asset inventory of all maintainable assets in the pump station to include pumps, motors, electrical panels, controllers, generators, etc. The asset inventory shall include pertinent asset specification data per asset type. Standard data to be collected for the pump station assets shall include the location, make, manufacturer, model number, serial number, size, type, estimated date of installation, and estimated cost to replace factoring in depreciation for each asset in the pump stations. The CHA team will also provide a replacement cost for each asset factoring in depreciation and a contingency.

If the Town has not already established an asset number for each asset, the CHA team will assign a sequentially generated auto number. If the Town has previously assigned an asset number to the asset, the CHA team will reassign the meter an auto number and populate the legacy asset number in a searchable field in the database on the asset record.

#### *Task 1.7 – Sewer Clean Outs at Property Lines*

The CHA team will review the maps, construction documents, etc. made available by the Town to identify sewer clean outs at the property line. The location of each clean out shall be added as a point to the base map and database that will house additional asset data. This platform will include GIS, ArcGIS, and a Fulcrum

field data collection tool to create the data points with (X-, Y-, and Z-coordinates). Other pertinent data to be captured in Fulcrum will include the size, pipe material, and direction of flow.

If the Town has not already established an asset number for each point asset, the CHA team will assign a sequentially generated auto number. If the Town has previously assigned an asset number to the asset, the CHA team will reassign the point asset an auto number and populate the legacy asset number in a searchable field in the database on the asset record.

Each sewer clean out shall be associated with a service address.

### ***Task 2 – Water and Sewer System Asset Management Plan***

The CHA team will develop a comprehensive water and sewer system Asset Management Plan (AMP) that also includes a Business Operations Plan (BOP). The BOP will address upcoming O&M and CIP projects and prioritize the order in which activities will occur. The CHA staff will conduct a workshop with the Town to document the business goals, expectations, and project deadlines to use for development of the BOP. The BOP shall include the following:

- Objectives
- Deliverables
- Timeline
- Actions
- Quality standards
- Desired outcomes
- Budget
- Staffing and resources
- Progress and monitoring information

To facilitate development of the AMP and BOP, the CHA staff will conduct condition assessments and provide data regarding the condition of assets to include the level of service (LoS), likelihood of failure (LoF), consequence of failure (CoF), and risk analysis scoring. Scoring will be based upon preestablished criteria—Health & Safety, System Reliability, Regulatory Compliance, Fiscal Impacts, and a formula which includes a weighted percentage of those determining factors as set and approved by the Town. These determining factors will be used to identify the asset risk and criticality of each asset.

The CHA team will also perform an asset valuation of each asset based upon the expected life of the asset, the current condition, and remaining useful life. The results of the asset valuation and risk scoring shall be delivered in an Excel spreadsheet and will be the foundation for determining whether the asset should be repaired, replaced, or rehabilitated.

After the asset valuation has been completed, the CHA team will host an additional workshop to present the results and assist the Town in identifying and prioritizing projects for the immediate future (0-2 years), short-term (2 to 5 years), and for the long-term (5 to 10 years). The CHA team will present the results of the findings and help the Town identify and develop long-term asset rehabilitation and replacement projects that will be addressed in future CIP activities.

**PART 3.0 – PERIODS OF SERVICE**

The project will begin upon receipt of a notice to proceed and will be completed in 18 months. A detailed schedule for the tasks will be presented at the project kickoff meeting.

**PART 4.0 – PAYMENTS TO ENGINEER**

The fee for the work outlined in this proposal is as follows:

CHA will complete this project for a lumpsum fee of \$431,200. Our costs include travel and lodging expenses for estimated field work for the project based upon client availability.

<b>Task</b>	<b>Fee (\$)</b>
Task 1: Asset Inventory and Mapping	
Task 1.1: Pipes	25,800
Task 1.2: Valves	31,800
Task 1.3: Meters	26,000
Task 1.4: Hydrants	32,600
Task 1.5: Water Tanks	17,000
Task 1.6: Sewer Pump Stations	27,400
Task 1.7: Sewer Clean Outs at Property Line	46,600
Task 2: Water and Sewer System Asset Management Plan	224,000
<b>Project Totals:</b>	<b>431,200</b>

**PART 5.0 – OTHER**

This Work Order is executed this \_\_\_\_ day of \_\_\_\_\_, 2024.

TOWN OF LOUISA, VIRGINIA

CHA CONSULTING, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_



*Incorporated 1873*

**212 Fredericksburg Avenue, P.O. Box 531  
Louisa, Virginia 23093  
540-967-1400 Office; 540-967-9580 Fax  
lnelson@louisatown.org**

To: Mayor Nuckols and Town Council Members  
From: Liz Nelson, Town Manager

Date: September 17, 2024  
Re: Town Salary Scale Revisions

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Comments: As directed in the July 16, 2024 Council meeting, the Personnel Committee has convened multiple times to discuss the Town's salary scale and salaries in all departments. The main objective was to evaluate lower pay ban classifications and identify areas that needed adjustments for recruiting and retention purposes. After committee review, and feedback provided by all department heads, the committee recommends the attached scale. The total impact to the current fiscal year budget will be \$4,550 which will be covered by reclassifications of positions as budgeted and salary savings in vacant positions. The council will consider approval of the revised salary scale.



## Town of Louisa Salary Scale

Title and Ban Classification	Mid Point Progression	Minimum	Mid	Variations in Job Descriptions/ Experience/ Years of Service	Max	Range Spread
Town Manager	1.18	\$ 78,500.00	\$ 86,500.00	\$ 95,500.00	\$ 106,000.00	35%
Clerk/Treasurer; Project Manager; Police Chief; Superintendent of PW	1.20	\$ 66,000.00	\$ 73,000.00	\$ 80,000.00	\$ 89,000.00	35%
Police Sergeant	1.27	\$ 54,000.00	\$ 61,000.00	\$ 69,500.00	\$ 77,000.00	43%
Maintenance Worker II, Police Officer	1.35	\$ 47,000.00	\$ 53,000.00	\$ 57,000.00	\$ 63,500.00	35%
Maintenance Worker I; Deputy Clerk/Treasurer	1.11	\$ 36,000.00	\$ 39,000.00	\$ 45,000.00	\$ 52,000.00	44%
Administrative Assistant or Specialist	NA	\$ 32,000.00	\$ 35,000.00	\$ 40,000.00	\$ 45,000.00	41%



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lnelson@louisatown.org**

To: Mayor Nuckols and Town Council Members  
From: Liz Nelson, Town Manager  
  
Date: September 17, 2024  
Re: Water and Sewer Unpaid Charges and Disconnection of Services

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Comments:

Section § 160-27, unpaid charges; discontinuation of service of the Town Code states, "In the event that a person whose duty it is to pay a statement for Town water and sewer service, rendered as provided in § 160-24 by such date as may be established by the Town Clerk with the approval of the Town Council, shall fail to do so, the Town Manager may cause the water to the premises in question to be turned off." Currently, the standard disconnection practice is sixty days in arrears for residential customers and ninety days for commercial customers. Council will consider the established practice and approve disconnections accordingly.



# Standing Committee Reports

Personnel Committee  
Water and Sewer Committee  
Streets and Sidewalks Committee





## Staff Reports

Police Chief  
Project Manager  
Public Works Superintendent  
Legal Counsel  
Clerk/Treasurer  
Town Manager

# Town of Louisa Police Department

## MONTHLY CRIME REPORT

August

Reported Crime Month of August 2024

Group A Offenses	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Aug	Aug	Aug	Projected		Total 2023	#
Crimes Against Persons	2024	2024	2023	End of yr			
Kidnapping/Abduction	0	0	0	0	0	0.00	n/a
Forcible Fondling/ Sex Offense	0	1	3	2	0	1.50	n/a
Aggravated Assault	1	4	4	6	4	2.00	50%
Simple Assault	2	7	3	11	22	(11.50)	-52%
Intimidation	1	3	0	5	1	3.50	350%
<b>Crimes Against Property</b>							
Counterfeiting/Forgery	0	1	6	2	3	(1.50)	-50%
Destruction/Damage/Vandalism of Property	1	7	12	11	14	(3.50)	-25%
Burglary/ B&E	0	1	0	2	0	1.50	n/a
False Pretenses/Swindle/Confidence Game	1	1	5	2	2	(0.50)	-25%
Credit Card/Automatic Teller Fraud	1	2	0	3	2	1.00	50%
Impersonation	0	1	0	2	2	(0.50)	-25%
Wire Fraud	1	0	0	0	0	0.00	n/a
Petit Larceny	2	10	7	18	11	7.00	64%
Shoplifting	1	6	10	9	6	3.00	50%
Theft from Building	0	2	0	3	3	0.00	0%
Theft from Motor Vehicle	0	0	2	0	2	(2.00)	-100%
Theft from Motor Vehicle Parts/Accessories	0	2	0	3	0	3.00	n/a
All Other Larceny	0	7	4	11	7	3.50	50%
Motor Vehicle Theft	0	2	0	3	1	2.00	200%
Stolen Property Offenses	0	0	1	0	1	(1.00)	-100%
<b>Crimes Against Society</b>							
Drug/Narcotic Violations	0	3	2	5	1	3.50	350%
Drug Equipment Violations	0	0	0	0	2	(2.00)	-100%
Weapon Law Violations	0	0	3	0	1	(1.00)	-100%
<b>Total</b>	<b>11</b>	<b>60</b>	<b>9</b>	<b>93</b>	<b>85</b>	<b>8.00</b>	<b>9%</b>

Group B Arrests	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Aug	Aug	Aug	Projected		Total 2023	#
Offense	2024	2024	2023	End of yr			
Driving Under the Influence	0	2	5	3	1	2.0	200%
Public Intoxication	0	2	1	3	0	3.0	n/a
Trespass	0	0	1	0	0	0.0	n/a
All Other Offenses	5	12	15	18	15	3.0	20%
<b>TOTAL</b>	<b>5</b>	<b>16</b>	<b>22</b>	<b>24</b>	<b>16</b>	<b>8.0</b>	<b>50%</b>

# Town of Louisa Police Department

Traffic and Activity Report of August 2024

August

Accidents	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
Description	Aug 2024	Aug 2024	Aug 2023	Project E-O-Y	Total 2023	#	%
Ejection	0	0	0	0	0	0.00	n/a
Entrapment	0	1	1	4	0	4.00	n/a
Injury	0	3	4	6	3	3.00	100%
No Injuries	3	38	39	57	59	(2.00)	-3%
Unknown Injury	0	4	3	8	6	2.00	33%
Pedestrian	0	0	0	0	0	0.00	n/a
Alcohol Related	0	3	5	2	0	2.00	n/a

Citations	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Aug 2024	Aug 2024	Aug 2023	Project E-O-Y	Total 2023	#	%
Total Citations	15	103	80	155	152	3.00	2%
Total Warnings	9	40	48	60	257	(197.00)	-77%
Total Parking	0	2	0	3	0	3.00	n/a

Calls for Service	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Aug 2024	Aug 2024	Aug 2023	Project E-O-Y	Total 2023	#	%
TOTAL	120	865	969	1298	1763	(465.50)	-26%

Traffic Stops & Reports/No Reports	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Aug 2024	Aug 2024	Aug 2023	Project E-O-Y	Total 2023	#	%
Traffic Stops	14	100	132	150	234	(84.00)	-36%
Case Reports	12	94	90	141	159	(18.00)	-11%
Incident Reports	4	68	70	102	196	(94.00)	-48%

# *The Town of Louisa, Virginia*

*Incorporated 1873*

212 Fredericksburg Avenue  
P.O. Box 531  
Louisa, Virginia 23093



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R. Garland Nuckols, Mayor  
Jessica Lassiter, Vice Mayor  
A. Daniel Carter, Council Member  
John J. Purcell, IV, Council Member  
Sylvia L. Rigsby, Council Member  
Vicky A. Harte, Council Member

Elizabeth T. Nelson, Town Manager  
Jessica M. Ellis, Town Clerk/Treasurer  
Craig M. Buckley, Chief of Police

Paul Snyder, Zoning Administrator  
Town of Louisa, VA

RE: Information packet to the Louisa Town Council; September 17, 2024

Members of the Louisa Town Council,

- An application has been submitted for an ATM drive-thru by the Virginia Credit Union. The location will be near the street in the Glen Marye Shopping Center.
- I attended a Street & Sidewalk / Water & Sewer meeting on September 3.
- A letter of Non-compliance has been sent to the owner of 114 Jefferson Highway regarding current violations of the SUP issued in 2021.
- Following a concern referencing the new sign for ACE Hardware, an investigation found the sign to be in compliance with the Town's current sign ordinance regarding "Flashing Signs."

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul Snyder", is written over the "Respectfully submitted," text.

Paul Snyder



## Town Of Louisa Public Works Monthly Report

### Water & Sewer:

- Repaired leak at 204 McDonald Street
- Verified water leak at 404 W. Main Street.
- Continued routine maintenance and monitoring of sewer manholes and pump stations for flow restrictions.
- Assisted with manual and digital meter reads.
- Miss Utility Tickets
- Work Orders

### Streets:

- Continued working on catching the maintenance of all town owned right of ways.
- Trimmed back Right of way at Ellisville Pump Station.
- Trash removal on Main Street.
- Assisted with removal of Scattered Trash on Railroad tracks.
- Addressed Slip hazard at 308 W. Main Street.
- Trimmed Bushes at Louisa PD.
- Laying out graves at Hillcrest Cemetery.

### Facilities:

- Started process of evaluation of existing building. Per code compliance
- Lakeside Electrical on site to access and quote repair to panel box issues in relation to office space.
- Routine organization and Maintenance of shop building.

### Fleet:

- Sent Backhoe to be evaluated and routine maintenance performed.
- Contracted Diversified Mechanical Repair to perform thorough evaluation of existing equipment as well as preventive maintenance.
- Worked on Repairing Dust Shield on Sweeper

### Administration:

- Started the process of converting all files and maintenance records to Digital.
- Inventory assessment and tracking of all water repair fittings and bands.
- Ordered needed Personal Protection equipment.
- Daily Maintenance tracking and reporting duties.
- Working with Town Manager on filling vacant positions.
- Working on the production of Material Data Sheet Book for OSHA compliance.