



Agenda
Scheduled Meeting
Louisa Town Council
212 Fredericksburg Avenue
Louisa, Virginia 23093
Tuesday, October 15, 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: September 17, 2024

Sale of Cemetery Lots

New Business

1. Discussion: Interim Mayor Appointment Process/Procedures

Standing Committee Reports

None

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



October 15, 2024
6:00 pm
Convene Regular Session

Consent Agenda

Meeting Agenda Approval

Consideration of Accounts and Appropriations

Approval of Minutes:
September 17, 2024

Sale of Cemetery Lots

Deposit Account Balances

As of September 30, 2024

Institution Name	Treasurer's Fund Account Number	Balance	Maturity Date (if applicable)	Date of Next Interest (if applicable)	Interest Rate (if applicable)
------------------	---------------------------------	---------	-------------------------------	---------------------------------------	-------------------------------

Operating Account (All Funds - General 100, Police Asset Forfeiture 102, Water 501, Sewer 502 and Hillcrest 702)

Blue Ridge Bank	999 103 0008	\$ 1,279,707.16	N/A	N/A	N/A
-----------------	--------------	-----------------	-----	-----	-----

General Fund (100)

LGIP	999 105 0001	\$ 369,370.06	N/A	Monthly	5.403%
LGIP (Oakland Cemetery)	999 105 0002	\$ 52,141.43	N/A	Monthly	5.403%
Blue Ridge Bank - Savings Account	999 103 0017	\$ 298,806.48	N/A	Quarterly	0.030%
Blue Ridge Bank - Money Market Account	999 103 0009	\$ 715,082.11	N/A	Monthly	0.200%
Blue Ridge Bank - PF ARPA Funds MM	999 103 0020	\$ 1,804,574.59	N/A	Monthly	0.150%
General Fund - Total		\$ 3,239,974.67			

Water Fund (501)

LGIP	999 105 0003	\$ 786,728.06	N/A	Monthly	5.403%
Blue Ridge Bank - Savings Account	999 103 0018	\$ 412,303.65	N/A	Monthly	0.200%
Water Fund - Total		\$ 1,199,031.71			

Sewer Fund (502)

LGIP	999 105 0005	\$ 361,567.02	N/A	Monthly	5.403%
United Bank - Checking Account	999 108 0006	\$ 1,426.26	N/A	N/A	N/A
Sewer Fund - Total		\$ 362,993.28			

Hillcrest Cemetery Fund (702)

LGIP	999 105 0004	\$ 518,810.61	N/A	Monthly	5.403%
Hillcrest Fund - Total		\$ 518,810.61			

Total Cash on Deposit (All Institutions)	\$ 6,600,517.43
--	-----------------

Total Cash on Deposit at Blue Ridge Bank	\$ 4,510,473.99
--	-----------------

Total Cash on Deposit at United Bank	\$ 1,426.26
--------------------------------------	-------------

Total Cash on Deposit at LGIP	\$ 2,088,617.18
-------------------------------	-----------------

General Fund Revenue (Fund 100)

Account Number	Description	Budget	Received	Balance
Taxes (RE, PP, PS)				
100-11010-0001	Real Estate Current Year Tax	\$ 325,000.00	\$ -	\$ 325,000.00
100-11010-0002	Delinquent Real Estate Tax	\$ 3,500.00	\$ 1.96	\$ 3,498.04
100-11020-0001	Personal Property Current Year Tax	\$ 78,000.00	\$ 79.10	\$ 77,920.90
100-11020-0002	Delinquent Personal Property Tax	\$ 2,500.00	\$ 565.35	\$ 1,934.65
100-11020-0003	VA Personal Property Relief Allowance	\$ 21,300.00	\$ 21,378.84	\$ (78.84)
100-11025-0001	Public Service Tax Current Year	\$ 7,000.00	\$ -	\$ 7,000.00
100-11060-0001	Penalties - All Property Tax	\$ 2,000.00	\$ 193.17	\$ 1,806.83
100-11060-0002	Interest - All Property Tax	\$ 2,000.00	\$ 409.81	\$ 1,590.19
Local Taxes				
100-12010-0001	Local Sales Use and Tax	\$ 135,000.00	\$ 18,883.85	\$ 116,116.15
100-12020-0002	Consumption Tax	\$ 4,000.00	\$ 1,200.74	\$ 2,799.26
100-12030-0001	Business License Tax	\$ 250,000.00	\$ 39,818.48	\$ 210,181.52
100-12060-0001	Bank Stock Tax	\$ 200,000.00	\$ -	\$ 200,000.00
100-12100-0001	Transient Lodging Tax	\$ 2,000.00	\$ 564.25	\$ 1,435.75
100-12110-0001	Meals Tax	\$ 775,000.00	\$ 157,182.28	\$ 617,817.72
Permits and Other Licenses				
100-13030-0007	Zoning Permits	\$ 1,000.00	\$ 1,211.00	\$ (211.00)
100-13030-0100	Special Use Permits	\$ 2,000.00	\$ -	\$ 2,000.00
Fines and Forfeitures				
100-14010-0001	Court Fines & Forfeitures	\$ 4,000.00	\$ 351.91	\$ 3,648.09
100-14010-0005	Parking Violation Fees	\$ 100.00	\$ -	\$ 100.00
100-24040-0015	PD Fines/Charges	\$ 500.00	\$ 272.00	\$ 228.00
Other Revenue				
100-15010-0001	Interest Earned	\$ 10,600.00	\$ 7,300.62	\$ 3,299.38
100-15020-0005	Pettit Storage Rental	\$ 4,800.00	\$ 1,200.00	\$ 3,600.00
100-15020-0009	Parking Lot Building Rental	\$ 6,000.00	\$ 1,500.00	\$ 4,500.00
100-15020-0015	Arts Center Lease Rent	\$ 12,000.00	\$ -	\$ 12,000.00
100-16080-0001	Solid Waste Fees	\$ 7,500.00	\$ 1,827.50	\$ 5,672.50
100-18990-0001	Miscellaneous	\$ 500.00	\$ 7,300.00	\$ (6,800.00)
100-18990-0013	NSF Fees	\$ 100.00	\$ -	\$ 100.00
100-18990-0050	MLR Rebate	\$ 3,000.00	\$ -	\$ 3,000.00
100-18990-0702	Lot Sales at Hillcrest Cemetery	\$ 5,000.00	\$ 3,133.34	\$ 1,866.66
Due From Other Governments				
100-22010-0005	Rolling Stock Tax	\$ 1,600.00	\$ 3.81	\$ 1,596.19
100-22010-0006	Communication Tax	\$ 3,000.00	\$ 402.66	\$ 2,597.34
100-23201-0003	Arts Center Grant	\$ 4,500.00	\$ -	\$ 4,500.00
100-24010-0005	TEA Grant Downtown	\$ 1,134,000.00	\$ -	\$ 1,134,000.00
100-24010-2025	Additional Grant for TA Project	\$ 720,000.00	\$ -	\$ 720,000.00
100-24040-0001	Law Enforcement - 599 Funds	\$ 45,000.00	\$ 11,712.00	\$ 33,288.00
100-24040-0006	DCJS Grants	\$ 100,000.00	\$ -	\$ 100,000.00
100-24040-0007	Anti-Litter Grant	\$ 1,500.00	\$ -	\$ 1,500.00
100-24040-0012	Fire Program Grant	\$ 15,000.00	\$ -	\$ 15,000.00
100-33201-2020	ARPA Grant	\$ -	\$ (78,775.22)	\$ 78,775.22
100-33201-3500	VRA LSL Principal Forgive Loan	\$ -	\$ -	\$ -
Transfers from Reserves/Other Funds				
100-41050-0006	Transfer from Reserves - TA Sidewalk	\$ 690,000.00	\$ -	\$ 690,000.00
100-41050-2020	Trans DR-ARPA to Water Infra Imp	\$ 650,000.00	\$ -	\$ 650,000.00
100-41050-2026	Trans DR-ARPA to Sewer Infra Imp	\$ 650,000.00	\$ -	\$ 650,000.00
Total Revenue General Fund		\$ 5,879,000.00	\$ 197,717.45	\$ 5,681,282.55

General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

Town Administration/Town Hall

Administrative Salaries and Benefits

100-10000-1110	Salaries - Mayor	\$ 3,600.00	\$ 900.00	\$ 2,700.00
100-10000-1111	Salaries - Administration	\$ 157,000.00	\$ 31,005.18	\$ 125,994.82
100-10000-1115	Salaries - Planning Commission	\$ 4,500.00	\$ -	\$ 4,500.00
100-10000-1116	Salaries - Grounds	\$ 24,000.00	\$ 4,833.97	\$ 19,166.03
100-10000-1711	Salaries - Council	\$ 12,000.00	\$ -	\$ 12,000.00
100-10000-2100	FICA	\$ 14,000.00	\$ 2,822.33	\$ 11,177.67
100-10000-2210	VRS	\$ 10,000.00	\$ 1,145.81	\$ 8,854.19
100-10000-2240	Group Life Insurance	\$ 2,300.00	\$ 434.12	\$ 1,865.88
100-10000-2300	Medical Insurance	\$ 48,300.00	\$ 5,701.68	\$ 42,598.32
100-10000-2310	Dental Insurance	\$ 2,300.00	\$ 335.76	\$ 1,964.24
100-10000-2700	Worker's Compensation	\$ 34,500.00	\$ 7,974.00	\$ 26,526.00

Operating Expenses

100-10000-3100	Custodial Services	\$ 18,000.00	\$ 2,775.00	\$ 15,225.00
100-10000-3101	Custodial Supplies	\$ 3,000.00	\$ 1,268.00	\$ 1,732.00
100-10000-3120	Audit Fees	\$ 30,000.00	\$ 100.00	\$ 29,900.00
100-10000-3150	Legal Fees	\$ 57,000.00	\$ 9,000.00	\$ 48,000.00
100-10000-3151	Election Fees	\$ 2,000.00	\$ -	\$ 2,000.00
100-10000-3160	Website/Email Maintenance	\$ 4,000.00	\$ 824.85	\$ 3,175.15
100-10000-3180	Bank Fees	\$ 50.00	\$ -	\$ 50.00
100-10000-3190	Economic Development/Donations	\$ 3,000.00	\$ 450.00	\$ 2,550.00
100-10000-3330	Repairs & Maintenance Grounds	\$ 20,000.00	\$ 13,547.32	\$ 6,452.68
100-10000-3340	Building Contractual Services	\$ 10,000.00	\$ 568.92	\$ 9,431.08
100-10000-3350	Equipment Repairs/Supplies TH	\$ 5,000.00	\$ 1,754.97	\$ 3,245.03
100-10000-3600	Advertising	\$ 12,000.00	\$ 4,145.91	\$ 7,854.09
100-10000-5120	Electricity	\$ 15,000.00	\$ 7,412.02	\$ 7,587.98
100-10000-5130	Fuel Oil	\$ 3,000.00	\$ -	\$ 3,000.00
100-10000-5210	Postage	\$ 3,500.00	\$ 1,628.62	\$ 1,871.38
100-10000-5215	Tax Preparation	\$ 2,000.00	\$ -	\$ 2,000.00
100-10000-5230	Telephone	\$ 6,800.00	\$ 1,695.68	\$ 5,104.32
100-10000-5235	Cell Phones	\$ 6,000.00	\$ 983.39	\$ 5,016.61
100-10000-5309	Insurance (VRSA)	\$ 26,500.00	\$ 12,876.00	\$ 13,624.00
100-10000-5410	Lease Equipment (Copier)	\$ 2,250.00	\$ 538.38	\$ 1,711.62
100-10000-5540	Conferences & Education	\$ 5,000.00	\$ -	\$ 5,000.00
100-10000-5800	Miscellaneous	\$ 1,000.00	\$ 92.90	\$ 907.10
100-10000-5810	Code Updates	\$ 2,000.00	\$ 1,195.00	\$ 805.00
100-10000-6001	Office Supplies	\$ 16,226.00	\$ 1,483.58	\$ 14,742.42
100-10000-6002	Shenandoah Water	\$ 250.00	\$ 147.52	\$ 102.48
100-10000-6003	Emergency Generator Maintenance	\$ 1,200.00	\$ -	\$ 1,200.00
100-10000-6004	Alarm Monitoring	\$ 800.00	\$ -	\$ 800.00
100-10000-6005	Elevator Maintenance & Inspection	\$ 2,000.00	\$ 305.64	\$ 1,694.36
100-10000-6006	Fire System Maintenance & Inspection	\$ 2,500.00	\$ -	\$ 2,500.00
100-10000-6007	Propane	\$ 5,500.00	\$ -	\$ 5,500.00
100-10000-6008	Road Fuel	\$ 3,000.00	\$ 91.81	\$ 2,908.19
100-10000-6010	HVAC Service Contract	\$ 1,800.00	\$ -	\$ 1,800.00
100-10000-6011	Fire Alarm Maintenance & Inspection	\$ 2,000.00	\$ -	\$ 2,000.00
100-10000-6012	Dues & Subscriptions	\$ 3,000.00	\$ 2,126.00	\$ 874.00
100-10000-6021	Safety Equipment	\$ 3,000.00	\$ -	\$ 3,000.00

Account Number	Description	Budget	Spent	Balance
Town Administration/Town Hall				
100-10000-8214	BAI Computer System	\$ 15,500.00	\$ 7,278.00	\$ 8,222.00
100-10000-8220	Computer Tech Support	\$ 25,000.00	\$ 5,551.25	\$ 19,448.75
100-10000-8222	Computer Equipment Upgrade	\$ 15,000.00	\$ 4,723.00	\$ 10,277.00
Grants Awarded				
100-10000-7018	Commission for the Arts Grant Funding	\$ 9,000.00	\$ 9,000.00	\$ -
100-10000-7019	VRA LSL/ CHA Expenses	\$ -	\$ 20,000.00	\$ (20,000.00)
Capital Improvements				
100-10000-8100	Capital Improvement	\$ 10,000.00	\$ -	\$ 10,000.00
Administrative Debt Service				
100-10000-9002	LAC Debt Service	\$ 72,204.00	\$ 18,051.00	\$ 54,153.00
100-10000-9230	Principal 2008 GO Bonds (R1 2 3)	\$ 117,660.00	\$ 29,415.00	\$ 88,245.00
Transfers				
100-93100-0702	Transfer Hillcrest Cemetery	\$ 32,200.00	\$ -	\$ 32,200.00
100-93100-2020	Trans DR - ARPA to Water Infra Imp	\$ 650,000.00	\$ -	\$ 650,000.00
100-93100-2026	Trans DR - ARPA to Water Infra Imp	\$ 650,000.00	\$ -	\$ 650,000.00
Total Town Administration/Town Hall Expenses		\$ 2,187,440.00	\$ 214,182.61	\$ 1,973,257.39

General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

Police Department

Police Department Salaries and Benefits

100-31000-1139	Salaries	\$ 372,000.00	\$ 62,876.77	\$ 309,123.23
100-31000-1140	Overtime	\$ 7,000.00	\$ 487.32	\$ 6,512.68
100-31000-1150	Holiday/Part Time Pay	\$ 3,400.00	\$ 226.00	\$ 3,174.00
100-31000-2100	FICA	\$ 28,500.00	\$ 4,875.59	\$ 23,624.41
100-31000-2210	VRS	\$ 19,200.00	\$ 458.70	\$ 18,741.30
100-31000-2240	Group Life Insurance	\$ 4,200.00	\$ 510.64	\$ 3,689.36
100-31000-2300	Medical Insurance	\$ 65,500.00	\$ 9,394.12	\$ 56,105.88
100-31000-2310	Dental Insurance	\$ 2,850.00	\$ 459.80	\$ 2,390.20

Police Department Operating Expenses

100-31000-2350	Employee Hire Process	\$ 3,000.00	\$ 1,355.20	\$ 1,644.80
100-31000-3310	Equipment Replacement	\$ 20,000.00	\$ 5,471.52	\$ 14,528.48
100-31000-3330	Police Building Maintenance	\$ 5,000.00	\$ 242.73	\$ 4,757.27
100-31000-3710	Uniform Replacement	\$ 10,000.00	\$ 657.95	\$ 9,342.05
100-31000-5120	Electricity	\$ 2,500.00	\$ 565.78	\$ 1,934.22
100-31000-5215	Propane Generator	\$ 500.00	\$ -	\$ 500.00
100-31000-5230	Police Telephone	\$ 1,200.00	\$ 704.24	\$ 495.76
100-31000-5235	Cell Phone	\$ 5,000.00	\$ 1,447.74	\$ 3,552.26
100-31000-5309	Line of Duty Benefit	\$ 9,250.00	\$ 1,404.00	\$ 7,846.00
100-31000-5410	Copier	\$ 2,500.00	\$ 297.00	\$ 2,203.00
100-31000-5450	State Police VCIN Terminal	\$ 250.00		\$ 250.00
100-31000-5540	Conferences/Education	\$ 5,000.00	\$ -	\$ 5,000.00
100-31000-5800	Miscellaneous	\$ 350.00	\$ 73.00	\$ 277.00
100-31000-5810	Dues, Subscriptions	\$ 6,000.00	\$ 4,648.00	\$ 1,352.00
100-31000-5820	Attorney Fees	\$ 500.00	\$ -	\$ 500.00
100-31000-5830	Police Public Relations	\$ 2,500.00	\$ 942.27	\$ 1,557.73
100-31000-5850	PD Health and Wellness Program	\$ 4,400.00	\$ -	\$ 4,400.00
100-31000-6001	Office Supplies/Materials	\$ 2,500.00	\$ 191.78	\$ 2,308.22
100-31000-6008	Fuel	\$ 10,000.00	\$ 1,731.08	\$ 8,268.92
100-31000-6009	Repairs & Maintenance Vehicles	\$ 10,000.00	\$ 170.96	\$ 9,829.04
100-31000-6014	Police Radios	\$ 1,000.00	\$ -	\$ 1,000.00
100-31000-6050	Accreditation Assessment Fees	\$ 3,000.00	\$ -	\$ 3,000.00
100-31000-8103	Video Camera Vehicles	\$ 1,500.00	\$ -	\$ 1,500.00
100-31000-8104	CAD/RMS Upgrade	\$ 10,000.00	\$ 9,697.26	\$ 302.74

Police Department Capital Improvements

100-31000-8218	Server/Computers/Alarm	\$ 20,000.00	\$ 3,349.50	\$ 16,650.50
----------------	------------------------	--------------	-------------	--------------

Police Department Grant Expenses

100-31000-8225	DCJS/Other Grant	\$ 100,000.00	\$ -	\$ 100,000.00
----------------	------------------	---------------	------	---------------

Total Police Expenditures		\$ 738,600.00	\$ 112,238.95	\$ 626,361.05
----------------------------------	--	----------------------	----------------------	----------------------

General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
Fire and Rescue Departments				
Contributions and Grants				
100-32100-5640	Fire Dept. Contribution	\$ 6,000.00	\$ -	\$ 6,000.00
100-32100-5641	Fire Programs Grant	\$ 15,000.00	\$ -	\$ 15,000.00
100-32100-5740	Rescue Squad Contribution	\$ 6,000.00	\$ 6,000.00	\$ -
Total Fire/Rescue Expense		\$ 27,000.00	\$ 6,000.00	\$ 21,000.00

Streets and Sidewalks Expenses

Streets and Sidewalks Salaries and Benefits

100-41000-1130	Salaries - Streets & Sidewalks	\$ 80,000.00	\$ 13,461.86	\$ 66,538.14
100-41000-1140	Overtime	\$ 4,000.00	\$ 260.19	\$ 3,739.81
100-41000-1150	Part Time	\$ 4,000.00	\$ -	\$ 4,000.00
100-41000-2100	FICA	\$ 10,000.00	\$ 1,058.26	\$ 8,941.74
100-41000-2210	VRS	\$ 3,900.00	\$ 121.81	\$ 3,778.19
100-41000-2240	Group Life Insurance	\$ 900.00	\$ 104.15	\$ 795.85
100-41000-2300	Medical Insurance	\$ 16,000.00	\$ 1,702.30	\$ 14,297.70
100-41000-2310	Dental Insurance	\$ 775.00	\$ 77.68	\$ 697.32

Streets and Sidewalks Operations

100-41000-3330	Repairs on Streets & Sidewalks	\$ 8,000.00	\$ -	\$ 8,000.00
100-41000-3350	Main Street Parking	\$ 24,000.00	\$ 5,286.69	\$ 18,713.31
100-41000-5120	Electricity	\$ 21,500.00	\$ 3,201.64	\$ 18,298.36
100-41000-5800	Miscellaneous	\$ 100.00	\$ -	\$ 100.00
100-41000-6003	Agricultural/Beautification	\$ 5,000.00	\$ 1,725.00	\$ 3,275.00
100-41000-6007	Repairs & Maintenance Supplies	\$ 5,000.00	\$ 314.24	\$ 4,685.76
100-41000-6008	Fuel	\$ 3,000.00	\$ 356.72	\$ 2,643.28
100-41000-6009	Vehicle Maintenance	\$ 10,000.00	\$ 120.95	\$ 9,879.05
100-41000-6011	Uniforms	\$ 4,000.00	\$ 432.45	\$ 3,567.55
100-41000-6023	Snow Removal Supplies	\$ 3,000.00	\$ -	\$ 3,000.00

Streets and Sidewalks Shop

100-41000-7100	Shop Building Maintenance	\$ 3,000.00	\$ 168.89	\$ 2,831.11
100-41000-7200	Equipment Repairs	\$ 6,000.00	\$ 2,177.53	\$ 3,822.47
100-41000-7300	Shop Supplies/Utilities	\$ 3,000.00	\$ 1,256.27	\$ 1,743.73
100-41000-8101	Equipment Replacement	\$ 12,500.00	\$ 3,980.00	\$ 8,520.00

Streets and Sidewalks Capital Improvements

100-41000-8102	Capital Improvements S/S	\$ 10,000.00	\$ -	\$ 10,000.00
100-41000-7250	Sidewalk Construction - VDOT	\$ 2,545,000.00	\$ -	\$ 2,545,000.00
Total Streets/Sidewalk Expense		\$ 2,782,675.00	\$ 35,806.63	\$ 2,746,868.37

Trash and Recycle Expenses

Contract Fees

100-42300-3050	Fuel Surcharge	\$ 2,000.00	\$ -	\$ 2,000.00
100-42300-4000	Subcontract Work - Updike	\$ 66,200.00	\$ 16,551.00	\$ 49,649.00
100-42300-4001	Contract Contingency - Add Cans	\$ 4,000.00	\$ -	\$ 4,000.00
100-42350-3000	Tipping Fee - County of Louisa	\$ 21,000.00	\$ 4,580.64	\$ 16,419.36
100-42350-4000	Subcontract Work - Updike Recycle	\$ 10,000.00	\$ 2,499.00	\$ 7,501.00
Total Trash Expense		\$ 103,200.00	\$ 23,630.64	\$ 79,569.36

Account Number	Description	Budget	Spent	Balance
Ball Park Expenses				
Maintenance Expenses				
100-71300-5110	Electric	\$ 1,500.00	\$ 703.93	\$ 796.07
100-71300-5200	Field Facility Improvements	\$ 3,000.00	\$ -	\$ 3,000.00
Total Ball Park Expense		\$ 4,500.00	\$ 703.93	\$ 3,796.07
Oakland Cemetery				
Oakland Salaries and Benefits				
100-71400-1130	Salaries - Oakland	\$ 12,750.00	\$ 2,648.85	\$ 10,101.15
100-71400-2100	FICA	\$ 980.00	\$ 204.40	\$ 775.60
100-71400-2210	VRS	\$ 800.00	\$ 48.40	\$ 751.60
100-71400-2240	Group Life Insurance	\$ 175.00	\$ 25.20	\$ 149.80
100-71400-2300	Medical Insurance	\$ 2,700.00	\$ 273.74	\$ 2,426.26
100-71400-2310	Dental Insurance	\$ 130.00	\$ 18.17	\$ 111.83
Oakland Operations				
100-71400-3310	Repairs and Maintenance	\$ 17,500.00	\$ 3,402.00	\$ 14,098.00
100-71400-6008	Fuel	\$ 50.00	\$ -	\$ 50.00
100-71400-6017	Lights and Flags	\$ 500.00	\$ 19.77	\$ 480.23
Total Oakland Cemetery		\$ 35,585.00	\$ 6,640.53	\$ 28,944.47
Total General Fund Expenses		\$ 5,879,000.00	\$ 399,203.29	\$ 5,479,796.71

Water Fund Revenue (Fund 501)

Account Number	Description	Budget	Received	Balance
501-15010-0001	Interest Earned	\$ 31,600.00	\$ 11,058.09	\$ 20,541.91
501-16001-0001	Water Revenue	\$ 675,000.00	\$ 124,868.19	\$ 550,131.81
501-16001-0003	Water Connections	\$ 23,900.00	\$ -	\$ 23,900.00
501-16001-0007	Penalty Fees	\$ 7,500.00	\$ 300.00	\$ 7,200.00
501-41050-0002	Loan Proceeds	\$ 1,402,000.00	\$ -	\$ 1,402,000.00
501-41050-2020	ARPA Funding General Fund Transfer	\$ 650,000.00	\$ -	\$ 650,000.00
Total Water Revenue		\$ 2,790,000.00	\$ 136,226.28	\$ 2,653,773.72

Water Fund Expenses (Fund 501)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

Water Salaries and Benefits

501-45000-1130	Salaries - Water	\$ 115,000.00	\$ 15,991.99	\$ 99,008.01
501-45000-1140	Overtime	\$ 5,000.00	\$ 459.68	\$ 4,540.32
501-45000-1150	Part time	\$ 2,000.00	\$ -	\$ 2,000.00
501-45000-2100	FICA	\$ 9,500.00	\$ 1,270.53	\$ 8,229.47
501-45000-2210	VRS	\$ 6,200.00	\$ 357.42	\$ 5,842.58
501-45000-2240	Group Life Insurance	\$ 1,400.00	\$ 218.07	\$ 1,181.93
501-45000-2300	Medical Insurance	\$ 17,500.00	\$ 1,499.30	\$ 16,000.70
501-45000-2310	Dental Insurance	\$ 800.00	\$ 123.36	\$ 676.64

Operating Expenses

501-45000-3180	Water Tank Maintenance	\$ 20,000.00	\$ 9,427.56	\$ 10,572.44
501-45000-3185	Operator Contract Fees	\$ 8,500.00	\$ 1,809.00	\$ 6,691.00
501-45000-3310	Repairs & Maintenance Equipment	\$ 2,000.00	\$ -	\$ 2,000.00
501-45000-3600	Advertising	\$ 500.00	\$ -	\$ 500.00
501-45000-5130	Water Purchased	\$ 400,000.00	\$ 60,112.64	\$ 339,887.36
501-45000-5210	Postage/Billing Supplies	\$ 5,000.00	\$ 1,831.11	\$ 3,168.89
501-45000-5220	Water Testing Fees	\$ 500.00	\$ -	\$ 500.00
501-45000-5650	VDOT Fees	\$ 300.00	\$ -	\$ 300.00
501-45000-5660	Waterworks Operation Fund	\$ 2,500.00	\$ 573.75	\$ 1,926.25
501-45000-5670	Miss Utility	\$ 800.00	\$ 75.90	\$ 724.10
501-45000-5680	Road Repairs	\$ 7,500.00	\$ -	\$ 7,500.00
501-45000-5690	Electricity Tower Pumps	\$ 1,000.00	\$ 21.49	\$ 978.51
501-45000-5800	Miscellaneous	\$ 100.00	\$ -	\$ 100.00
501-45000-5810	Dues/Subscriptions	\$ 500.00	\$ 400.00	\$ 100.00
501-45000-5840	CSX Right of Way	\$ 700.00	\$ -	\$ 700.00
501-45000-6001	Supplies	\$ 12,000.00	\$ 2,388.95	\$ 9,611.05
501-45000-6008	Fuel	\$ 1,500.00	\$ 183.33	\$ 1,316.67
501-45000-6010	Mapping	\$ 700.00	\$ 700.00	\$ -
501-45000-6011	Uniforms	\$ 1,500.00	\$ 272.45	\$ 1,227.55
501-45000-6510	Itron Software Handhelds	\$ 2,100.00	\$ 1,464.00	\$ 636.00
501-45000-6520	Itron Software Support	\$ 6,500.00	\$ -	\$ 6,500.00
501-45000-7000	Joint Operations LCWA Connect	\$ 10,000.00	\$ -	\$ 10,000.00

Capital Improvements

501-45000-8100	Capital Expenditures	\$ 15,000.00	\$ -	\$ 15,000.00
501-45000-8175	Contractual Services Water Operations	\$ 20,000.00	\$ 1,456.00	\$ 18,544.00
501-45000-9300	Water Contingency	\$ 15,000.00	\$ -	\$ 15,000.00
501-45000-9305	Water Line Replacement Project	\$ 1,402,000.00	\$ 42,900.00	\$ 1,359,100.00
501-93100-2020	ARPA Funding Infrastructure Imp	\$ 650,000.00	\$ 26,651.84	\$ 623,348.16

Transfers

501-93100-0501	Water to Sewer for Transfer for Operations	\$ 46,400.00	\$ -	\$ 46,400.00
Total Water Expenses		\$ 2,790,000.00	\$ 170,188.37	\$ 2,619,811.63

Sewer Fund Revenue (Fund 502)

Account Number	Description	Budget	Received	Balance
502-15010-0001	Interest Earned	\$ 15,000.00	\$ 4,844.19	\$ 10,155.81
502-16001-0002	Sewer Revenue	\$ 700,000.00	\$ 132,968.31	\$ 567,031.69
502-16001-0004	Sewer Connection	\$ 38,600.00	\$ -	\$ 38,600.00
502-41050-0502	Water to Sewer for Transfer for Operations	\$ 46,400.00	\$ -	\$ 46,400.00
502-41050-2026	ARPA Funding General Fund Transfer	\$ 650,000.00	\$ -	\$ 650,000.00
Total Sewer Revenue		\$ 1,450,000.00	\$ 137,812.50	\$ 1,312,187.50

Sewer Fund Expenses (Fund 502)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

Sewer Salaries and Benefits

502-45500-1130	Salaries	\$ 122,000.00	\$ 16,865.13	\$ 105,134.87
502-45500-1145	Overtime	\$ 2,000.00	\$ 164.79	\$ 1,835.21
502-45500-1150	Part time	\$ 1,000.00	\$ -	\$ 1,000.00
502-45500-2100	FICA	\$ 9,500.00	\$ 1,314.73	\$ 8,185.27
502-45500-2210	VRS	\$ 6,500.00	\$ 386.76	\$ 6,113.24
502-45500-2240	Group Life Insurance	\$ 1,500.00	\$ 228.63	\$ 1,271.37
502-45500-2300	Medical Insurance	\$ 17,800.00	\$ 1,796.96	\$ 16,003.04
502-45500-2310	Dental Insurance	\$ 850.00	\$ 134.39	\$ 715.61

Operating Expenses

502-45500-3310	Repairs/Maintenance Equipment	\$ 2,000.00	\$ -	\$ 2,000.00
502-45500-3330	Repairs/Maintenance Buildings	\$ 1,000.00	\$ -	\$ 1,000.00
502-45500-3340	Contractual Services RSTP	\$ 400,000.00	\$ 68,732.49	\$ 331,267.51
502-45500-3345	RSTP Plant Improvements	\$ 15,000.00	\$ -	\$ 15,000.00
502-45500-5120	Electricity	\$ 3,000.00	\$ 770.69	\$ 2,229.31
502-45500-5210	Postage/Billing Supplies	\$ 4,300.00	\$ 1,831.10	\$ 2,468.90
502-45500-5230	Telephone - Pump Station	\$ 600.00	\$ 168.92	\$ 431.08
502-45500-5680	Road Repairs	\$ 7,000.00	\$ -	\$ 7,000.00
502-45500-5800	Miscellaneous	\$ 110.00	\$ -	\$ 110.00
502-45500-6001	Supplies	\$ 6,000.00	\$ 263.33	\$ 5,736.67
502-45500-6008	Fuel	\$ 900.00	\$ 222.39	\$ 677.61
502-45500-6011	Uniforms	\$ 1,500.00	\$ 272.44	\$ 1,227.56

Capital Improvements

502-45500-8175	Contractual Services Sewer Operations	\$ 20,000.00	\$ 4,012.00	\$ 15,988.00
502-45500-9300	Sewer Contingency	\$ 8,000.00	\$ -	\$ 8,000.00
502-93100-2026	ARPA Funding Infrastructure Imp	\$ 650,000.00	\$ -	\$ 650,000.00

Debt Service

502-45500-9210	Principal 2001 GO Bonds (RD)	\$ 66,492.00	\$ 14,823.88	\$ 51,668.12
502-45500-9230	Principal 2010 GO Bonds (WWTP)	\$ 94,068.00	\$ 22,811.96	\$ 71,256.04
502-45500-9250	Principal 2020 GO Bond (Reline)	\$ 8,880.00	\$ 1,994.33	\$ 6,885.67
Total Sewer Expenses		\$ 1,450,000.00	\$ 136,794.92	\$ 1,313,205.08

Hillcrest Fund Revenue (Fund 702)

Account Number	Description	Budget	Received	Balance
702-13030-0026	Burial Permits	\$ 2,500.00	\$ 1,200.00	\$ 1,300.00
702-13030-0031	Stone Permits	\$ 750.00	\$ 100.00	\$ 650.00
702-15010-0001	Interest Earned	\$ 18,000.00	\$ 6,950.89	\$ 11,049.11
702-18990-0001	Sales of Lots	\$ 10,000.00	\$ 6,266.66	\$ 3,733.34
702-34105-0001	Transfer from Reserves	\$ 45,000.00	\$ -	\$ 45,000.00
702-41050-0100	Transfer from General Fund	\$ 32,200.00	\$ -	\$ 32,200.00
Total Hillcrest Revenue		\$ 108,450.00	\$ 14,517.55	\$ 93,932.45

Hillcrest Fund Expenses (Fund 702)

Account Number	Description	Budget	Spent	Balance
Hillcrest Salaries and Benefits				
702-71400-1130	Salaries - Hillcrest	\$ 49,000.00	\$ 6,802.91	\$ 42,197.09
702-71400-1150	Part Time or Contract Work	\$ 40,000.00	\$ 12,960.00	\$ 27,040.00
702-71400-2100	FICA	\$ 3,750.00	\$ 526.55	\$ 3,223.45
702-71400-2210	VRS	\$ 3,000.00	\$ 165.97	\$ 2,834.03
702-71400-2240	Group Life Insurance	\$ 650.00	\$ 99.95	\$ 550.05
702-71400-2300	Medical Insurance	\$ 8,000.00	\$ 773.84	\$ 7,226.16
702-71400-2310	Dental Insurance	\$ 450.00	\$ 60.00	\$ 390.00
Hillcrest Operations				
702-71400-3310	Repairs and Maintenance	\$ 2,000.00	\$ -	\$ 2,000.00
702-71400-5800	Miscellaneous	\$ 200.00	\$ -	\$ 200.00
702-71400-6001	Supplies	\$ 250.00	\$ -	\$ 250.00
702-71400-6017	Lights and Flags	\$ 150.00	\$ 19.77	\$ 130.23
Hillcrest Capital Improvements				
702-71400-8100	Storage Building Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00
Total Hillcrest Expenses		\$ 108,450.00	\$ 21,408.99	\$ 87,041.01

TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting - October 15, 2024

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Automated Office System	99.00				\$ 99.00
Blue Ridge Bank	4,929.40	269.20	251.05		\$ 5,449.65
Central VA Contractors, Inc.	2,760.00	1,150.00			\$ 3,910.00
Central Virginian	281.45				\$ 281.45
Chiles Enterprises, LLC	3,450.00				\$ 3,450.00
Cintas	92.90	92.90	92.90		\$ 278.70
Cody Langridge/PWS Operations, LLC		603.00			\$ 603.00
County of Louisa, Landfill	2,140.30				\$ 2,140.30
CPI	198.00				\$ 198.00
Cummings Sales & Services	1,290.84				\$ 1,290.84
Diversified Mechanical Repair	3,980.00				\$ 3,980.00
Document Destruction of VA	40.00				\$ 40.00
Elizabeth Nelson	315.15				\$ 315.15
Ethical Investigators, Inc.	350.00				\$ 350.00
Gladys M. Thomas (Focus Point)	1,425.00				\$ 1,425.00
Hefty, Wiley & Gore, P.C.	4,500.00				\$ 4,500.00
Intrastate Pest	116.11				\$ 116.11
J S Purcell Lumber Corp.	622.05				\$ 622.05
Jon Hugh Moss, Ph.D., ABPP	360.00				\$ 360.00
Lloyd's Heating & Cooling	239.00				\$ 239.00
Louisa Auto Parts, Inc.	336.13	89.90			\$ 426.03
Louisa County Water Authority		35,735.17	29,072.96		\$ 64,808.13
Louisa Hardware	708.47	55.21			\$ 763.68
Magna5 MS, LLC	3,312.00				\$ 3,312.00
Mansfield Oil Co.	1,082.21	124.73	135.59		\$ 1,342.53
Overhead Door Co.	160.00				\$ 160.00
Ricoh USA, Inc.	372.42				\$ 372.42
Site Concepts, LLC	2,400.00				\$ 2,400.00
The Childress Agency, Inc.	274.95				\$ 274.95
Traffic Safety Supplies	118.00				\$ 118.00
UniFirst Corp.	298.46				\$ 298.46
UniFirst First Aid Corp.	1,219.70				\$ 1,219.70
Updike Industries, Inc.	6,350.00				\$ 6,350.00
Virginia Utility Protection Services		26.45			\$ 26.45
WBBI, Inc.	140.75				\$ 140.75
Wrap Technologies, Inc.	3,600.00				\$ 3,600.00
TOTALS:	47,562.29	38,146.56	29,552.50	-	\$ 115,261.35

1
2
3
4
5
6
7
8
9
10
11
12
13

**Town of Louisa
Monthly Meeting
September 17, 2024**

14
15
16
17
18
19
20
21
22
23
24

Present: R. Garland Nuckols, Mayor; Jessi Lassiter, Vice-Mayor; Danny Carter, John J. Purcell IV, Sylvia Rigsby, Vicky Harte, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Terry Sheffer, Deputy Clerk/Treasurer; Paul Snyder, Project Manager/Zoning Administrator; Martin Nachtman, Sergeant

25
26
27
28
29
30
31
32
33
34
35
36

Absent: Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police

37
38
39
40

Also in Attendance: Mitchell Sasser, Editor for The Central Virginian; Gary Morris, Louisa Volunteer Rescue Squad; Chris Snider, Congressman Bob Good's Office

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

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

BUSINESS FROM THE FLOOR

Mitchell Sasser, Editor for The Central Virginian, informed Council that the Discover Louisa edition of the newspaper will run in two weeks and that they always like to feature local government with accompanying headshots. Mr. Sasser requested a couple of minutes with each Council member following the meeting to get updated information and a photo.

CONSENT AGENDA

Mayor Nuckols questioned if there were any additions or corrections to the consent agenda. Mrs. Nelson reported that the agenda will

1 need to be amended to remove the public hearing and item no. 1
2 under New Business as East Coast Excavation has requested to
3 defer their application consideration. Mrs. Nelson also reported that
4 the second draft of the August meeting minutes and an updated bill
5 list was included in the supplemental packet for approval.
6

7 After hearing no further comments, Mayor Nuckols called for the vote:
8

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

13 **PRESENTATION AND UPDATE**

14 **1) John Jones Years of Service Recognition – presented by** 15 **Chris Snider with Congressman Bob Good’s office** 16

17
18 Mr. Snider requested that Mr. Jones stand while he read a letter from
19 Congressman Bob Good to John Jones recognizing his fifty-four
20 years of service with the Town of Louisa. Mr. Snider then presented
21 the letter to Mr. Jones and thanked him for service.
22

23 Mr. Jones then took a brief moment to thank Mayor Nuckols, Council,
24 and staff.
25

26 **2) Town of Louisa’s 150th Anniversary Proclamation – presented** 27 **by Chris Snider with Congressman Bob Good’s office** 28

29 Mr. Snider read a joint resolution from both the Senate and General
30 Assembly of Virginia commending the Town of Louisa on their 150th
31 anniversary and presented it to Council.
32

33 ***

34 *At this time, Mayor Nuckols stood and made an impromptu*
35 *presentation. Mr. Nuckols spoke to Ms. Michaels, a town resident in*
36 *attendance, stating that an all-inclusive playground for children will be*
37 *installed on the town’s campus in the next couple of weeks. He stated*
38 *that her son’s special needs were the driving force behind the project*

1 *and wanted to present her with a photo of what the playground will*
2 *resemble.*

3
4 **PUBLIC HEARING**

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

14
15 *This item was removed from the agenda.*

16
17 **NEW BUSINESS**

18
19 **1) Discussion/Action: SUP 2024-02 – Special Use Permit**
20 **submitted by East Coast Excavation**

21
22 *This item was removed from the agenda.*

23
24 **2) Discussion/Action: Louisa County Rescue Squad Land**
25 **Donation**

26
27 Mrs. Nelson referenced the letter from the Council packet that was
28 submitted by Chief Gary Morris of the Louisa County Rescue Squad.
29 Mrs. Nelson stated that at the August 15, 2023, Council meeting,
30 Laurel Ridge (PUD 2023-01) proffered property for public service.
31 She went on to say that the final site plan has not been submitted
32 and/or reviewed by the Planning Commission, nor has the Deed of
33 Conveyance been executed.

34
35 Mr. Morris then spoke stating, “We had met with the developer
36 probably a year or so ago and bought some of the property, and it
37 was asked of us if we would find it beneficial for us to move our
38 rescue squad building back into the town limits where it once was. So
39 considering where we are now, which is off the beaten path, and we

1 don't get a lot of foot traffic for volunteer recruitment, we found it - as
2 our board of directors kind of reviewed that - that it would be
3 worthwhile for us to at least make that request based on what was
4 advised of us about the building.”

5
6 A discussion was then held between Mr. Morris and Council member
7 Harte about why they want to relocate back into town limits wherein
8 Mr. Morris cited road access and traffic the two primary reasons.

9
10 Council also held a lengthy discussion on who/what entities were to
11 occupy the proffered property as there was some confusion amongst
12 those in attendance. Some stated they understood the property to be
13 proffered to EMS, yet others expressed their understanding of it being
14 solely proffered to the rescue squad.

15
16 At the conclusion of their discussion, Council stated that they needed
17 clarity from the developer before any action would be taken.

18
19 **3) Discussion/Action: CHA Consulting, Inc. – Work Order no.**
20 **2024-02 Asset Management Services**

21
22 Mrs. Nelson reported that CHA Consulting, Inc. submitted work order
23 no. 2024-2 for the Asset Management Services portion of the RFP.
24 Mrs. Nelson stated in her memo to Council that CHA is prepared to
25 start the work, as outlined, using ARPA funds to improve the town's
26 infrastructure. Mrs. Nelson remarked that Council would need to
27 approve the work order to move forward.

28
29 A brief discussion on hydrant flushing took place before Council took
30 the following action:

31
32 Council member Lassiter made the motion to approve work order no.
33 2024-2. Council member Rigsby seconded the motion. The vote
34 went as follows: 5-0 in favor.

35
36 **4) Discussion/Action: Town Salary Scale Revisions**

37
38 Mrs. Nelson referred to the salary scale and memo in the packet as
39 she explained that at the July 16, 2024, Council meeting, the

1 Personnel Committee was tasked to review and discuss employees'
2 salaries in all departments. Mrs. Nelson reported that the committee
3 met several times and evaluated lower pay ban classifications and
4 identified areas that needed adjustments for the purpose of retention
5 and recruitment. After collecting feedback from all department heads,
6 and a final committee review, the Personnel Committee
7 recommended the salary scale that was presented to Council in the
8 packet. Mrs. Nelson noted that the budget would be impacted by
9 \$4,550 which would be covered by reclassifications of positions and
10 salary savings in vacant positions.

11
12 The following action took place immediately following Mrs. Nelson's
13 report:

14
15 Council member Purcell made the motion to approve the town salary
16 scale revisions. Council member Lassiter seconded the motion. The
17 vote went as follows: 5-0 in favor.

18
19 **5) Discussion/Action: Water & Sewer Unpaid Charges and**
20 **Disconnection of Services**

21
22 Mrs. Nelson reported that she and the Mayor had been in discussion
23 about the disconnection of water service due to unpaid charges. Mrs.
24 Nelson reported that our code says that unpaid charges and
25 disconnections of services are set by the town clerk and approved by
26 the council and stated that the policy has not been revisited for many
27 years. Mrs. Nelson informed Council that, according to Mrs. Ellis, a
28 previous Council had set disconnections at 60 days for residential
29 customers and 90 days for businesses and stated that, by doing so,
30 the previous Council members were trying to show support for small
31 businesses by giving them a little more time to pay their bills. She
32 went on to report that, currently, we have more delinquencies now
33 than ever, which is why she and Mayor Nuckols were discussing the
34 matter. She stated that Mr. Nuckols suggested that we bring the
35 matter to Council to be revisited with the recommendation of
36 changing the disconnections to 60 days past due for everyone. Mrs.
37 Nelson noted that she had spoken with Mrs. Ellis and that she is
38 supportive of the change.

39

1 There was a brief discussion about recent changes to state code in
2 regard to disconnections wherein Mr. Gore responded that he would
3 do some research and advise later.

4
5 Council then took the following action:

6
7 Council member Lassiter made the motion to change water
8 disconnections due to non-payment for both residential and
9 commercial customers at 60 days past due pending legal advice.
10 Council member Purcell seconded the motion. The vote went as
11 follows: 5-0 in favor.

12
13 **STANDING COMMITTEE REPORTS**

14
15 **Personnel Committee:**

16
17 No report.

18
19 **Streets and Sidewalks Committee:**

20
21 Mrs. Nelson reported that staff had a meeting with the engineer from
22 Culpeper and was informed that the transportation alternatives grant
23 is no longer an option for the town. They are looking into some
24 different programs that would better suit the town and our needs,
25 especially for that area consisting of older businesses. She continued
26 stating that Thrasher is also looking into alternative water projects
27 where we could replace the water line then put sidewalk infrastructure
28 on top – combining the two into one. Mrs. Nelson reported that we
29 are still working on getting a sidewalk out on West Main Street, and
30 added that we may potentially have to pay back some of the money –
31 which would not be money lost because it is for engineering services,
32 and noted that if we are able to find additional funding, we basically
33 have a shovel-ready project.

34
35 **Water and Sewer Committee:**

36
37 Mrs. Nelson reported that the bid process for the water infrastructure
38 project has been sent to USDA for approval and added that we are

1 also working on getting our easement signed and finalized so we can
2 continue to move forward.

3
4 **STAFF REPORTS**

5
6 **Police:**

7
8 Sergeant Nachtman gave the Police Department's report in Chief
9 Buckley's absence. Sergeant Nachtman reported the following:

- 10
11 • The police department is getting close to hiring a new applicant
12 who would serve as a part-time officer. Over the course of the past
13 week, the applicant has passed the psychological test, the
14 polygraph test, and is just waiting for a medical exam this week.
15 Nachtman stated that unless Chief Buckley comes up with any
16 last-minute issues, there will most likely be a job offer in the next
17 couple of weeks.
- 18 • Chief Buckley and Sergeant Fallon are working on the police
19 department's sponsored Halloween event which will be very
20 similar to last year's event.
- 21 • Chief Buckley was able to secure a grant for BolaWraps. The
22 department ordered two BolaWrap devices via grant funding and
23 Sergeant Nachtman recently completed training for the devices
24 which are to be used for restraining individuals using less force.

25
26 **Project Manager:**

27
28 Mr. Synder reported on the following:

- 29
30 • SUP 2024-02 had been postponed as a request to defer until a
31 later date was received by East Coast Excavation.
- 32 • An application was received for the installation of an ATM machine
33 in the Glen Mayre shopping center parking lot. An in-depth review
34 of the plans is underway.
- 35 • Issues with Commonwealth Auto have been addressed and he is
36 awaiting a response from the owner.

- 1 • Questions/concerns were raised about the new sign in front of Ace
2 Hardware. After referencing town code, the sign was found to be
3 in compliance.
4

5 **Public Works Superintendent:**
6

7 Mr. Larry reported on the following:
8

- 9 • He came on board with the town on August 12th and stated that
10 the majority of his time was spent working alongside Mr. Jones
11 trying to cover as much information as he could before he retired.
12 • He has been working diligently on assessing equipment and the
13 shop buildings.
14 • He has been working on safety protocols and getting a safety
15 program started. He is looking into grant funding to assist with the
16 program.
17 • The department also recently worked on a water leak on
18 McDonald Street.
19

20 **Legal Counsel:**
21

22 No report.
23

24 **Clerk/Treasurer:**
25

26 No report.
27

28 **Manager:**
29

30 Mrs. Nelson reported on the following:
31

- 32 • She sent out invitations to John Jones' retirement luncheon that
33 will take place this Friday at 1:00.
34 • The entire playground package for our park cost around \$12,000 –
35 without mulch. Previously, Parks and Rec were going to help us
36 with the installation, however those plans have now changed, and
37 they will not be helping us.

- 1 • The mayor solicited and recently received \$7,000 in donations. We
2 can use those funds for the installation and the playground mulch,
3 which is needed to bring it into compliance.
- 4 • We are working with a few local businesses that are having some
5 difficulties paying meals taxes.
- 6 • Mrs. Ellis plans to send Real Estate and Personal Property taxes
7 over to TACS (Taxing Authority Consulting Services) in the next
8 few months.

9 10 **COMMUNICATIONS**

11
12 Council member Harte posed a question to Mrs. Nelson about a
13 possible sculpture project for the town and Mrs. Nelson stated that
14 the idea would be more of a Forward Foundation/Town Hall/Main
15 Street Initiative collaborative project and she would bring the idea up
16 with those groups, but it probably wouldn't be considered until after
17 the marketing study had been completed.

18
19 At this time, Mayor Nuckols distributed envelopes to each Council
20 member and members of staff. The envelopes each contained a
21 letter from him stating that he was resigning effective immediately.
22 Mr. Nuckols requested that Vice-Mayor Lassiter read the letter aloud
23 for public record.

24
25 *(A copy of the letter can be found following the minutes.)*

26
27 Mr. Nuckols then commented that he felt it was time for change and
28 that he enjoyed working with Council and staff over the years, then
29 called for a vote to adjourn the meeting.

30 31 **ADJOURNMENT**

32
33 Council member Lassiter made the motion to adjourn the meeting at
34 7:56 p.m. Council member Carter seconded the motion.

35
36
37 _____
38 Mayor

35
36
37 _____
38 Clerk

This Deed, made and entered into this 8th day of October, 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;

Tina Lynn Rowe

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

That for and in consideration of the sum of \$ 1500.00 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 15th day of October, 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. 845, space 3 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.

Prepared by Town of Louisa

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.



New Business

1. Discussion: Interim Mayor Appointment Process/Procedures



Incorporated 1873

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

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

Date: October 15, 2024

Re: Discussion: Interim Mayor Appointment Process/Procedures

Comments: Council will discuss the process and procedures to appoint an Interim Mayor due to the recent vacancy of the office as of September 17, 2024.



Town of Louisa, Virginia

Interim Mayor Appointment Process/Procedures

Petition

In accordance with state elections law, Council filed a petition on October 2, 2024 with the Louisa County Circuit Court to request a special election, at the next general election, scheduled for November 4, 2025.

Public notice of office vacancy, interest/appointment requirements, and called special meetings

- Notice posted at Town Hall (212 Fredericksburg Avenue) on Friday, October 4, 2024
- Notice posted on the Town website (www.louisatown.org) on Friday, October 4, 2024
- Notice published in the Central Virginian on Thursday, October 10, 2024, Thursday, October 17, 2024, and Thursday, October 24, 2024

Submission requirements and deadline for interested candidates

- A resume and cover letter are required for appointment consideration
- All documentation must be received no later than 5:00pm on Tuesday, October 29, 2024

Special called Council Meeting, Wednesday, October 30, 2024

- Announcement of all proposed candidates for the Interim Mayor appointment
- Each candidate's required documentation will be available for public inspection

Special called Council Meeting, Wednesday, November 6, 2024

- Council will consider the appointment of Interim Mayor to serve until the next general election (requested to be held November 4, 2025) to serve the remainder of the current Mayoral term expiring December 31, 2026



Staff Reports

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

Town of Louisa Police Department

MONTHLY CRIME REPORT

September

Reported Crime Month of September 2024

Group A Offenses	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	September 2024	September 2024	September 2023	Projected End of yr		Total 2023	#
Crimes Against Persons							
Kidnapping/Abduction	0	0	0	0	0	0.00	n/a
Forcible Fondling/ Sex Offense	0	1	3	1	0	1.33	n/a
Aggravated Assault	1	5	4	7	4	2.67	67%
Simple Assault	0	7	3	9	22	(12.67)	-58%
Intimidation	0	3	0	4	1	3.00	300%
Crimes Against Property							
Counterfeiting/Forgery	3	4	8	5	3	2.33	78%
Destruction/Damage/Vandalism of Property	2	9	12	12	14	(2.00)	-14%
Burglary/ B&E	1	2	0	3	0	2.67	n/a
False Pretenses/Swindle/Confidence Game	1	1	6	1	2	(0.67)	-33%
Credit Card/Automatic Teller Fraud	1	3	1	4	2	2.00	100%
Impersonation	0	1	0	1	2	(0.67)	-33%
Wire Fraud	1	0	0	0	0	0.00	n/a
Petit Larceny	5	15	9	18	11	7.00	64%
Shoplifting	0	6	12	8	6	2.00	33%
Theft from Building	1	3	0	4	3	1.00	33%
Theft from Motor Vehicle	0	0	2	0	2	(2.00)	-100%
Theft from Motor Vehicle Parts/Accessories	0	2	0	3	0	2.67	n/a
All Other Larceny	0	7	4	9	7	2.33	33%
Motor Vehicle Theft	0	2	0	3	1	1.67	167%
Stolen Property Offenses	0	0	1	0	1	(1.00)	-100%
Crimes Against Society							
Drug/Narcotic Violations	0	3	2	4	1	3.00	300%
Drug Equipment Violations	0	0	0	0	2	(2.00)	-100%
Weapon Law Violations	2	0	3	0	1	(1.00)	-100%
Total	18	74	70	97	85	11.67	14%

Group B Arrests	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Sept 2024	Sept 2024	Sept 2023	Projected End of yr		Total 2023	#
Driving Under the Influence	0	2	5	3	1	1.7	167%
Public Intoxication	0	2	1	3	0	2.7	n/a
Trespass	0	0	1	0	0	0.0	n/a
All Other Offenses	5	12	15	16	15	1.0	7%
TOTAL	5	16	22	21	16	5.3	33%

Town of Louisa Police Department

Traffic and Activity Report of September 2024

September

Accidents	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
Description	Sept 2024	Sept 2024	Sept 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	2	5	5	6	3	3.00	100%
No Injuries	6	44	42	59	59	(0.33)	-1%
Unknown Injury	0	4	4	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	
	Sept 2024	Sept 2024	Sept 2023	Project E-O-Y	Total 2023	#	%
Total Citations	16	119	85	155	152	3.00	2%
Total Warnings	3	43	70	60	257	(197.00)	-77%
Total Parking	0	2	0	3	0	2.67	n/a

Calls for Service	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Sept 2024	Sept 2024	Sept 2023	Project E-O-Y	Total 2023	#	%
TOTAL	132	997	1108	1329	1763	(433.67)	-25%

Traffic Stops & Reports/No Reports	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Sept 2024	Sept 2024	Sept 2023	Project E-O-Y	Total 2023	#	%
Traffic Stops	16	116	161	155	234	(79.33)	-34%
Case Reports	12	106	97	141	159	(17.67)	-11%
Incident Reports	19	87	145	116	196	(80.00)	-41%

September 2024

Streets

The following routine maintenance operations were performed: ROW mowing and trimming operations to include embankments, medians and roadway edges and spraying.

Supported scheduled community special events with signs, traffic control and refuse collection as needed. - Clean Up Louisa

Conducted refuse and debris removal from Main Street.

Initiated assisted repair operations of sinkhole on Macdonald Street. Staff also Discovered New Sinkhole Forming on Cammack Street. Contacted VDOT awaiting report on their evaluation. - Sink Hole has been placed on VDOT schedule for repair.

Public Works

The following routine operations were performed Miss Utility tickets, locate tickets, installation and repair of meters, record management.

Repaired Water Leak- 108 Loving Street.

Assisted with the install of playground mulch at the new Town Hall Playground set. Pictures on Next Page

Facilities

The following routine maintenance operations were performed throughout facilities: electrical repairs, and other general building repairs and updates. Began replacing existing light fixtures With Assistance of Roger Henry. Scheduled Risk Assessment Walk through with VRSA to receive assessment of current Shop compliance to OSHA Standards. Replaced broken shop doors.

Motor Pool

Routine preventive maintenance operations scheduled as per the evaluation of all equipment as conducted By Diversified Mechanical Repair is currently being scheduled. Public works will be bringing all equipment to Kennys for routine maintenance and inspection in the month of October. This will allow all equipment to be on the same Inspection cycle as well as maintenance cycle. This will allow for a more routine maintenance basis and easier tracking of maintenance costs and needs.

Additional repairs completed:

- John Deere Backhoe was temporarily repaired by Diversified Mechanical Repair.
- John Deere 48" was sent for repair of motor to Besley Implements.
- SCAG 48" was Sent to Besley Implements for Routine Service.
- All non-working Stihl Weed eaters were brought to Besley Implements.
- Ford Bucket Truck was taken to Besley Implements for generator repairs. The generator was deemed obsolete, and a replacement motor was ordered.

Traffic Engineering

Performed routine sign maintenance inspections (retro reflectivity, damage etc.). Installed No Overnight Parking Sign at Town Hall Gravel Lot.

Personnel

Held interviews for vacant Maintenance 1 Positions.

3 Maintenance positions filled Start date of September 23rd.

Personnel began Safety Trainings and have completed the following through VRSA academy

- Hand Power Tool Safety
- Slips Trips and Falls
- Personal Protective Equipment

Upcoming Activities

Continue mowing and trimming, sweeping and various cleanup efforts.

Prepare for fall leaf collection and composting.

Prepare for snow and ice removal operations.

Continue to support community special events as scheduled.

Continue to inspect and repair equipment for summer mowing and landscape operations.

Basic Flagging and Work zone safety training scheduled for September 30th.

Locator Demo and Training on October 3rd.

VRSA Risk Assessment Walk through of Public Works Shop October 1st.

Playground Install and rehab Photos-







Awaiting Border strip for path.