



Joint Meeting Notice

***Louisa Town Hall, 212 Fredericksburg Avenue, Louisa, Virginia
Town of Louisa Streets and Sidewalks & Water and Sewer Committees***

Tuesday, September 23, 2025, at 5:45pm

Meeting Agenda:

Convene Meeting: 5:45pm

Streets and Sidewalks Items:

1. Review and Discussion of the Town Clock.
2. Review and Discussion of Lighting for Town Signs.

Water and Sewer Items:

1. Review and Discussion of Grease Trap Policy
2. Review and Discussion of Water Disconnect Policy
3. Thrasher update

Adjourn Meeting







LOUISA

Welcome to the town of
LOUISA

IN THE .♥. OF IT ALL



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Louisa
40 years of Lou...

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Welcome to
LOUISA



ON THE

R. EARL OGG MEMORIAL B

LOUISA COUNTY
HISTORICAL SOCIETY
HISTORICAL SOCIETY
HISTORICAL SOCIETY







Fwd: town clock

From Roger Henry <rogerhhelec@gmail.com>

Date Tue 9/16/2025 2:53 PM

To Stephanie Dorman <sdorman@louisatown.org>

----- Forwarded message -----

From: **Roger Henry** <rogerhhelec@gmail.com>

Date: Tue, Sep 16, 2025 at 2:51 PM

Subject: Re: town clock

To: Christian Goodwin <cgoodwin@louisacounty.gov>

The dimensions for the box on the off building wall are 18x18x8

On Tue, Sep 16, 2025 at 2:31 PM Christian Goodwin <cgoodwin@louisacounty.gov> wrote:

Good afternoon all:

Anderson, I spoke with Roger Henry (Town of Louisa) this afternoon. The proposed clock location is on the sidewalk as depicted by the red circle below. He is copied here and his number is 540.872.6163 if you need it. He is aware of the fuel tank and said that as long as rigid conduit is used, 6" of depth will be sufficient and they are prepared to work around the tank.

Roger, as a reminder, the re-dedication for the Ogg building is on 10/24 and any work on the clock is preferred to either be completed before that date or commence after it. We also need the dimensions for the space necessary on the Ogg Building Wall.

We had talked about a short agreement that outlines payment for electrical services; I'm sure it will be a small amount but I did get a question about that from our leadership. My thought is it might be easiest to just measure power consumption using a meter for a few months on the new line at the building, and then bill at our rate based on an average of the actual usage. We can float the rate as necessary in future years, and re-measure if it's ever necessary as well. If that's suitable to the town, I'll draft a simple agreement and have our attorney review it.

Thanks to all.

Regards,

Christian

Christian

Goodwin

COUNTY ADMINISTRATOR

 [Logo](#)



Photo

540.967.0401

cgoodwin@louisacounty.gov

www.louisacounty.gov

[1 Woolfolk Avenue, Suite 301, Louisa, VA 23093](#)

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Town of Louisa

Grease Trap Policy – Fats, Oils and Grease

1.0 Introduction

Fats, oils and grease (FOG) pose a significant concern for the operations of the Town of Louisa's wastewater collection system. When not disposed of properly, they congeal and accumulate along the walls of the sanitary sewer collection system. This constricts the pipes, impedes the flow of wastewater, and raises the potential for a blockage. The build-up of grease also affects the proper operation of pump stations, leading to an accumulation in the wet wells. Either of these situations can eventually result in a sanitary sewer overflow in which untreated wastewater is discharged from a manhole, or wastewater enters residences and businesses. This is both an environmental issue and a public health concern, in which sewage can contaminate the ground, local bodies of water, and any property with which the wastewater comes into contact.

The financial burden related to excessive FOG is potentially two-fold. Town of Louisa's maintenance crews' time is diverted from regular duties to cleaning sewage collection systems and pump stations, and the treatment process can be inhibited at wastewater treatment plants causing violations in permitted limits.

Town of Louisa's limits for FOG:

Pollutant	Louisa Regional WWTP (LRWWTP)
Fats, Oil, Grease	100 mg/L

FOG discharges relate directly to the preparation, cooking and disposal of food items. These can originate from residences and from commercial, institutional and industrial facilities. However, it is restaurants and related commercial food service establishments that are the most significant source of FOG due to the amount of oil and grease used in cooking, and with food preparation.

2.0 Purpose

1. To set forth requirements for non-residential users of the Town of Louisa's wastewater collection system to capture and dispose of FOG, enabling the Town to comply with applicable federal and state laws.
2. To reduce the operational and maintenance costs of the Town of Louisa by limiting the introduction of FOG into the wastewater collection system.
3. To reduce the impact on the LRWWTP wastewater operations by limiting the amount of FOG into the sewage collection system.
4. To protect the general public health and prevent environmental disturbances by eliminating or reducing sanitary sewer overflows due to grease accumulations.

3.0 Applicability

This policy shall apply to all non-residential users of the Town of Louisa's wastewater collection system who engage in the preparation, processing, or serving of food and food products, including but not limited to restaurants, hotels, schools, hospitals, nursing homes, grocery stores, and food processing establishments.

4.0 General Requirements

All establishments described in Section 3.0 shall be required to install, operate, and properly maintain grease traps or interceptors adequate for the efficient capture of FOG. Grease traps must be cleaned and maintained regularly to ensure proper operation. FOG waste must be disposed of in accordance with federal, state, and local regulations.

5.0 New Establishments

Any new establishment covered under Section 3.0 shall be required to install an approved grease interceptor or trap prior to commencing operations. Building permits shall not be issued until compliance with this section is demonstrated.

6.0 Existing Establishments; New Establishment in Existing Building

Existing establishments that undergo renovation, expansion, or change of ownership shall be required to comply with the requirements of this policy. New establishments moving into existing buildings must demonstrate compliance before initiating food service operations.

7.0 Grandfathering of Existing Establishments

Existing establishments not undergoing renovations or ownership changes may be permitted to continue operations under current configurations, provided they do not cause blockages or sanitary sewer overflows. The Town of Louisa reserves the right to require installation of grease traps if excessive FOG discharges are documented.

8.0 Design, Sizing and Installation Requirements

All grease traps and interceptors shall be designed and sized according to industry standards, including Plumbing and Building Codes adopted by the Town of Louisa. Installation shall be subject to inspection and approval by the Town.

9.0 General Maintenance of Grease Traps and Interceptors

Grease traps shall be cleaned as frequently as necessary to ensure efficient operation. At a minimum, grease traps shall be cleaned once every 90 days, or more frequently if required by the Town of Louisa. Records of cleaning and maintenance must be kept onsite for a minimum of three years and made available for inspection.

10.0 Kitchen Best Management Practices

All establishments shall adopt and implement best management practices (BMPs) in kitchens to minimize FOG discharges. Such practices include: dry wiping of pots and pans,

disposal of food scraps in trash containers, and the proper disposal of waste oils through recycling companies.

11.0 Waste Grease Disposal

Waste grease removed from traps shall not be discharged into any drain, manhole, cleanout, or into the environment. All waste grease must be collected and hauled by an approved waste hauler and disposed of in accordance with federal, state, and local laws.

12.0 Prohibitions

The following are strictly prohibited:

- The discharge of concentrated FOG into the sewer system.
- The use of enzymes, solvents, or chemicals designed to dissolve grease, which may only transfer FOG downstream.
- The bypassing of grease traps or interceptors.

13.0 Recordkeeping

All establishments shall maintain onsite records of grease trap maintenance, cleaning, and waste hauling for a minimum of three years. Records shall be made available to Town inspectors upon request.

14.0 Enforcement

Failure to comply with this policy may result in enforcement actions, including but not limited to: issuance of notices of violation, assessment of fines, recovery of cleanup costs, suspension of water and sewer service, or legal action.

15.0 Costs and Charges

All costs associated with the installation, maintenance, cleaning, repair, and replacement of grease traps or interceptors shall be the responsibility of the establishment. The Town of Louisa reserves the right to recover costs incurred in response to FOG-related blockages, sanitary sewer overflows, or damages.



Town of Louisa Water Disconnection Policy

Town of Louisa: Utility			Subject: Water Disconnection		
Document:	Issue Date:	Revised	Pages: 5	Prepared by: Anthony Larry Superintendent of Public Works	Approved by:
Need a doc#	8/25/2025				

1.0 PURPOSE

Policy Outlining the Town of Louisa's disconnection procedure for non-payment of water bills, charges and fees.

2.0 AUTHORITY AND REFERENCES

Va. Code

§ 15.2-2109. Powers of localities as to public utilities and computer services; prevention of pollution of certain water.

§ 15.2-2119. Fees and charges for water and sewer services provided to a property owner.

§ 15.2-2121.2(A)(3) Disconnection suspension for utilities.

§ 15.2-2121.3. Notice procedures for nonpayment, disconnecting utility service. (2024 updated section)

Town Code

§ 160-1. Duties of General Superintendent.

§ 160-12. Water cutoffs.

§ 160-13. Renewal of discontinued or suspended supply.

§ 160-22. Payment and Determination of Charges.

§ 160-27. Unpaid Charges; discontinuation of service.

§ 160-27.1. Unpaid Charges; liability of owner for nonpayment by occupant.



Town of Louisa Water Disconnection Policy

3.0 RESPONSIBILITY

Pursuant to Town Code § 160-1 and § 160-12, respectively, the General Superintendent shall have supervision over the water system and all pipes, plugs and other properties in any way connected therewith, and water cutoffs shall be made by the General Superintendent.

Pursuant to Va. Code § 15.2-2121.3(A), the Town has a responsibility to provide its residential customers with a copy of this, its disconnection for nonpayment policy, at any time a new residential account is established, when any disconnection for nonpayment of bills or fees is scheduled by including a copy of the policy with such notice, or by publishing the policy on the Town's website. The Town of Louisa must provide a copy of notices in both English and in Spanish.

Furthermore, Pursuant to Va. Code § 15.2-2121.3(B), The Town shall deliver notice of nonpayment of bills or fees to its residential customers prior to disconnecting by using at least one of the following methods: (i) mail, (ii) email, (iii) text message, (iv) phone call, or (v) door hanger.

4.0 PROCEDURES

1. Applicability:

- a. This policy only applies to those circumstances when water service is disconnected due to non-payment or delinquency of payment on a customer's water account.
- b. This policy does not apply when water customers request their water service be turned off.

2. Payment of Water Bills

- a. Invoices for water bills are billed monthly and due on the last business day of the following month.



Town of Louisa Water Disconnection Policy

3. Disconnection and Notice

- a. Pursuant to Va. Code § 15.2-2121.3(C), utility disconnections due to the nonpayment of bills or fees are prohibited for residential and commercial customers until the customer's account is 45 days in arrears. In other words, Town water customers will not be subject to water service disconnection until forty-five (45) days after their bill is due and they have failed to pay.
- b. After each missed payment, the Town will provide notice of the missed payment and will make contact with the customer and offer bill payment assistance, arrange a payment plan, or provide information to the customer for other bill payment assistance or energy savings programs. If such customer does not pay the full amount of charges, penalty, and interest for water provided within 30 days thereafter, the Town shall again notify such owner of the delinquency.

If the customer fails to pay their water bill within forty-five (45) days of the day it is due, their water service shall become subject to disconnection, however, in no event shall the Town disconnect the customer's water prior to sixty (60) days after their bill is due. A notice shall be delivered to the customer at least ten (10) business days before the scheduled disconnection date, stating that the account is delinquent and will soon be subject to water service disconnection (the "Disconnection Notice"). The Disconnection Notice will serve as notification of cessation of service and will have a copy of the Town's policy attached.

The Notices described in this section will be delivered by at least one of the following methods: (i) mail, (ii) email, (iii) text message, (iv) phone call, or (v) door hanger.

- c. Water fees and charges, and any penalty and interest, generally constitute a lien against the customer's property, on par with liens for unpaid taxes.

After ninety (90) days, and after the required notice to the property owner, the Town may record a lien in the amount of (i) up to the number of months of delinquent water or sewer charges when the water or sewer is, or both are, provided to the property owner; (ii) any applicable penalties and interest on such delinquent charges; and (iii) reasonable attorney fees and other costs of collection not exceeding 20 percent of such delinquent charges, provided the owner has been advised in writing that a lien may be placed upon the property if the owner fails to pay any delinquent water and sewer charges. Written



Town of Louisa Water Disconnection Policy

notice of the recordation of the lien shall be provided at least 30 days in advance prior thereto. The notice shall include a copy of the bill for delinquent water and sewer charges to allow the property owner a reasonable opportunity to pay the amount of the outstanding balance and avoid the recordation of a lien against the property. In no case shall a lien for less than \$25 be placed against the property.

The lien may be discharged by the payment to the Town of the total lien amount and the interest which has accrued to the date of the payment. The Town shall deliver to the person making the payment a fully executed lien release substantially in the form set forth in Va. Code § 15.2-2119(H). The Town shall provide the fully executed lien release to the person who made payment within 10 business days of such payment if the person who made such payment did not personally appear at the time of such payment.

If the use of the public water system of the Town is contracted for by an occupant who is not the owner or the premises, and such occupant's premises are separately metered for service, the owner of any such premises shall be liable only for the payment of delinquent rates or charges applicable to three delinquent billing periods, which together shall not exceed a period of 90 days [See Town of Louisa §160-27.1(A)].

4. Exceptions to Disconnection of Service for Non-payment

- a. Customers shall not be disconnected due to non-payment on Fridays, weekends, state holidays, or the day immediately before a state holiday.
- b. Residential customers will not be disconnected due to non-payment when the temperature forecasted by the National Weather Service's forecast for Louisa County, Virginia is at or above 90 degrees Fahrenheit within the 24 hours following the scheduled disconnection date.
- c. If the temperature within the 24-hour period following the scheduled disconnection date is forecasted at or above 90 degrees, the disconnection of a customer's service will be automatically postponed until these conditions do not exist.

5. Reinstatement of Services; Assistance Programs

- a. Customers may have their services restored by contacting the Town and remitting the payment required or applying for a payment plan to make their



Town of Louisa Water Disconnection Policy

account current, including all delinquent amounts and a \$50.00 reconnect fee.