

April 13, 2021

CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on April 13, 2021.

Mayor Martin announced that this meeting is being held using electronic means under an Emergency Ordinance adopted on April 14, 2020, and re-adopted on June 9, 2020, August 11, 2020, October 13, 2020, December 8, 2020, and February 9, 2021, to allow for the continuity of government operations during the COVID-19 coronavirus pandemic. The public may also attend in person following physical distancing and face mask requirements.

Public access has been made available through the web address: www.zoom.us/join
Meeting ID: 863 8838 5864.

ROLL CALL

Roll was called. Present physically: Mayor Scott Martin; Council Members H. B. Brockwell, Jr., Robert F. Pecht, III, Teya Whitehead and Anne Williams.

Present electronically: Council Members Joyce Bland, Dora Hardy and Alice Talbert. Town Attorney W. C. Outten, Jr. Mrs. Bland joined late by telephone.

Also present physically: Town Manager, Everette Gibson, Town Clerk, Wanda Johnson, Police Chief, John Stith, Officer Brian Glover, Shavonda Stith, Nia Stith, Kimberly Martin, Alfreda J. Reynolds, Justin Thomas, James Wesson, citizens and the press.

PLEDGE OF ALLEGIANCE

Chief Stith led the Pledge of Allegiance.

APPROVAL OF MINUTES

On motion by Ms. Williams, seconded by Mr. Pecht and carried by all ayes, Town Council voted to approve the minutes of the regular meeting on March 9, 2021, as received, suspend the reading and file. Motion: Ms. Williams. Second: Mr. Pecht. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

APPROVAL OF AGENDA

On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to approve the agenda as presented. Motion: Mr. Pecht. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

RECOGNITION OF CITIZENS

There were no requests to speak.

LAWRENCEVILLE EDA

Mrs. Williams reported that there was a meeting at 313 High St. last Friday to discuss the community garden. They hope to have a presentation at the next meeting.

MAYOR'S REPORT

Mayor Martin reported that cleaning continues at the Peebles and KASS buildings in preparation for marketing. Mr. Martin thanked Shaun Novinbakht, owner of the Bank of America building, for donating office furniture from the bank building to the Town. The bank building is on the market for sale. Mr. and Mrs. Martin painted the Mayor's office. The Peebles windows have been updated for the spring season. Mr. Martin thanked the LVFD and everyone who helped with the LVFD pork chop dinner. The Sheriff's office crew will assist the Town with power washing the Town Office Building. Mr. Gibson will be contacting a concerned citizen on Minola St. regarding vacant home concerns.

USDA RURAL DEVELOPMENT TOWER FIRE TRUCK RESOLUTION

On a motion by Ms. Williams, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to approve the resolution to facilitate obtaining funds from the USDA Rural Development for the purchase of a fire tower ladder truck and authorized the Town Manager to execute the required documents on behalf of the Town Council. Motion: Ms. Williams. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

REPORT OF TOWN ATTORNEY

EMERGENCY ORDINANCE TO ALLOW FOR THE CONTINUITY OF GOVERNMENT OPERATIONS DURING THE COVID-19 PANDEMIC

Mr. Outten reported that the Emergency Ordinance adopted by Town Council on April 14, 2020, and re-adopted on June 9, 2020, August 11, 2020, October 13, 2020, December 8, 2020, and February 9, 2021, will expire unless re-adopted by Council. Mr. Outten recommended that Town Council re-adopt the ordinance and extend it for another sixty days. It will allow Council to meet by electronic means if needed during the ongoing COVID 19 pandemic. On motion by Mr. Brockwell, seconded by Ms. Williams and carried by all ayes, Town Council voted to re-adopt the Emergency Ordinance and extend it another sixty days as recommended by Mr. Outten. Motion: Mr. Brockwell. Second: Ms. Williams. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye, Ms. Williams, aye.

REPORT OF THE TREASURER

CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$150,778.19. On a motion by Mr. Brockwell, seconded by Ms. Hardy and carried by all ayes, Town Council voted to pay the bills in the amount of \$150,778.19 and post to the proper accounts. Motion: Mr. Brockwell. Second: Ms. Hardy. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

REPORT OF TOWN MANAGER

EMPLOYEE PERFORMANCE EVALUATIONS

Mr. Gibson reported that the employee performance and self-performance evaluations are finished and ready to be added to the handbook. Copies are in the packet. On a motion by Mr. Brockwell, seconded by Ms. Williams and carried by all ayes, Town Council voted to approve the employee performance and self-performance evaluations as presented. Motion: Mr. Brockwell. Second: Ms. Williams. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

OPERATOR POSITIONS

Mr. Gibson reported that two individuals have been interviewed for the water operator position. An appointment will be scheduled for one applicant for the wastewater operator position. Decisions will be made after second interviews.

MUNICIPAL PARKING LOT UPDATE

Parking lot bids will be opened on Wednesday at 2:00 p.m. at the Town Office. There are three bids that we know of at this time.

SIGNBOARD INFORMATION

Chief Stith placed the signboard in operation and has displayed vaccine information on it.

CABOOSE UPDATE

Gary Gray, the restoration consultant, was in town in November and will send information to Mr. Gibson. Mr. Gibson was not previously aware of the visit. Once this information is received, the project will have to be bid out.

MUNICIPAL GROUNDS PROJECT

A plan of action is in the packet for improvements to the municipal building grounds. Mayor Martin would like to request contractor bids on the project. Mr. Brockwell commented that there are funds in the budget for this. The Sheriff's department crew will power wash the building. LVFD members will dig out some of the shrubs.

SPRING CLEAN UP WEEK

The week of April 19 – 23, 2021, has been designated Spring Clean Up Week. Information will be added to the website and Facebook.

BRICKYARD VIDEO

Mr. Gibson introduced Alfreda Reynolds for the presentation of a digital marketing video for the properties on Brickyard Street. The video was created with the use of drones. This is part of a continued partnership between the County and Town. She will do the same type presentation for the KASS building. Ms. Williams suggested a contest be held in the schools to develop a theme for the Town of Lawrenceville and Brunswick County.

FINANCE COMMITTEE

ADVERTISE FY2021-2022 BUDGET FOR PUBLIC HEARING

A draft budget is presented in April for a public hearing in May and adoption in June. Mr. Pecht presented the proposed budget and assumptions for FY 2021-2022. A copy is in the packet. Mr. Pecht reported there were several budget preparation meetings. He thanked Mr. Gibson and Mrs. Johnson and the committee for the time they put in this. The committee has reviewed the draft. There is a small deficit. There are no water/sewer increases because of COVID. The five year water contract with Dominion is up for renewal and an increase is anticipated for that. Revenue: There is no water and sewer rate adjustment. There is no garbage rate increase. There is no tax rate increase. Expense: Two percent raise for employees. A slight decrease in health insurance premiums. Town continues to pay all of the eligible employee's health insurance premium. Includes an increase in clothing allowance program for the fire department. Includes the cost for the municipal parking lot. Includes an additional employee position.

On motion by Mr. Pecht, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to advertise the proposed FY 2021–2022 Budget as presented for a public hearing at the Town Council meeting on May 11, 2021. Motion: Mr. Pecht. Second: Mrs. Talbert. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Mr. Gilson, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye.

FIRE AND EMERGENCY SERVICES

The fire department responded to 24 calls in March. Of the 24, 7 were in the town limits and 17 were outside the town limits. Also, 20 were in the LVFD First Due area, with 4 being mutual aid to other agencies. Approximately 109 man hours were expended.

REQUEST FOR AN ADDITIONAL CREDIT CARD

On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to authorize the additional credit card for the LVFD. Mr. Gibson will be removed from the account. LVFD President Brian Glover and Chief Justin Thomas are approved for LVFD credit cards. The current limit will be shared. Expenses on the LVFD credit card account are to be reviewed by the Town Manager on the recommendation of the auditor. Motion: Mr. Pecht. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

PERSONNEL

APPOINTMENT OF TOWN MANAGER

A motion was made by Mr. Brockwell, seconded by Ms. Hardy and carried by all ayes to appoint Everette Gibson to the Town Manager position for the period April 1, 2021, to June 30, 2021. Motion: Mr. Brockwell, Second: Ms. Hardy. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Mrs. Williams, aye. Per Town Code, the Town Manager position is appointed annually for a one year, fiscal year term.

APPOINTMENT OF POLICE CHIEF

A motion was made by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes to appoint John Stith to the Police Chief position effective April 1, 2021, to indefinite. Motion: Mr.

Brockwell, Second: Mrs. Talbert. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Mrs. Williams, aye.

Mr. Brockwell commented that all positions are advertised and information shared in the same manner as that used for the operator positions.

Mayor Martin commented he is very pleased with the two appointments tonight and looks forward to working with them for many years.

POLICE

The police report is in the packet. Chief Stith had no additional report. Ms. Williams commented that the State Police were at Williams Funeral Home for a police presence. Any police presence on Windsor Avenue and Belt Road helps with the speeding and noise issues.

PROPERTY & EQUIPMENT

The surplus process is in the final stages. Mr. Brockwell commented he was very pleased that Ms. Reynolds presented the Brickyard St. video tonight. There are equipment items included in the draft budget. Mayor Martin reported that Marc Matthews is working with us now and doing a great job.

STREETS, LIGHTS & CEMETERY

The cemetery looks nice. No complaints have been received.

TOWN DEVELOPMENT

Mr. Brockwell reported on the properties on Brickyard Street and the need to establish commercial appraisals in order for sale and lease prices to be posted with the VEDP. He would also like the town to look at the Loopnet website for commercial properties. Ms. Williams is concerned that another entity, not the Town, sold a business building without giving first refusal to the current occupant of that building.

WATER/WASTEWATER

Mr. Brockwell reported that Randy Lynch's PowerPoint presentation on the water and sewer systems will be delivered to Town Council members. Please forward any comments to Mr. Gibson. Water contract meetings are continuing with Russell Slayton. Ms. Williams asked when a report would be available from Mr. Slayton. Mr. Gibson will ask Mr. Slayton what can be shared at this time. A committee meeting will follow the council meeting tonight.

SAFETY

Mr. Brockwell requested that the safety reports be updated and made a part of the monthly report.

HOUSING CODE ENFORCEMENT

Mrs. Bland joined the meeting. There was no report.

PARKS/RECREATION

They are playing ball down at the ballpark on Tuesdays and Thursdays.

WELLNESS

Ms. Whitehead reported April is oral, head, neck health and cancer awareness month.

FARMER'S MARKET

Ms. Whitehead thanked Mr. Gibson for attending the meeting last week for the farmer's market. An updated flyer is available tonight. Ideas and suggestions are welcomed. Cynthia Gregg will be contacted for information on producers.

LAWRENCEVILLE PLANNING COMMISSION

There was no report.

CORRESPONDENCE/ANNOUNCEMENTS

There was no additional correspondence.

UNFINISHED BUSINESS

Mr. Pecht shared information about an article by Bill Lohmann in The Richmond Times Dispatch. The article is about former Richmonder Nicci Carr. She is the actress in a Geico commercial. Ms. Carr grew up in Richmond and later earned a degree at Saint Paul's College. Ms. Carr mentions fellow Saint Paul's classmate, Teya Whitehead, in the article. Ms. Whitehead reported that Nicci will be visiting Lawrenceville in a couple weeks. She plans to film a documentary on Saint Paul's College.

ADJOURNMENT

There being no further business to come before Council, a motion was made by Mr. Brockwell, seconded by Ms. Hardy and carried by all ayes to adjourn the meeting. Motion: Mr. Brockwell. Second: Ms. Hardy. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

Scott E. Martin, Mayor

Wanda Johnson, Clerk