

December 8, 2020

#### CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on December 8, 2020.

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, and October 13, 2020, 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](http://www.zoom.us)  
Meeting ID: 872 4091 6874, Phone dial in: 1-929-205-6099, Passcode: 992040.

#### ROLL CALL

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

Present electronically: Council Members: Alice Talbert joined late due to technical issues.

Absent: Council Member Joyce Bland. Town Attorney, W. C. Outten, Jr.

Also present physically: Town Manager, Daniel Finz, Chief Everette Gibson, Town Clerk, Wanda Johnson, Brian Glover, Justin Thomas, citizens and the press.

#### PLEDGE OF ALLEGIANCE

Chief Gibson led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

On motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to approve the minutes of the regular meeting on November 10, 2020, as received, suspend the reading and file. Motion: Mr. Brockwell. Second: Mr. Pecht. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, absent; Ms. Whitehead, aye; Ms. Williams, aye.

#### APPROVAL OF AGENDA

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

#### RECOGNITION OF CITIZENS

There were no requests to speak.

#### LAWRENCEVILLE EDA

There is a letter in the packet from the EDA recommending Shawn Lucy to fill the unexpired term of Nicole Young. On motion by Mr. Brockwell, seconded by Ms. Hardy and carried by all ayes, Town Council voted to accept the recommendation of the EDA and appoint Shawn Lucy to the EDA to fill the unexpired term of Nicole Young. That position will expire March 2022. Motion: Mr. Brockwell. Second: Ms. Hardy. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, absent; Ms. Whitehead, aye; Ms. Williams, aye.

Mayor Martin reviewed the minutes of the December 1, 2020, meeting of the EDA.

## MAYOR'S REPORT

Mayor Martin reported that the windows in the Peebles building have been decorated for the holidays. He thanked Mrs. Martin and Chief Gibson for their work on the decorations. Chuck Lessin is very pleased with POPS Bar & Grill. The Bank of America building has been shown a few times. Santa and Mrs. Claus travelled across town last Saturday with the Lawrenceville Fire Department. The LVFD held a small socially distanced banquet on Saturday night. Mayor Martin installed the new officers for the coming year. Lake Country General Store will have a new food trailer soon. The Town will have a drive-thru Christmas luncheon for employees Wednesday at noon.

## REPORT OF TOWN ATTORNEY

Mayor Martin reported in the absence of Mr. Outten.

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

Mayor Martin reported that the Emergency Ordinance adopted by Town Council on April 14, 2020, and re-adopted on June 9, 2020, August 11, 2020, and October 13, 2020, will expire unless re-adopted by Council. Mr. Martin 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. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to re-adopt the Emergency Ordinance and extend it another sixty days as recommended by Mr. Martin. Motion: Mr. Pecht. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, absent; Ms. Whitehead, aye, Ms. Williams, aye.

Mrs. Talbert joined the meeting electronically.

## REPORT OF THE TREASURER CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$217,753.09. On a motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to pay the bills in the amount of \$217,753.09 and post to the proper accounts. 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.

## REPORT OF TOWN MANAGER COVID-19 EXPENDITURE UPDATE

Mr. Finz reported that COVID-19 Relief funds remain in the amount of \$18,379.53. All funds must be expended by the end of December. Mr. Finz proposed purchasing a new server at a cost of approximately \$5,000 that would provide remote access. Updating the Shentel phone lines for remote access would cost approximately \$1,000. There was discussion concerning other possible purchases including 2 or 3 additional air packs, if funds allow, for the fire department. Mayor Martin commented that he would like to implement direct deposit for payroll for less exposure and safe work practices. Any purchases would have to be invoiced and paid before the end of December. On a motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to approve the purchase of a remote server and air packs and approved payment of the invoices in December. Motion: Mr. Brockwell. 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.

Mr. Finz reported that the Town has been awarded \$28,000 in COVID-19 Relief funds for delinquent utility accounts. Delinquent users will have to apply for relief and demonstrate a reason for hardship.

Mr. Finz reported he continues to work on the caboose, personnel manual and economic development package projects.

## FINANCE COMMITTEE

Mr. Pecht reviewed the monthly report in the packet. The audit is running a little behind due to COVID-19. We hope to receive a draft soon.

## FIRE AND EMERGENCY SERVICES

Mr. Pecht asked Justin Thomas to report on the LVFD requests. Mr. Thomas reported the fire department is in the process of applying for 501 ( c ) 3 status. The LVFD feels it is best to wait for that status to seek funding for a quality ladder truck to serve the community. At this time, the department is requesting that Town Council approve a resolution to facilitate funding from the USDA Rural Development for the purchase of a 3,000 gallon tanker fire truck. The cost of this apparatus with equipment shall not exceed \$450,000. There would be a 15 year loan at 2.12% interest. Mr. Thomas reported that they could also receive a 55/45 grant that would take off \$75,000.

## USDA RURAL DEVELOPMENT RESOLUTION

On a motion by Mr. Brockwell, seconded by Ms. Hardy 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 truck and authorized the Town Manager to execute the required documents on behalf of the Town Council. 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.

## LVFD BANK SIGNATURE CARDS

The LVFD requested that Town Council authorize that the bank signature cards be modified to add Brian B. Glover, President of the LVFD, Wanda Johnson, Town Treasurer, and Daniel Finz, Town Manager. The LVFD also requested that the LVFD credit card be updated to remove outgoing President Everette L. Gibson and add incoming President Brian B. Glover to the LVFD credit card account. On a motion by Mr. Pecht, seconded by Ms. Hardy and carried by all ayes, Town Council voted to approve the request to add Brian B. Glover to the LVFD bank account signature cards and the credit card account. Motion: Mr. Pecht. 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.

## FIRE REPORT

The fire department responded to 34 calls in November. Of the 34, 7 were in the town limits and 27 were outside the town limits. Also, 25 were in the LVFD First Due area, with 9 being mutual aid to other agencies. Approximately 180 man hours were expended.

For the year 2020, as of 12/2/2020, the fire department responded to 276 calls. Of the 276, 47 were in the town limits and 229 were outside the town limits. Also, 180 were in the LVFD First Due area, with 96 being mutual aid to other agencies. Approximately 1,382.5 man hours were expended.

## PERSONNEL

Mr. Brockwell reported that the Town is still looking for employees. Next month there will be a report in the packet for personnel positions available. Two new public works employees will start this week. James Campbell will retire on December 31, 2020. Mr. Brockwell suggested that notices be sent to churches and hunt clubs. Mrs. Williams cautioned against using the term young, as it could be considered age discrimination.

## POLICE

Ms. Hardy reported that the police report is in the packet. Chief Gibson reported that there were complaints about vehicles racing on Windsor Avenue. Law enforcement presence has been increased to address this and it has improved.

## PROPERTY & EQUIPMENT

Mr. Brockwell reported items will come up later in the meeting. He wants property and equipment that is insured to be addressed. Mr. Brockwell hopes to have a presentation next month on GIS.

## STREETS, LIGHTS & CEMETERY

There was no report.

## TOWN DEVELOPMENT

Mr. Brockwell advised the work on the historic district is well on its way.

## WATER/WASTEWATER

Mr. Brockwell previously sent a memo to council members recommending several YouTube videos concerning water and wastewater plant operations. These may help provide a better understanding of the operations. There will be a committee meeting following adjournment.

## SAFETY

Mr. Brockwell reported that the wastewater department report is in the packet.

## HOUSING CODE ENFORCEMENT

There was no report.

## PARKS/RECREATION

Ms. Wright continues to work on the LOVE sign project.

## WELLNESS

Ms. Whitehead provided handouts challenging council members to walk 100 miles by December 31, 2020. The Brunswick Health Ambassadors are still active and they also promote walking for fitness. A Fresh Initiative is coming January 2021. This will provide an opportunity to engage with VCU Health experts to learn more about nutritional health.

## FARMER'S MARKET

It was suggested that Chris Baird and Kimberly Martin be contacted regarding the Farmer's Market.

## TOWN COUNCIL ITEMS FOR APPROVAL, ACTION OR DISCUSSION

### PURCHASE OF A WASTEWATER SLUDGE TRUCK

Mr. Finz reported on the condition of dump trucks currently in use by the wastewater treatment plant and the public works department. He requested approval to obtain quotes for a used dump truck to be used at the wastewater treatment plant. It was the consensus of Town Council that the Town Manager be authorized to obtain quotes for a used dump truck to be used to haul sludge.

## TOWN SURPLUS/PROPERTY AND EQUIPMENT

Mr. Finz provided a list of vehicles and equipment proposed to be declared as surplus items. Mr. Brockwell suggested that the items be listed on [publicsurplus.com](http://publicsurplus.com) and/or [govdeals.com](http://govdeals.com). Interested parties could be referred to the sites to bid on items. On a motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to declare the listed vehicles and equipment as surplus items to be disposed of in the most beneficial manner. 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.

## LAWRENCEVILLE PLANNING COMMISSION

There was no report.

#### CORRESPONDENCE/ANNOUNCEMENTS

The Drive-Thru Employee Christmas luncheon will be held on Wednesday, December 9, 2020, at noon. Plates will be available for take-out. There will not be sitting and eating inside due to COVID-19 precautions.

#### ADJOURNMENT

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

Scott E. Martin, Mayor

Wanda Johnson, Clerk