

February 9, 2021

#### CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on February 9, 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, and December 8, 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: 813 4862 9876, Phone dial in: 1-929-205-6099, Passcode: 569175.

#### ROLL CALL

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

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

Also present physically: Town Manager, Daniel Finz, Chief Everette Gibson, Town Clerk, Wanda Johnson, Officer Brian Glover, Kimberly Martin, Wendy Wright, citizens and the press.

#### PLEDGE OF ALLEGIANCE

Chief Gibson 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 January 12, 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 with the addition of Clarke Smith Pharmacy Building under Town Council Items for Discussion. 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 - WENDY WRIGHT - RAM

Wendy Wright addressed Council to request financial support for the annual Southside Remote Area Medical event to be held in June. Ms. Wright is requesting support in the amount of \$1,000. The event was held in 2017, 2018 and 2019. The 2020 event was cancelled due to

COVID-19. The 2021 RAM clinic has been designed to be safe and meet COVID-19 regulations. Council did not take action at this time.

Mrs. Bland joined the meeting by telephone.

#### LAWRENCEVILLE EDA

The EDA minutes for February 2, 2021, are in the packet. Ms. Wright reported she is working to complete the cost analysis for the LOVE sign project. Ms. Wright also reported the Virginia Tourism grant, in the amount of \$1500, is still available for the project.

#### EDA APPOINTMENTS

On motion by Mr. Pecht, seconded by Ms. Williams and carried by all ayes, Town Council voted to reappoint Caren Peterson and Katharine Samford Railey to the Lawrenceville EDA, each for a term of four years expiring March 2025. Motion: Mr. Pecht. Second: Ms. Williams. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

Ms. Williams reported that the EDA has discussed pursuing electric chargers for electric cars.

#### MAYOR'S REPORT

Mayor Martin reported that the office was closed recently due to a COVID-19 situation. He would like to re-open the Town Office to the public. Discussion followed. Mrs. Talbert would like the office to remain closed. Ms. Williams suggested the office open by appointment only, if needed. Ms. Hardy and Mr. Brockwell suggested the office could open with the COVID precautions that are in place. Mayor Martin will talk to the staff.

Mayor Martin, Mr. Finz and Ms. Wright met regarding the EDA lot and the VCU building. Interviews have been conducted for public works. Mayor Martin met with a party interested in the Saint Paul's property. He met with Chief Thomas regarding upcoming plans for the fire department. Chief Thomas thanked Council for the use of the red Dodge Charger for the fire department. The LVFD will hold a pork chop dinner on March 27, 2021.

#### 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, and December 8, 2020, 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 Mrs. Talbert, 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. Outten. Motion: Mrs. Talbert. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

## CLARKE-SMITH BUILDING

Mr. Outten reported a tax suit has been filed against the property. The owners have been served and have not filed a response. A tax sale may happen in the next 30-60 days. Taxes are due to the county and town. The suit was filed for the county by Mr. Whitby.

## REPORT OF THE TREASURER

### CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$88,576.58. On a motion by Mr. Pecht, seconded by Ms. Williams and carried by all ayes, Town Council voted to pay the bills in the amount of \$88,576.58 and post to the proper accounts. Motion: Mr. Pecht. Second: Ms. Williams. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

Mr. Pecht asked about the IDA payment of \$7,920. Mr. Finz reported that the historic overlay project is 75% complete. The IDA still needs to address the Saint Paul's property. There is a cap on the town's portion of the cost.

## REPORT OF TOWN MANAGER

### ECONOMIC DEVELOPMENT PLAN PRESENTATION

Mr. Finz reported the branding program is underway. There are town shirts on display tonight. The signage is in for the meeting room and displayed on town vehicles. Mr. Finz invited his economic development team, Kimberly Martin and Wendy Wright, to participate in the presentation. There is a sample brochure and sample e-book available for review. Ms. Wright shared a basic PowerPoint presentation to be used for bullet point discussions. These are working documents that can be updated as needed. Mrs. Martin presented the e-book version. It can be emailed to interested parties. The pages will flip as if turning pages in a book. Mr. Finz reported that he has been working with the County and IDA. This is phase one. Phase two is to create a contact and prospect list.

### STATUS OF CAPITAL IMPROVEMENT PROJECTS

Mr. Finz reported that the revised streetscape plan is at VDOT for final review. He anticipates late February/March to advertise for bids. The plans for the municipal parking lot were finalized today. The easement agreement and drainage plans have been revised for Elm Acres to review.

### STATUS OF COVID-19 EXPENDITURES AND IT UPGRADES

The funds have been expended and most of the equipment has been received. The electronic sign and trailer have been shipped and are on the way. No additional CARES Act funds have been received.

### UTILITY RELIEF & SMALL BUSINESS RECOVERY ASSISTANCE PROGRAMS

Mr. Finz reported that letters were sent out to customers eligible for the relief programs. The application due date has been changed from January 31, 2021, to December 31, 2021. He reported that the county has to sign off on a document.

## PUBLIC WORKS – REPAIRS, REPLACEMENT, MAINTENANCE

There were water line breaks in Lawrenceville, including two mains and one service line. Overtime work was required to get the repairs done.

## PINECREST PUMP STATION & GEO WATER METER

The Pinecrest pump is being rebuilt and we are waiting for its return. The new GEO water meter has not been installed. We are waiting for the contractor to schedule the work. GEO is still being billed based on average usage during this time. Regular billings will resume after the new meter is installed.

## AUDIT AND BUDGET UPDATE

Mr. Finz reported that the audit was completed today. Physical copies will be distributed in the next week or so. The audit report will be on the March agenda. Committees and department directors should submit budget requests.

## SURPLUS

Mayor Martin asked about surplus items. The police department is getting vehicles ready for sale. Mr. Finz advised that the public works department is getting details and specs together to advertise items. Mayor Martin recognized and thanked Officer Glover for assisting with an incident on his day off.

## FINANCE COMMITTEE

Mr. Pecht reported that the audit will be distributed shortly. It will be on the agenda for approval at the next meeting. He asked everyone to get budget needs in to Mr. Finz.

## FIRE AND EMERGENCY SERVICES

The fire department responded to 22 calls in January. Of the 22, 7 were in the town limits and 15 were outside the town limits. Also, 16 were in the LVFD First Due area, with 6 being mutual aid to other agencies. Approximately 154.5 man hours were expended. The truck has been ordered. Billing for services has started.

## PERSONNEL

Mr. Brockwell reported that the handbook is still under review and is a work in progress. The committee will meet on February 22. There are still open positions. Mr. Finz is working with VML/VACO on salary structure and benefits. Mr. Brockwell asked that job advertisements be sent to churches in the area to help get the word out to the community. Ms. Williams asked about internships to fill jobs. Mr. Brockwell advised this is also a consideration.

## POLICE

The police report is in the packet. Ms. Hardy commended Officer Glover for the positive outlook he presents in his job.

## PROPERTY & EQUIPMENT

Mr. Brockwell reported that Mr. Finz will be updating insured property.

## STREETS, LIGHTS & CEMETERY

Mr. Finz will review the mowing contract and discuss a contract renewal with Mr. Brewer.

## TOWN DEVELOPMENT

Mr. Brockwell reported that the committee met. An email was sent to council members with articles describing needs for a viable downtown. The presentation earlier tonight addressed part of that. Mr. Brockwell reported on the IDA meeting that he attended today. Mr. Brockwell requested that Town Council appoint someone else from Council to represent the Town as ex-officio on the IDA.

## WATER/WASTEWATER

Mr. Brockwell reported we still need operators, as discussed earlier. He also referred to the handout that discusses how our systems have grown over the last twenty years that Randy Lynch has been with us. There will be a committee meeting following adjournment.

## SAFETY

We have a wastewater report but no water report. Our departments need to provide updated monthly reports.

## HOUSING CODE ENFORCEMENT

There was no report.

## PARKS/RECREATION

Mr. Brockwell requested that the Sonny Wholey Memorial Park be included in any promotional presentations.

## WELLNESS

Ms. Whitehead included a recipe for Lynn's Smoothies in the packet. The James Solomon Russell Saint Paul's College Museum and Archives will create a cookbook.

## FARMER'S MARKET

Ms. Whitehead reported that a very productive meeting was held on February 3, 2021. She thanked Mrs. Martin and Ms. Williams for attending. She will send an outline to Ms. Hardy. Mr. Dotti also attended.

## TOWN COUNCIL ITEMS FOR APPROVAL, ACTION OR DISCUSSION

### CLARK SMITH PHARMACY BUILDING

Ms. Williams expressed concerns about the IDA acquiring properties in town. She is concerned that the IDA is beginning to take over the Town of Lawrenceville. She does not want the Town to compete with the IDA. She is also concerned about the possible creation of rental properties in the upper levels of the buildings. Ms. Williams referenced VA State Code 15.2-4905, Paragraph 13, which states that the authority shall not have power to operate any facility as a business other than as lessor and shall not have the power to operate any single or multi-family housing facilities. Ms. Williams would like to see the Lawrenceville EDA work in concert with the Brunswick IDA. Mayor Martin commented that the Town does have historic overlays, zoning

and guidelines in place along with the Planning Commission. Mr. Brockwell would like to discuss these concerns in a Town Development committee meeting.

#### LAWRENCEVILLE PLANNING COMMISSION

There was no report.

#### CORRESPONDENCE/ANNOUNCEMENTS

There was no additional correspondence.

#### ADJOURNMENT

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