

January 12, 2021

#### CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on January 12, 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: 840 3217 3837, Phone dial in: 1-929-205-6099, Passcode: 468974.

#### 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 and Alice Talbert. Town Attorney W. C. Outten, Jr.

Absent: Council Member Dora Hardy.

Also present physically: Town Manager, Daniel Finz, Chief Everette Gibson, Town Clerk, Wanda Johnson, Officer Natasha Brown, Officer Brian Glover, Fire Chief Justin Thomas, James Campbell and family, citizens and the press.

#### PLEDGE OF ALLEGIANCE

Chief Gibson led the Pledge of Allegiance.

#### RECOGNITION OF SERVICE JAMES CAMPBELL

Mayor Martin presented a framed certificate to James Campbell in appreciation and recognition for his 7 years of service to the Town of Lawrenceville. Mr. Campbell was employed in the public works department from February 2013 until his retirement on December 31, 2020.

#### 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 December 8, 2020, as received, suspend the reading and file. Motion: Mr. Brockwell. Second: Mr. Pecht. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

#### APPROVAL OF AGENDA

On motion by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to approve the agenda with the addition of Surplus under Property and Equipment.

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

#### RECOGNITION OF CITIZENS

There were no requests to speak.

#### LAWRENCEVILLE EDA

There was no report.

#### MAYOR'S REPORT

Mayor Martin welcomed everyone to the first meeting of 2021. The Town has added a new podium and audio visual equipment to the Council meeting room. The Town of Lawrenceville logo sign has been installed. Mayor Martin worked on mailings for utility relief assistance. The Christmas decorations are being removed from the Peebles building. The new businesses are doing well. He met with the personnel committee. The LVFD met regarding needed equipment.

#### REPORT OF TOWN ATTORNEY

Mr. Outten reported that he met with the Town Manager regarding several items that will come up at a later date.

#### REPORT OF THE TREASURER

##### CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$101,247.72. On a motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to pay the bills in the amount of \$101,247.72 and post to the proper accounts. Motion: Mr. Brockwell. Second: Mr. Pecht. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

#### REPORT OF TOWN MANAGER

##### 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.

#### PINECREST PUMP STATION & GEO WATER METER

At the Pinecrest pump station, one motor is back in normal service operation. The second pump is at the repair shop for evaluation. The new GEO water meter will be installed by the contractor next week. GEO has been billed based on average usage during this time. Regular billings will resume after the new meter is installed.

#### VDH ISSUES REGARDING DISINFECTION BY-PRODUCTS

The Town is in ongoing conversations with VDH regarding water compliance sampling.

#### ALBERTA WATER LINE BREAK

There was a water line break in Alberta on Saturday, possibly due to a hydrant being hit, that left Alberta without water. The leak was repaired by Mr. Lynch and the public works crew. Mrs.

Johnson and Mrs. Washburn came in to send out the boil water notice. Sample results were received this afternoon and the boil water notice has been lifted.

Mr. Pecht asked about the applications for the small business assistance program. Mr. Finz reported that we have not received many applications at this time. Assistance will be awarded on a first come first serve basis. There is a review process to determine need due to being affected by COVID-19.

#### FINANCE COMMITTEE

Mr. Pecht reported there was a committee meeting last night. Several items were discussed and reviewed including streetscape and capital projects. We should receive a draft audit from Creedle Jones by the end of next week. Committees were asked to begin review of their department needs for budget preparation.

#### FIRE AND EMERGENCY SERVICES

Mr. Pecht asked Chief Thomas to report on the LVFD. The last payment on the current fire truck loan will be made in February. Mr. Thomas reported they are finishing the process for the USDA loan for a truck. They are waiting for additional bids to come in. Chief Thomas presented information on the proposal to bill for services that the LVFD provides at motor vehicle accidents. The fire department would gather driver and insurance data at the scene, record the information on a computer tablet and later provide that data to a third party billing company. The billing company, such as Integrity Billing Service, would bill the insurance company of the driver at fault in the accident. There are different levels of charges for different, more complex levels of incident response. The recovered costs could be used to purchase much needed equipment. Mr. Outten advised that the Code of Virginia allows this recovery of costs. A public hearing is not required prior to adopting the resolution.

#### RESOLUTION TO ALLOW BILLING FOR EMERGENCY SERVICES/ MOTOR VEHICLE ACCIDENTS

On a motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to approve and authorize the Mayor to sign the resolution to authorize the Lawrenceville Volunteer Fire Department to recover the costs of providing emergency services at motor vehicle accidents through service billings with all cost recoveries paid to the LVFD. Motion: Mr. Pecht. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, absent/muted; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

#### AUTHORIZE PURCHASE OF A PANASONIC TABLET

On a motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to approve the purchase of a Panasonic Toughbook tablet by the Lawrenceville Volunteer Fire Department to be used to document services provided at motor vehicle accidents for service billings. Motion: Mr. Pecht. 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.

## FIRE REPORT

The fire department responded to 23 calls in December. Of the 23, 6 were in the town limits and 17 were outside the town limits. Also, 18 were in the LVFD First Due area, with 5 being mutual aid to other agencies. Approximately 120.5 man hours were expended.

## PERSONNEL

Mr. Brockwell reported that the committee met last week and reviewed a draft copy of the updated handbook. Mr. Finz is working on the organizational chart, drug testing requirements, social media policy and evaluation forms.

## POLICE

The police report is in the packet.

## PROPERTY & EQUIPMENT

### SURPLUS ITEMS

Mr. Finz reported that the list that was approved in December contained some items in error. There is an updated, revised list in the packet tonight. Mayor Martin advised that the motion from the December meeting regarding surplus items needs to be rescinded before the new list is approved.

## REPEAL AND RESCIND SURPLUS MOTION FROM DECEMBER 8, 2020

On a motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to repeal and rescind the motion from the December 8, 2020, council meeting that approved surplus items. Motion: Mr. Brockwell. Second: Mr. Pecht. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

## TOWN SURPLUS PROPERTY AND EQUIPMENT

On a motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to declare the revised list of vehicles and equipment as surplus items, as presented in the January packet, to be disposed of in the most beneficial manner. It was suggested that the items be listed on [publicsurplus.com](http://publicsurplus.com) and/or [govdeals.com](http://govdeals.com). Motion: Mr. Brockwell. Second: Mr. Pecht. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

Mr. Brockwell asked that departments look at equipment needs and maintenance logs as part of five year planning purposes.

## STREETS, LIGHTS & CEMETERY

There was no report.

## TOWN DEVELOPMENT

Mr. Brockwell advised the committee will meet on Wednesday next week. The time will be determined later. Council members were asked to email any concerns to Mr. Finz.

#### WATER/WASTEWATER

Mr. Brockwell shared rulers with holes that demonstrate how many gallons of water can be wasted if there is a leak or drip of the size of the hole. There will be a committee meeting following adjournment.

#### SAFETY

There was no additional report.

#### HOUSING CODE ENFORCEMENT

There was no report.

#### PARKS/RECREATION

Ms. Wright is working on the LOVE sign project.

#### WELLNESS

Ms. Whitehead asked council members to email her their steps and miles walked from the challenge to walk 100 miles. Ms. Whitehead reported on the Facts & Faith Fridays held on January 8, 2021. Dr. Anthony Fauci joined for a virtual discussion on the COVID-19 vaccine.

#### FARMER'S MARKET

Ms. Whitehead reported they are looking at dates to schedule a meeting.

#### TOWN COUNCIL ITEMS FOR APPROVAL, ACTION OR DISCUSSION

##### APPROVAL FOR CREATING OUTDOOR GARDEN SPACE ON TOWN PROPERTY

Mr. Finz reported on a request by Brunswick Farms to Families to partner with the Town to construct a community garden and raised beds for local families at the Brickyard St. property. On a motion by Mr. Pecht, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to authorize the Town Manager to proceed with the planning and design of the project, as well as working with the Farms to Families group. Motion: Mr. Pecht. Second: Mrs. Talbert. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

#### 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 Mrs. Talbert, seconded by Mr. Pecht and carried by all ayes to adjourn the meeting. Motion: Mrs. Talbert. Second: Mr. Pecht. 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