

July 14, 2020

#### CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:30 p.m. on July 14, 2020.

#### ROLL CALL

Roll was called; Present: Mayor Scott Martin; Council Members: H. B. Brockwell, Jr., Dora Hardy, Robert F. Pecht, III, Teya Whitehead and Anne Williams. Also present: Town Manager, Everette Gibson, Chief John Stith, Town Clerk, Wanda Johnson, Wendy Wright, Dr. Charlette Woolridge, Alfreda Jarrett Reynolds, Polly Cole and the press.

Absent: Council Members Joyce Bland, Alice Talbert, Town Attorney, W. C. Outten, Jr.

#### PLEDGE OF ALLEGIANCE

Chief Stith 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 June 9, 2020, as received, suspend the reading and file.

#### APPROVAL OF AGENDA

On motion by Mr. Brockwell, seconded by Mrs. Williams and carried by all ayes, Town Council voted to approve the agenda as presented.

#### RECOGNITION OF CITIZENS

There were no requests to speak.

#### LAWRENCEVILLE EDA

Wendy Wright reported that the EDA has not been able to meet for the last two regular meetings due to the pandemic. They do plan to meet on the next regular meeting date, August 11, 2020. They are down two members at this time.

#### MAYOR'S REPORT

Mayor Martin reported that a mentoring group, Passionate Purpose, will be allowed to hold a car wash this Thursday, July 16<sup>th</sup> in the new parking lot. Mayor and Mrs. Martin delivered garden to go kits to children through a cooperative extension mini grant. Mayor Martin, Mr. Brockwell, Mr. Pecht and Mr. Gibson met with Chuck Lessin regarding POPS Bar and Grill. The pandemic has slowed the opening. They hope to open in six to eight weeks. Mayor and Mrs. Martin rode bikes to the Meherrin River and back on the Rails to Trails. Mayor Martin shared a Walkability report for Lawrenceville created by Mrs. Martin. Mayor Martin and Mr. Gibson inspected vacant lots and homes with tall grass and they are working on this. Mayor Martin met with Mike Dotti this afternoon.

#### REPORT OF TOWN ATTORNEY

There was no report.

#### REPORT OF TOWN MANAGER

##### OLD SOUTHERN STATES BUILDING

Mr. Gibson reported that he has talked to people from several state organizations for guidance on the building. The building is available. KASS signage will be removed from the building. Materials left by KASS will be documented before removal and cleanup.

#### CURRENT SIDEWALK PROJECTS

North Main Street Sidewalk – Mr. Gibson reported that this project is complete. The final meeting was held and Mrs. Zincone at the SPDC will be closing out that project. Tobacco Heritage Trail/Gazebo Sidewalk – The bid opening for this project is scheduled for July 21, 2020, at 2:00 p.m. at the SPDC.

Heritage Trail Park Trail Head Ramp and Sharp Street Improvements - These projects have been tentatively selected for funding. It is anticipated that the Commonwealth Transportation Board

will award selected projects this fall. Some localities have indicated that financial impacts of COVID-19 will prevent them from proceeding. Localities have been asked to respond by August 1, 2020, if they would like to continue to pursue the funding for these projects at this time. There is a minimum 20% local match contribution and a commitment to reach the construction phase with four years of the first allocation of federal TA funds. On motion by Mr. Brockwell, seconded by Mr. Pecht and unanimously carried, Town Council voted to respond that the Town will continue on with these sidewalk projects. The Town share of funding for these projects is included in the new infrastructure loan.

#### CABOOSE UPDATE

Mr. Gibson reported that T.J. Gaffney with Streamline Historic Services is expected to inspect the caboose next week and give an estimate on the restoration. Our insurance will pay for the \$450 appraisal.

#### RESOLUTION OF SUPPORT OF SMART SCALE APPLICATIONS

The Town has been asked to adopt a resolution of support for the Smart Scale Applications projects identified as intersection improvements for US 58 and Brunswick Square Shopping Center, and US 58 and Cattail Drive/Twin Ponds Road, and intersection improvements for US 58 and Brunswick Square Shopping Center, US 58 and Cattail Drive/Twin Ponds Road, and to lengthen acceleration/deceleration lanes on the west side of the US 58 and VA 46 interchange. On motion by Mr. Brockwell, seconded by Mrs. Williams and unanimously carried, Town Council voted to adopt and approve the Mayor to sign the resolution of support for the Smart Scale Applications as presented.

#### SMALL BUSINESS RECOVERY ASSISTANCE FUND

Mr. Gibson reported that the County, Town and SPDC have been participating in ZOOM meetings and the project is in the public hearing phase now. It has been advertised and posted on social media. The guidelines in the packet are in draft form and are subject to change. The Small Business Recovery Assistance Fund will help businesses in the County meet their long-term business goals by adjusting to COVID-19 demands and re-opening procedures. This is for information only and does not require action by Council.

#### COVID-19 RELIEF CARES ACT

Mr. Gibson reported that a list of frequently asked questions is in the packet regarding the CARES Act relief funds. The Town received its allocation of funds from the County. The funds may only be used for qualifying expenses. Dr. Woolridge advised that the funds must be expended by the end of December and any funds not used for qualifying expenses must be returned. All documentation must be submitted to Keli Reekes.

#### WALKABILITY ASSESSMENT

Mr. Gibson will ask Chief Stith to assess the crosswalks and sidewalk project areas for signage needs.

#### ST. PAUL'S COLLEGE CAMPUS RE-USE PROJECT

Dr. Woolridge provided an update on the St. Paul's College study. The County, IDA and Town collaborated and shared the cost of a study for potential re-use of the property. Now there is an addendum to the project that will cost an additional \$11,760 to be divided between the three entities. The Town's share will be \$3,920. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by a majority vote, Town Council voted to approve the Town's share of the expense of \$3,920 for the additional study of the Saint Paul's College property. Mrs. Williams voted no.

#### FINANCE COMMITTEE

##### AUDITOR LETTER OF ENGAGEMENT

Mr. Pecht reported there is a letter of engagement from Creedle, Jones & Associates in the packet. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to authorize the Mayor and Town Manager to sign the auditor letter of engagement from Creedle, Jones & Associates.

Mr. Pecht advised that the June report is the final financial statement for the fiscal year ended June 30, 2020. The past fiscal year has seen quite unusual expenses with the flooding accident at the water treatment plant and Hurricane Michael damage at the Meherrin River Intake. The past fiscal year also saw the last payment on the Series 2014C loan. A finance committee meeting

will be scheduled before the next council meeting. The July financial statement will have additional expense lines under each department to track the expenses for the COVID-19 relief funds.

#### FIRE AND EMERGENCY SERVICES

The June report is in the packet. The fire department responded to 21 calls in June. Of the 21, 3 were in the town limits and 18 were outside the town limits. Also, 10 were in the LVFD First Due area, with 11 being mutual aid to other agencies. Approximately 108 man hours were expended. Mr. Brockwell reported that he, Mr. Pecht and Mr. Gibson met with the fire department regarding the replacement of the ladder/tower truck. The fire department will also consult with a CPA to explore the pros and cons of becoming a 501c3 non-profit status.

#### PERSONNEL

Mr. Brockwell reported that 21 applications have been received for the Town Manager position. The personnel committee needs to meet with the finance committee to discuss the salary range. There has been zero response to the Chief Water Operator position.

#### POLICE

Ms. Hardy advised that the report is in the packet. Everything is running smoothly.

#### PROPERTY & EQUIPMENT

Mr. Gibson reported that one of the zero turn mowers caught fire. He presented bids for a replacement mower to Council. On motion by Mr. Brockwell, seconded by Ms. Hardy and carried by all ayes, Town Council voted to accept the bid from Pair's Small Engine for the purchase of one Hustler Zereturn 54" deck with a 23 hp Kawasaki engine at a cost of \$5,415.87.

#### STREETS, LIGHTS & CEMETERY

Mr. Brockwell commented that the new LED street lights on the North Main Street sidewalk project look good.

#### TOWN DEVELOPMENT

Mr. Brockwell reported that Wendy Wright has done a great job working on issues related to the Historic District project. Mr. Brockwell and Ms. Wright reported on the project. They have been in consultation with the Department of Historic Resources and working on grant opportunities.

#### WATER/WASTEWATER

Mr. Brockwell reported that the Town received a letter from the Department of Health that was sent to the Town by mistake. It should have gone to the County regarding a County project. The Office of Water Programs was contacted and they will correct the error. Dr. Woolridge was also advised of this. There will be a committee meeting following the council meeting tonight.

#### SAFETY

The report is in the packet.

#### HOUSING CODE ENFORCEMENT

Mr. Gibson is looking at some properties regarding enforcement.

#### PARKS/RECREATION

There was no report.

#### WELLNESS

Ms. Whitehead reported that VCU Massey Cancer Center is open by appointment only due to COVID-19. Masks are required and they practice social distancing. Information is posted on the door.

#### FARMER'S MARKET

Mayor Martin reported that Temple's has been sold and is under new ownership. Hopefully next year will be better for the farmer's market.

LAWRENCEVILLE PLANNING COMMISSION  
PLANNING COMMISSION MEMBERSHIP

Ms. Whitehead reported that Timothy Puryear is willing to serve on the planning commission. On motion by Ms. Whitehead, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to appoint Timothy Puryear to the Lawrenceville Planning Commission.

CORRESPONDENCE/ANNOUNCEMENTS

Upcoming Events Status due to COVID-19:

National Night Out – Postponed until the 1<sup>st</sup> Tuesday in October but still TBD

Taste of Brunswick Festival – Canceled

Chamber’s April Fool’s Reverse Raffle – Previously postponed, now Canceled

Chamber Annual Picnic Dinner – Moved from August to September but still TBD

August Chamber Luncheon – still scheduled for August 12<sup>th</sup> at this time

Town Council Committee assignments and Council contact information are in the packet.

CONSIDERATION OF ACCOUNTS

On motion by Mr. Pecht, seconded by Ms. Hardy and carried by all ayes, Town Council voted to pay the bills in the amount of \$241,659.76 and post to the proper accounts.

OLD BUSINESS

COUNCIL MEETING TIME

Mr. Outten will be consulted about the process to move the regular monthly council meeting to 7:00 p.m.

Ms. Hardy had to leave the meeting prior to the start of the closed session.

CLOSED SESSION-MOTION TO ENTER THE CLOSED MEETING

“Mr. Mayor, I move the Lawrenceville Town Council enter into a closed meeting pursuant to the provisions of Section 2.2-3711 of the Code of Virginia, 1950, as amended for the purpose of discussing contractual matters.” Motion: Mr. Brockwell. Second: Mr. Pecht. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, absent/left the meeting; Mr. Pecht, aye; Mrs. Talbert, absent; Ms. Whitehead, aye; Mrs. Williams, aye.

MOTION TO EXIT A CLOSED MEETING AND RECONVENE IN OPEN SESSION

“Mr. Mayor, I move the closed meeting be adjourned and the Lawrenceville Town Council convene again in open session.” The motion was made by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes.

CERTIFICATION

“Be it resolved to the best of my knowledge (i) only public business matters exempted from open meeting requirements, under Section 2.2-3711 of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.” Motion: Mr. Brockwell. Second: Mr. Pecht. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, absent/left the meeting; Mr. Pecht, aye; Mrs. Talbert, absent; Ms. Whitehead, aye; Mrs. Williams, aye.

LAWRENCEVILLE HISTORIC DISTRICT SURVEY

On motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to enter into an agreement with the Brunswick IDA to support the Lawrenceville Historic District Survey to be completed jointly by the Brunswick IDA and the Town of Lawrenceville at a cost not to exceed \$21,500 as Lawrenceville’s share.

ADJOURNMENT

There being no further business to come before Council, a motion was made by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes to adjourn the meeting.

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Mayor

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Clerk