

June 8, 2021

#### CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on June 8, 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, February 9, 2021, and April 13, 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](http://www.zoom.us/join)  
Meeting ID: 874 5537 7627.

#### ROLL CALL

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

Present electronically: Council Members Joyce Bland and Dora Hardy. Mrs. Bland left the meeting after roll call due to audio problems.

Also present physically: Town Attorney, W. C. Outten, Jr., Town Manager, Everette Gibson, Town Clerk, Wanda Johnson, Police Chief, John Stith, Assistant Police Chief, Natasha Brown, Chris Brown, Sr., Deon Robertson, C. J. Brown, Akim Simmions, Jr., Police Officer, Joshua Capps, Alfreda J. Reynolds, Mike Dotti, citizens and the press.

#### PLEDGE OF ALLEGIANCE

Chief Stith led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

On motion by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to approve the minutes of the regular meeting on May 11, 2021, as received, suspend the reading and file. 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; Ms. Williams, aye.

#### APPROVAL OF AGENDA

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

#### RECOGNITION OF CITIZENS

Anne Williams of 701 Windsor Avenue addressed Town Council to make a public comment. She stated support is needed for the farmers market. It will be Saturday from 7:00 a.m. to 10:00

a.m. There will be a puppet show at 10:00 a.m. the end of the month. She would like for everybody to come out for it. As a private citizen, she expressed concern about the posting of jobs publicly for the town office. Ms. Williams referenced the Civil Rights Act of 1994 and stated it says it is incumbent on the locality to disprove discrimination, not on an individual to prove discrimination. Ms. Williams stated the complexion of our town office does not lend itself towards cultural diversity and ethnic diversity. She said she wanted to call that we, as a town council and town, need to be more proactive in insuring we have cultural and ethnic diversity in our town office. She wants to support neighborhood watch across the town. Ms. Williams stated there was a mass shooting in South Hill over the weekend. She talked to Chief Stith to make sure we are prepared and sensitive to things that go on in town.

#### LAWRENCEVILLE EDA

The minutes for the June 1, 2021, EDA meeting are in the packet. No business was conducted as there were not enough members present to form a quorum. Ms. Williams reported Wendy Wright will invite the UTZ distributorship in town to join the Chamber of Commerce.

#### MAYOR'S REPORT

Mayor Martin reported that the POPS outdoor event was canceled due to weather. It is rescheduled for June 27<sup>th</sup> from 6:00 p.m. to 10:00 p.m. There are maintenance issues at the VCU Massey Cancer building. The town will check the lighting in the building. We have our new Assistant Police Chief and new Police Officer with us tonight. The new apartments are filling up and there is a new private investor with the florist. Grass notices will be sent out. The power washing has been done. Lighting has been updated. The parking lot is under construction.

#### REPORT OF TOWN ATTORNEY

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

Mr. Outten stated 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, February 9, 2021, and April 13, 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. 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. Outten. 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 THE TREASURER

##### CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$92,823.53. On a motion by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to pay the bills in the amount of \$92,823.53 and post to the proper accounts. 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; Ms. Williams, aye.

## REPORT OF TOWN MANAGER

### RESOLUTION FOR RURAL DEVELOPMENT FOR INCURRENCE OF DEBT FOR A 2021 DCI FIRE LADDER TRUCK

On a motion by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to approve the resolution to incur debt in the principal amount of \$215,000.00 and to accept a grant in an amount not to exceed \$200,000.00 from the USDA Rural Development for the purchase of a fire tower ladder truck and authorized the Mayor and Town Manager to execute the required documents on behalf of the Town Council. 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; Ms. Williams, aye.

### MUNICIPAL PARKING LOT UPDATE

Mr. Gibson reported the parking lot is under construction. There will be 36 parking spaces. The contract calls for 60 days to complete construction.

### UPDATE ON SIDEWALK PROJECT

The bid opening for the Sidewalk Improvements project, UPC#108633, near the Tobacco Heritage Trail, was held on June 4, 2021. There were two bidders. Brock Construction bid \$421,372.50. Clary Construction bid \$265,219.58. The recommendation is to accept the low bid submitted by Clary Construction. On a motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to accept the Clary Construction bid for the sidewalk improvement project in the amount of \$265,219.58 and approve the proper documents to be signed. 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.

### UPDATE ON SEARCH GRANT

Mr. Gibson reported the application has been reviewed and approval has been recommended. We are on a waiting list for grant funds to become available. We hope to hear something in the next 30 days.

### UPDATE ON SOUTHERN STATES/KASS FROM DHCD

Mr. Gibson reported we participated in a meeting with a variety of state stakeholders. Two food type businesses are interested in coming to look at the building. There is a collaborative effort to market the building.

### POSSIBLE GRANT TO UPDATE TRAILHEAD

Mr. Gibson reported our DCR contact advised that the DCR funds can be used to match 100% of VDOT funds. It would be reimbursable, meaning the Town would fund project costs and then request reimbursement. If awarded, some ideas for the grant are a trailhead at South Street, bathrooms, water fountain, trail kiosk, hitching posts and signs. A pre-application has been submitted.

### DUMP TRUCK

The chassis for the new dump truck is at Lynchburg Truck and Body waiting for the dump body.

The fire tanker has been postponed for 30 days due to parts not being in.

Grass pictures have been taken and notices will be sent out. There is a ten day waiting period once the letters are received before the town can go in and mow, then bill for the mowing.

Mayor Martin would like to bid out a two bay carport or garage to be used by the police and fire departments.

#### FINANCE COMMITTEE - ADOPTION OF THE FY2021-2022 BUDGET

Mr. Pecht reviewed the assumptions and proposed budget. The budget was presented in April. A public hearing was held in May. There are no tax increases or water/sewer increases. There is a 2% pay increase for employees, pay the employee health insurance and one position is added. On motion by Mr. Pecht, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to formally adopt the FY2021-2022 Budget as presented. Motion: Mr. Pecht. Second: Mrs. Talbert. 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 AND EMERGENCY SERVICES

The fire department responded to 24 calls in May. Of the 24, 4 were in the town limits and 20 were outside the town limits. Also, 20 were in the LVFD First Due area, with 4 being mutual aid to other agencies. Approximately 116 man hours were expended. Fire Chief, Justin Thomas, reported the tanker truck and ladder truck are projected to be in by August - September of this year. The department recently held a successful bucket drive. They have a pork chop dinner and a raffle coming up. The billing agency has started billing and it takes 30 to 65 days to receive money after billing. Mr. Brockwell would like for our accountant to provide a pros and cons list of the benefits of a 501 (c)3 status. Mr. Thomas reported work is continuing on that process.

#### PERSONNEL

Mr. Brockwell reported we continue to accept applications and still need to fill operator positions. An interview is scheduled for tomorrow for a water operator position.

#### POLICE

Ms. Hardy reported that the committee held interviews for a police officer and assistant police chief. Joshua Capps was selected for police officer. Natasha Brown was selected for assistant police chief.

A motion was made by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes to accept the recommendation of the police committee to hire Joshua Capps as a Police Officer. 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; Ms. Williams, aye.

A motion was made by Mrs. Talbert, seconded by Ms. Williams and carried by all ayes to accept the recommendation of the police committee to appoint Natasha Brown as Assistant Police Chief. Motion: Mrs. Talbert. 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.

The police report is in the packet. Chief Stith reported that every department has a mass casualty event protocol. There would be a response from all surrounding agencies.

#### PROPERTY & EQUIPMENT

Mr. Brockwell commented the surplus cars are doing exceptionally well through the Govdeals.com and Virginia Surplus sites. He asked that property and equipment requests be submitted in writing to Mr. Gibson for the committee to review.

#### STREETS, LIGHTS & CEMETERY

Tall grass notifications will be sent out. Mrs. Talbert asked about grass at the house at the entrance to Saint Paul's College. Mr. Brockwell mowed the grass at that location along the sidewalk. Mr. Brockwell reported that the town employee who held a chemical license has retired. Drone operators have to hold a license. There are plans to repair and paint street lights.

#### TOWN DEVELOPMENT

Mr. Brockwell reported that meetings have been held including the Town, County and IDA. Engineers have also attended the meetings. We are willing to work together.

#### WATER/WASTEWATER

Water and wastewater have been included in previous reports. There will not be a committee meeting following the council meeting tonight.

#### SAFETY

Mr. Brockwell would like for the Safety Committee to be removed from this now that we are using VML safety packages and videos. He would like for safety records to be kept.

#### HOUSING CODE ENFORCEMENT

There was no report.

#### PARKS/RECREATION

Ms. Williams requested that the 313 High Street project be called the 313 High Street Garden and Park so it will be eligible for grant applications. Mr. Outten and Mr. Gibson will research the topic.

#### WELLNESS

Ms. Whitehead reported that June is Men's Health Month. VCU Massey Cancer will present a webinar on Men's Health before the end of the month. Information handouts were provided, including a proclamation issued by Virginia Beach.

#### FARMER'S MARKET

Ms. Whitehead reported the Farmers Market kickoff was held in the new parking lot on May 29<sup>th</sup>. It was rainy, but three vendors were present. Volunteers are needed for the market. Ms. Whitehead thanked Ms. Williams for her dedication to the market and also Chief Stith and Mr.

Gibson. Ms. Whitehead presented a list of expenses to be reimbursed and also turned in the fees collected from the vendors. Ms. Williams reported a puppet show will be held at 10:00 a.m. at the market at the end of the month. There will also be Double Dutch activities.

#### LAWRENCEVILLE PLANNING COMMISSION

There was no report.

#### CORRESPONDENCE/ANNOUNCEMENTS

A list of the regular council meeting dates for the FY 2021 – 2022 is in the packet.

#### NEW BUSINESS – APPOINTMENTS

##### APPOINTMENT OF TOWN ATTORNEY

On motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to appoint W. Curtis Outten, Jr. as Town Attorney for the term July 1, 2021 – June 30, 2022. Mr. Outten has served as Town Attorney for 58 years. 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.

##### APPOINTMENT OF TOWN MANAGER

Ms. Williams asked if we have to publicly advertise these jobs. Mr. Brockwell stated we do not have to advertise these jobs. Mayor Martin stated they are appointed by Council. Ms. Williams stated she understood the appointment was temporary when Mr. Finz left. Ms. Williams stated that she thinks the position should be advertised and any position should be advertised for ethnic and cultural diversity in the town office. She does not mind if it is continuous once you are in the position. She thinks Mr. Finz was only in the position for six months and it should have been advertised at that point.

Mr. Outten advised that when promoted from within, it is not required to advertise the position.

Ms. Williams made a motion that any position within the town be publicly advertised. Mayor Martin asked for a second. There was no second. Mayor Martin stated that hearing no second, the motion is not carried.

On motion by Mr. Brockwell, seconded by Ms. Hardy and carried, Town Council voted to appoint Everette Gibson as Town Manager for the term July 1, 2021 – June 30, 2022. 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, nay.

##### APPOINTMENT OF TOWN CLERK/TREASURER

On motion by Mrs. Talbert, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to appoint Wanda Johnson as Town Clerk/Treasurer for the term July 1, 2021 – June 30, 2023. Motion: Mrs. Talbert. 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.

#### APPOINTMENT OF TOWN SERGEANT

On motion by Mrs. Talbert, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to appoint Police Chief John Stith as Town Sergeant for the term July 1, 2021 – June 30, 2023. Motion: Mrs. Talbert. 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.

#### 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, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

Scott E. Martin, Mayor

Wanda Johnson, Clerk