

March 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 March 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, December 8, 2020, and February 9, 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](http://www.zoom.us)  
Meeting ID: 755 452 9654, Phone dial in: 1-929-205-6099, Passcode: 210801.

#### 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, Dora Hardy and Alice Talbert. Town Attorney W. C. Outten, Jr. Mrs. Bland joined late by telephone.

Also present physically: Interim Town Manager, Everette Gibson, Town Clerk, Wanda Johnson, Assistant Chief, John Stith, Officer Brian Glover, Kimberly Martin, Cyliene Montgomery, Alfreda J. Reynolds, Mike Dotti, citizens and the press.

#### PLEDGE OF ALLEGIANCE

Assistant Chief Stith led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

Ms. Williams requested that the February minutes be amended to include a reference to VA State Code 15.2-4905, Paragraph 13, in the discussion regarding the Clarke Smith Building and the IDA. 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 February 9, 2021, as amended, 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 Mrs. Williams, seconded by Mr. Pecht and carried by all ayes, Town Council voted to approve the agenda with the addition of Personnel-Pay Period Change, Town Development-Creative Business Use and Grant Funding. Motion: Mrs. 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.

## RECOGNITION OF CITIZENS CYLIENE MONTGOMERY

Ms. Montgomery of 608 W. Third Avenue, Lawrenceville, VA addressed Town Council regarding the recent resignation of the Town Manager and the Town's hiring processes. She stated that jobs should be advertised and the community should know about the job requirements. Ms. Montgomery said she has heard that the three people on the personnel committee decide on hiring. Mayor Martin thanked her for her comments and said he or the personnel committee chair will contact her.

## MIKE DOTTI, BUSINESS LIAISON DIRECTOR, BRUNSWICK COUNTY IDA

Mr. Dotti thanked Mr. Brockwell for his years of service as an ex-officio representing the Town on the IDA.

Mr. Dotti stated that the IDA does not want to own buildings and it is not allowed to manage residential properties. The IDA can buy, renovate and sell buildings to put them back on the tax rolls. He reported that the renovation of the Sledge & Barkley building is the next big project. Ms. Williams expressed her concern that that the LEDA and IDA need to work together to develop a cohesive plan. Mr. Dotti said he is available and can schedule an appointment to meet. Mr. Martin stated we have been working together on the Bank of America and KASS buildings. The IDA has a staff member trained to operate a drone. Mr. Brockwell reported that the Director of Public Works has attended drone class to operate the Town's drone. Mr. Dotti reported the historic update is on the edge of completion. The history is being updated from 1950 to present.

## LAWRENCEVILLE EDA

There was no report.

## MAYOR'S REPORT

Mayor Martin reported that Daniel Finz resigned on February 17, 2021. Mayor Martin has met with the personnel committee. Mayor Martin has met several times with Mr. Gibson on prioritizing a list of items to complete. The Town lost power for several days during the ice storm that occurred February 11, 12, and 13. The fire department was busy. Mr. and Mrs. Martin brought pizza to the fire department on that Saturday. The portable generator malfunctioned. Mr. Martin hopes to meet with Buddy Hyde to seek FEMA funds for an emergency plan. Mr. and Mrs. Martin and Mr. Gibson have worked on cleaning the Peebles and KASS buildings getting them ready for marketing. There was a fire in Marquette's Beauty Salon. She hopes to remodel soon. R. J. Smith Companies donated two tractor trailer loads of bottled water to be distributed by the fire and police departments. Mr. Smith is a cousin of Lynn Gibson. Mayor Martin called and expressed a big thank you to Mr. Smith.

## REPORT OF TOWN ATTORNEY

Mr. Outten reported there is a need for a closed session before the end of the meeting.

## REPORT OF THE TREASURER CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$99,566.55. On a motion by Mrs. Talbert, seconded by Mr. Pecht and carried by all ayes, Town Council voted to pay the bills in the amount of \$99,566.55

and post to the proper accounts. 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.

#### REPORT OF INTERIM TOWN MANAGER

##### UPDATE OF EMPLOYEE HANDBOOK, ORGANIZATIONAL CHART

Mr. Gibson reported that draft evaluation copies are in the packet. The personnel committee met last night. We anticipate having corrections made and the related items ready to be adopted in April.

#### LAWN SERVICE CONTRACT

The lawn service contract for the cemetery has been renewed and signed for this year. There was no change.

#### MUNICIPAL PARKING LOT

Updated plans for the parking lot are in the packet and were also emailed. Mr. Gibson asked Council to approve the parking lot plans to be sent to B&B for advertisement for bids. On motion by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council approved the parking lot plans to be sent to B&B for advertisement for bids. 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.

#### DELIVERED WATER AND WASTEWATER UNIFORMS

The uniforms have arrived and have been delivered to the water and wastewater plants.

#### SURPLUS INFORMATION

Pictures have been taken of all vehicles and equipment declared surplus. They will be uploaded and posted to the appropriate websites.

#### KASS UPDATE

As the Mayor reported, the building will be cleaned and prepared for marketing.

#### SIGNBOARD INFORMATION

The signboard has arrived and is in the parking lot. Assistant Chief Stith will take a training class on the signboard. It is a mobile, battery and solar operated sign. Mr. Brockwell would like to purchase another sign if additional funds become available.

#### CABOOSE UPDATE

A copy of an email from Rusty Holt, claims adjuster, regarding the caboose claim is in the packet. The Town will receive a net actual cash value payment of \$29,000. The Town has 180 days from the date on the proof of loss to advise VRSA of its intention to pursue the replacement cost claim. The exact amount will be determined if/when the Town elects to pursue a replacement cost claim, not to exceed \$60,000. Ms. Williams suggested an alarm system be installed when it is restored.

## PROJECT WHITEHOUSE

Mr. Gibson reported on a meeting with the County and VDOT regarding a possible project on property located next to Town's water tank on 58. The zoning is good for the project.

## TOBACCO HERITAGE TRAIL SIDEWALK PROJECTS

Project 1 was bid out last year and came in high. It will be re-bid. It is UPC #108633, Sidewalk Improvements adjacent to Tobacco Heritage Trail. SPDC is assisting with the projects.

Project 2 is UPC #118069, Heritage Trail Park Trail Head Ramp Project from South Street to Tobacco Heritage Trail Heritage Park. A copy of the resolution to be adopted endorsing this project is in the packet. On motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to adopt the resolution and approved the Mayor and/or Town Manager to sign documents for UPC #118069, Heritage Trail Park Trail Head Ramp Project 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.

Project 3 is UPC#118070, Sharp Street Improvements from Riddick Street to New Street. A copy of the resolution to be adopted endorsing this project is in the packet. On motion by Mr. Pecht, seconded by Ms. Hardy and carried by all ayes, Town Council voted to adopt the resolution and approved the Mayor and/or Town Manager to sign documents for UPC #118070, Sharp Street Project as presented. 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.

## FINANCE COMMITTEE

### ACCEPTANCE OF FY2019-2020 AUDIT REPORT

Mr. Pecht thanked Mrs. Johnson and staff for submitting materials. He reported that the audit was a clean audit with no deficiencies found. It was a break even type of year. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to accept the FY2019-2020 audit as presented. 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. The committee will meet to begin work on the upcoming budget. A tentative budget is needed for the April meeting.

### APPROVE RENEWAL OF THE LOCAL CHOICE KEY ADVANTAGE 250 PLAN

On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council approved the renewal of participation in The Local Choice Key Advantage 250 Plan. The Town will maintain the level of support as we have in the past for full time employees. 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. There is a one-time reduction in rates from The Local Choice. The individual premium per month will decrease from \$731 to \$723.

#### APPOINT EVERETTE GIBSON AS GROUP BENEFITS AND BILLING EXECUTIVE

On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council appointed Everette Gibson as Local Choice Group Benefits and Billing Executive. 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.

#### AUTHORIZATION FOR SIGNATURES ON BANK ACCOUNTS AND CREDIT CARD

On motion by Mr. Pecht, seconded by Ms. Hardy and carried by all ayes, Town Council voted to authorize the Town Manager, Treasurer and Mayor to sign for the signature cards on the Town bank accounts and credit card. Two of the three will be required to sign checks. Daniel Finz will be removed and Everette Gibson will be added to the accounts. 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 AND EMERGENCY SERVICES

There was no report for February in the packet. The LVFD will hold a pork chop dinner on March 27, 2021. The fire truck is back in service. Several firemen will take a trip this weekend to look at a tower truck.

#### PERSONNEL

Mr. Brockwell reported that the evaluation process and handbook are still under review. He said VML/VACO has been contacted regarding a possible review of personnel, salary structure and benefits.

#### PAY PERIOD CHANGE

Mr. Brockwell reported that the personnel committee approved the change in the payroll pay period, shifting the current pay period back from ending on Tuesday to ending on Friday, March 12, 2021. This was recommended by the bank in order to implement direct deposit of payroll. Going forward all pay periods will run for two weeks from Saturday to Friday. Pay dates remain every other Friday. Town Council was in agreement with the pay period change.

#### JOB ADVERTISEMENTS

The water and wastewater operator positions have been advertised through VRWA, the Town's website, letters to churches, Mecklenburg Sun, Brunswick Times-Gazette, SVCC and VRSA. Mr. Gibson has also contacted the Virginia Employment Commission for account assistance. We are making headway on the superintendent position. Randy Lynch has prepared a report on changes to providing utility services during the last twenty years.

#### POLICE

The police report is in the packet. Ms. Williams requested that the committee and police officers look into speeding and noise complaints on Windsor Avenue and Belt Road.

Mrs. Bland joined the meeting by telephone.

## PROPERTY & EQUIPMENT

Mr. Brockwell reported that the surplus items have been covered. We need to work on the five-year capital projects plan.

## STREETS, LIGHTS & CEMETERY

The contract has been renewed with Mr. Brewer.

## TOWN DEVELOPMENT

Mayor Martin reported that Mr. Brockwell has stepped down from the IDA ex-officio position. On motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to appoint Anne Williams as Town Council's ex-officio representative on the IDA. Motion: Mr. Brockwell. Second: Mr. Pecht. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

## CREATIVE BUSINESS USE

Mr. Brockwell provided a handout on Creative Business Uses. He reviewed the report and pointed out items that could be applied to our town.

## GRANT FUNDING

The same report contains examples of grant opportunities. The Town usually uses Southside Planning District Commission to apply for grants. Recommendations will be made for budget planning.

## WATER/WASTEWATER

Mr. Brockwell reported that Randy Lynch has been working hard to prepare a PowerPoint presentation on the water and sewer systems. In the last ten months he has entered 33,000 points in the GIS system to cover from the water intake to the end of the water system. It will take longer to produce the sewer system presentation. There will be a committee meeting following adjournment.

## SAFETY

The report is in the packet.

## HOUSING CODE ENFORCEMENT

There was no report.

## PARKS/RECREATION

Ms. Williams asked about a grant that Mr. Finz had mentioned for playground equipment. Mr. Gibson will look into it. Also, Mr. Dotti has asked about a location for a climbing wall.

## WELLNESS

Ms. Whitehead reported March is colon cancer awareness month. She provided a handout with screening information. Southside Virginia is one of the hotspots for colon cancer in the country. Town Council will take a group picture to recognize colon cancer awareness month.

#### FARMER'S MARKET

Ms. Whitehead thanked Ms. Williams and Mrs. Martin for participating in a meeting in January. A draft flyer has been provided as a blueprint or layout for future flyers. Ideas and suggestions are welcomed. Signage will also be needed.

#### LAWRENCEVILLE PLANNING COMMISSION

There was no report.

#### CORRESPONDENCE/ANNOUNCEMENTS

There was no additional correspondence.

#### UNFINISHED BUSINESS

Mr. Brockwell commented on personnel response during the ice storm. In addition to the police and fire departments being out, the other departments were out also. One employee suffered a broken ankle at work and two others lost close relatives during the storm. The departments were short-handed, but we did not lose water or sewer service. It is a tribute to our employees that we stayed up and running.

#### NEW BUSINESS

Ms. Williams asked how we can get information out on vaccine availability. The signboard will not be available until after training. Rite Aid is having a vaccine clinic this weekend. Mr. Gibson will have information added to the Town website and Facebook. Ms. Whitehead said information can be placed in the window at the VCU Massey Cancer Center.

#### CLOSED SESSION – PERSONNEL AND LEGAL MATTERS

##### 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 a personnel matter and a legal and contractual matter.” Motion: Mr. Pecht. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; 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.” Motion: Mr. Pecht. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Mrs. Williams, aye.

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

## ADJOURNMENT

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

Scott E. Martin, Mayor

Wanda Johnson, Clerk