

May 11, 2021

#### CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on May 11, 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: 845 8958 2490.

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

Absent: Council Member Joyce Bland.

Also present physically: Town Manager, Everette Gibson, Town Clerk, Wanda Johnson, Police Chief, John Stith, Director of Public Works, Randy Lynch, Kimberly Martin, Justin Thomas, and citizens and the press.

#### PLEDGE OF ALLEGIANCE

Chief Stith led the Pledge of Allegiance.

#### PUBLIC HEARING – PROPOSED FY 2021-2022 BUDGET

As this time had been advertised for a public hearing on the proposed FY 2021-2022 Budget, Mayor Martin opened the public hearing. There was no public comment. Mayor Martin declared the public hearing closed.

#### APPROVAL OF MINUTES

On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to approve the minutes of the regular meeting on April 13, 2021, as received, suspend the reading and file. 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.

#### APPROVAL OF AGENDA

On motion by Ms. Hardy, seconded by Ms. Williams and carried by all ayes, Town Council voted to approve the agenda as presented. Motion: Ms. Hardy. 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.

#### RECOGNITION OF CITIZENS

There were no requests to speak.

#### LAWRENCEVILLE EDA

Mrs. Williams reported on the community garden at 313 High St. She shared a draft letter that the EDA is requesting Town Council to approve for use for donations.

#### MAYOR'S REPORT

Mayor Martin reported that planning continues for landscaping and improvements around the building this fall. Mayor Martin attended The Glorious Event grand opening. Mayor Martin and others attended a promotion celebration dinner honoring Chief Stith. Mayor Martin is working on power washing Peebles Park. He thanked the public works department for installing LED lights and flags there. Paint has been ordered for improvements to street light poles. A grand opening was held for The Holistic Safe Space on Saturday. Mayor Martin and others met with Ms. Reynolds to brainstorm on marketing. Mr. Gibson will consult with the Town Development committee about updating the town incentive plan. Mayor Martin asked Mr. Gibson to email council members regarding a return to in person council meetings.

#### PARKS & FACILITIES RESERVATION REQUEST

On a motion by Mr. Brockwell, seconded by Ms. Williams and carried by all ayes, Town Council voted to approve the updated Parks & Facilities Reservation Request form to allow alcoholic beverages in a designated area with the proper ABC permits. Motion: Mr. Brockwell. Second: Ms. Williams. Roll call vote: Mrs. Bland, absent; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, abstained; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye. There was discussion regarding deposits and fees. No changes were made to that section.

#### REPORT OF TOWN ATTORNEY

There was no report.

#### REPORT OF THE TREASURER

##### CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$82,043.43. 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 \$82,043.43 and post to the proper accounts. 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.

#### REPORT OF TOWN MANAGER

##### USDA RURAL DEVELOPMENT RESOLUTION FOR SEARCH GRANT FUNDS

SEARCH grant funds would be used to cover the engineering costs regarding mixers for the Mayfield and Food Lion water tanks. This would help with the TTHM and HAA5 problems. On a motion by Mr. Brockwell, seconded by Ms. Williams and carried by all ayes, Town Council voted to approve the resolution to facilitate obtaining financial assistance from the

USDA Rural Development for SEARCH grant funds. Motion: Mr. Brockwell. 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.

#### MUNICIPAL PARKING LOT UPDATE

Mr. Gibson reported that Barker Construction submitted the low bid for the municipal parking lot in the amount of \$109,709.00. B & B Consultants recommended acceptance of the low bid. On a motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to accept the Barker Construction bid for the municipal parking lot in the amount of \$109,709.00 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 SIDEWALK PROJECT

The Sidewalk Improvements project, UPC#108633, around the gazebo and adjacent to Tobacco Heritage Trail, previously came in high and will be re-bid. There will be a pre-bid meeting on May 19, 2021. The bid opening will be June 4, 2021. Summit Design & Engineering Services is handling this project.

#### OPERATOR POSITIONS

Mr. Gibson reported that one operator withdrew from consideration for a position. We still have interested applicants. Mr. Gibson and Mr. Lynch will be talking to them. Mr. Brockwell commented that we have been very careful regarding license requirements coming from North Carolina to Virginia. We may be able to reduce the process and also may consider advertising the positions in North Carolina as well as Virginia.

#### TASTE OF BRUNSWICK FESTIVAL AD

Mr. Gibson reported on the cost to purchase an ad in the Taste of Brunswick Festival program book. A full-page ad as we have done in the past is \$300.00. A sponsor level ad costs \$600.00. On a motion by Mrs. Talbert, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to purchase a full-page ad in the amount of \$300.00. 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.

#### WATER/SEWER POWER POINT PRESENTATION – RANDY LYNCH

Randy Lynch, Director of Public Works, gave Power Point presentations on the Water Distributions Systems and the Wastewater System operated by the Town of Lawrenceville. Mr. Brockwell commented that this is a very good presentation that shows what we often talk about in meetings.

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

A public hearing was held on the proposed budget earlier tonight. There were no comments. Mr. Pecht reviewed the assumptions and the proposed budget. There are no tax increases or water/sewer increases. There is a 2% pay increase for employees and one position is added. Items can be discussed and amended between now and the final adoption in June. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to

tentatively adopt the FY2021-2022 Budget as presented. It is anticipated that the budget will be formally adopted at the June meeting. 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. Mr. Brockwell commented that we are all the time looking for grants and managing that is very time consuming. That is part of the reason the new position and job description were approved. We try to maximize our dollars based on grant dollars.

#### FIRE AND EMERGENCY SERVICES

The fire department responded to 23 calls in April. Of the 23, 2 were in the town limits and 21 were outside the town limits. Also, 16 were in the LVFD First Due area, with 7 being mutual aid to other agencies. Approximately 75.5 man hours were expended. Fire Chief, Justin Thomas, reported the 3,000 gallon tanker truck is projected to be in service by September of this year. He spoke to Ms. Jordan with USDA Rural Development about the ladder truck today. We hope to have that truck in service by September as well. The 501(c ) 3 status process next needs the bylaws to be approved by Mr. Outten and then be sent back to Creedle, Jones & Associates.

#### PERSONNEL

##### APPROVAL OF POSITION DESCRIPTION-SPECIAL PROJECTS COORDINATOR

A new special projects coordinator position and job description have been created for approval to be added to the employee handbook. A copy of the description is in the packet. On a motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to approve and add the job description to the handbook 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.

#### POLICE

The police report is in the packet. Ms. Hardy congratulated Chief Stith again on his appointment. It is well deserved. Chief Stith reported that the speed sign went live and was well received by the citizens. Traffic slowed considerably on Windsor and South Hicks where it was displayed. He is looking into a camera system. That system would report directly to DMV and there are a lot of moving parts involved.

#### PROPERTY & EQUIPMENT

Mr. Brockwell commented that the budget is going to be tight unless we can find grants. Mr. Gibson reported he hopes to get the surplus information up and running on another internet site this week.

#### STREETS, LIGHTS & CEMETERY

Mayor Martin has received comments from a concerned individual about the condition of the circle in the cemetery. We will ask our contractor to address that concern. There are several recent graves that need to have old flower arrangements removed. The town crew does seasonal clean-up in the spring and fall. We need to contact the funeral director regarding the recent funeral arrangements.

## TOWN DEVELOPMENT

Mr. Brockwell reported the E-book will be coming out soon. Mayor Martin reported we need to update our incentives. Ms. Williams suggested having a contest in the school system to create a slogan and theme to use for marketing our town.

## WATER/WASTEWATER

There will not be a committee meeting following the council meeting tonight.

## SAFETY – DIGITIZED SAFETY TRAINING THROUGH VML

Mr. Gibson reported that T. C. Bullock is his contact with VML regarding the availability of digital training programs. Mr. Brockwell requested that the departments keep a log on safety meetings.

## HOUSING CODE ENFORCEMENT

Mr. Pecht asked if the new employee position would be involved with housing code issues. Mayor Martin and Mr. Gibson reported that Marc Matthews, in the Superintendent of Public Works position, would have more of a role in housing code enforcement. Mayor Martin and Mr. Brockwell advised that the new Special Projects Coordinator would support all departments.

## LEDA

Mayor Martin asked that Council approve the draft form presented by Mrs. Williams, to be printed on letterhead and used for donations, pending review by Mr. Outten and Mr. Gibson. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to approve the donation form pending review as stated. 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.

## PARKS/RECREATION

The reservation form was discussed and approved earlier.

## WELLNESS

Ms. Whitehead reported that May is skin cancer awareness month. She shared information on prevention, use of sunscreen and early detection to protect yourself from the sun.

## FARMER'S MARKET

Ms. Whitehead presented a vendor registration form and a price on two banners for The Main Street Market Place. The cost for two banners is \$127.50. On motion by Ms. Whitehead, seconded by Ms. Williams and carried by all ayes, Town Council voted to approve the purchase of two banners for \$127.50. Motion: Ms. Whitehead. 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.

## LOVE SIGN

Ms. Hardy asked about the LOVE sign. Wendy Wright has been working on that project and we expect to discuss it in June.

## 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. Williams, seconded by Ms. Hardy and carried by all ayes to adjourn the meeting. Motion: Ms. Williams. 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.

Scott E. Martin, Mayor

Wanda Johnson, Clerk