

November 10, 2020

CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on November 10, 2020.

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, and October 13, 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
Meeting ID: 885 7695 8012, Phone dial in: 1-929-205-6099, Passcode: 783365.

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 joined late and left early due to technical issues, and Alice Talbert.

Absent: Council Member Dora Hardy.

Also present physically: Town Manager, Daniel Finz, Police Chief Everette Gibson, Town Clerk, Wanda Johnson, Wendy Wright, Rebecca Akers, Polly Cole, Cyliene Montgomery, Brian Glover, Justin Thomas, Tyler Kea, Jane Adams, citizens and the press.

Also present electronically: Town Attorney, W. C. Outten, Jr.

PLEDGE OF ALLEGIANCE

Chief Gibson 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 October 13, 2020, as received, suspend the reading and file. Motion: Mr. Brockwell. 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.

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

RECOGNITION OF CITIZENS

There were no requests to speak.

Mrs. Bland joined the meeting electronically.

LAWRENCEVILLE EDA

Ms. Wright reported that the EDA did not have a quorum for its last meeting. The EDA accepted the appointment of Ms. Williams to the EDA. There is still one vacant position.

MAYOR'S REPORT

Mayor Martin reported on the grand opening of Flowers on Main. Pop's Bar and Grill has expanded its hours and dining in. Mayor Martin met with the Town Manager and also with the LVFD. The Lt. Governor is coming to town Thursday to explore the Saint Paul's property.

REPORT OF TOWN ATTORNEY

There is a need for a closed session later in the meeting.

REPORT OF THE TREASURER

CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$113,691.38. On a motion by Mr. Pecht, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to pay the bills in the amount of \$113,691.38 and post to the proper accounts. Motion: Mr. Pecht. 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.

REPORT OF TOWN MANAGER

CAPITAL IMPROVEMENT PROJECTS & BUDGET FOR INFRASTRUCTURE LOAN

Mr. Finz reported on several projects that will be coming up as action items later in the meeting. The projects include sidewalks, parking lot and Alberta infrastructure projects. He suggested we may have to refinance the infrastructure loan and borrow additional funds to complete all of the projects.

SURPLUS ITEMS

Mr. Finz reported he has gathered a list of surplus items from each department. He would like to meet with the Property & Equipment committee to review the items and discuss possibly renting out buildings that the town owns.

PERSONNEL MANUAL, ORGANIZATIONAL CHART AND EVALUTION SHEET

Mr. Finz met with the Personnel committee and they came to some conclusions for the short term. He continues to work on the personnel manual, organizational chart and evaluation sheet. He will meet with the committee again this month.

PUBLIC WORKS HIRING

One new person has been hired. He is looking to hire additional positions. Mr. Finz shared a report that he and Mr. Lynch compiled. The Twenty Year Evaluation 2001 – 2021 report outlines changes, additional services and progression of the utilities and public works departments.

CABOOSE

A representative for the restoration company will be coming in for a meeting on Friday to look at the caboose.

FINANCE COMMITTEE

REQUEST FOR FUNDS FOR CHRISTMAS PARADE - \$250

Ms. Wright reported that bands will not participate in the parade this year. The request is for \$250 for expenses for Santa Claus and Mrs. Claus. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to approve the expenditure of \$250 for the Christmas parade. Motion: Mr. Pecht. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

Mr. Pecht reported that the monthly report is in the packet. The committee met this month and discussed some of the items that will come up later in the meeting.

FIRE AND EMERGENCY SERVICES

The fire department responded to 21 calls in October. Of the 21, 6 were in the town limits and 15 were outside the town limits. Also, 13 were in the LVFD First Due area, with 8 being mutual aid to other agencies. Approximately 84 man hours were expended. Mr. Gibson reported that Mrs. Jackson has submitted the application for 501(c) 3 status for the LVFD.

SLATE OF OFFICERS

The LVFD submitted a slate of officers for 2021 – 2022: Fire Chief - Justin Thomas, Deputy Chief – Mike Thomas, Assistant Chief – Kevin Pair, Captain – Nick Brown, Lieutenant – Allison Thomas, President – Brian Glover, Vice President – James Wesson, Secretary – Brandon Jones. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to approve the slate of officers as presented. Motion: Mr. Pecht. Second: Mr. Brockwell. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

PERSONNEL

CHRISTMAS BONUS

Mr. Brockwell reviewed the Christmas Bonus proposal for 2020. The funds are included in the budget. On motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council approved the 2020 Christmas Bonus as presented in the packet. 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.

POLICE

The report is in the packet.

PROPERTY & EQUIPMENT

Mr. Brockwell reported items will come up later in the meeting. He also wants to make sure we are properly insured.

STREETS, LIGHTS & CEMETERY

Mrs. Williams reported there was a meeting at the cemetery regarding the memorial statue. Mrs. Bland reported that she talked to Mr. Outten about the meeting and possible relocation of the statue.

TOWN DEVELOPMENT

Mr. Brockwell advised the branding program will be discussed later in the meeting.

WATER/WASTEWATER

Mr. Brockwell commented on the Twenty Year Evaluation 2001 – 2021 report. He also commented that our personnel, our people do an excellent job.

SAFETY

Mr. Brockwell reported that the wastewater department report is in the packet. We do not have a Chief Water Operator at this time. Mr. Finz is submitting water reports.

HOUSING CODE ENFORCEMENT

Mayor Martin will meet with Mr. Finz on this.

PARKS/RECREATION

The LOVE sign will be discussed later in the meeting.

WELLNESS

Ms. Whitehead reported that the VCU Massey Cancer Research and Resource Center is promoting Integrated Health for November.

FARMER'S MARKET

Ms. Whitehead will schedule a committee meeting in the next few weeks.

TOWN COUNCIL ITEMS FOR APPROVAL, ACTION OR DISCUSSION

LOVE SIGN

Ms. Wright reviewed the detailed report that she submitted for the agenda packet. The Virginia Tourism agreement is still valid provided no changes are made to the approved application. Mr. Gilson had completed the base frame for each letter. The concept design has not been applied to the base letters. Ms. Wright will continue to gather information and cost estimates for the project.

PURCHASE OF PUBLIC WORKS TRUCK

Mr. Finz reported that he procured a bid through Sourcewell for a new dump truck for public works. There are sufficient funds left in the Vehicles 2020 loan to purchase the truck. Mr. Finz reported the balance of that loan is \$206,780. The cost of the truck is \$108,236. On motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council authorized the Town Manager to proceed with the purchase of one 2021 International MV607 SBA Cummins L9 Engine, Allison 3500 RDS Transmission w/PTO with 14' Dump Body as presented in the packet. 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.

TOWN BRANDING PROGRAM

Mr. Finz reviewed the report in the packet and the costs for implementing the Town Branding program. He obtained two quotes for the proposed purchases. Mrs. Talbert and Mr. Brockwell asked Mr. Finz to also obtain a quote from Mike Thomas. He is local and a member of the fire department. On motion by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council authorized the Town Manager to proceed with the purchasing and implementation of the Branding Program, using Option #3 as the Town logo, at a cost not to exceed \$3,700 as presented in the packet, and to also obtain one more quote from Mike Thomas. Motion: Mr. Brockwell. Second: Mrs. Talbert. Roll call vote: Mrs. Bland, absent (lost connection); Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

STREETSCAPES SIDEWALK PROJECT – TOBACCO HERITAGE TRAIL

The original plan for the Tobacco Heritage Trail/Gazebo Sidewalk exceeded the project budget. Mr. Finz reviewed the three additional estimates for the redesign of the project. Mr. Finz recommended that Council approve Option 2 in the amount of \$280,605. The 20% Town share would be \$56,121. Option 2 includes the original sidewalk lineage and conduit for lighting for the future installation of street lights. On motion by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council approved Option #2 for the installation of sidewalk and conduit as presented in the packet. Motion: Mr. Brockwell. Second: Mrs. Talbert. Roll call vote: Mrs. Bland, absent (lost connection); Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

MUNICIPAL PARKING LOT – PROPOSAL FOR BID PACKAGE AND DESIGN

Mr. Finz reviewed the bid package and design from B&B Consultants for the municipal parking lot. A section of the proposed lot would encroach on property owned by the Elm Acres Club, Inc. The Town would need to obtain a deed of easement from Elm Acres. On motion by Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council approved the Town Manager's recommendation to proceed with Option #1 for the engineering, design and contract administration at an amount not to exceed \$20,000, as presented in the packet, contingent upon the approval of an easement by Elm Acres. Motion: Mr. Brockwell. Second: Mrs. Talbert. Roll call vote: Mrs. Bland, absent (lost connection); Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

COVID DISBURSEMENT - COVID-19 RELIEF CARES ACT

Mr. Finz reported that the Town received additional COVID-19 Relief funds in the amount of \$90,213. All funds must be expended by the end of December. Mr. Finz met with the Finance committee regarding possible expenditures and he also consulted with Keli Reekes with Brunswick County. The Town Manager recommends the balance of funds be spent on: 42” scanner-printer-\$10,550, air packs for fire department-\$45,166, electronic access control door for office-\$3,395, 11 laptops for council members and staff-\$12,000, electric sign with trailer-\$12,000, 2 drones including equipment and training costs-\$13,332, allocate funds for a credit of \$35 for active residential water and sewer connections to total \$41,160. There was a report that the Governor had announced funds for jurisdictions with deficiencies on customer utility bills. If this is correct, then the Town could possibly use the Town funds for other needs. Mr. Finz advised he did not receive that information. Mr. Brockwell made a motion, seconded by Mrs. Williams, that Town Council approve the allocation of remaining COVID-19 Relief Funds per the Town Manager’s recommendations with the exception of the \$35 reimbursement. Council discussed the recommended expenditures. Mr. Brockwell withdrew his original motion. Mr. Brockwell then made an amended motion, seconded by Mrs. Talbert, that Town Council approve the allocation of remaining COVID-19 Relief Funds per the Town Manager’s recommendations including the \$35 credit to active water and sewer connections as presented. Motion: Mr. Brockwell. Second: Mrs. Talbert. Roll call vote: Mrs. Bland, absent (lost connection); 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

The Christmas Parade will be held on Friday, December 4, 2020, at 7:30 p.m.

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 legal and contractual matter.” 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; 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, absent; Mr. Brockwell, aye; Ms. Hardy, absent; 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, absent; Mr. Brockwell, aye; Ms. Hardy, absent; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Mrs. Williams, aye.

AGREEMENT REGARDING WAR MEMORIAL STATUE

On motion by Mr. Brockwell, seconded by Mrs. Talbert and carried, Town Council voted to approve the Agreement regarding the War Memorial pending the completion of Exhibit A, description of site, as flagged off and previously agreed on by members of the Town Council, Historical Society and the County. Motion: Mr. Brockwell. 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, nay. The motion carried. A possible site was determined to be in Oakwood Cemetery, at the end of Chestnut Avenue, beside a drainage ditch.

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