

October 13, 2020

#### CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on October 13, 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, and August 11, 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](http://www.zoom.us)  
Meeting ID: 955 7028 2313, Phone dial in: 1-929-205-6099, Passcode: Ui4JbR

#### ROLL CALL

Roll was called. Present physically: Mayor Scott Martin; Council Members Dora Hardy, Robert F. Pecht, III, Teya Whitehead and Anne Williams.

Present electronically: Council Members: Joyce Bland joined late due to technical issues, H. B. Brockwell, Jr., and Alice Talbert.

Also present physically: Town Manager, Daniel Finz, Chief Everette Gibson, Town Clerk, Wanda Johnson, Rebecca Akers, Dr. Charlette Woolridge, Grayson Townsend, citizens and the press.

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

#### PLEDGE OF ALLEGIANCE

Chief Gibson led the Pledge of Allegiance.

#### 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 September 8, 2020, 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 Mr. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to approve the agenda as presented. 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.

## RECOGNITION OF CITIZENS

Rebecca Akers addressed Council on behalf of the Brunswick Museum & Historical Society, Inc. She stated she is here to answer any questions Council might have regarding the memorial statue. Mayor Martin commented that the memorial statue is an action item on the agenda tonight.

## LAWRENCEVILLE EDA

There is an update report in the packet. The EDA did not have a quorum for its October 6, 2020, meeting. The EDA is in agreement with the appointment of Town Council member Anne Williams to the EDA. On motion by Mr. Brockwell, seconded by Mr. Pecht and carried by all ayes, Town Council voted to appoint Anne Williams to the Lawrenceville EDA. 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.

## MAYOR'S REPORT

Mayor Martin will attend a ribbon cutting next week celebrating the name change of Southside Community Services Board to Southside Behavioral Health. We are pleased to report the soft openings of Flowers on Main and Pop's Bar and Grill. Mayor Martin has been working with the Town Manager on the CARES Act funds and personnel. He attended a LVFD business meeting and Mr. Finz also attended to introduce himself. The Town Office will re-open to the public on October 26, 2020. Face masks are required to enter the town office and social distancing must be practiced.

## REPORT OF TOWN ATTORNEY

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

Mr. Outten reported that the Emergency Ordinance adopted by Town Council on April 14, 2020, and re-adopted on June 9, 2020, and August 11, 2020, 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. Brockwell, seconded by Mrs. Talbert 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. 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 THE TREASURER

### CONSIDERATION OF ACCOUNTS

Mrs. Johnson reported the bills total \$93,248.93. 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 \$93,248.93 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 CAPITAL IMPROVEMENT PROJECTS

Mr. Finz reported that he will be meeting with the engineering firm on the municipal lot and Alberta water line projects planned with the infrastructure loan funds.

## SIDEWALK PROJECTS

The Tobacco Heritage Trail/Gazebo Sidewalk bids came in over budget. There are now three design options to be reviewed. Any overages might be added to projects under the infrastructure loan.

## ECONOMIC DEVELOPMENT PLAN

Mr. Finz commented that we have not had an economic development department. He has delegated some economic development duties to the Chamber of Commerce director/economic development specialist. They have been creating a brochure which will be used to create a power point presentation to market the Town. They will also research and create a list for potential investors. Mayor Martin asked Mr. Finz to email the presentation to council members for their input.

## CODE ENFORCEMENT

Code enforcement letters were sent out. The grass has been mowed at the former St. Paul's property. There is no knowledge of a new or different owner of the St. Paul's property.

## FINANCE COMMITTEE

Mr. Pecht reported that the committee had a good meeting. We expect to have more frequent meetings with the committee. Work has started on the audit.

## FIRE AND EMERGENCY SERVICES

The fire department responded to 21 calls in September. Of the 21, 2 were in the town limits and 19 were outside the town limits. Also, 13 were in the LVFD First Due area, with 8 being mutual aid to other agencies. Approximately 104 man hours were expended. Mr. Gibson reported that he has talked to Mrs. Jackson and she is working on the process to apply for 501(c) 3 status for the LVFD.

## PERSONNEL

Mr. Brockwell reported that the committee has met a couple of times. Mr. Finz will present more information later in the meeting regarding staff restructuring and reorganization.

## POLICE

Ms. Hardy advised that the report is in the packet. Chief Gibson reminded everyone that the next drug takeback day will be October 24<sup>th</sup> from 10 a.m. to 2 p.m. at the town office building. The Halloween haunted house and trunk or treat will not be held this year due to COVID-19. It is recommended that people follow CDC and VDH guidelines if they choose to trick or treat. Leave lights off if you do not want to participate. Mrs. Talbert thanked Chief Gibson and Officer Macklin for helping her recently.

## PROPERTY & EQUIPMENT

Mr. Brockwell wants to keep the Butler Lumber and Brick & Tile properties in mind. There is a party interested in purchasing a strip of land on Cattail Drive. It would have to be surveyed and declared surplus.

## STREETS, LIGHTS & CEMETERY

Mayor Martin commented that the contractor has done a good job in the cemetery. The broken street light in the E. E. Vaughan parking lot belongs to the IDA.

## TOWN DEVELOPMENT

Mr. Brockwell thanked Mr. Finz for the draft proposal. It looks good.

## WATER/WASTEWATER

Mr. Finz will schedule a ZOOM committee meeting next week to review adjustment requests.

## SAFETY

Mr. Brockwell reported that the information is in the packet.

## HOUSING CODE ENFORCEMENT

There was no report.

## PARKS/RECREATION

Mr. Brockwell reported that fall ballgames are played every other Wednesday night.

## WELLNESS

Ms. Whitehead reported that the VCU Massey Cancer Research and Resource Center is promoting Breast Cancer Awareness Month this month. A flyer is in the packet and everyone was asked to wear pink for a group picture to be taken tonight.

## FARMER'S MARKET

Mayor Martin hopes we can have a Farmer's Market in 2021. Mrs. Williams would like to start planning now for next year.

## LOVE SIGN

There is already a complete sign design. The town public works has to create the platform for the base of the sign. Mrs. Myers gave Mr. Finz her file on the project. Mr. Finz passed that along to Wendy Wright.

## TOWN COUNCIL ITEMS FOR APPROVAL, ACTION OR DISCUSSION

### TOWN LOGO FOR SIGNS, EQUIPMENT, FACILITIES AND UNIFORMS

Mayor Martin would like to see some branding in town on our vehicles and facilities and employee uniforms. Mr. Finz has been touch with Mr. Edmonds for pricing. Mr. Finz provided examples of three logos to choose from. Ms. Hardy would like to see masks with the Town logo. CARE funds could be used for masks. No action was taken at this time. More information is needed on costs.

## COVID DISBURSEMENT

Mr. Finz reviewed COVID expenditures to date. Town Council followed with discussion on possible purchases, needs or programs that would expend the remaining funds. It was also reported that the Town will receive another round of funds this month in the same amount of \$90,212.50. All funds must be expended by the end of December. Ms. Hardy wants the Town to be sure to provide plenty of PPE available for the staff and employees, especially with the Town Office reopening. Mr. Finz will get more information on possible purchases and costs. No action was taken at this time.

## MEMORIAL STATUE

There is a copy of a letter in the packet from the Brunswick Museum & Historical Society, Inc. requesting the Town Council to consider relocating the war memorial monument to Oakwood Cemetery if an appropriate setting exists. According to the letter, many Virginia localities have relocated statues to local cemeteries. The County will pay the expenses to remove the monument from its current location. The Society will pay for the base of the statue in the cemetery if an appropriate setting is found. Mr. Outten advised that a public hearing is not required for Town Council to take action. Mr. Outten also advised that if a lot is purchased and deeded, it belongs to the owner/purchaser. On a motion by Mr. Brockwell, seconded by Ms. Hardy and carried by all ayes, Town Council voted to follow the recommendations of Virginia localities such as Norfolk, Franklin and Greensville County, and allow the memorial statue to be placed in Oakwood Cemetery at no cost to the Town. Motion: Mr. Brockwell. Second: Ms. Hardy. Roll call vote: Mrs. Bland, aye; Mr. Brockwell, aye; Ms. Hardy, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

## STAFF RESTRUCTURING AND REORGANIZATION

Mr. Finz reported on a proposed staff restructuring and reorganization plan, updated organizational chart, personnel manual and evaluation form. The date of the last revision to the personnel manual was in 1994. One proposed change is to separate the appointed Treasurer/Town Clerk position to two separate Treasurer and Town Clerk positions. He also discussed proposed changes in other town departments. He proposed that funding for these changes would come from vacant position salaries. Mrs. Talbert suggested that Mr. Finz discuss the proposed change to the Treasurer/Town Clerk position with Mr. Outten as it may require a change to the Charter. Mr. Pecht recommended that the changes be discussed with the personnel committee and Mr. Outten and then bring it to the finance committee to review any financial consequences. Additional help is needed in the public works department. No action was taken at this time.

## LAWRENCEVILLE PLANNING COMMISSION

There was no report.

## CORRESPONDENCE/ANNOUNCEMENTS

There were no additional announcements.

## CLOSED SESSION

Mr. Outten advised that he had not been notified of the need for a closed session to discuss legal matters.

#### OUTSIDE COUNSEL

Mr. Finz reported that contract agreement renewals are coming up and the town may need outside counsel to assist in renegotiating those agreements. Russell Slayton has been contacted to possibly act on behalf of the Town. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to retain Russell Slayton as outside counsel at \$190.00 per hour, not to exceed \$10,000.00, to represent the Town in contract negotiations. 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; Ms. Williams, aye. Expenditures will be reviewed monthly.

#### ADJOURNMENT

There being no further business to come before Council, a motion was made by Mrs. Talbert, seconded by Ms. Hardy and carried by all ayes to adjourn the meeting. Motion: Mrs. Talbert. Second: Ms. Hardy. 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