

September 8, 2020

CALL TO ORDER

Mayor Scott Martin called the regular meeting of the Lawrenceville Town Council to order at 7:00 p.m. on September 8, 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
Meeting ID: 868 5962 2281, Phone dial in: 1-929-205-6099, Passcode: 097316

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.

Absent: Council Member Joyce Bland.

Also present physically: Town Manager, Daniel Finz, Chief Everette Gibson, Town Clerk, Wanda Johnson, Officer Natasha Brown, Polly Cole, Bernard Jones 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. Brockwell, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to approve the minutes of the regular meeting on August 11, 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, aye; Mr. Pecht, aye; Mrs. Talbert, aye; Ms. Whitehead, aye; Ms. Williams, aye.

APPROVAL OF AGENDA

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

RECOGNITION OF CITIZENS

Polly Cole addressed Council with concerns about the weeds at the old Bank of America building. Mayor Martin advised that he is taking steps to have someone take care of this.

LAWRENCEVILLE EDA

There is an update report in the packet. The EDA has not had a quorum for a meeting. The EDA is still short two members and one member of Council may serve on the EDA. Ms. Williams is willing to serve on the EDA. Mayor Martin advised the request needs to come from the EDA before the Town Council votes to make the appointment.

MAYOR'S REPORT

Mayor Martin recognized our new Town Manager Daniel Finz. Mr. Finz has been busy getting familiar with the Town and getting to know the staff. Mayor Martin expressed appreciation to Chief Gibson for helping out during the interim and to Chief John Stith and all the staff. The Town Manager will be reporting on the hydration stations later in the meeting. The Lake Country General Store is doing well. We are looking forward to Flowers on Main and Pops Bar and Grill opening in town.

REPORT OF TOWN ATTORNEY

There was no report.

REPORT OF TOWN MANAGER

Mr. Finz thanked Mr. Brockwell. He thanked Chief Gibson for his mentorship and showing him around town. Mr. Finz feels he is getting a good handle on many issues.

WTP FILTER REPAIR

Mr. Finz and Mr. Lynch met with B&B regarding damage to a filter at the water treatment plant. KLM Contractors are scheduled to come out on September 15. The work will be scheduled to be done at night. The plant will not be shut down for repairs.

GEO WATER METER REPLACEMENT

Mr. Finz reported the water meter at GEO failed and is still out. That model had been discontinued and parts are not available. The quote for the replacement meter is \$7,700 for an updated model. We hope to get the meter in this coming month. The GEO business manager has agreed to an average bill based on six months usage until the new meter is installed.

WTP AND WWTP BLOWER MOTORS

The motor for the aerator at the I-85 water tank failed. We are getting quotes for a replacement motor. A blower motor for sludge removal at the wastewater treatment plant has failed. There will be a site visit with a contractor regarding a scope of services for the motors.

VDOT REIMBURSEMENT UPDATE FOR SIDEWALK PROJECT

Mr. Finz reported that Randy Jones at B&B has submitted the materials notebook to VDOT. This is what has held the reimbursement to the Town. We are expecting the payment to be released soon.

LIGHT POLE REPAIR AND BULB REPLACEMENT

Our electrician found that two contacts in a control panel are not functioning causing a number of street lights to be out. Parts have been ordered and we expect the electrician to have the street lights repaired within two weeks.

PUBLIC WORKS HIRING

Interviews have been conducted for Maintenance Laborer I. The street department is backed up from an operational standpoint. We are looking to hire three people and a supervisor position to run a second crew. Mr. Finz plans to revise the HR manual and evaluation forms. He will have a meeting with the personnel committee to discuss all of these issues.

GRASS CODE ENFORCEMENT VIOLATIONS

Mr. Finz will inspect the whole town for grass violations and zoning violations and write letters. There are additional memo action items further down the agenda.

CABOOSE UPDATE

Mr. Gibson reported that our VRSA agent, Mr. Holt, has offered Mr. Gaffney the use of a vehicle to assist him with his visit to Lawrenceville to inspect the caboose.

PEEBLES BUILDING

Mr. Gibson reported he received a communication from DHCD today that a lien on the Peebles building is back on the table. DHCD will send the paperwork to be reviewed by our Town Attorney.

NEW WELCOME SIGNS

New fiberglass welcome signs have been installed by Henry Edmonds. They look good.

FINANCE COMMITTEE

TAX RELIEF RESOLUTION 2020

Pursuant to Ordinance #06-01 adopted by Town Council on January 10, 2006, the Town is required by law to set the rate of tax relief at a level that is anticipated to exhaust the PPTRA relief funds provided by the Commonwealth in the amount of \$39,560.51. On motion by Mr. Pecht, seconded by Mr. Brockwell and carried by all ayes, Town Council voted to adopt the tax relief resolution at 76% for tax year 2020 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, yes.

Mr. Pecht would like to have a finance committee meeting with Mr. Finz this month. Mr. Finz has been working diligently to familiarize himself with the budget and financial matters of the town. The COVID funds were received in June and must be expended by the end of December.

FIRE AND EMERGENCY SERVICES

The fire department responded to 15 calls in August. Of the 15, 3 were in the town limits and 12 were outside the town limits. Also, 10 were in the LVFD First Due area, with 5 being mutual aid to other agencies. Approximately 44.5 man hours were expended. Mr. Gibson reported that the

fire department has not received an estimate from Mrs. Jackson for assistance to apply for 501(c) 3 status.

PERSONNEL

Mr. Brockwell commented that Mr. Finz has addressed issues we have been talking about. Some job descriptions need to be updated. Mr. Finz, Mr. Gibson and Mrs. Johnson met with a VRSA representative by telephone regarding the manual and policy updates.

POLICE

Ms. Hardy advised that the report is in the packet. Officer Moody's vehicle is out of service. The fleet needs to be updated.

PROPERTY & EQUIPMENT

We will look at declaring some property as surplus soon.

STREETS, LIGHTS & CEMETERY

Mayor Martin commented that street lights are being addressed. Mr. Lynch has been working on spraying weeds. The cemetery is looking good.

TOWN DEVELOPMENT

Mr. Brockwell reported that the IDA is planning to get started on the historic district update sometime in October.

WATER/WASTEWATER

Mr. Brockwell commented that Mr. Finz has hit the ground running on the water and wastewater issues. We still have the cheapest rates around. We may have to look at water and wastewater rates in the near future. There will be a committee meeting following the regular meeting tonight.

SAFETY

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

HOUSING CODE ENFORCEMENT

Mayor Martin reported that we will continue to update the code enforcement list.

PARKS/RECREATION

Mrs. Talbert asked if there has been a report on the LOVE sign project. Mr. Gilson will be contacted about this. Mr. Lynch's department is working on the platform for the sign.

WELLNESS

Ms. Whitehead reported that VCU Massey center will have two webinars this month. She will send information to Mrs. Johnson.

FARMER'S MARKET

Mayor Martin hopes to have something in the spring. Ms. Williams commented that the Farmer's Market could be a year-round activity with planning for holiday events.

TOWN COUNCIL ITEMS FOR APPROVAL, ACTION OR DISCUSSION

4-H PLANTERS AND HYDRATION STATION

Brunswick Farms to Families, Town of Lawrenceville, Brunswick 4-H and VSU Small Farm Outreach have partnered and received a grant to acquire a hydration station, benches, trash cans and materials to create an outdoor demonstration garden space. The location would be at the entrance to the Tobacco Heritage Trail by the Water Treatment Plant. Council discussed the project. On a motion by Mr. Pecht, seconded by Mrs. Talbert and carried by all ayes, Town Council voted to approve the implementation of, and participate in, this project as planned by the Brunswick Farms to Families. 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.

HAZARD MITIGATION PLAN

The Town coordinated with the SPDC on preparing a multi-hazard mitigation plan. A summary of the plan is in the packet. Adoption of the plan will bring the Regional Hazard Mitigation Plan to current status and the Town will then become eligible to participate in future grant opportunities offered by VDEM and FEMA. On a motion by Mr. Pecht, seconded by Ms. Williams and carried by all ayes, Town Council voted to adopt the resolution to adopt the Regional Hazard Mitigation Plan of 2020 as written. Motion: Mr. Pecht. 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.

SIM CARD UPDATE

SIM Cards are for the alarm control notification calls from the sewer pump stations to notify staff of system failures. SIM cards are required to update our systems per service deadlines. On a motion by Mr. Pecht, seconded by Ms. Williams and carried by all ayes, Town Council voted to authorize the Town Manager to purchase 9 additional SIM Cards at a cost not to exceed \$3,400. Motion: Mr. Pecht. 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.

APPOINTMENT OF ZONING ADMINISTRATOR

On a motion by Mrs. Talbert, seconded by Ms. Williams and carried by all ayes, Town Council voted to appoint Town Manager Daniel Finz as Zoning Administrator for the Town of Lawrenceville. 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 FOIA officer appointment will be tabled until next month.

LAWRENCEVILLE PLANNING COMMISSION

There was no report.

CORRESPONDENCE/ANNOUNCEMENTS

Mrs. Talbert reported that youth baseball begins Wednesday night. The game will be in Emporia this week and in Brunswick next week. The games start at 6:00 p.m.

CONSIDERATION OF ACCOUNTS

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 \$85,777.87 and post to the proper accounts. 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.

ADJOURNMENT

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

Scott E. Martin, Mayor

Wanda Johnson, Clerk