

Town of Lovettsville



2013 Annual Report

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ELECTED AND APPOINTED OFFICIALS

Mayor and Town Council Membership

Robert Zoldos II, Mayor
Mike Senate, Vice Mayor
James McIntire
Rodney Gray
Jack Burden
Tiffaney Carder
Kim Allar

Planning Commission Membership

Debora Miller, Chair
Joseph Mueller, Vice Chair
Lorraine Bauer
Robert Gentile
Jennifer Jones
Frank McDonough
Tony Quintana

Board of Zoning Appeals Membership

Theodor Bratrud III, Acting Chair
Tom Ciolkosz
Michelle Engle

INTRODUCTION

Lovettsville was extremely busy place in 2013. The Town made significant progress on several critical capital projects, including the construction of two new public structures. The private development community was also very active, with 30 new homes being constructed in the Town. The Town also expanded many long running events and activities that celebrate the history and strong sense of community that is shared in Lovettsville. The following report records the most significant Town government accomplishments and events that took place for the calendar year 2013, along with a numerical listing of several key indicator related to Town growth, development, and economic activity.

SUMMARY OF MAJOR EVENTS

Tree City USA

During the Arbor Day celebration on April 22, the Town was recognized for meeting all of the requirements to become one of Virginia's newest "Tree City" communities. The state coordinator was on hand to present the Town with an Arbor Day flag, and Tree City signage that was later installed at the Town's welcome sign. The Town must meet specific requirements annually to maintain its "Tree City" status.

HEAL Town USA

In August, the Town became an official HEAL Town member. HEAL stands for Healthy Eating, Active Living and is a program managed by the Institute of Public Health Innovation and sponsored by the Virginia Municipal League. The Town Council will annually look for ways to promote healthy living in Lovettsville.

Parks and Environment Committee

In conjunction with the Tree City designation, the Town established a Parks and Environment Committee to focus on trees, how the Town's parks are used, and general environmental issues and concerns. This group meets regularly and is developing public programs and working on projects such as a public tree survey for all trees owned by the Town.

Certified Planning Commissioners

Five Members of the Planning Commission, along with the Town Zoning Administrator, completed the Virginia Certified Planning Commissioner Training course that was held in Leesburg. The participating Commissioners and Zoning Administrator completed their weekly homework assignments and training on time; receiving their official certifications at the close of the last session.

Town Code Codification

The Town has worked closely with the municipal code corporation to compile all of the Town's existing ordinances into one complete codified code book. This labor intensive process was nearing completion by the end of 2013 and should be finished in the first quarter of 2014.

Old Town Lovettsville Study

The Planning Commission Vice-Chair, Joseph Mueller, presented the "Old Town Lovettsville Study" to the Town Council on April 11, 2013. The Study outlined the preliminary work and research that the Commission has done since July 2012 to study "Old Town Lovettsville," specifically what changes to the Zoning Ordinance could offer property owners more flexibility in the use of their properties. The study included best practice research, 2012 survey results and proposed incentives. The Town Council voted to endorse the "Old Town Lovettsville Study." This initiative followed the direction of the major goals of the 2011 Comprehensive Plan.

National Flood Insurance Program

On February 28, 2013 the Town Council adopted the new Floodplain Ordinance in order to meet the requirements necessary to become a member locality of the National Flood Insurance Program. The Town of Lovettsville was formally enrolled into the National Flood Insurance Program on October 22, 2013. Any resident of Lovettsville may now purchase flood insurance.

Sewer Line Cleaning and Inspections

The Town experienced two sewer backups where grease was found to be the cause. The Town responded to these emergencies and jet cleaned the obstructed lines. As follow up, the Town contracted and completed 6,000 feet of sewer line camera inspection and cleaning. Many segments were near the areas of the two blockages or were downstream of the food service locations and showed substantial grease build up. In addition, a segment of sewer line was found to contain a large blob of material at the bottom of the pipe that could not be moved with the root cutter and will be included for repair as part of the East Broad Way Sidewalk Project.

Sewer Line Smoke Testing

After being unable to smoke test in 2012 because of wet conditions, with the help of the engineering firm CHA Inc., the Town finally completed two days of sewer line smoke testing in September. The areas tested included Broad Way, Loudoun Street, Pennsylvania Avenue, S. Church Street near the intersection with Pennsylvania Avenue, and Locust Street. The testing indicates there could be seven main line issues, 20 private lateral issues and gutters from one home connected to the sewer line. CHA has provided a follow up report with recommendations for the next step and the possible costs. Staff will be following up with a report to Town Council and a plan of action for addressing the issues.

Fats, Oils and Grease Inspections

In April the Town conducted FOG inspections, per the new Water and Sewer Ordinance, for all food service locations within Town. Several facilities were found to be lacking the equipment required in the ordinance. Town Council is considering an incentive program to facilitate the installation of these devices and will follow up with the restaurants to ensure the devices are installed per the ordinance requirements. Follow up inspections are needed to ensure appropriate disposal and maintenance programs are being followed.

Land Swap with New Town Meadows

After a few years of discussions with the leadership of the New Town Meadow’s Home Owner’s Association, the Town was able to swap two parcels of land with the community. The Town gave land that included the tree buffer area and storm pond adjacent to Lang Drive to the HOA and in return the HOA gave a small sliver of land between the Town’s water tower site and the Town’s grass lot that sits at the corner of Lange Drive and Quarter Branch Road. This transfer now gives the HOA the security of

having complete control over their buffer area and storm pond and the Town now has been able to consolidate its parcels to allow for better care, maintenance, and access.

New HVAC system for Museum Building

In late summer the Town replaced the existing air conditioning and electric resistance heating unit in the museum with a new, much more efficient, heat pump system that will provide heating and air-conditioning to the building. The temperature in the building is now regulated by a digital programmable thermostat to further increase cost savings.

Parking Lot at Town Hall expanded

The parking lot at Town Hall was expanded to the east to add additional parking for Town staff and visitors. Crushed gravel was used as the surface material to allow for easy removal, should this space be used for Town Hall expansion.

Ground Storage Tank and Elevated Tank Warranty Inspections

Both potable water ground storage tanks were inspected using a unmanned swimming camera. The tanks were found to be in excellent condition with very little sediment present at the bottom. Using the unmanned camera allowed the tanks to stay full of water and did not require that they be offline for multiple days for disinfection, saving the operators a lot of time and aggravation and allowing the tanks to be inspected on the same day in just a couple of hours. Inspection of water storage tanks must be completed every five years as regulated by the Virginia Department of Health (VDH). With the information from this inspection, the Town knows that cleaning of the tank is unnecessary and will wait to inspect the tanks in five years using similar technology.

The elevated tank was taken offline and drained in October to allow Utility Services Inc., the company contracted to provide maintenance of the tank, access to inspect the paint job inside and out on the tank to be sure it is holding up properly. The inspection showed no issues with the paint job and was brought back on line. With disinfection and testing to demonstrate disinfection was properly accomplished per VDH requirements, the whole process required the tank to be offline for five days. The new VFD (Variable Frequency Drive) pressure system worked flawlessly during this period.

Water Meter Upgrade

The Town purchased the hardware and installed software to read meters directly into a handheld device for download to the Utility billing software. The Town hired Total Development Solutions Inc (TDS). to help replace approximately 50 meters from manual read to radio read. Many of these meters were the ones that could not easily be replaced because they needed to be totally dug up and replaced. In addition, focus was to replace those manual meters that were especially time consuming to manually read. For instance, many of the meter crocks would fill with ground water and had to be hand pumped down before they could be read. Most of those meters were replaced with radio read, eliminating the need to pump out the water. The meter reader has identified a substantial reduction in the time needed to read meters.

CAPITAL PROJECTS

Walker Pavilion on the Town Green

The Pavilion construction began in March and was substantially complete in time for MayFest on May 25, 2013. The ribbon cutting celebration did not take place until July 20 due to several weather delays. The contractor, Fuog-Interbuild, worked this fall and early winter to complete all the outstanding punch list items needed for the project to be considered complete. A rental process was also developed and it was found that a water supply was desired. In the fall, TDS installed a yard hydrant at the back of the Pavilion that will facilitate supplying water for flowers, landscaping, and cleaning needs along with the various uses during special events.

Town Hall Expansion

The Town issued an RFP for architecture services for the Town Office Expansion and selected PMA to complete the work. The project kickoff and interviews with staff and Town Council occurred in late July, followed by committee field trips to several other Town Offices in the area. The needs assessment was presented to the committee in October followed by a day-long Charette in November to begin the process of prioritizing the needs for the Town Office and begin discussing layouts for the expanded facility.

Quarter Branch Park and Support Facility

Construction on the Town's Support Facility, more affectionately referred to as "The Barn" began in July. The building went up rapidly and, as planned, was available to take the Oktoberfest supplies following this year's event. The site work required substantially more grading than originally expected by the contractor and took more time than expected and will be complete early in 2014.

Water System Improvements

The Town consultant CH2M Hill (sub-consultant for Dewberry) visited the water plants and designed a new Supervisory Control and Data Acquisition (SCADA) system for the water system as recommended in the Dewberry assessment of the water system. This design was priced out by Sherwood Logan (the desired contractor for installation) and a project cost will be presented to Town Council for consideration in early 2014.

East Broad Way Streetscape Improvements

Completion of the design was completed and Virginia Department of Transportation (VDOT) approved the plans and waivers in July, 2013. Work began on preparing the plats, deeds, and other documents needed for the acquisition of right of way and easements from property owners along the street project area. The Town held a meeting with property owners in September and mailed the acquisition offer packets to the property owners in October. KDR Inc, the firm hired to assist the Town in the acquisition process, has been meeting with the owners, and by the end of 2013, had

obtained property owner's consent on 15 of the 31 needed easement/right of way packets.

Berlin Pike Bike Path

Final design work and waiver request development was completed and VDOT approved waivers and the design. The project then entered the Utility Field Inspection design phase to determine if the path would conflict with any existing water, sewer or other utilities along the project. Relocation of some water and sewer items were identified and designed with completion of this phase in October. Additional funding was found to be needed before the project could move into the easement acquisition phase. VDOT notified the Town in December that additional funding has been obtained and does not require Town Match. With this additional funding the project will be entering the easement acquisition phase in the first quarter of 2014.

Waste Water Treatment Plan

The Town has been continuing their discussions with English Construction on the outstanding issues with the WWTP performance. A meeting was held in February and subsequent follow up has occurred with English coming on site on December 17, to collect field measurements and address some of the outstanding issues with the RAS pump stations.

Town Square Sidewalk Connector

A sidewalk connector was constructed along the southern end of the Town Square in time for Oktoberfest visitors to use the new sidewalk to safely reach their parked cars.

ECONOMIC DEVELOPMENT INITIATIVES

"We're In!" Lovettsville's Business & Tourism Committee

The "We're In" Committee have worked hard to implement their 2013 Work Plan. They held meetings every month of 2013.

2013 Small Business Forum

The Town held its 2nd Annual Small Business Forum, titled "Growing Your Small Business," at the Lovettsville Community Center on May 17, 2012. The Forum gave local entrepreneurs and small business owners the opportunity to network with other members of the local business community and to interact with members of the Town Council. The Forum also featured special guest speakers who offered their "first-hand" advice on starting a small business. There were about 25 people in attendance.

2013 Fall Entrepreneur Workshop

As part of National Entrepreneur Month, on November 20, 2013 the "We're In" Committee organized a workshop for the local business community as an opportunity to

network and learn more about how to market their businesses. The guest speaker gave a presentation called “Small Business, Big Brand.”

Lovettsville Business & Community Directory

Staff worked with the “We’re In” Committee to publish the 2013 Lovettsville Business and Community Directory, (processed applications, developed layout, organized advertisements, etc.). Final draft was completed by April 29, 2013. They were distributed for the first time on a large scale at Mayfest.

Town Seal

Staff worked with the “We’re In” Committee to organize the “Town Seal Challenge” in order to solicit input from the community to be used in the development of the Town Seal. The Challenge was open for the month of April with Challenge applications due May 1, 2013. The finalists were presented at Mayfest with a request of attendees to vote for their favorite Town Seal design. The winning Town Seal entry was sent to a Pennsylvanian Dutch artist who transformed it into the official Town Seal. In honor of our German American heritage, the Town Seal features early German American signs/symbols found on barns, quilts, furniture, formal documents. Each symbol & color has a unique meaning.

EVENTS

Berserkle on the Squirkle

On New Year’s Day, the Town of Lovettsville hosted the second annual Berserkle on the Squirkle. This family-friendly 5 K fun run was a quirky and unconventional event. Participants ran, jogged, danced and shuffled through the 27 laps inside the Town Square. Many were dressed in funny costumes or outrageous hats; there were also quite a few decorated strollers and dogs. We had approximately 170 participants. Local entrepreneurs were invited to set up booths to promote their businesses.

Arbor Day/Earth Day

The Town jointly celebrated Arbor Day and Earth Day at a special tree planting ceremony on April 22. Two Arbor Day trees were planted at the corner of Light Street and East Broad Way.

Rain Barrel Workshop

The Town sponsored its third annual rain barrel workshop on April 9 at the Lovettsville Community Center. Approximately a dozen rain barrels were constructed by residents of the community. Twenty dollar utility bill credits were issued to those in-town participants who purchased a barrel from the event.

Mayfest

This Saturday of Memorial Day weekend festival is now in its second year. High winds and cool temperatures made the event challenging, yet even with the less than perfect weather, there was strong public support and many more vendors than the inaugural year. Vendors included several area wineries. More music entertainment was added to this year's schedule and the performers were able to utilize the new Walker Pavilion.

Walker Pavilion Dedication

After several weather delays, the Walker Pavilion was officially dedicated on July 20. Elected leaders came out to honor former Mayor Elaine Walker as she cut the ribbon on the new public structure located on the west end of the Town Green. Those who braved a brief, yet severe, thunderstorm were treated to a performance by the Loudoun Jazz Ensemble.

Movies on the Green

The Town, in partnership with the Lovettsville Community Center continued this tradition, now in its sixth year. This year, five movies were shown, and all of the movies were able to take place on the Town Green, using the new Walker Pavilion

Memorial Day

On Monday, May 27, The Town gathered for the annual Memorial Day Ceremony at the Veterans Memorial in the Town Square.

Town Picnic and Kickball Game

On August 25 the Town Hosted a picnic on the Town Green to give residents a chance to meet with the Town's elected officials and each other. The Town provided picnic food with the support of the Lions Club who grilled hotdogs and provided snowcones. The Town also organized several kickball games.

Patriot Day

In keeping with the Town's tradition, a simple ceremony of remembrance was held at the Veterans Memorial on September 11. Fire and rescue personnel from Station 12 along with other community members participated in the event.

Oktoberfest

The Town's signature event celebrated its 20th anniversary this year. The event had more visitors than any previous festival. Increased revenue from beer sales, sponsorships, and vendors allowed the festival to be completely self supporting. New elements to this year's event included wiener dog races, stein hauling competitions, a sing-a-long, and expanded musical entertainment.

Veterans Day

The Town held its annual Veterans Day Ceremony on November 11 at the Veteran Memorial in the Town Square. This year the Town was proud to dedicate 25 new

pavers as part of the memorial. A crowd of approximately 250 citizens attended to see the dedication, hear the Lovettsville Elementary School Chorus and remarks from keynote speaker, Delegate Joe May.

Tree Lighting

Continued rainy weather forced the postponement and ultimate cancelation of the Tree Lighting for 2013.

Light Up Lovettsville

For the second year, the Town sponsored the holiday light competition, with traveling trophies awarded to the best house and business. Local citizen judges volunteered to drive around the Town as a group to select the winners. The top three properties in each category were recognized at a special reception at Town Hall.

GENERAL STATISTICS

Item:	Amount:	Notes:
Business License (in Town)	\$22,617 (86)	86 business licenses were issued in 2013, compared to 60 in 2012, an increase of 43%. Fees collected increased by \$2,473 or 12%. Three businesses accounted for 37% of total license fees collected – Quarter Branch Technologies (18%), 7-Eleven (11%), and AGSI, Inc. (8%).
Business License (out of Town Contractor)	\$19,871 (125)	125 contractor licenses were issued in 2013, compared to 109 in 2012 an increase of 15%; however, revenue decreased by \$507 (2%) due to several companies reporting lower gross receipts (used to calculate the business license fee). One company, NVR/Ryan Homes, accounted for 61% of total license fees collected.
Vehicle Decals (4+ wheels)	\$34,144 (1,489)	1,489 vehicle decals were issued in 2013, an increase of 27% over 2012. Revenue from decal sales increased by \$7,112 (26%). Most of the decals were sold over a two-month period – 487 in October and 662 in November, for a total of 1,149 (77%). The Town used the County’s personal property records to send out the decal renewal notices in 2013. The County’s list

		contained nearly 1,600 vehicles compared to the Town's list, which contained approximately 1,300.
Vehicle Decals (Motorcycles)	\$660 (42)	42 motorcycle decals were issued in 2013, compared to 34 in 2012. Revenues increased from \$530 in 2012 to \$660 in 2013.
Occupancy Permits Issued	\$2,325 (31)	31 Occupancy Permits were issued in 2013, compared to 26 in 2012, an increase of nearly 20%. This is the first full year that the \$75 permit fee has been in effect.
Zoning Permits Issued	\$9,000 (83)	83 Zoning Permits were issued for minor and major improvements in 2013, compared to 72 in 2012, an increase of 15%. Revenue collected increased 22%, from \$7,325 in 2012 to \$9,000 in 2013.
Home Occupation Permits	\$1,200 (24)	24 Home Occupation Permits were issued in 2013, compared to 16 in 2012, an increase of 50%. Revenue also increased 50%.
FOIA Requests	2	--
Sewer Taps Sold	\$357,000 (30)	30 sewer taps were sold in 2013, compared to 25 in 2012, an increase of 20%. Revenue increased by \$59,500 (20%).
Water Taps Sold	\$8,100 (1)	1 water tap was sold in 2013, the same as in 2012.
Sewer Connections	\$30,000 (30)	30 sewer connections were sold in 2013, compared to 27 in 2012. Revenue increased by \$3,000 (11%).
Water Connections	\$30,000 (30)	30 water connections were sold in 2013, compared to 27 in 2012. Revenue increase by \$3,000 (11%).
TOTAL	\$514,917 (1,971)	Total revenue in 2013 from the items listed above was \$514,917, an overall increase of \$79,108 from 2012 (18%). The number of transactions processed for these item increased 25%, from 1,577 in 2012 to 1,971 in 2013.

CONDITIONAL USE PERMITS

Request	Action	Date
AT&T Wireless Communications	Approved	12-12-13
7-11 Hours of Operation	Approved	08-08-13

REZONINGS

Request	Action	Date
5 North Berlin Pike	Approved with proffers	04-25-13

PROFFER AMENDMENT

Request	Action	Date
5 North Berlin Pike	Pending	--

SITE PLAN / CONSTRUCTION PLAN REVIEW

Request	Action	Date
None	--	--

SITE PLAN AMENDMENTS

Request	Action	Date
None	--	--

MINOR SUBDIVISION /BOUNDARY LINE ADJUSTMENT

Request	Action	Date
5 North Berlin Pike	Pending	--

PRELIMINARY PLATS (PLANNING COMMISSION)

Request	Action	Date
Lovettsville Glen	Pending	--
Cooper Run Subdivision	Pending	--

FINAL PLAT

Request	Action	Date
Town Center – Section 4	Approved	12-19-13

ORDINANCE AMENDMENTS

Request	Action	Date
Floodplain Ordinance	Approved	2-28-2013
Parking Requirements	Approved	2-28-2013
Residential Open Space	Approved	6-27-2013
Hours of Operation	Approved	6-27-2013

BOND REDUCTION & RELEASE

Development	Action	Date
Kingsridge Section 1	Fully Released	06-27-13
Kingsridge Section 2	Fully Released	06-27-13
Town Center – Sewer Tap Reservation	Fully Released	12-19-13
Town Center – Section 1	Approved Pending Warranty Bond Submission	12-19-13
Town Center – Section 2	Approved Pending Warranty Bond Submission	12-19-13

VDOT STREET MAINTENANCE ACCEPTANCE

Development	Streets	Date
Town Center Section 1	Town Center, Spring Farm Drive and portions of Hammond	May - 13
Town Center Section 2	Black Forest and portions of Hammond, Eisentown, Kimberly Kristin Way	Sep. - 13

MEETINGS AND WORKSHOPS

Planning Commission Meeting Dates:

January 2	April 3	August 21
January 16	April 17	September 18
February 6	May 1	October 16
February 20	May 15	November 6
March 6	June 19	December 4
March 20	July 17	

Town Council Meeting Dates:

January 10	May 2	August 22
January 24	May 9	September 5
February 14	May 23	September 19
February 28	June 30	October 10
March 16	June 13	October 24
March 21	July 2	November 14
April 4	July 11	December 12
April 11	August 7	December 19
April 25	August 8	

(Tree City) Parks & Environment Board Meeting Dates:

February 28	October 2
April 22	November 6
September 4	

(We're In!) Business & Tourism Committee Meeting Dates:

January 29	May 1	September 4
February 19	June 4	October 2
March 7	July 7	November 6
April 3	August 9	December 4