

# Town of Lovettsville

## Town Council Minutes of Regular Meeting January 24, 2013

### Call to Order/Pledge of Allegiance

Mayor Robert Zoldos called the Regular Meeting of the Lovettsville Town Council to order at 7:35 PM on Thursday, January 24, 2013 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

### Pledge of Allegiance

Mayor Zoldos led those assembled in the Pledge of Allegiance

### Present at Meeting

- Mayor Robert Zoldos II
- Vice Mayor Mike Senate
- Council Member Kimberly Allar
- Council Member Jack Burden
- Council Member Tiffany Carder
- Council Member Rodney Gray
- Council Member James McIntyre

### Staff

- Town Manager Keith Markel
- Project Manager Karin Fellers
- Treasurer Lance Gladstone
- Town Clerk Harriet West

### Absent

- None

### Presentations

There were no presentations.

### Comments from the Public (Attachment 1: Speaker Sign Up Sheet)

Councilmember McIntyre read the procedures for public speakers.

Jacqueline Rauenzahn, 12A East Pennsylvania Avenue, came forward to speak. She said she spoke with the Virginia Department of Transportation and former Mayor Walker and was told that East Pennsylvania Avenue is owned by the Town of Lovettsville. She asked what could be done to get the road plowed. She said it has only been plowed three times in the past three years that she has lived here. She said the road is getting dangerous and it was really icy tonight. Secondly, she asked if it would be possible to install a 25 mile per hour speed limit sign on East Pennsylvania Avenue. She walks her dogs on the road and it seems like people drive at least 40 miles per hour. There were no questions from the Council. Mayor Zoldos said he would follow up with her.

Mayor Zoldos asked if there were any additional comments from the public. There were none.

### Community Presentations

#### A. Loudoun County Sheriff's Office

There was no report.

#### B. Lovettsville Volunteer Fire and Rescue Company

There was no report.

#### C. Lovettsville Community Center

There was no report.

D. Lovettsville Library

There was no report.

**Town Commission and Committee Reports**

A. Lovettsville Planning Commission

There was no report.

B. Parks Committee

Vice Mayor Senate said work is proceeding on the Walker Pavilion and that the Parks Committee will be looking at the engineering costs for the Quarter Branch Park Facility.

C. "We're In!" Committee

Councilwoman Carder said the next meeting will be on January 29.

D. MayFest Committee

Councilwoman Carder said they have nine vendors and one confirmed sponsor, Northern Virginia Party Rentals. The next meeting will be on February 12. She thanked the Committee members including Stephanie Bickmore, Kids Zone Coordinator; Mary Torres, Band Coordinator; and Kristina Neiberger and Wendy Ruck, Beer Tent Coordinators.

**Additions/Deletions/Modifications to the Agenda**

Mayor Zoldos asked if there were additions, deletions, or modifications to the agenda.

Councilwoman Carder asked to add a Resolution for National Wear Red Day to the agenda. Mayor Zoldos asked if there were any objections. There were none.

Manager Markel asked to add an item to discuss the Civil War Trails Sign. Mayor Zoldos asked if there were any objections. There were none.

**Approval of Town Council Minutes**

A. Town Council Public Hearing and Regular Meeting – December 8, 2012

**Motion:** I move to adopt the minutes of the Town Council Public Hearing and Regular Meeting of December 8, 2012 as amended.

**By:** Council Member Carder

**Second:** Council Member McIntyre

**Aye:** Council Members Allar, Burden, Carder, Gray, and McIntyre

**Nay:** None

**Abstain:** Vice Mayor Senate

**Absent:** None

**Report from the Treasurer**

The Treasurer gave the Financial Report for October 2012. He noted the Town is still withholding payment of the Loudoun Water invoices until they receive an explanation why some of the bills are so high. He said there is a restaurant in Town that has been delinquent on the meals tax revenue for 10 months. The owner has not responded to his certified letters so he will be pursuing collection through a bank lien.

**Motion:** I move to accept the Treasurers Report dated October 2012.

**By:** Vice Mayor Senate

**Second:** Council Member Gray

Mayor Zoldos called for discussion. Hearing none, he called for the vote.

**Aye:** Council Members Allar, Burden, Carder, Gray, McIntyre, and Senate

**Nay:** None

**Abstain:** None

**Absent:** None

Mayor Zoldos asked the Treasurer if he was close to getting caught up on the Financial Reports. Mr. Gladstone said everything has been posted through the end of December and that he is working on finishing the outstanding reports.

**Staff Reports**

A. Report from the Project Manager

Project Manager Fellers said she has gotten expressions of interest from several architectural firms regarding the Request for Proposals for the Town Hall expansion. There were no questions from the Council.

B. Report from the Zoning Administrator

There were no questions regarding the Zoning Administrator report.

C. Report from the Town Attorney

The Town Attorney was not present at the meeting.

D. Report from the Town Manager

Manager Markel distributed his report. Vice Mayor Senate asked about repairs to the hydrant on the corner at Loudoun Street and said that a couple of people have noticed a slight decline in water pressure. Manager Markel said the cover that Loudoun Water placed over the hydrant while the concrete was curing will be removed tomorrow. All repairs were made behind the hydrant valve, so that would have had no bearing on the water pressure. The Town will also be installing reflective marking posts around the hydrant to try and prevent damage in the future.

**Action/Discussion Items**

A. Water and Sewer Rate Study Scope

This item was presented by Project Manager Fellers. The Council is being asked to approve the Consultant and Scope of Services to complete the Water and Sewer Rate Study. Project Manager Fellers explained Tasks 1-5 would analyze the rate the Town needs to charge under the current rate structure and that Tasks 6 would look at alternative tiered rates.

Mayor Zoldos called for questions. Councilman Burden said there are many different ways to charge for water, but the Town will be in a better position to examine this after the rate study is completed.

Councilman McIntyre asked about the total project cost. Project Manger Fellers said she is asking the Council to approve the cost for the total scope, which is \$27,750, and giving her the ability to have the consultant start on Tasks 1-5.

**Motion:** I move that Town Council approve the selection of MFSG to complete the Water and Sewer Rate Study and approve the Scope of Services titled Lovettsville Water and Sewer User Rate Study dated January 16, 2013 for a total amount of up to \$27,750 and authorize the Mayor or Town Manager to sign the appropriate paperwork once in final form and to issue authorization to proceed with Tasks 1 through 5. Funding for this study will be taken from the Town's Utility Fund Reserves.

**By:** Council Member Burden

**Second:** Council Member Senate

Mayor Zoldos called for discussion. Hearing none, he called for the vote.

**Aye:** Council Members Allar, Burden, Carder, Gray, McIntyre, and Senate

**Nay:** None

**Abstain:** None

**Absent:** None

Councilman Burden said the recent article in the *Brunswick Citizen* and the Friday email lets citizens know the Town is undertaking this study. The results will be useful at budget time to help set the water and sewer rates. Mayor Zoldos said this will help explain how the Town's rates compare to other towns and what is needed to cover expenses because they cannot continue to run in a deficit for much longer. Vice Mayor Senate said the Town's rates are comparable to Leesburg, which has 40,000 residents compared to 1,700 in Lovettsville. Mayor Zoldos said the Town has to treat the water and sewage to the same standards as much larger jurisdictions, like Fairfax, which are dealing with millions of customers.

**B. Sprint Lease Agreement for Water Tank**

Project Manager Fellers presented this item. The Town Council directed staff and the Town Attorney to draft a revised Lease Agreement for the proposed communication equipment modifications on the Elevated Storage Tank for the Sprint Antennas as was approved with the Conditional Use Permit on December 8, 2012. Staff has negotiated an agreement which is being presented to Council for approval.

**Motion:** I move that Town Council approve Ordinance 2013-01-001 and authorize the Town Manager to sign the Lease Agreement for Sprint site ID WA54XC800-B once in a form acceptable to staff and the Town Attorney.

**By:** Council Member Gray

**Second:** Council Member Burden

Mayor Zoldos called for discussion. Vice Mayor Senate explained this been discussed at many meetings in the past and that Staff has done a very thorough job. Hearing no further comments, Mayor Zoldos called for the vote.

**Aye:** Council Members Allar, Burden, Carder, Gray, McIntyre, and Senate

**Nay:** None

**Abstain:** None

**Absent:** None

**C. RFP Selection Process for Architect for Town Hall and Parking Lot Expansion**

Project Manager Fellers presented this item. The Council is being asked to designate the process for consultant selection and support during the project.

Mayor Zoldos distributed an organizational chart for the Town. He noted there are several standing committees that meet as needed. He said it would be nice to have a separate standing committee that would be responsible for the Town Hall and Parking Lot Expansion as the project moves forward over the next couple of years. Staff recommends creating a "Facilities Committee" that would be similar in composition to the Parks Committee, with a small group of participants who have flexible enough schedules to be able to meet during the day and to tour other Town Offices. The selection of members should take these issues into account.

Council Member Gray said this is closely related to the work he does. He is not available during the day; however, he would be willing to read through any materials and provide input. Vice Mayor Senate and Council Members Burden and McIntyre expressed an interest in serving on the new Committee.

**Motion:** I move that Town Council direct staff to coordinate the organization of a new Town Council subcommittee, named the Facilities Committee for providing support to the Town Office Expansion and Parking Lot Design to include the following members: Karin Fellers, Project Manager; Keith Markel, Town Manager; Robert Zoldos II, Mayor; Jack Burden; Mike Senate; and Jim McIntyre.

**By:** Council Member McIntyre

**Second:** Council Member Carder

Mayor Zoldos called for discussion. Hearing none, he called for the vote.

**Aye:** Council Members Allar, Burden, Carder, Gray, McIntyre, and Senate

**Nay:** None

**Abstain:** None  
**Absent:** None

Councilman Burden asked which committees on the Mayor's organizational chart should follow the work plan format established previously. Mayor Zoldos said the requirements would apply to the Events Committees and the Standing Committees, including the newly formed Facilities Committee.

D. Lovettsville Town Center Section 1 – VDOT Street Acceptance Resolution

Manager Markel presented this item. The Council is being asked to adopt a resolution in support of VDOT acceptance of the streets within Lovettsville Town Center Section 1.

**Motion:** I move that Town Council adopt Resolution 2013-01-001, requesting VDOT accept the streets within Section 1 of the Lovettsville Town Center into the Secondary Road maintenance system.  
**By:** Council Member Senate  
**Second:** Council Member Burden

Mayor Zoldos called for discussion. Hearing none, he called for the vote.

**Aye:** Council Members Allar, Burden, Carder, Gray, McIntyre, and Senate  
**Nay:** None  
**Abstain:** None  
**Absent:** None

E. Western Loudoun Artist Studio Tour Matching Grant

Manager Markel presented this item. The Council is being asked to consider supporting the Western Loudoun Artists Studio Tour by providing a donation and applying for a matching grant offered through the Virginia Commission for the Arts.

For the past several years the organizers of the Western Loudoun Artists Studio Tour have asked the Town for financial support to assist with expenses related to the yearly event. Staff recommends that the Town again contribute \$250 towards the event and apply for the State's matching grant, as well as helping to publicize the event.

Mayor Zoldos asked if there were any questions. Vice Mayor Senate said the Town's contribution has been \$250 for a long time and he asked if that amount was sufficient. Manager Markel said that would be up to the Council. The organization did not request a specific amount, but the State will match up to \$5,000. Councilman McIntyre asked what their overall budget is and how much support they get from other towns. Manager Markel said that in past years he did not think the other towns had contributed to the event. Vice Mayor Senate said many of the artists are in Town and it brings a lot of people to the area. The Council discussed increasing the donation to \$300. Councilman Burden said perhaps the Town could donate \$250 and become a sponsor. Hearing no further discussion, Mayor Zoldos called for a motion.

**Motion:** I move that the Town provide a \$300 donation to the Western Loudoun Artists Studio Tour and direct the Town Manager to submit the necessary paper work to apply for a matching grant for the Western Loudoun Artists Studio Tour offered through the Virginia Commission for the Arts, along with supporting the Tour through the Town's public communication outlets.  
**By:** Council Member Carder  
**Second:** Council Member McIntyre

Mayor Zoldos called for discussion. Councilman Burden asked where the money would come from. Staff said it would come from the Donations Line Item. Following further discussion by Staff and the Council regarding the availability of funds and the amount, Councilman McIntyre made a motion to table this item until the next meeting. Mayor Zoldos called for the vote.

**Aye:** Council Members Allar, Burden, Carder, Gray, McIntyre, and Senate  
**Nay:** None  
**Abstain:** None  
**Absent:** None

**F. Recognition of the 10<sup>th</sup> Anniversary of National Wear Red Day**

Councilwoman Carder presented this item. The Council is being asked to approve a resolution in recognition of the American Heart Association's National Wear Red Day. Councilwoman Carder distributed "Go Red" pins and asked everyone to support this cause by wearing red on February 1.

**Motion:** I move to adopt Resolution 2013-01-002: Recognition of the 10<sup>th</sup> Anniversary of National Wear Red Day.  
**By:** Council Member Carder  
**Second:** Council Member Senate

Mayor Zoldos called for discussion. Councilman McIntyre asked about the reference to gender disparities in the proclamation. Councilwoman Carder said the campaign is based on the general perception that heart disease only affects men, so women were not paying attention to the heart health message. Women also experience different heart attack symptoms so even within the medical community, the signs were not well recognized. Councilman McIntyre suggested including information about the heart attack symptoms for women in the Mayor's Message in the Friday email. Councilman Burden said he thought it was fine for the Town to support this, but he did not think it should be a Town effort. Mayor Zoldos said this was just to raise awareness. Hearing no further discussion, Mayor Zoldos called for the vote.

**Aye:** Council Members Allar, Burden, Carder, Gray, McIntyre, and Senate  
**Nay:** None  
**Abstain:** None  
**Absent:** None

**G. Civil War Trails Sign**

Manager Markel presented this item. The Council is being asked to review the draft wording for the new Civil War Trails Sign. Staff and the Council Members discussed some proposed changes and asked Manager Markel to follow up with Jim Morgan, who represents the Loudoun County Civil War Sesquicentennial Committee.

**Information Items**

There were no information items.

**Comments from the Mayor and Town Council**

Councilman Burden asked about the status of installing street lights on Pennsylvania Avenue, which was funded by the Council last year. Manager Markel said he will start moving forward on this, if the consensus of the Council is to place the lights on Pennsylvania Avenue. Mayor Zoldos asked if there were any objections. There were none. Councilman Burden then discussed a fundraising campaign being conducted by the Lovettsville Union Cemetery to repair monuments in need of restoration or stabilization. The cemetery is located outside of the Town, but it bears the Town's name. He asked to place brochures in Town Hall and to have the information included in the Friday email and on the Town's website. Mayor Zoldos said he would include the information in the Friday email.

Councilwoman Carder thanked the Mayor and Council for supporting the National Wear Red Day Resolution.

Vice Mayor Senate thanked Loudoun Water and Town Staff for responding to the damaged fire hydrant at East Broad Way and Loudoun Street. He also thanked Deputy Lopreto for enforcing the speed limit on Loudoun Street. He also said the Town should be proud of the newspaper article about Market Table Bistro reopening after the restaurant was damaged by Hurricane Sandy.

Councilman Gray said that Don Rose passed away today. Mr. Rose was from the Lovettsville area and was very involved in local youth sports in Loudoun County.

Councilman McIntyre gave an update on an incident that occurred on December 14, 2012 involving two of his children while they were walking home from a friend's house on South Loudoun Street. They were stopped by a Sheriff's Deputy and advised they were walking on the wrong side of the road. He discussed comments he posted on Facebook and subsequent conversations he had with Deputy Sheriff Lopreto and Lieutenant Caminity, Western Loudoun Station Assistant Commander, about ways to have more positive interactions with youth in the community.

Mayor Zoldos reported on the following:

- He and Staff recently met with English Construction to discuss the third module of the waste water treatment plant.
- The Board of Supervisors has decided on the new build option for the Lovettsville Community Center. He followed up with Supervisor Higgins regarding concerns about the size of the new building and conditions of the pool house. He will be meeting with Supervisor Higgins on February 1 to discuss the Community Center and the status of the potential school sites.
- Two residents on Barbara Ellen Place have had problems with flooding resulting in their sump pumps running continuously. They have not been able to determine where the water is coming from but it does not appear to be coming from the Town.
- He will be attending the Retired Teachers Luncheon next Friday.
- The Zoning Administrator and four of the Planning Commissioners are participating in the Certified Planning Commissioner Training.
- The Utility System Tour is next Friday.
- "We're In!" is meeting next Tuesday.
- The Game Club has approached the Town about conducting a volunteer fest. The event, tentatively scheduled on April 14 from 2:00-4:00 PM at the Game Club, would provide an opportunity for residents to learn about volunteer opportunities. The Town's role would be to help promote the event.
- The PTO Chili Cook-Off and Basket Bingo have been postponed until February 8 due to the weather.
- He awarded merit badges to the Brownie Troop last week after teaching their first aid course. He also participated in the Cub Scouts Pinewood Derby.
- There may be an opportunity to work with the PTO on a Valentine's Day event in the Town Square.

#### **Closed Session**

There was no Closed Session.

#### **Adjournment**

There being no further business before the Council, the meeting was adjourned at 9:26 PM.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: March 21, 2013

Attachments:

1. Speaker Sign Up Sheet

# Town of Lovettsville

## Speaker Sign - Up Sheet

### Town Council Regular Meeting - January 24, 2013

Please Print.

Name and Association	Address	Topic	Email Address (Optional) <sup>1</sup>
Jacqueline Rauenzahn	12A East Pennsylvania Avenue Lovettsville, VA 20140	Issues w/ East Pennsylvania Avenue	JLRshapo@gmail.com

Each speaker will be limited to no more than three (3) minutes at the beginning of the meeting, or no more than five (5) minutes at the end of the meeting.

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<sup>1</sup> If you provide your email address, you will be added to the Town Council & Planning Commission Meetings Notification List.