

Town of Lovettsville

Town Council Minutes of the May 22, 2014 Public Hearing and Regular Meeting

Call to Order/Pledge of Allegiance

Mayor Robert Zoldos II called the Regular Meeting of the Lovettsville Town Council to order at 7:30 p.m. on May 22, 2014 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Council Members Present

- Mayor Robert Zoldos II
- Vice Mayor Michael Senate
- Council Member Kimberly Allar
- Council Member Jack Burden
- Council Member Tiffaney Carder (arrived at 7:36 p.m.)
- Council Member Rodney Gray
- Council Member James McIntyre

Staff Present

- Town Manager Keith Markel
- Town Attorney Elizabeth Whiting (arrived at 7:40 p.m.)
- Project Manager Karin Fellers
- Treasurer Lance Gladstone
- Town Clerk Harriet West

Pledge of Allegiance

Mayor Zoldos led those assembled in the Pledge of Allegiance.

Presentations

There were none.

Comments from the Public

Mayor Zoldos called for comments from the public. Vice Mayor Senate read the rules for public comment.

Elaine Walker came forward to speak. She asked the Council to consider allocating a portion of the \$27,000 budgeted for support activities for concerts at the Pavilion. She also asked that lighting along the proposed bike path be improved as well as at other locations around Town, like the Town Hall.

James Kane, 39 East Broad Way, came forward to speak about the proposed tax rate and noted that the taxable assessments are up 11%. Mayor Zoldos said the funds will be used for additional expenses and the Streetscapes project. Manager Markel said he would address the assessment as part of his budget presentation.

Community Presentations

A. Loudoun County Sheriff's Office

Deputy Sheriff LoPreto reported on a recent case of fraud, which is prevalent in the area. He suggested that the Town purchase its own signage board, rather than sharing the one from the Sheriff's Department with the other Towns.

B. Lovettsville Volunteer Fire and Rescue Company

Elaine Walker reported that there will be a retention and recruitment program at the fire house on May 31, 2014 for all of the fire and rescue companies in the Western Loudoun area.

Town Commission and Committee Reports

A. Lovettsville Planning Commission

Manager Markel said he had nothing to report.

B. Parks Committee

Vice Mayor Senate said the next meeting will be scheduled after MayFest.

C. MayFest Committee

Councilwoman Carder gave updates on vendors and sponsors, set up, music, food, and entertainment. The dunk tank will be used as a fundraiser for local organizations – Mayor Zoldos, Councilman McIntyre, and Mayor Tome are some of the people who will be dunked. There will also be a food drive for the local food pantry.

D. We're In Committee

Councilwoman Carder had nothing to report.

E. Oktoberfest Committee

Councilman McIntyre said he is working with the Parks Committee on finding a location for the gazebo/information booth. He gave updates on the website and vendor application.

Additions/Deletions/Modifications to the Agenda

Mayor Zoldos called for changes to the agenda. There were none.

Minutes

A. Town Council Regular Meeting – March 13, 2014

No minutes were presented.

Report from the Treasurer

Treasurer Lance Gladstone presented the March 2014 Financial Report.

Motion: I move to accept the March 2014 Financial Report as submitted.

By: Vice Mayor Senate

Second: Council Member McIntyre

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

Nay: None

Abstain: None

Absent: None

Staff Reports

A. Report from the Project Manager

Project Manger Fellers referenced her written report. She noted that VDOT anticipates starting construction on the bike path in March 2015 rather than this fall. This will give VDOT more time to obtain the necessary easements and avoid construction during the winter months. She has been assured by VDOT that no additional funding from the Town will be required. Project Manager Fellers addressed questions from the Council McIntyre about lighting and runoff water.

B. Report from the Zoning Administrator

Manager Markel reported there has been a lot of development happening in Section 4 of Town Center and that staff is reviewing plans for two new projects, Cooper Run and Lovettsville Glen. He noted that NVRetail has re-submitted a new proffer amendment for Town Center, which is under staff review.

C. Report from the Town Attorney

Town Attorney Whiting said she is working with the Town Manager to update the Council Rules and Procedures to include the new statutory standards pertaining to remote participation in Town Council meetings.

D. Report from the Town Manager

Manager Markel said the swearing-in ceremony for the newly elected and re-elected officials has been scheduled for June 12, 2014.

Action/Discussion Items

A. Budget, Rates and Fees, Capital Improvement Plan – Public Hearing

Mayor Zoldos suspended the regular meeting and opened the public hearing at 8:02 p.m.

Manager Markel presented this item. He said the purpose of tonight's hearing is to take comments from the public on the Town's financial plan for the next fiscal year, beginning July 1. The next step is for the Council to make any adjustments, if necessary, in preparation for adopting the budget on June 12, 2014.

Manager Markel reviewed the proposed operating budget and capital budget. He noted that the proposed real estate tax rate is the same as it was in previous years - \$0.21 per \$100 of assessed value. Estimated revenue from real estate taxes is projected to increase by \$80,000 as a result of new home construction and increased County assessment values from existing homes. There are no proposed changes to the Town's sales tax, meals tax, or cigarette tax. He discussed several new proposed expenditures including equipment (a tractor, trailer, and tools), a new phone system for the Town office, and increased personnel service costs.

Manager Markel discussed proposed increases to water and sewer rates based on the Town's water rate study conducted by an outside consultant in 2013. The water and sewer rates would increase by 3% and 6% respectively. He noted the biggest Utility Fund expenditure will be the Town's assumption of utility operations, which had previously been contracted to Loudoun Water.

Manager Markel then reviewed the Capital Project budget and noted there are several General Fund projects that will require funding in FY 2015 including East Broad Way, the Bicycle Path, Quarter Branch Park facilities, Town Green development, and a storm ditch improvement on N. Berlin Pike. Utility Fund projects include enhancements at the elevated water tank site, water line replacement on East Broad Way, and design of improvements needed at the waste water treatment plant.

Mayor Zoldos called for comments from the public. Hearing none, he declared the public hearing closed at 8:14 p.m. and reopened the regular meeting.

B. East Broad Way Street Light Selection

Project Manager Fellers presented this item. The Council is being asked to select lighting fixtures recommended by the Lovettsville Illumination Team (LIT). The Team is recommending a pendant light for East Broad Way. The lights will be mounted on 20-foot poles to be located on just one side of the street. She said the lights are very directional, reduce glare, and are dark sky friendly.

Mayor Zoldos thanked the members of the LIT committee – Jennifer Jones, Kim Allar, Patricia Rostkowski, Project Manager Fellers, and Manager Markel. He noted that the five guiding principles the Council gave them (pedestrian safety, vehicular safety, cost efficient, proper fit and look, and night sky friendly), were well matched with the lights being recommended.

Council Member-Elect Jones said she is proud of the lights selected and noted that the Town emblem will be cast in the base of each post. Project Manager Fellers said the posts will be made of cast iron and come with a 25-year warranty. There will also be a plug on the post for holiday lights and an arm at the top to hold planters or banners. Project Manager Fellers noted the new lights will be on the opposite side of the street from the existing lights. Following further discussion, Mayor Zoldos called for a motion.

Motion: I move that Town Council select an LED light from Spring City using the Exton Pendant fixture and Meterie arm or the Augusta Post Fixture, atop a Madison Post with strong banner arm connectors and a plug at the top of the light for holiday light decorations in Cast Iron for the Town Standard lights and bollards as shown on drawing number S102563 dated 4/10/11 and S102564 dated 4/11/14 from Spring City.

By: Council Member Allar

Second: Vice Mayor Senate

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

Nay: None
Abstain: None
Absent: None

C. Town Employee Policy Manual

Manager Markel presented this item. The Council is being asked to consider the adoption of the draft employee policy manual. Manager Markel said that the final draft has been reviewed by the Virginia Municipal League and the Town Attorney. The only substantive change made was to reduce the number of vacation days for 20-25 years of service to a maximum of 20 days per year as suggested by a Council Member.

Motion: I move that Town Council adopt the Employee Policy Manual as presented.
By: Council Member Carder
Second: Council Member McIntyre
Aye: Council Members Allar, Burden, Carder, Gray, McIntyre, and Senate
Nay: None
Abstain: None
Absent: None

Information Items

There were none.

Comments from the Mayor and Town Council

Councilman Burden gave updates on the Memorial Day Ceremony which will be held on May 26, 2014.

Councilwoman Allar said the keynote speaker for the Memorial Day Ceremony founded an organization called Visible Wound that provides support for veterans after they return home. She said veterans are often more at risk when they return home than when they are at war and noted that 18 veterans per day commit suicide in the United States.

Councilwoman Carder gave updates on preparation for MayFest and the recent small business forum. She thanked the MayFest committee members for getting all of the volunteer slots filled.

Vice Mayor Senate mentioned GK's BBQ and said it is good to have another small business in Town.

Councilman Gray said the Movie on the Green was very well attended and was a great opening night.

Councilman McIntyre said he is looking forward to MayFest. He will be sitting in the dunk booth to raise funds for Friends of the Lovettsville Library.

Mayor Zoldos reported on the following:

- He met with four kindergarten classes and a Girl Scout troop at Town Hall prior to tonight's meeting. They held a series of mock Town Hall meetings, with the kids serving as Town Council members, staff, and citizens. The Girl Scouts also planted flowers outside of Town Hall.
- The Movies on the Green was a great success. He thanked Councilman Gray for being there.
- The "We're In" small business expo was well attended. He thanked Council Members Carder and McIntyre for being there.
- He asked everyone to please attend MayFest. He will be in the dunk tank from 1:00-2:00 p.m. raising money for the Rob Jones Journey.
- He thanked Council Members Burden and Allar for coordinating the Memorial Day Ceremony.

Adjournment

There being no further business before the Council, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: October 9, 2014

Attachments:
None