

# Town of Lovettsville

## Town Council Minutes of Regular Meeting August 30, 2012

### Call to Order/Pledge of Allegiance

Mayor Robert Zoldos called the regular meeting of the Lovettsville Town Council to order at 7:32 PM on Thursday, August 30, 2012.

### Present at Meeting

- Mayor Robert Zoldos II
- Vice Mayor Mike Senate
- Council Member Kimberly Allar
- Council Members Jack Burden
- Council Member Tiffaney Carder
- Council Member Rodney Gray

### Staff Present

- Town Manager Keith Markel
- Town Attorney Elizabeth Whiting
- Treasurer Lance Gladstone (arrived at 7:40 PM)
- Town Clerk Harriet West

### Absent

- Council Member Jim McIntyre

### Audience

- Former Mayor Elaine Walker
- Julie Grandfield, Loudoun County Office of the County Administrator
- Diane Ryburn, Loudoun County Parks, Recreation, and Community Services
- Mark Hoffman, Loudoun County Department of Construction and Waste Management
- Paul Brown, Loudoun County Department of Construction and Waste Management
- Mark Novak, Loudoun County Parks, Recreation, and Community Services

Mayor Zoldos led the Council and those present in the Pledge of Allegiance.

### Presentations

#### A. Update from Loudoun County Government Staff on County Projects

Julie Grandfield, Loudoun County Office of County Administrator, introduced other County staff members who would be giving updates on the renovations to the Community Center and the status of the Community Park. She stated she hoped this would be the first of several presentations the County would provide to Council over the next several years as these projects progressed.

Mark Hoffman, Loudoun County Department of Construction and Waste Management, discussed the design and construction of the Community Park. He presented the concept plan and gave an update of the Park's status. He noted the design and construction is based on the special exception that was approved in July 2010. They are taking the conditions of the special exception and implementing them in the detailed design to get the necessary permits to do the actual construction. This project is being done in two parts based on how the special exception was written. The first part includes improvements to the East Broad Way and Milltown Road intersection, the entrance into the Park from Milltown Road, and the trail between the community center and the elementary school. The second part of the design work is the actual Park itself, which includes the active recreation fields and passive recreation. The plan for the road improvements and the trail was submitted in March 2012 and they have received comments from the Loudoun County Department of Building and Development and the Virginia Department of Transportation. These plans will be updated based on the comments they receive. They have completed approximately

80 percent of the detailed design for the Park and anticipate submitting the plan to the County Department of Building and Development in early fall of 2012. Based on the Board of Supervisor's action earlier this year, the construction funding for the Park becomes available in July 2013. Mr. Hoffman stated he anticipates having all of the approvals for the road work, trail, and the park by July 2013 so they can move forward with bidding for construction. The current schedule calls for the road work to be done in the fall of 2014 through the spring of 2015. Work on the Park would start in the late spring/early summer of 2014 and extend into 2015 as necessary.

Mayor Zoldos asked Mr. Hoffman if it would be possible to get a copy of the current plan since the version he has is from July 2005. Mayor Zoldos also asked why the current plan is so different from the 2005 plan. Mr. Hoffman referred to the special exception plat, dated April 2010, that was approved by the County Planning Board and Board of Supervisors. He stated the special exception phase looks at things at a more conceptual level; whereas, the plan he presented tonight reflects the detailed design based on a grading study to minimize the amount of earth work that needs to be done. The park has been configured to maximize the number of fields and to provide necessary parking. Mark Novak explained that the conceptual plan was based on public input. The next stage is to take the conceptual plan and turn it into a special exception, which is almost like a preliminary plan. When the special exception goes through the engineering process, there is an opportunity to make some change to the configuration and layout based on engineering site constraints. All of the components contained in the conceptual plan are reflected in the current plan but they may be in different locations.

Mayor Zoldos asked if there would be any traffic calming controls for the road, which now cuts through the Park. Mr. Novak stated this is a dual purpose park that includes passive and active uses. When a park is not in use, the County likes to gate them down and shut them. One of the requirements of the special exception is for the County to work with the equestrian community to ensure the entrance meets their needs. Diane Ryburn stated the gate located by the school will not be open during school hours. Mr. Novak also stated the County can close the gates at either end of the Park if cut-through traffic becomes an issue. Mr. Hoffman stated he would provide the Town with a copy of the preliminary site plan he presented tonight.

Paul Brown, Loudoun County Department of Construction and Waste Management, gave an update on the Community Center. The County has hired an architectural design firm (LSY) to provide coordination on both projects, the Community Center and the Park, because the interconnectivity of pedestrian flow is critical to both projects. The Board of Supervisors passed a referendum many years ago to renovate five community centers, to be completed in a certain order. Renovations have been completed for the Loudoun Valley and Bluemont Community Centers and work on the Lucketts Community Center will be completed later this year. The Lovettsville Community Center is next on the list. The County approved a feasibility study to examine the building including code issues, ADA (Americans with Disabilities Act) requirements, and the flow of program elements. The assessment also included a review of the mechanical systems, the levels within the building, the ball fields, the pool, parking, and the playground, as well as recommendations for renovation options based on what will happen at the Community Park. The study was completed 30 days ago and is scheduled to be presented to the Board's Finance/Government Services and Operations Committee on October 22, 2012 at 5:00 PM. County staff will be presenting the feasibility study and options on the renovation and funding. There will then be a public process to come to Lovettsville and present the concept for the Community Center renovations, get public input, take it back to the Board of Supervisors, and come to a final consensus on the design. Renovations to the Community Center are scheduled to coincide with breaking ground on the roads to the Park. The County will be back to the Town to talk about zoning related to the Community Center renovation options and changes in the footprint for the building. Mr. Brown stated the "wildcard" in this project is the temporary operations of the Community Center at the time the Park and the Community Center are under construction. They will be back to discuss options and staging facilities during the twelve-month renovation.

Ms. Ryburn noted the next Park Committee Meeting is scheduled for September 12 at 7:00 PM at the Lovettsville Community Center. Ms. Grandfield thanked the Mayor and Town Council for the opportunity to meet with them.

### Comments from the Public

There were none.

### Community Presentations

#### A. Lovettsville Community Center

Elizabeth Bracey reported on upcoming events at the Community Center including preschool, the dog swim, and the Oktoberfest dinner. It was a very busy summer and she received many good comments about staff this year. National Night Out was a success. She and Manager Markel will be giving a presentation on the successful partnership between the Town, the Community Center, and other community groups at the Virginia Recreation and Parks Conference. Mayor Zoldos stated the Community Center is such a core of the Town and thanked the staff for their great leadership.

#### B. Lovettsville Planning Commission

Manager Markel stated the Planning Commission recently recommended approval of the Conditional Use Permit for used car sales at 4 North Berlin Pike and that this will be coming before Town Council in October. The Zoning Administrator is working with the Planning Commission on scheduling the community input and work session for the Old Town District in October.

### Additions/Deletions/Modifications to the Agenda

Mayor Zoldos added two information items to the agenda, the Town Manager's evaluation and future steps for EDAC (Economic Development Advisory Committee), and one action item, approval of the EDAC Committee Procedures.

Councilwoman Carder requested that a discussion item for the Town's Facebook page be added to the agenda.

### Approval of Town Council Minutes

#### A. Town Council Public Hearing and Regular Meeting – June 21, 2012

**Motion:** I move to approve the minutes of the June 21, 2012 Town Council Public Hearing and Regular Meeting as amended.  
**By:** Council Member Senate  
**Second:** Council Member Carder  
**Aye:** Council Members Burden, Carder, and Senate  
**Nay:** None  
**Abstain:** Council Members Allar and Gray  
**Absent:** Council Member McIntyre

### Report from the Treasurer

Treasurer Gladstone presented his financial report for June 2012.

**Motion:** I move to accept the June 2012 Financial Report as presented.  
**By:** Council Member Carder  
**Second:** Council Member Senate  
**Aye:** Council Members Allar, Burden, Carder, Gray, and Senate  
**Nay:** None  
**Abstain:** None  
**Absent:** Council Member McIntyre

### Staff Reports

#### A. Project Manager Report

There were no questions regarding Project Manager Fellers written report dated August 24, 2012. Manager Markel noted the following:

- The house at 8 Pennsylvania Avenue has been taken down and the site is being prepared for use during Oktoberfest.
- Preparations for painting the elevated water tank being next week and will continue for the next month. The VFDs (Variable Frequency Drives) have been installed at the Heritage Highlands and

Kingsridge wells – they were tested and are working properly. Mayor Zoldos noted that the tank going offline does not hurt the Town as far as safety or water quality.

B. Report from the Zoning Administrator

There were no questions regarding Zoning Administrator Hynes written report for July 2012.

C. Report from the Town Attorney

The Town Attorney had no formal report.

D. Report from the Town Manager

Manager Markel reported on the following:

- The new water and sewer connection for 34 East Broad Way is being installed. There will be separate connections for the residential structure on the property and the proposed brew pub.
- Vice Mayor Senate spoke at the opening of the new Montessori School and Councilwoman Carder also attended the ribbon cutting.
- Smoke testing has been postponed until dryer weather.
- The first Saturday meeting has been scheduled for September 8 at 8:00 AM.
- He will send out some dates for scheduling an orientation of the water and sewer facilities for new Council Members.

Oktoberfest Committee

Cheryl Miller, Treasurer of the Oktoberfest Committee, thanked the Council for the funding they provided this year. They currently have 75 vendors, which is more than they have had in the past two years, and she is continuing to get phone calls every day from new vendors.

Action/Discussion Items

A. New Town Meadows – Lange Drive Street Acceptance Resolution

Manager Markel presented this item. Council is being asked to adopt a resolution in support of VDOT acceptance of a portion of Lange Drive within New Town Meadows. Manager Markel stated the developer has completed all of the work requested by the Virginia Department of Transportation and posted the letter of credit and fees.

**Motion:** I move that Town Council adopt Resolution 2012-08-0004, to request the Virginia Department of Transportation add Lange Drive for addition to secondary system maintenance under Section 33.1-82, Code of Virginia.

**By:** Council Member Senate

**Second:** Council Member Burden

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member McIntyre

B. Cross Connection Inspection

Manager Markel presented this item. Council is being asked to adopt Loudoun Water's Cross Connection Control Program and find some professional expertise to help implement the program.

**Motion:** I move that Town Council adopt the Loudoun Water Cross Connection Program and select HydroDesigns to complete 2 days of inspections for those businesses possibly needing cross connection controls.

**By:** Council Member Carder

**Second:** Council Member Gray

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member McIntyre

**C. Radio Read Water Meters**

Manager Markel presented this item. Council is being asked to decide whether to continue installing touch read meters or switch to installing radio read meters.

**Motion:** I move that Town Council direct staff to accept Offer 2 for \$5,000 and upgrade the reading and billing system and also switch to installing new radio reads instead of touch read meters.

**By:** Council Member Senate

**Second:** Council Member Carder

Councilwoman Allar asked how long it takes staff to read the meters using the current process. Manager Markel stated it takes 8-10 hours to read one-third of the meters for each billing cycle. The radio read will make this significantly shorter.

Councilman Burden asked where the new radio meters will be installed. Manager Markel stated they will be installed in new areas under development, such as Section 3 and 4 of Town Center, and where there are trouble meters, such as those that fill with ground water. The newer touch pad meters will stay in place until the Town has the resources to replace them. He added that Purcellville and Leesburg have both switched to radio read meters.

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member McIntyre

**D. Reappointment of Planning Commissioners**

Manager Markel presented this item. Council is being asked to consider reappointing two current members of the Planning Commission. The terms for Mari Bushway and Tony Quintana expired on June 30, 2012. Both have agreed to continue serving on the Planning Commission and they are eligible for reappointment. Their terms would be for a full four years.

**Motion:** I move to appoint Mari Bushway and Tony Quintana to new four year terms on the Town's Planning Commission to expire on June 30, 2016.

**By:** Council Member Burden

**Second:** Council Member Gray

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member McIntyre

**E. EDAC Committee Operational Procedures**

Mayor Zoldos presented this item. He distributed copies of the Committee Operational Procedures and Work Plan. Council is being asked to adopt the Committee Operational Procedures. Attorney Whiting stated although she had not reviewed the documents that were distributed she worked closely with Councilman Staley and Councilwoman Carder to develop the original procedures.

**Motion:** I move that the Town Council adopt the Committee Operation Procedures for the Economic Development Advisory Committee as present.

**By:** Council Member Carder

**Second:** Council Member Allar

Mayor Zoldos stated the next steps are to discuss the visioning workshop for EDAC and to examine the work plan. He noted that the work plan includes a business liaison staff position; however, there is no such person at this time. The Committee will be held back without that staff support. He has asked the Town Manager to look into some options.

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member McIntyre

**F. Town of Lovettsville Facebook Page**

Councilwoman Carder gave an update on the Town's Facebook page. She has been posting information about meeting times and would like to add more content but did not want to do so without Council's approval. Councilman Senate he supports providing more information to the community through Facebook. Mayor Zoldos explained the concerns expressed by the previous Council about appropriate checks and balances for the Facebook page. Manager Markel stated staff will be able to help support the Town's Facebook page in an emergency but that Council Members and volunteers will be responsible for day-to-day monitoring and posting. Councilman Gray suggested establishing some protocols for inappropriate responses. Councilwoman Carder asked if there was a link on the Town's website to the Facebook page. Manager Markel responded he would be glad to add this but wanted to make sure people could get to the Town's Facebook page, even if they do not have a Facebook account.

**Information Items**

**A. Town Manager Evaluation**

Mayor Zoldos presented this item. He distributed an updated form for the Town Manager's evaluation. The new form includes a section for Council comments and date of approval. The Town Manager's evaluation will be scheduled for September 20, 2012 and again on March 1, 2013.

**Comments from the Mayor and Town Council**

Councilman Gray stated the kickoff for Upper Loudoun football season is this weekend.

Councilman Senate thanked Mayor Zoldos for the opportunity to attend the Montessori School ribbon cutting. It is a nice facility and they have many children enrolled.

Councilwoman Carder thanked the Council for their continuing support of EDAC and the Facebook page. She stated the Montessori School is beautiful and a great asset to the business community. She also complimented the Community Center on their pre-school program and thanked Cheryl Miller and the Oktoberfest Committee for the number of vendors they have signed up.

Councilwoman Allar thanked everyone for the warm welcome.

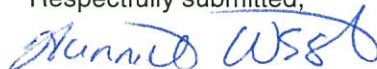
Mayor Zoldos reported on the following.

- Lovettsville native Rob Jones is currently at the Paralympics in London competing in the mixed doubles rowing. He will include additional information in the Friday email and invite him to the Town Council when he returns.
- They are continuing to work on removing the damaged flag pole.
- He thanked Vice Mayor Senate for representing him at the opening of the new Montessori School.
- He did a walkthrough of the new Brew Pub. The new sewer line has been put in.
- The Kissmett Spa is open and the owner will do a ribbon cutting in the next few months.
- The new concept plan for the Lovettsville Community Park will be distributed to the Park Committee after it is received from the County. He noted the Park Committee volunteers have been working on this for eight years.
- He will be the Master of Ceremonies for the Ruritan Barn Dance on September 22. This fundraising event will benefit western Loudoun schools and Loudoun Therapeutic Riding.

**Adjournment**

There being no further business before the Council, the meeting was adjourned at 9:07 PM.

Respectfully submitted,



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Harriet West, Town Clerk