

Town of Lovettsville

Town Council

Minutes of Regular Meeting September 8, 2012

Call to Order/Pledge of Allegiance

Mayor Robert Zoldos called the regular meeting of the Lovettsville Town Council to order at 8:04 AM on Saturday, September 8, 2012.

Present at Meeting

- Mayor Robert Zoldos II
- Council Member Kimberly Allar
- Council Member Tiffaney Carder
- Council Member Rodney Gray
- Council Member Jim McIntyre

Absent

- Vice Mayor Mike Senate
- Council Member Jack Burden

Staff Present

- Town Manager Keith Markel
- Town Clerk Harriet West

Audience

- Mayor Elaine Walker

Mayor Zoldos led the assembly in the Pledge of Allegiance.

Presentations

None

Comments from the Public

Mayor Elaine Walker discussed plans for the Lovettsville Alumni Association's Lovettsville Homecoming event on June 8, 2013 at the Game Club. She stated this would be a good way to get people to come to Lovettsville and she offered to present the idea to EDAC (Economic Development Advisory Committee).

Mayor Walker also expressed her disappointment that the church has decided not to allow the Town to ring the church bells in recognition of 9-11. She hopes the Town will still do something to honor those who lost their lives on that day.

Community Presentations

A. Oktoberfest Committee

Councilman McIntyre gave an update on Oktoberfest activities. The banners have gone up in Town Square, sponsors and vendors keep coming in, and they are discussing adding another venue for entertainment on Light Street. The Committee is working on the T-shirts and the home brew competition.

Councilwoman Carder asked if they had received any applications for the Royalty Competition. Councilman McIntyre stated no applications have been received yet, but the deadline is not until September 22.

Additions/Deletions/Modifications to the Agenda

Councilwoman Carder requested that a discussion item be added to the agenda to discuss the holiday lighting contest.

Approval of Town Council Minutes

No minutes were presented.

Report from the Treasurer

No report was presented.

Staff Reports

A. Project Manager Report

Manager Markel reported that work on the elevated water tank will begin this week and is scheduled to be completed over the next four to six weeks.

Mayor Zoldos stated the tank will be painted light blue. He added the variable frequency drive pumps that are in use while the tank is off-line provide steady pressure and will even provide greater flows and fire protection than using just gravity feed.

B. Report from the Zoning Administrator

Manager Markel reported the Planning Commission met recently to discuss the new zoning district for East Broad Way in preparation for the community input session in October.

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:

- Smoke testing of the sanitary sewer line has been postponed indefinitely until dryer weather.
- The new signs for the Town Hall expansion and the Quarter Branch Park and Support Facility have been received. The sign for Quarter Branch Park has already been put up and the sign for the Town Hall expansion will be put up after Oktoberfest. The signs provide the public with information about these new projects.
- He will be co-presenting with Elizabeth Bracey, Manager of the Community Center, this weekend about community partnerships at the state parks and recreation conference.

Action/Discussion Items

A. Civil War Sign for East Broad Way

Manager Markel presented this item. Council is being asked to consider appropriating funds to support a new civil war trails sign in Town. He distributed the proposed text for the sign, which would be located at the corner of Loudoun Street and East Broad Way. The property owner, Fred George, has agreed to this location and has signed a temporary easement and entry agreement. The costs would be shared by the Town, a private benefactor in the County, and the Loudoun County Civil War Sesquicentennial Committee. The Town's share would be \$650.

Motion: I move that Town Council contribute \$650 in funds to support the creation of a second Civil War Trails sign in Lovettsville, to be located near the parking lot of 24 East Broad Way.

By: Council Member Carder

Second: Council Member McIntyre

Councilman Gray stated that this ties in with The Journey Through Hallowed Ground. Mayor Zoldos stated that this is a good location and it will bring people through Town.

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

Nay: None

Abstain: None

Absent: Council Members Burden and Senate

B. EDAC Work Plan Discussion

Manager Markel presented this item. Staff has been working with the Mayor and Councilwoman Carder on enhancements to EDAC. There is a visioning meeting scheduled at the Community Center on September 17 to discuss proposed plans for engaging local businesses and providing synergy between the business community, the Town, and nonprofits. Manager Markel stated the concept for the group's new name and brand is "We're In – Lovettsville."

Mayor Zoldos stated this is a good way to help transform downtown into the business friendly place the Town wants and to provide a spark for Town Center.

C. Rules and Procedures

Manager Markel presented this item. Council is being asked to consider amendments of existing Mayor and Town Council Rules and Procedures to address the appointment of Town Council Members when filling a vacancy. The text has been reviewed and instead of conducting interviews within 30 days from the last ad, the time has been reduced to 15 days. In addition, the Town Attorney recommends that the Town approach the Virginia Municipal League about developing a possible amendment to the Code of Virginia that would give localities more time to make appointments for vacancies.

Motion: I move to adopt the Mayor and Town Council Rules and Procedures as modified.
By: Council Member Carder
Second: Council Member Gray
Aye: Council Members Allar, Carder, Gray, and McIntyre
Nay: None
Abstain: None
Absent: Council Members Burden and Senate

D. Council Meeting, Minutes and Report Format

Manager Markel presented this item. Staff is requesting feedback from the Council on the format for meeting agendas, minutes, and staff reports. Council and staff discussed the advantages of moving to a digital format for the preparation of meeting packets for the Town Council and possibly the Planning Commission. Manager Markel noted there has been widespread adoption of the digital format by local governments throughout Virginia over the past year.

Motion: I move that the Council direct staff to investigate various means of electronically transmitting the meeting packets and report back to the Council.
By: Council Member McIntyre
Second: Council Member Carder
Aye: Council Members Allar, Carder, Gray, and McIntyre
Nay: None
Abstain: None
Absent: Council Members Burden and Senate

The Council also discussed the format for the financial reports and the meeting minutes. The Council Members agreed it is good to have the Treasurer at the meetings; however, they would like to have him focus on trends and forecasting, rather than reading the report. Mayor Zoldos stated he was comfortable reducing the level of detail in the minutes provided the Town has policy on how long the digital audio recording is retained. Manager Markel stated that in Virginia the paper form of the minutes is the record of retention. The Council asked staff to explore putting the audio recording of the meetings online and to get additional information on what would be required to provide streaming video of the meetings.

E. Holiday Lighting in Lovettsville

Councilwoman Carder presented the concept for this new event which would tie in to the holiday tree lighting. It would include a lighting competition and prizes that could be contributed by local businesses. Judges could be recruited from local civic organizations. Councilwoman Allar has agreed to head up this event in 2012. Mayor Zoldos asked Council Member Gray to take over the coordination of the Christmas tree lighting. Manager Markel added that they will need to get another group to take over providing refreshments since the LBA (Lovettsville Business Association) has disbanded.

Information Items

None

Comments from the Mayor and Town Council

Councilwoman Carder stated she is excited about all of the things happening in Town. She thanked Manager Markel and Zoning Administrator Hynes for their support, especially in the revitalization of EDAC.

Councilman McIntyre stated he brought back lots of ideas from other Towns while he was on vacation.

Mayor Zoldos reported on the following:

- He and Manager Markel will be meeting with representatives from Town Center next week to start the communication process again for the development of the commercial space.
- At the Mayor's request, Manager Markel gave a summary of the status of the relocation for utilities for the East Broad Way Improvements Project. The Board of Supervisors did not include this project in the County's six-year transportation plan; however, VDOT has since sent letters to all of the utilities asking them to consider this as a VDOT-sanctioned project and relocate the utilities at their own expense.
- Mayor Zoldos read a letter from Tena Brass, Church Council President, St. James United Church of Christ stating the church will no longer be able to serve as the site for the annual bell ringing on 9-11 (Written Submissions to Council 1). He suggested the Town continue to remember those lost on that day, as well as the wonderful heroism, patriotism, and selflessness shown on 9-11. He will include a suggestion in the Friday email that residents fly their flag at half staff on Patriot Day. The Lovettsville Fire and Rescue Company has offered to stand by at the Town Square and sound their air horn at designated times to commemorate the loss on 9-11. The Town will also place a wreath at the flag pole. The Council agreed this would be an appropriate way to remember 9-11.
- The new flag pole has been received. They are still working on removing the existing pole.
- Lovettsville native Rob Jones won a bronze medal at the Paralympics. He has invited Mr. Jones to attend an event in Town upon his return.
- The County's plan for the Community Park includes most of the elements that have been discussed over the last five years; however, many of them have been moved around. They will try to get one of the baseball fields renamed Fraylin Field in recognition of the property owners who have allowed the land to be used as a baseball field for many years. The off-leash dog park is located on Town property because the County has no zoning for that.

The Council and those present discussed preferred times for future Saturday meetings and how to encourage people to attend. Councilwoman Carder noted there might be a conflict with the Saturday meeting scheduled on December 8 and Christkindlmarkt.

Adjournment

There being no further business before the Council, the meeting was adjourned at 9:55 AM.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: October 11, 2012

Written Submissions to Council:

1. Tena Brass, St. James United Church of Christ