

Town of Lovettsville

Town Council Minutes of the September 17, 2015 Regular Meeting

Call to Order/Pledge of Allegiance

Mayor Robert Zoldos II called the Regular Meeting of the Lovettsville Town Council to order at 8:02 p.m. on September 17, 2015 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 Tiffany Carder
- Council Member Rodney Gray
- Council Member James McIntyre

Council Members Absent

- Council Member Jennifer Jones

Staff Present

- Town Clerk Harriet West
- Town Manager Laszlo Palko
- Project Manager Karin Fellers
- Town Attorney Elizabeth Whiting

Mayor Zoldos announced that there would be no closed session.

Pledge of Allegiance

Mayor Zoldos led those assembled in the Pledge of Allegiance.

Presentations

There were no presentations.

Comments from the Public

There were no comments from the public.

Community Presentations

A. Loudoun County Sheriff's Office

Deputy LoPreto reported on a recent issue at the school bus stop on Tilgham Lane.

B. Lovettsville Volunteer Fire and Rescue Company

Elaine Walker reminded everyone that the Open House will be held on October 11.

C. Lovettsville Community Center

There was no report.

D. Lovettsville Library

Council Member McIntyre reported that the Library will be holding its book sale on September 26.

Town Commission and Committee Reports

A. Lovettsville Planning Commission

Chairman McDonough gave an update on the Comprehensive Plan review process, the upcoming public hearing on the Keena project, and the Rules and Procedures Committee meeting.

B. Parks Committee

Council Member Senate gave updates on the lighting for the Town Information Sign and the upcoming meeting with the manufacturer of the clock and the glockenspiel in October.

C. We're In Committee

Council Member Carder gave an update on the next meeting and noted she is looking forward to the economic development report to be given at tonight's meeting.

D. Oktoberfest Committee

Council Member McIntyre reported that the arrangements for this event are in place. He thanked Planning Commissioner Thomas Ciolkosz, who has served as treasurer for Oktoberfest, stating that he "has done a fantastic job" and that everything is in order.

E. Veteran's Day

Council Member Allar reported that she spoke to Ms. Forsino regarding the arrival time for the choir and that she is working on securing the guest speakers.

Additions/Deletions/Modifications to the Agenda

Mayor Zoldos requested the following changes to the Action/Discussion Items:

- A. Economic Development Vision Report
- B. Bike Path Update and Action Plan
- C. Budget Amendment
- D. Water and Sewer Compliance
- E. Drainage Ditch Project Decision
- F. Employee Policy Manual
- G. Revisit Town Hall
- H. Frye Court Petition

There were no objections to these changes.

Minutes

There were no minutes.

Monthly Financial Report

Town Manager Palko present the FY2015 Financial Summary Report in Mr. Gladstone's absence.

Staff Reports

A. Report from the Project Manager

Project Manager Fellers submitted a written report.

B. Report from the Zoning Administrator

There was no report.

C. Report from the Utility Supervisor

The Utility Supervisor was called out to an emergency. It was decided to table this report until Mr. Gates' return.

D. Report from the Town Attorney

There was no report.

E. Report from the Town Manager

There was no report.

Action/Discussion Items

A. Economic Development Vision

Town Manager Palko introduced this item, explaining that, in proceeding with the Town's Roadmap for Economic Development, he and Mr. Finz (Lovettsville's Economic Development Advisor) have worked for the past two weeks to draft a Vision for Economic Development. That plan is being presented to Council for its review and approval this evening.

Mr. Finz then presented the Economic Development Vision Plan. He began by reporting that, of the Economic Development Roadmap's twelve steps, five have now been completed. The next step will be to develop an Action Plan for the Economic Development Coordinator. It is hoped that this new position will be filled in just a few weeks and this person will be charged with implementing the Economic Development Plan. Mr. Finz stated that this document will become the Economic Development section of the 2016 Comprehensive Plan. He then reviewed the goals contained in the Economic Development Vision.

- Motion:** I move that the Town Council adopt the Lovettsville Economic Development Vision as written; we further support the Guiding Principles and Goals, as well as the format.
- By:** Council Member Carder
- Second:** Council Member McIntyre
- Aye:** Council Members Allar, Carder, Gray, McIntyre, and Senate
- Nay:** None
- Abstain:** None
- Absent:** Council Member Jones

B. Bike Path Update and Action Plan

Mayor Zoldos explained that this item was added to the agenda due to concerns expressed by residents last week. Town Manager Palko presented background information on the VDOT Bike Path Project. He explained the differences in how communication with residents is being handled between this project and the East Broad Way Streetscapes Project, which is a Town project. He noted that there has been a lack of communication between VDOT and the residents in the construction area. Town Manager Palko explained that Project Manager Fellers drafted a letter, which was sent to residents, in order to provide information on the Bike Path project. He said many residents were not aware of the project at all, which points to VDOT's lack of communication. The letter also served to inform residents of how they could contact both VDOT and the Town with any questions or concerns they may have. In addition, the Town is sending a weekly e-mail to these residents with updates on the project.

Mayor Zoldos stated that this project has moved along much more quickly than expected. He noted that in speaking with Project Manager Fellers, the following difficulties have been identified: random water interruptions; insufficient communication from VDOT; and, difficulty in the location of utilities. Mayor Zoldos further stated that problems which are being encountered on the Bike Path project are not being seen in the Broad Way project. The Mayor presented a plan to address these issues, for Council consideration and possible adoption this evening. He also noted that Council Member Gray has knowledge of issues surrounding this project, from the perspective of those working on the project as well as from the perspective of a resident in the work area, and asked Mr. Gray to provide his input. Council Member Gray thanked Mayor Zoldos and Town Manager Palko for seeking solutions to the problems associated with the Bike Path project and briefly explained prior dealings he has had with VDOT. Mr. Gray stated that he agrees with the idea of serving as a conduit for communication between residents and VDOT and believes that increased communication regarding water service is important and helpful.

Motion: I move that the Town Council task Staff with the developing a mid-project Pardon-Our-Dust meeting in conjunction with VDOT in the near future, and ensuring a mid-week utility water and sewer interruption update, given to residents when appropriate. I further move that we task the Town Manager with developing a report on the feasibility of developing the appropriate resources to update Miss Utility on our utility system.

By: Council Member Carder

Second: Council Member Gray

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

Nay: None

Abstain: None

Absent: Council Member Jones

C. Budget Amendment 1

Town Manager Palko presented this item. The Council is being asked to consider an amendment to the FY 2016 budget based on projected surpluses in the General Fund and Utility Fund. Manager Palko reported that there is a surplus of \$242,340 in the General Fund as of July 1. He reviewed the factors that led to this, including the budget surplus and fewer capital expenditures than forecast. He then reviewed the Utility Fund and explained that accounts have been established for deposit of unused funds in Utility Fund line items, as Utility Fund surpluses must be dedicated to that Fund. Town Manager Palko stated that the budget he is proposing this evening will allow the Town to accomplish its goals. Additional funding requirements for drainage issues were presented, as well. Town Manager Palko explained that the approval of funding for ten hours per week for the events coordinator should allow for coverage of all Town events, except for Mayfest and Oktoberfest; however, additional hours could be financed for the events coordinator to assist with these programs, if needed. Mr. Palko also explained that he also wishes to allot twenty hours per week for the Economic Development Coordinator.

Town Manager Palko then explained to Council the mechanism by which funding will be provided for these part-time positions, which will allow for the Budget to be balanced, and for funding to be provided for the East Broad Way project and the Drainage Ditch project. Mr. Palko also explained that Utility Fund Revenues were low due to the small number of taps provided; however, he hopes this situation will improve during this and subsequent fiscal years. Utility Fund expenditures and revenues were presented, with the mechanism for balancing that portion of the budget provided, as well.

Motion: I move that the Council adopt Amendment 1 to the FY16 Budget, as is, enabling the hiring of an Events Coordinator (10 hours per week), increasing to 20 hours per week the Economic Development Coordinator (currently only 10-12), and the full funding of the following projects: E. Broad Way Streetscape, Bike Path Saddles, and Drainage Ditch.

By: Council Member Carder

Second: Council Member McIntyre

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

Nay: None

Abstain: None

Absent: Council Member Jones

At this point in the meeting, Mayor Zoldos called for the Report from the Utility Supervisor.

Report from Utility Supervisor

Stephen Gates, Utility Supervisor, reported that, due to construction in various parts of the Town, residents may notice discoloration to the water. He said the lines are being flushed after repairs are made in order to clear the system; however, occasionally some areas are missed. Mr. Gates reported that there have been many water line breaks, particularly in the area of the Broad Way project. This has alerted the Utility Operators and the Town that, in any future work on older lines, replacement or repair of this older equipment should be expected. Mr. Gates also reported that a sewer backup occurred near the waste water plant. The Town of Purcellville helped with clean up and the work was done quickly.

D. Water and Sewer Compliance Package

Project Manager Fellers presented this item. She reviewed modifications to the package based on input from the Town Attorney. Following a lengthy discussion on inspections and fees, the Council took the following action:

- Motion:** I move that the Town Council approve Resolution No. 2015-09-0001 which adopts the FOG Compliance Policy, the W&S Compliance Package and all accompanying paperwork for its implementation, as amended. I further direct Staff to initiate implementation of the program following the proposed schedule (modified as needed) making needed changes to the paperwork as determined necessary.
- By:** Vice Mayor Senate
- Second:** Council Member Allar
- Aye:** Council Members Allar, Carder, Gray, McIntyre, and Senate
- Nay:** None
- Abstain:** None
- Absent:** Council Member Jones

E. Drainage Ditch Project

Project Manager Fellers gave an update on this project and noted that the County is provided funding which they directed be used toward the junction boxes.

- Motion:** I move that the Town Council accept the funding offer from Loudoun County and PEC for an additional \$26,250.00 and authorize the Mayor or Town Manager to sign all necessary paperwork once in a form acceptable to the Town Attorney for Staff to award the contract to the low bidder, Jefferson Concrete, for the whole project at a total construction cost of \$174,500.00 plus a contingency of \$10,000.00.
- By:** Vice Mayor Senate
- Second:** Council Member Gray
- Aye:** Council Members Allar, Carder, Gray, McIntyre, and Senate
- Nay:** None
- Abstain:** None
- Absent:** Council Member Jones

F. Employee Policy Manual

Town Manager Palko presented this item, explaining that the changes requested by Council at its previous meeting have been made. He noted that the changes largely represent corrections and do not pertain to policy.

- Motion:** I move that Council adopt Ordinance No. 2015-09-0001 to adopt the Amended Employee Policy Manual.
- By:** Council Member McIntyre
- Second:** Council Member Carder
- Aye:** Council Members Allar, Carder, Gray, McIntyre, and Senate
- Nay:** None
- Abstain:** None
- Absent:** Council Member Jones

G. Revisit Town Hall

Town Manager Palko presented this item. The Council is being asked to consider location options for a new Town Hall and whether the Town should consider buying or leasing a larger trailer in the interim.

Manager Palko recapped the history of this item, explaining that last fall a consultant presented Council with various options for a new Town Hall. He said the decision was postponed, pending the arrival of a new Town Manager, who could do an analysis and make recommendations. Mr. Palko noted that he did a financial analysis during budget preparations, which was presented during the budget work session. At that time Council chose again to postpone a decision on this matter. Town Manager Palko stated that, at this time, a decision is required on one of the proposed sites. He noted the larger decision for Council is

whether or not to move forward on a new Town Hall. Mr. Palko explained that his recommended site, at the new Town Center, may be unavailable if not acted upon soon. He referenced a proposed contract for the sale of the lots recommended for the new Town Hall that was included in the Council Members' packets. Mr. Palko also explained that, at present, there is no capacity for financing new General Fund capital projects. He noted that the return the Town may realize on the sale of its present Town Hall is uncertain and that the cost of improvements to the present site will likely be as costly as the purchase of land and the building of a new building. The "bank option" may be possible and would allow the present Town Hall site to be used for parking. The Town Manager explained that financing the purchase of the land at the Town Center site would cost approximately \$40,000-\$45,000 per year, for 20 years. He said that a decision needs to be made regarding locating the Town Hall at that site so he can negotiate the potential purchase and make a loan request. Following discussion regarding other locations that had been previously considered and the reasons this location is an attractive option, the Council took the following action:

- Motion:** I move that the Council instruct the Town Manager to negotiate a purchase of the Town Center land (Lots 127, 128, 129 and 130) with Elm Street and Ryan Homes, for the location of a future Town Hall. Further, I move that the Town Manager budgets for a new larger trailer in FY17 as an interim option until the new Town Hall is built.
- By:** Council Member Carder
- Second:** Council Member McIntyre
- Aye:** Council Members Allar, Carder, Gray, McIntyre, and Senate
- Nay:** None
- Abstain:** None
- Absent:** Council Member Jones

H. Frye Court Petition

Town Manager Palko presented this item, explaining that residents of Frye Court signed a petition that calls for installation of street signs in the development and that the residents will pay for those signs. The residents have asked for Council approval. Three signs have been requested. Town Manager Palko is recommending approval for Sign 1(No Outlet) and Sign 3 (Children at Play Slow). These signs are to meet Manual on Uniform Traffic Control Devices standards and must be presented to the Town Manager and the Town Planner/Zoning Administrator for final approval. Discussion ensued regarding VDOT approval of the signs, with it being noted that VDOT should not have an issue with the signs as long as they meet MUTCD standards. There was also discussion of the possibility of those signs being removed if the Keena development moves forward. Project Manager Fellers stated that residents should be informed that could happen in the future. Mayor Zoldos noted that the second sign requested, stating that the road is a private road, is not being approved because that street is not private.

- Motion:** I move that the Council authorize residents of Frye Court to post street signs: #1 – No Outlet, and #2 – Children at Play Slow, at the entrance of their street, but no other signs. Residents are required to gain administrative approval of the physical signs and location to ensure MUTCD compliance.
- By:** Council Member Carder
- Aye:** Council Members Allar, Carder, Gray, McIntyre, and Senate
- Nay:** None
- Abstain:** None
- Absent:** Council Member Jones

Information Items

There were no Information Items.

Comments from the Mayor and Town Council

Council Member McIntyre thanked the volunteers for Oktoberfest, noting that all volunteer positions were filled some time ago.

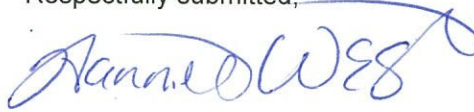
Council Member Carder reported that she is still involved in the Business Expo Planning program taking place in Brunswick, in order to ensure that Lovettsville businesses are represented.

Mayor Zoldos reported that he will be out of town beginning tomorrow, but that Vice Mayor Senate will be available beginning Sunday. The Mayor also said he will place an article in the Friday email regarding Oktoberfest.

Adjournment

The meeting was adjourned at 10:51 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: August 25, 2016

Attachments:

1. Resolution No. 2015-09-0001
2. Ordinance No. 2015-09-0001

Town of Lovettsville

Resolution No. 2015-09-0001: APPROVAL OF FOG COMPLIANCE POLICY, W&S COMPLIANCE PACKAGE AND IMPLEMENTATION FORMS

MOTION: Senate
SECOND: Allar

WHEREAS, the Town of Lovettsville has developed a Water and Sewer (“W&S”) compliance package, Fats, Oil and Grease (“FOG”) Compliance Policy and associated implementation forms in connection with adopting an integrated policy for managing the waste-stream conveyed to the municipal sewage treatment plant; and

WHEREAS, the Town Council deems it appropriate to adopt a policy embracing both incentives and penalties designed to enhance compliance with the aforesaid policies intended to implement the goals and objectives of the Water and Sewer Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Lovettsville Town Council that the FOG Compliance Policy, the W&S compliance Package and all accompanying paperwork for their implementation, set forth in Attachments A, B, C and D hereto, are hereby approved for implementation in accordance with the proposed schedule set forth in Attachment D.

BE IT FURTHER RESOLVED that the staff are hereby authorized to edit the implementation forms for clarity, corrections or adjustments, in order to facilitate the oversight and implementation of the policy and program.

VOTE:

AYES: Allar, Carder, Gray, McIntyre, and Senate

NAYS: None

ABSTENTIONS: None

ABSENT FOR VOTE: Jones

APPROVED: September 17, 2015



ROBERT ZOLDOS, MAYOR



CLERK TO THE COUNCIL

The German Settlement

Town of Lovettsville

Ordinance No. 2015-09-0001: ADOPT THE AMENDED EMPLOYEE POLICY MANUAL DATED SEPTEMBER 17TH 2015

MOTION: McIntyre
SECOND: Carder

WHEREAS, the Town Council held a retreat on January 31st 2015 where it was determined that amending the Employee Policy Manual was to be placed on the Town Manager's annual work plan; and

WHEREAS, as part of the Budget for Fiscal Year 2016 and as part of the Employee Policy Manual review, the Town identified the need for an employee bonus program to create a performance culture; and

WHEREAS, Va. Code section 15.2-1508 requires that "payment of a bonus shall be authorized by ordinance"; and

WHEREAS, the amended Employee Policy Manual establishes an employee bonus program for the Town of Lovettsville; and

WHEREAS, the Town Council has reviewed, commented and now seeks adoption of a reformed Employee Policy Manual.

NOW, THEREFORE, BE IT ORDAINED that the amended Employee Policy Manual is adopted effective September 17th 2015.

VOTE:

Ayes: Allar, Carder, Gray, McIntyre, and Senate

Nays: None

Abstentions: None

Absent for Vote: Jones

Approved: September 17, 2015


CLERK TO THE COUNCIL


ROBERT ZOLDÓS, MAYOR

The German Settlement