

# Town of Lovettsville

## Town Council Minutes of Regular Meeting August 11, 2011

Mayor Elaine Walker called the regular meeting of the Lovettsville Town Council to order at 7:32 PM on Thursday, August 11, 2011.

### Present at Meeting

- Mayor Elaine Walker
- Vice Mayor Robert Zoldos II
- Council Members Tiffany Carder, Charlotte Coleman, Michael Senate, Shaun Staley
- Town Manager Keith Markel
- Town Clerk Judy L. Kromholz
- Attorney Elizabeth Whiting {arrived at 8:20 PM}

### Absent

- Council Member Timothy Sparbanie

### Audience

Among those present in the audience were Cheryl Miller, John Pek, and Frank Kromholz.

### Call to Order/Welcome/Pledge of Allegiance/Invocation

Robert Zoldos III and Mayor Walker led the assembled in the Pledge of Allegiance.

### Comments from the Public

Floyd Blethen reported that the carnival at the Lovettsville Game Protective Association was better than last year. The Club had spoken to all of its neighbors beforehand and addressed their concerns. As a result there were no complaints this year. He listed the events the Club will be holding in the near future.

### Additions/Deletions/Modifications to the Agenda

There were no modifications to the agenda.

### Community Presentations

There were no presentations.

### Approval of Town Council Minutes

#### A. Town Council Regular Meeting – May 26, 2011

**Motion:** To approve the minutes of the Regular Meeting of May 26, 2011 as presented.

**By:** Council Member Staley

**Second:** Council Member Coleman

**Aye:** Council Members Carder, Colman, Senate, Staley, Zoldos

**Nay:** None

**Abstain:** None

**Absent:** Council Member Sparbanie

#### B: Town Council Regular Meeting – June 9, 2011

**Motion:** To approve the minutes of the Regular Meeting of June 9, 2011 as presented.

**By:** Council Member Coleman

**Second:** Council Member Staley

**Aye:** Council Members Carder, Colman, Senate, Staley, Zoldos

**Nay:** None

**Abstain:** None

**Absent:** Council Member Sparbanie

#### C: Town Council Regular Meeting – June 23, 2011

- Motion:** To approve the minutes of the Regular Meeting of June 23, 2011 as presented.  
**By:** Council Member Carder  
**Second:** Council Member Senate  
**Aye:** Council Members Carder, Senate, Staley, Zoldos  
**Nay:** None  
**Abstain:** Council Member Coleman  
**Absent:** Council Member Sparbanie

#### Report from the Treasurer

No report was presented.

#### Staff Reports

##### A. Report from the Zoning Administrator

Administrator McGregor's written report for July 2011 had been distributed to the Council in their packets. There were no questions from the Council.

##### B. Project Manager Report

Project Manager Fellers' report was distributed to the Council in the packet. Councilman Staley asked Manager Markel if he could provide an estimate for the total amount that would be spent on the Phase I Design for the East Broad Way project. Manager Markel stated that they are close to completion, but input is still expected from the reviewers which may impact on the total cost. In particular, we are waiting for the Virginia Department of Transportation second round comments.

##### C. Report from the Town Attorney

The Town Attorney was not present at this time.

##### D. Report from the Town Manager

Manager Markel distributed his monthly report at the meeting and reviewed the major items briefly. The Council agreed that Manager Markel could select the paving firm for the Town Hall parking lot without returning to Council as long as the amount was within budget.

#### Action/Discussion Items

##### A. Economic Development Committee

Councilwoman Carder presented this item. In October 2010, Council Members Tiffany Carder and Shaun Staley made a presentation and asked for a consensus to begin work on creating an Economic Development Advisory Committee. They received approval, and since then, they have been working on establishing a framework for EDAC's operation. This included discussions with the Lovettsville Business Association and the Town Attorney. She explained that the intent of the EDAC is not to replace or duplicate any of the functions of the LBA. The primary objective of the EDAC is to stimulate the economy in Lovettsville. She reiterated that the EDAC shall have clear objectives, powers, and duties.

Councilman Staley reviewed the proposed charter. He explained that their next step would be to identify members for the committee.

**Motion:** I move that the Town Council establish the EDAC for the Town of Lovettsville with the proposed parameters.

**By:** Council Member Senate

**Second:** Council Member Coleman

Mayor Walker called for discussion. Vice Mayor Zoldos stated that it was time to move forward with this item. Mayor Walker asked if Attorney Whiting had reviewed the final document and Councilwoman Carder confirmed that she had reviewed it and that all of her suggestions had been incorporated. There being no further discussion, Mayor Walker called for the vote.

**Aye:** Council Members Coleman, Senate, Zoldos

**Nay:** None

**Abstain:** Council Members Carder, Staley

**Absent:** Council Member Sparbanie

**Motion:** I move to appoint Councilman Staley at the Town Council representative on the EDAC.

**By:** Vice Mayor Zoldos  
**Second:** Council Member Carder  
**Aye:** Council Members Carder, Colman, Senate, Zoldos  
**Nay:** None  
**Abstain:** Councilmember Staley  
**Absent:** Council Member Sparbanie

**B. Signage Improvement Grant**

Manager Markel presented this item. The Town Council approved \$3,000 in funding to be used for a Signage Improvement Grant program. The goal of this program would be to assist current business and organizations within the Town in improving their existing signage to meet the new Sign Ordinance criteria that was adopted by the Council several months ago. The Signage Improvement Grant may entice businesses and organizations that would otherwise keep their current signage to upgrade to new, more attractive and conforming signage. This grant program could serve as a positive step in promoting Lovettsville as a community that values its businesses and organizations and wants them to be successful. It also provides a financial tool to help existing businesses and organizations conform to the newly adopted signage requirements. The Planning Commission and staff would need to work together to develop the framework for how this grant could be administered. Issues include how large individual grants would be awarded, who could apply, and aesthetic review of the proposed signage. Once a proposed program is developed, the Planning Commission and staff would bring the draft back to Town Council for official action and implementation. Staff recommends in favor of authorizing the Planning Commission and Staff to develop this program and report back to the Town Council with their recommendation.

Councilwoman Coleman asked if there are many signs out of compliance and Manager Markel stated that staff has not yet done a full canvas but is aware of quite a few out-of-compliance signs. Mayor Walker asked how the determination will be made and Manager Markel stated that one of the things the Planning Commission will be asked to do is establish criteria.

**Motion:** I move that the Town Council authorize the Town Planning Commission and Town Staff to develop a Signage Improvement Grant program and present their proposal to the Town Council when complete."

**By:** Council Member Senate  
**Second:** Council Member Coleman  
**Aye:** Council Members Carder, Colman, Senate, Staley, Zoldos  
**Nay:** None  
**Abstain:** None  
**Absent:** Council Member Sparbanie

**C. Virginia Retirement System Update**

Manager Markel presented this item. He is requesting that Council authorize the Town Manager to move forward with the implementation of the Virginia Retirement System benefit's program.

He explained that one of the first steps in the process of enrolling the Town in the Virginia Retirement System (VRS) is for the organization to conduct an actuarial study of the Town's qualified employees to determine what the contribution levels into the program would be for the Town. The study, which is conducted by an independent firm working for VRS, will take approximately 45 days to complete. The actuarial analysis will take into account several employee factors such as age, sex, current compensation levels and years of service to develop a model that will determine the contribution levels. The baseline study required of all new member localities costs \$1,200 to complete. That would assume prospective benefit coverage for all qualified Town employees beginning on the date that the Town is brought into the VRS system.

The firm can also complete other scenarios that would take into account optional retro-active coverage. This would "buy-back" time for employees to a specific date, or start of employment. Each additional scenario would cost an additional \$250 to complete. Both the Town Manager and Project Manager are vested in the VRS system from prior employment and may wish to buy back past coverage. The Town could also elect to purchase past service for employees. The actual purchase would not have to take place immediately, but the study would show what impact the additional years of coverage would have on

contribution rates. The Town Manager recommends in favor of moving forward with implementation of the Virginia Retirement System by completing the actuarial study.

**Motion:** "I move that the Town Council direct the Town Manager to authorize the Virginia Retirement System to conduct the actuarial study necessary for Town participation in the system and authorize the Town Manager to authorize purchasing the buyback scenario for three years back (Total expenditure is \$1450).

**By:** Council Member Staley

**Second:** Council Member Senate

Mayor Walker called for discussion. Vice Mayor Zoldos asked if this expense had been budgeted and Manager Markel stated that it was. He also explained that this is a state-authorized plan, not a VML plan and the state legislature can change it at any time. There being no further discussion, Mayor Walker called for the vote. *{Attorney Whiting arrived during this discussion.}*

**Aye:** Council Members Carder, Colman, Senate, Staley, Zoldos

**Nay:** None

**Abstain:** None

**Absent:** Council Member Sparbanie

### Information Items

Manager Markel discussed scheduling a joint meeting with the Planning Commission and the Mayor and Council settled on September 29, 2011 as the date for the joint meeting.

### Comments from the Mayor and Town Council

Councilwoman Carder reported that National Night Out was lovely and reminded everyone that the next Movie in the Park will be *Back to the Future* tomorrow evening.

Councilman Staley thanked Attorney Whiting for her review of the EDAC material.

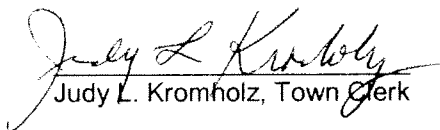
Vice Mayor Zoldos thanked everyone who had helped on National Night Out. He will not be able to attend the movie tomorrow night and thanked the Lovettsville Game Protective Association for sponsoring the event. He stated that the Brentwood model proposed for Lovettsville Town Center by Ryan Homes is nice, but it will be a shock to the residents. He stated that he is disappointed with the developer because this model does not reflect the vision that was sold to the Town. He knows there is nothing the Town government can do about it but wanted to share his frustration. Vice Mayor Zoldos emphasized that there is nothing intrinsically wrong with the product but it is not what was envisioned for this development.

Mayor Walker reported on the following:

- She thanked everyone who worked on National Night Out, stating that it was a good evening.
- The Parks Committee Meetings have been exciting and they are moving swiftly.
- She asked Cheryl Miller for an update on Oktoberfest progress. Ms. Miller reported that about 40 vendors have signed up and noted that typically, a lot of vendors sign up in August. Some very good sponsors have committed to the event, but more are needed. A number of budget scenarios have been prepared and the committee is hopeful that it will be able to cover all expenses. She thanked the Council for their help and contribution.
- Mayor Walker thanked Vice Mayor Zoldos for attending the weekly staff updates.

There being no further business before the Council, the meeting was adjourned at 8:50 PM

Respectfully submitted,

  
Judy L. Kromholz, Town Clerk

Date Approved: December 8, 2011

Attachments:

- I. Speaker Signup Sheet

Written Submissions to Council: None

# Town of Southville

## Speaker Sign - Up Sheet

Town Council Regular Meeting - August 11, 2011

Please Print.

| Name and Association   | Address | Topic | Email Address (Optional) <sup>1</sup> |
|------------------------|---------|-------|---------------------------------------|
| <i>Floyd Game Club</i> |         |       |                                       |
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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.

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