

Town of Lovettsville

Town Council Minutes of the February 12, 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 7:30 p.m. on February 12, 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 Manager Laszlo Palko
- Town Attorney Elizabeth Whiting
- Project Manager Karin Fellers
- Zoning Administrator Joshua Bateman
- Town Clerk Harriet West

Pledge of Allegiance

Mayor Zoldos led those assembled in the Pledge of Allegiance.

Comments from the Public

Mayor Zoldos called for comments from the public. There were none.

Mayor Zoldos introduced Sam Ridderhoff, from Boy Scout Troop 962, who was there to observe the meeting.

Community Presentations

A. Loudoun County Sheriff's Office

Deputy LoPreto reported on a recent incident involving a Town resident who paid \$4,000 in money cards as part of an IRS phone scam. He suggested doing a presentation on scams through Lovettsville Watch. Deputy LoPreto said he will be monitoring speeding on Cooper Run Drive.

B. Lovettsville Library

Councilman McIntyre reported on the Wednesday Winter Warm Up, the upcoming birthday party for the library, and county-wide changes to the registration process for activities.

Town Commission and Committee Reports

A. Lovettsville Planning Commission

Commissioner McDonough gave updates on the following:

- **Conditional Use Permit.** The Planning Commission unanimously recommended approval of the Conditional Use Permit for the veterinary hospital at 2 E. Pennsylvania Ave. The recommendation will be forward to the Council for consideration.
- **Fiscal Impact Analysis.** The Planning Commission had a lively discussion on the Fiscal Impact Analysis the Council had tasked them to discuss. They hope to have a recommendation within the next six weeks.

- **Comprehensive Plan Review.** The Planning Commission will begin this process in 2015.

B. Parks Committee

Vice Mayor Senate gave an update the Town Information Sign.

C. We're In Committee

Councilwoman Carder reported on the upcoming website workshop, business expo, and We're In meeting.

C. MayFest Committee

Councilwoman Carder gave an update on bands, vendors, the dunk tank, and marketing materials.

D. Oktoberfest Committee

Councilman McIntyre said the committee would start meeting in April.

E. Volunteer Fest Committee

Mayor Zoldos said the committee met earlier this week.

Additions/Deletions/Modifications to the Agenda

There were no changes to the agenda. Mayor Zoldos announced there would be no closed session.

Minutes

A. Minutes – August 21, 2014

Motion: I move to accept the minutes of the August 21, 2014 regular meeting as amended.

By: Council Member McIntyre

Second: Vice Mayor Senate

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

Nay: None

Abstain: None

Absent: Council Member Jones

Report from the Treasurer

There was no report from the Treasurer.

Staff Reports

A. Report from the Project Manager

Project Manager Fellers said she would have a report for the next meeting.

B. Report from the Zoning Administrator

Zoning Administrator Bateman said he had nothing new to report.

C. Report from the Town Attorney

Attorney Whiting said she is working with Missy Spring, Deputy County Attorney, on the code enforcement contract. Ms. Whiting said she is please to see that this has been activated in the County Attorney's office and she will have more to report soon.

D. Report from the Town Manager

Town Manager Palko gave an update on a recent work place injury involving one of the utility operators. The employee is doing much better and is back at work. As a result of this incident, Manager Palko said he has developed an SOP (Standard Operating Procedure) for workplace safety measures and the workers compensation process. Manager Palko said he has finalized the quarterly calendar for his work plan and briefed staff. He said staff will be meeting with the consultant to obtain updated water and sewer rates in preparation for the upcoming budget process. He has been conducting internal budget work sessions with staff and implemented the weekly activity reporting process.

Action Items

A. Select Contractor and Project Scope for Broad Way Improvements Project

Project Manager Fellers presented this item. The Council is being asked to select a Contractor and scope of work for the Broad Way Improvements Project in order for staff to issue Notice of Award and Notice to Proceed to begin construction.

Project Manger Fellers said the bids came in much higher than expected. She presented multiple options for reducing the cost of the project in order to stay within budget, including holding off on the street lights and delaying other capital improvements at the Walker Pavilion and Quarter Branch Park facility. Staff's recommendation is to move forward with the whole East Broad Way Project but not to install the conduit for underground services (providing power, cable, and phone service to homes from the main line) and to hold off on installing the street lights. Following further discussion on the project costs and options, Mayor Zoldos called for a motion.

Motion: I move that Town Council authorize staff to select Lantz Construction to construct the Broad Way Sidewalk Project. I further move that Town Council authorize staff to reduce the cost of the project by adopting **Option D**, which would apply cost reduction measures 1, 2 and 3, and to authorize the Mayor or Town Manager to sign the contract documents once in a form acceptable to the Town Attorney. I further direct staff to transfer the recommended funds allocated from the Quarter Branch Park, Town Green and Informational Sign (only if needed) budgets in order to address the shortfall for the General Fund portion of the Project. I further direct staff to complete an update to the Water and Sewer Rate Study to ensure appropriate funds are available for the water and sewer portions of this project.

By: Commissioner McIntyre

Second: Commissioner Gray

The Council and staff further discussed the future funding and installation of the new street lights, the distribution of light that will be provided by the new lights compared to the existing lights, and the underground conduit. Councilman McIntyre clarified that his motion did not include borrowing additional funds; however, he did not intend for this to include using reserve funds.

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

Nay: None

Abstain: None

Absent: Council Member Jones

B. Virginia Municipal League Insurance Programs Membership Agreement

Town Manager Palko presented this item. The Council is being asked to approve the Virginia Municipal League Membership Agreement and to authorize the Mayor to sign the amended agreement to enable continued coverage under the Virginia Local Government Insurance Program.

Motion: I move to authorize the Mayor to sign the Virginia Local Government Insurance Program Membership Agreement to enable continued insurance coverage under the Virginia Local Government Insurance Program.

By: Council Member Gray

Second: Council Member Carder

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

Nay: None

Abstain: None

Absent: Council Member Jones

C. Emergency Management Standard Operating Procedures

Town Manager Palko presented this item. Manager Palko said he discussed the draft Emergency Management Standard Operating Procedures with Mayor Zoldos and will be making some additional changes. This item will be brought back to the Council for consideration in February.

D. Comprehensive Plan Review

Zoning Administrator Bateman briefed the Mayor and Council on the overall strategy to guide the review of the 2011 Comprehensive Plan by the Planning Commission. Mr. Bateman stated he would brief the Mayor and Council periodically on the review process.

Information Items

A. Comparison of Loudoun Water vs. Internal Operations

Manager Palko briefed the Council on his analysis of the costs and benefits of moving to internal utility operators versus having continued contracting with Loudoun Water. Mr. Palko said that based on the first six-month's worth of data, the Council made the right choice from a financial and operational perspective. Financially, the projected FY 2015 savings are forecasted to be from \$18,000 to \$72,000. Operationally, they are achieving much greater efficiencies. He noted that for each dollar spent with internal operators, they are achieving nearly double the output compared to Loudoun Water. He reviewed the additional operational efficiencies including greater coverage, delaying/reducing capital costs, and better maintenance. Manager Palko said he would present another update at the end of the fiscal year.

Comments from the Mayor and Town Council

Councilwoman Carder said the mixer with the City of Brunswick through the Potomac Partnership went well and Brunswick is already sharing information about MayFest.

Vice Mayor Senate said they are continuing to work on the Town Information Sign.

Councilman McIntyre reminded everyone about the upcoming Loudoun Grown Expo in Purcellville and the Lovettsville Co-op's membership campaign.

Mayor Zoldos reported on the following:

- He thanked Commissioner McDonough for judging the Pinewood Derby.
- The meeting with Sheriff Chapman went well and they are moving forward with the agreement.
- He thanked Councilwoman Carder for organizing the Potomac Partnership meeting.
- The Town Council held a retreat in January and developed a work plan for the new Town Manager.
- The Town Charter is working its way through the General Assembly.
- He thanked everyone for their thoughts and prayers regarding the recent passing of his father.

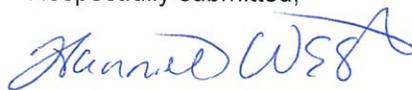
Closed Session

There was no closed session.

Adjournment

There being no further business before the Council, the meeting was adjourned at 9:01 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: November 12, 2015

Attachments:

None