

Town of Lovettsville

Town Council Minutes of the September 15, 2016 Regular Meeting

Call to Order/Pledge of Allegiance

Mayor Zoldos called the regular meeting of the Lovettsville Town Council to order at 7:32 p.m. on August 15, 2016. The meeting was held at the Lovettsville Town Office, 6 East Pennsylvania Ave, Lovettsville, VA.

Council Members Present

- Mayor Robert Zoldos II
- Vice Mayor Tiffaney Carder
- Council Member Kimberly Allar
- Council Member Jennifer Jones (arrived at 7:45 p.m.)
- Council Member James McIntyre
- Council Member Mike Senate
- Council Member Robert Gentile (arrived at 7:55 p.m.)

Staff Present

- Town Manager Laszlo Palko
- Town Attorney Elizabeth Whiting
- Zoning Administrator Bateman
- Town Engineer Karin Fellers

Pledge of Allegiance

Mayor Zoldos led those assembled in the Pledge of Allegiance.

Closed Session

Mayor Zoldos announced that there would be no closed session.

Presentations

A. Proclamation for Constitution Week

Gail Adams gave a presentation on the Daughters of the American Revolution. The Council then read the Constitution Week proclamation aloud. Vice Mayor Carder made the following motion:

- Motion:** I move to accept the proclamation for Constitution Week.
Second: Senate
Aye: McIntyre, Senate, Carder, and Allar
Nay: None
Abstain: None
Absent: Gentile and Jones

Comments from the Public

Mayor Zoldos called for comments from the public. Vice Mayor Carder read the rules for public comment.

Jack Burden, 16 Harpers Mill Way, said the Patriot Day Ceremony surpassed any of the Town's memorial ceremonies that he has attended over the past eight years. He said this Town is so patriotic and he's glad he lives here.

Community Presentations

There were no presentations.

Town Commission and Committee Reports

A. Lovettsville Planning Commission

Commissioner Wolf gave updates on the Comprehensive Plan, the subdivision ordinance, and training for the two newest Commissioners.

Events Committee

A. LOVE America – Councilwoman Allar thanked Mayor Zoldos for the great speakers at the Patriot Day Ceremony and she thanked Councilman Senate for getting the flags.

B. LOVE Summer – Councilwoman Jones gave an update on the next meeting.

C. LOVE Fall – Councilman McIntyre said this year's replica will be the clock tower. He gave an update on sponsors and vendors, securing a variable message sign for Oktoberfest, and volunteers.

B. Business & Tourism Committee

Councilwoman Jones sent an email out to all businesses about providing their marketing/business information for the Town's booth at the Brunswick Chamber of Commerce event.

C. Parks & Beautification Committee

Councilman Senate gave updates on the ornaments and street decorations.

D. Infrastructure, Environment & Utilities Committee

Councilman Gentile reported on the infrastructure tour. The Council and staff discussed dates for the next meeting and scheduling additional tours.

There were no other reports.

Additions/Deletions/Modifications to the Agenda

The following item was added to the Action/Discussion Items:

D. County Grant for Capital Projects

FY 16 Budget Recap Report

Treasurer Gladstone presented his report. He reviewed the revenues, expenses, and reserve status for the General Fund and Utility Fund and noted that both funds ended the year with a surplus.

Staff Reports

A. Report from the Zoning Administrator

Zoning Administrator Bateman submitted a written report and gave updates on approval of the site plan and bond for the 7-Eleven. He responded to a question from the Mayor about noise complaints at the Brew Pub.

B. Report from the Town Attorney

There was no report.

C. Report from the Town Manager

There was no report.

Action/Discussion Items

A. Street Renaming

Zoning Administrator Bateman presented this item. The Council is being asked to consider renaming the short segment of Town Center Drive located on the east side of the Town Square between S. Berlin Pike and S. Church Street. Following discussion, the Council agreed to refer this item to the Infrastructure Committee for further consideration.

B. Street Light Ornaments

Town Engineer Fellers presented this item. The Council is being asked to select a holiday street light ornament on East Broad Way. Ms. Fellers noted that the snowflake is more visible during the day and night and that it is also sturdier, easier to store, and less expensive than the wreath. She noted they will need outside assistance and/or equipment to hang the ornaments and she is currently researching options which she will present to the Parks Committee. Following further discussion, Councilwoman Jones made the following motion:

Motion: I move that Town Council select the snowflake ornament and direct staff to purchase the banner arms, ornaments and the necessary storage supplies in order to hang the ornaments this holiday season.

Second: McIntyre

Town Engineer Fellers brought in examples of the wreath and snowflake. Staff and the Council discussed the two ornaments and the color and intensity of the light bulbs. Following this discussion, Council Members Jones and McIntyre accepted a friendly amendment to include the use of the C-6 bulbs and cold white light.

Aye: McIntyre, Gentile, Senate, Carder, Allar, and Jones

Nay: None

Abstain: None

Absent: None

C. Clock Tower Fundraising Committee Action Plan

Town Engineer Fellers presented this item. The Council is being asked to approve the Clock Tower Funding Action Plan and initiate a Committee. Ms. Fellers explained that the Funding Action Plan includes an online presence, events presence, merchandizing, marketing strategy, and donations. Councilman Gentile made the following motion:

Motion: I move that Town Council approve the Clock Tower Action Plan for the Clock Tower Fund Raising Committee.

Second: Senate

The Council discussed how the Clock Tower Funding Action Plan would be coordinated with the overall branding of the Town and the timeframe for raising funds for the Distilfink, bells, and glockenspiel. Council and staff discussed that there may be a need to provide additional financial support from the Town, such as applying for matching grants; however, the intent is to start with trying to raise the money first. Following the discussion, Council Members Gentile and Senate accepted a friendly amendment to include providing coordination with the Events Committee.

Aye: McIntyre, Gentile, Senate, Carder, Allar, and Jones

Nay: None

Abstain: None

Absent: None

D. County Grant for Capital Projects

Town Manager Palko presented this item. The Council is being asked to adopt a resolution in support of the Town Manager's Capital Improvement Plan Funding Request to the County for the FY 2018 budget cycle. The purpose is to build and modernize the Town's infrastructure in support of resident needs/satisfaction, economic development, and access to County facilities. The \$450,000 grant request is for design engineering support for streetscape projects and clock tower funding support to the Glockenspiel. The Town will seek additional grants from VDOT for the N. Berlin Shared Use Path. Councilwoman Jones made the following motion:

Motion: I move that the Council adopt Resolution 2016-09-002 in support of the funding request to Loudoun County and furthermore that the Mayor forward the completed funding request packet to Supervisor Higgins and Chairwoman Randall, and the Town

Manager forward the completed funding request packet to the County Administrator, the County Director of Transportation and Capital Infrastructure, and the County Director of Management and Budget, no later than September 30, 2016 (Attachment 1).

Second: McIntyre
Aye: McIntyre, Gentile, Senate, Carder, Allar, and Jones
Nay: None
Abstain: None
Absent: None

E. CHAT Partnership Resolution

Councilman McIntyre presented this item. The Council is being asked to consider a partnership with the Catoctin Holiday Art Tour. Councilman McIntyre made the following motion:

Motion: I move to approve Resolution 2016-09-003 to acknowledge the contribution of the Catoctin Holiday Art Tour to the Lovettsville community and to establish a partnership with the tour for 2016 (Attachment 2).
Second: Gentile
Aye: McIntyre, Gentile, Senate, Carder, Allar, and Jones
Nay: None
Abstain: None
Absent: None

F. Adoption of FY 17 Budget Amendment 1

Town Manager Palko presented this item. The Council is being asked to consider FY 17 Budget Amendment I to distribute \$28,000 from the General Fund surplus to the Capital Fund to cover the capital costs for the clock tower faces. Mr. Palko noted that no public hearing is required because the proposed change is less than one percent of expenditures. Mr. Palko said he would return to the Council with a second budget amendment in October that will require a public hearing. Following discussion on the presentation, Vice Mayor Carder made the following motion:

Motion: I move that the Council adopt Ordinance 2016-09-001 to amend the FY 17 Budget as presented (Attachment 3).
Second: Gentile
Aye: McIntyre, Gentile, Senate, Carder, Allar and Jones
Nay: None
Abstain: None
Absent: None

Information Items

There were none.

Comments from the Mayor and Town Council

Councilwoman Jones noted that the Treasurer's report showed 68 water/sewer accounts were delinquent with a total balance due of \$20,430 and asked if this was a direct effect of the increased rates. Town Manager Palko explained that the new rates had not gone into effect yet and that there are always delinquencies. He added that the Town often does estimates in the winter; hence, bills are usually lower in the winter and higher in the spring based on actual meter readings. Councilwoman Jones suggested that her request to provide people with relief on their water bills be reconsidered. The Town Manager said he would come back with a proposal.

Councilman Gentile, Councilwoman Jones, Councilwoman Allar, and the Mayor discussed the need for children to be able to play sports in Lovettsville.

Vice Mayor Carder thanked Councilwoman Allar for the Patriot Day Ceremony.

Councilman McIntyre said he was excited about everything coming together for Oktoberfest.

Mayor Zoldos reported on the following:

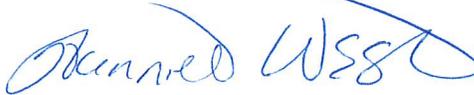
- He is looking forward to Oktoberfest.
- He thanked John Smith for helping build the Wiener Dog Stadium.
- Lennar has requested a meeting with the Town.
- The Town is making progress with the light fixtures at the Community Center.
- He asked the Council Members to help with Oktoberfest if they are able to.

The Council discussed the tree that is located on the Oktoberfest site.

Adjournment

There being no further business before the Council, Mayor Zoldos adjourned the meeting at 10:03 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Harriet West", written over a horizontal line.

Harriet West, Town Clerk

Date Approved: June 1, 2017

Attachments:

1. Resolution 2016-09-002
2. Resolution 2016-09-003
3. Ordinance 2016-09-001

Town of Lovettsville

RESOLUTION 2016-09-002:

TO REQUEST THAT THE COUNTY OF LOUDOUN PROVIDE FUNDING SUPPORT TO THE TOWN OF LOVETTSVILLE CAPITAL IMPROVEMENT PLAN

MOTION: Jones

SECOND: McIntyre

WHEREAS, the Town Council reviewed and adopted a Capital Improvement Plan and Budget on June 16th 2016, and

WHEREAS, the Town received a letter from the Director of Management and Budget, Loudoun County, dated September 7th 2016, soliciting Town requests for County Capital Improvement Program funding support for Lovettsville Capital Projects; and

WHEREAS, the letter recommends projects that benefit the County in terms of Pedestrian transportation improvements; and

WHEREAS, the letter requests a completed packet be sent to the County by September 30th including a Council Resolution affirming the request; and

WHEREAS, the Town of Lovettsville is seeking funding support for its East Broadway Streetscape Project which the Town has already funded half of; and

WHEREAS, the East Broadway Streetscape Project provides for Pedestrian access to County Facilities including the Library, Community Center and future County Park which do not currently have pedestrian access to; and

WHEREAS, the East Broadway Streetscape Project provides pedestrian access to job opportunities along the Town's "Main Street" and new Town Square; and

WHEREAS, the East Broadway Streetscape Project provides needed infrastructure support to local businesses to support economic growth and tourism; and

WHEREAS, the Town of Lovettsville is seeking funding support for its Berlin Turnpike Shared Use Path Project which the Town and the Virginia Department of Transportation has already funded half of; and

WHEREAS, the Berlin Turnpike Shared Use Path Project provides for Pedestrian and Bicycle access from the northern half of the Town to County Facilities including the Library, Community Center and future County Park which do not currently have pedestrian access to; and

WHEREAS, the Berlin Turnpike Shared Use Path Project provides pedestrian and bicycle access to job opportunities in the new Town Square and the Town's "Main Street"; and

WHEREAS, the Berlin Turnpike Shared Use Path Project provides needed infrastructure support to local businesses to support economic growth and tourism; and

The German Settlement

WHEREAS, the Town of Lovettsville is seeking funding support for its ClockTower project which includes a unique Glockenspiel; and

WHEREAS, the Glockenspiel will attract tourists to Loudoun County and thus support economic development and business revenues; and

WHEREAS, the County approved \$150,000 in support of the Waterford Association in Fiscal Year 2016 for Tourism purposes;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Lovettsville requests that the Loudoun County Board of Supervisors provide funding support for these projects, in the amount of at least \$2,061,500 out of the \$6,557,000 total, over six (6) fiscal years beginning in Fiscal Year 2018, with a Fiscal Year 2018 contribution of \$450,000.

VOTE:

Ayes: Allar, Carder, Gentile, Jones, McIntyre, and Senate

Nays: None

Abstentions: None

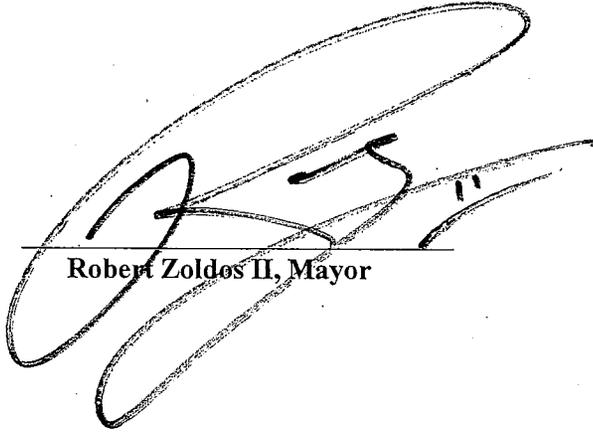
Absent for Vote: None

ADOPTED: September 15, 2016

CERTIFIED:



Harriet West, Town Clerk



Robert Zoldos II, Mayor

Town of Lovettsville

RESOLUTION 2016-09-003: TO ACKNOWLEDGE THE CONTRIBUTIONS OF THE CATOCTIN HOLIDAY ART TOUR TO THE LOVETTSVILLE COMMUNITY AND TO ESTABLISH A PARTNERSHIP WITH THE TOUR FOR 2016

MOTION: McIntyre

SECOND: Gentile

WHEREAS, the Lovettsville Town Council adopted definitions for Partnered vs. Sponsored Events on January 14th that clarified the rules for the Town supporting non-town events and Partnered Events require Council Resolution detailing the benefit to the Town as well as the requirements and responsibilities of each party; and

WHEREAS, the organizers of the Catoctin Holiday Art Tour have been managing a successful tour for the past 6 years, with each of the studios on the tour attracting hundreds of visitors annually, many from as far as Winchester, Baltimore, Gettysburg, Warrenton, Arlington, and Washington DC; and

WHEREAS, Lovettsville residents working in fine arts, crafts, design, digital media, and other fields directly contribute thousands annually to our economy by selling their work and by attracting visitors to Lovettsville on Tour weekends, and

WHEREAS, Lovettsville residents working in the arts contribute indirectly to our economy by creating local culture that keeps residents participating in the community, and attracting new residents eager to settle in a place with an established arts culture, and

WHEREAS, the individual members of the Catoctin Holiday Art Tour have contributed significantly to Lovettsville's civic organizations and to Town events by donating logos, beer steins, t-shirts, photo boards, maps, flyers, and more; and

WHEREAS, Art the Snowman, the Catoctin Holiday Art Tour's mascot, makes regular appearances at many Town events (MayFest, Oktoberfest, Trunk or Treat, 3rd of July) and has even showed up around Town to remind folks to vote; and

WHEREAS, the organizers of the Catoctin Holiday Art Tour have designed their tour to make Lovettsville the crossroads of their map, and have worked diligently to make Lovettsville the central destination for food, drink, and other refreshments during the tour, and

WHEREAS, the Town Council and Mayor have repeatedly declared Economic Development and Tourism to be among our top priorities.

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NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Lovettsville approves the creation of a partnership relationship with the Catoctin Holiday Art Tour where the Catoctin Holiday Art Tour will continue to provide the majority of resources and management for the event, and where the Town will consult with the event planning, provide a \$50 donation, and will provide promotion and logistical support, as needed.

VOTE:

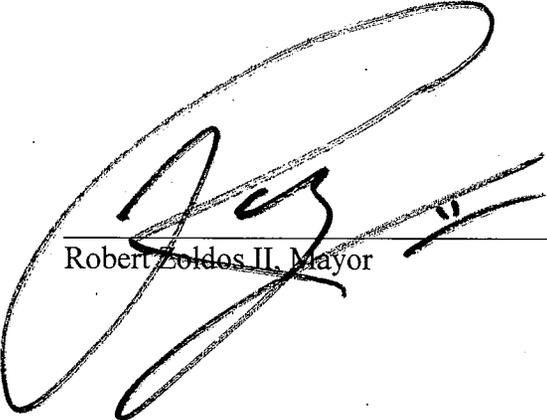
Ayes: Allar, Carder, Gentile, Jones, McIntyre, and Senate

Nays: None

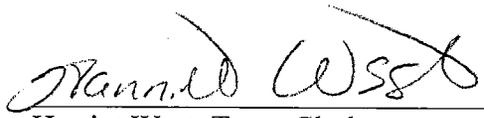
Abstentions: None

Absent for Vote: None

ADOPTED: September 15, 2016


Robert Zoldos II, Mayor

CERTIFIED:


Harriet West, Town Clerk

Town of Lovettsville

Ordinance 2016-09-001: APPROVE BUDGET AND CIP AMENDMENT 1 FOR FISCAL YEAR ENDING JUNE 30, 2017

MOTION: Carder
SECOND: Gentile

WHEREAS, the budget, capital improvement plan (CIP), and tax rates for the fiscal year ending June 30, 2017 was reviewed and adopted on June 16, 2016 by the Town Council on June; and

WHEREAS, the town has updated end of year results for the Fiscal Year ending on June 30 2016 determining surpluses; and

WHEREAS, the Town Council has reviewed the amendment to the CIP based on the allocation of some of these surpluses.

IT IS ACCORDINGLY ORDAINED by the Town Council of the Town of Lovettsville as follows:

1. The proposed budget and CIP Amendment 1 are approved as presented.
2. Appropriations are hereby made for the fiscal year ending June 30, 2017, in the amounts shown to the categories and accounts therein for the general and utility funds and Frye Court Service District fund.
3. There are no changes to the tax rates, user charges, and fees.

VOTE:

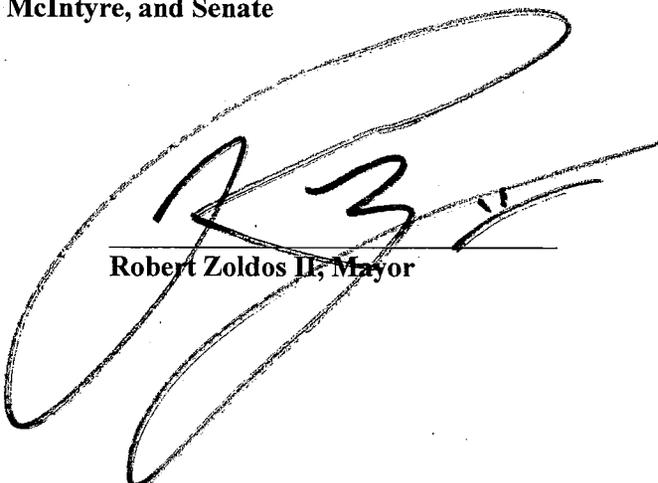
AYES: Allar, Carder, Gentile, Jones, McIntyre, and Senate

NAYS: None

ABSTENTIONS: None

ABSENT FOR VOTE: None

APPROVED: September 15, 2016



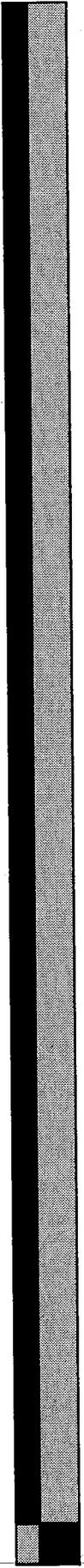
Robert Zoldos II, Mayor

CERTIFIED:



Harriet West, Town Clerk

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GF Distribution of Surplus

- **\$28K** provided to Capital Fund to cover Capital Costs in FY 17- Clock Tower Faces.