

Town of Lovettsville

Town Council Minutes of the May 28, 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 7:34 p.m. on May 28, 2015 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Council Members Present

- Mayor Robert Zoldos II
- Vice Mayor Michael Senate (arrived at 7:45 p.m.)
- Council Member Kimberly Allar
- Council Member Tiffany Carder
- Council Member Rodney Gray
- Council Member Jennifer Jones
- Council Member James McIntyre

Staff Present

- Town Manager Laszlo Palko
- Town Attorney Elizabeth Whiting
- Project Manager Karin Fellers
- Utility Supervisor Stephen Gates
- Town Clerk Harriet West

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 none.

Comments from the Public

Mayor Zoldos called for comments from the public. Council Member McIntyre read the rules for public comment.

Chris Hornbaker, 15 Black Forest Lane, commented on an article in newspaper that had inaccurate information about proposed utility and tax rate hikes. The Town Manager said he has been in touch with Margaret Morton at *Leesburg Today* about providing the correct information.

Community Presentations

A. Loudoun County Sheriff's Office

Deputy LoPreto reported on a reckless driving report that was posted on Facebook earlier today. He again urged residents to report incidents directly to the Sheriff's Office through the online reporting system so they can investigate. He also reported on several other incidents in Town, including a Deputy's mail box that was burned, damage that was done to the flower pots at the Pavilion, and two vehicles that were entered on S. Loudoun Street. He also noted that there was a problem with the Mayfest vendors blocking the trolley route and suggested putting the parking requirements in the contract.

B. Lovettsville Library

Councilman McIntyre said the library is looking for teen volunteers and local "heroes" for the summer reading program.

There were no other community reports.

Town Commissions and Committee Reports

A. Lovettsville Planning Commission

Chairman Mueller gave an update on the Comprehensive Plan review process, including fine tuning the purpose of the subcommittees and membership.

B. Parks Committee

Vice Mayor Senate gave updates on the Town Information Sign, Community Gardens, and the concept plan for the glockenspiel.

We're In Committee

Councilwoman Carder reported on the small business breakfast and upcoming meetings.

C. Volunteer Fest

Commissioner Jones reported on plans for the event in 2016.

D. Mayfest Committee

Councilwoman Carder said she has been getting great feedback from participants and vendors.

E. Memorial Day Ceremony

Councilwoman Allar said she got excellent feedback about the ceremony and guest speaker, General Forsythe. She thanked staff for all of their help.

F. Oktoberfest Committee

Councilman McIntyre gave updates on the updated sponsor/vendor packages, entertainment, and trolley service.

Additions/Deletions/Modifications to the Agenda

The following items were added to the agenda: Budget Dates and Street Sweeping.

Minutes

A. Planning Commission and Town Council Joint Public Hearing – November 19, 2014

The minutes were tabled until the June 4, 2015 meeting.

Monthly Financial Report

There was none.

Staff Reports

A. Report from the Project Manager

There were no questions regarding the Project Manager's report. Councilwoman Jones inquired about the status of setting up the security camera at the Pavilion in light of the recent vandalism, as well as budgeting for the installation of security equipment at other Town locations. The Town Manager said they would look into this as part of the VML safety grant.

B. Report from the Zoning Administrator

There was no report from the Zoning Administrator.

C. Report from the Utility Supervisor

Utility Supervisor Gates gave updates on the SCADA system, the DEQ Notice of Violations, two high usage reports, and leaks on East Broad Way. Commissioner Gray said he was impressed with the response using the Town's emergency number when he reported an unusual water leak.

D. Report from the Town Attorney

There was no report.

E. Report from the Town Manager

Town Manager Palko thanked Stephen Gates and the other members of the Utility Team for their good work. He then gave an update on refinancing the Module 3 loan, which will save the Town \$100,000 over

10 years. He reported on two upcoming County events that the Town will be promoting, household hazardous waste collection and electronics recycling. He noted that the budget schedules and options have been posted on the Town's website.

Action/Discussion Items

A. Approval of RKK Scope to Develop Bid Specs and Inspect Drainage

Project Manager Fellers presented this item. The Council is being asked to approve a Scope of Services for developing the bid specifications and provide construction management and inspection services during the construction of the Drainage Improvements funded by the National Fish and Wildlife Foundation Grant. Staff recommends that the Town Council approve the Scope of Work with RKK based on their qualifications and performance on the East Broad Way Streetscapes project.

Motion: I move that Town Council approve the Scope of Services from RKK as shown in their Draft Fee Proposal dated May 20, 2015 for services to Develop Bid Documents and provide Construction Management and Inspection services for the Drainage Improvements just north of the Town Square and authorize the Town Manager to sign the paperwork.

By: Council Member Jones

Second: Council Member Gray

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

Nay: None

Abstain: None

Absent: None

B. Approval of Proposal for Town Information Sign

Project Manager Fellers presented this item. The Council is being asked to approve the proposal from Quail Run Signs for the Information Sign and to provide direction for obtaining the additional funding needed. Project Manager Fellers reviewed the proposal for sign boards and noted that this will be an additional staff responsibility for updating the signs on a regular basis. Staff and the Council discussed the requirement that 50% of the cost is due up front and the timing for completion of the project.

Motion: I move that the Town Council approve the proposal from Quail Run Signs and authorize the Mayor or Town Manager to sign the necessary paperwork (including the proposal for the electrical work) for staff to issue a Notice to Proceed to complete the sign construction and installation as soon as it can be completed at a cost not to exceed \$13,000. I further move that Town Council direct the staff to budget the shortfall funds for this project in the FY 2016 budget as necessary depending on when the project is completed and invoiced.

By: Vice Mayor Senate

Second: Council Member McIntyre

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

Nay: None

Abstain: None

Absent: None

C. Street Sweeping

Town Manager Palko presented this item. The Council is being asked to consider authorizing the Town Manager to contract for street sweeping services. He noted that the Town has received numerous requests to have the streets swept. Based on his research, the last time the streets were swept was in the spring of 2014 at a cost of \$5,376 for the sweepers and debris collection and disposal. Manager Palko received a quote for \$3,900 for sweeping and disposal. Following discussion, the Council asked the Town Manager to contact the City of Brunswick to see if they could assist the Town through the Potomac Partnership agreement.

Motion: I move to allow the Town Manager to schedule street sweeping of Lovettsville.

By: Council Member Jones

Second: Council Member McIntyre

Aye: Council Members Allar, Carder, Gray, Jones, McIntyre, and Senate
Nay: None
Abstain: None
Absent: None

D. Budget Dates

Mayor Zoldos said the budget public hearing is scheduled for June 4, 2015. He noted that Councilman McIntyre and Councilman Gray both have conflicts that evening. Following discussion, the Council agreed to hold a budget work session after the meeting on June 11 and to vote on the budget at the regular meeting on June 25.

Closed Session

There was no closed session.

Information Items

There were none.

Comments from the Mayor and Council

Councilwoman Jones said Mayfest was great, especially the photo booth.

Councilwoman Carder thanked the Mayfest Committee for all of their hard work. She also said they have a great Scouting community that helps out with many Town events.

Vice Mayor Senate said he had been out of town for the past several days and was sorry to have missed Mayfest and the Memorial Day Ceremony.

Councilman Gray said he is excited to see the progression of construction on East Broad Way.

Councilman McIntyre said he is excited about upcoming events at the Walker Pavilion.

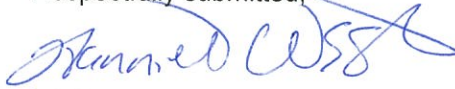
Mayor Zoldos reported on the following:

- Mayfest and Memorial Day were both well done and made for a perfect weekend.
- The U.S. Navy Band will be performing on June 6 at 7:00 p.m.
- The dedication of the Community Gardens will be held on July 18 at 9:00 a.m.
- He hosted several kindergarten tours of the Town where the children get to play all of the roles of the Mayor, Council, staff, and the public.

Adjournment

There being no further business before the Council, the meeting was adjourned at 9:19 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: March 10, 2016

Attachments:
None