

# Town of Lovettsville

## Town Council Minutes of the August 11, 2016 Regular Meeting

### Call to Order/Pledge of Allegiance

Mayor Zoldos called the regular meeting of the Lovettsville Town Council to order at 7:33 p.m. on August 11, 2016. The meeting was held at the Lovettsville Town Hall, 6 E. Pennsylvania Ave, Lovettsville, VA.

### Council Members Present

- Mayor Robert Zoldos II
- Vice Mayor Tiffany Carder
- Council Member Kimberly Allar
- Council Member Jennifer Jones
- Council Member James McIntyre
- Council Member Mike Senate

### Council Members Absent:

- Council Member Robert Gentile

### Staff Present

- Town Manager Laszlo Palko
- Town Attorney Elizabeth Whiting
- Zoning Administrator Josh Bateman
- Town Clerk Harriet West

### Pledge of Allegiance

Mayor Zoldos led those present in the Pledge of Allegiance.

### Presentations

Laura Lieberman and Mark Lenko gave a presentation on Keep Loudoun Beautiful and asked the Town Council to participate in April 2017.

### Comments from the Public

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

### Community Presentations

#### A. Loudoun County Sheriff's Office

Deputy LoPreto gave his report and noted that there several incidents regarding destruction of property in Town. He said the Sheriff's Department Western Loudoun Station will continue to hold meetings in Lovettsville.

#### B. Lovettsville Library

Council Woman Carder gave updates on new programs and activities at the Lovettsville Library.

### Town Commission and Committee Reports

#### A. Lovettsville Planning Commission

Chairman Frank McDonough gave updates on upcoming meetings and the recent American Planning Association (APA) Virginia Chapter Conference. Commissioner Wolf gave a report on the sessions she attended at the APA Conference regarding resiliency and sign ordinances. She posed a number of questions regarding the Town's resiliency. Chairman McDonough said the Planning Commission will deliver a legal sign ordinance to the Town Council.

#### B. Events Committee

Councilman McIntyre gave an update on the initial meeting and coordination with other groups to prepare a unified calendar.

- a. LOVE Fall – Oktoberfest Treasurer Tom Ciolkosz gave a report on the Oktoberfest budget. He noted that for the first time ever, the budget will exceed \$100,000.
- b. LOVE Summer – Councilman McIntyre reported on the upcoming Movie on the Green and Councilwoman Carder gave an update on Wild on the Green.

**C. Business & Tourism Committee**

Councilwoman Jones reported on her meeting with the Town Manager and the committee's first meeting, which will be held on September 1, 2016.

**D. Parks & Beautification Committee**

Councilman Senate gave updates on the clock tower fundraising, park signage, and the installation of a fence and hydrant at Quarter Branch Park. Deputy LoPreto discussed the enforceability of signage and responded to a question from Councilwoman Carder about drinking behind the library.

Councilwoman Carder also gave an update on the Brunswick Business Expo.

**E. Infrastructure, Environment & Utilities Committee**

There was no report.

**F. Information Flow Committee**

Councilman Senate said the committee has not met yet but noted he had received an email about the We're In website.

**Additions/Deletions/Modifications to the Agenda**

The following items were added to the agenda:

- Teens on the Green Partnership with the Lovettsville Library
- Signs on Town Square
- Closed Session
- Appointment of Fundraising Leader for Clock Tower

**Minutes**

**A. September 10, 2015**

**Motion:** I move to accept the minutes of the September 10, 2015 Regular Meeting.

**By:** Council Member McIntyre

**Second:** Council Member Senate

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member Gentile

**Monthly Financial Report**

There was no report.

**Staff Reports**

**A. Report from the Town Engineer**

There was no report.

**B. Report from the Zoning Administrator**

The Zoning Administrator submitted a written report. Staff responded to questions from Councilwoman Jones regarding the Dollar General store referenced in the Zoning Administrator's report and the status of new businesses at Lovettsville Square.

**C. Report from the Events and Tourism Coordinator**

Tiffany Ahalt submitted a written report and provided updates on the upcoming movies and concerts, sponsors, the new movie screen, social media/marketing, the Visit Loudoun partnership, and a marketing grant application she is working on.

D. Report from the Utility Director

There was no report.

E. Report from the Town Manager

Town Manager Palko submitted a written report. He noted that staff have completed 77% of their tasks in the FY 2016 Action Plans, which is above the goal of 75%. He responded to questions from Councilwoman Jones about the Utility Department's tasks.

**Action/Discussion Items**

A. FY 17 Action Plan Update

Town Manager Palko presented this item. The Council is being asked to approve the post-budget updated FY 17 Action Plan. Following discussion, Councilwoman Jones made the following motion:

**Motion:** I move to approve the attached amendments to the FY 17 Town Manager Action Plan as presented and the Town Manager's Implementation Plan as presented.

**Second:** Council Member McIntyre

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member Gentile

B. Selection of New Financial Software for the Town

Town Manager Palko presented this item. The Council is being asked to select a new financial software provider for the Town. Mr. Palko discussed the three vendors reviewed by staff and recommended selecting USTI. Attorney Whiting noted her concerns with the contract as presented. Following discussion, Councilwoman Jones made the following motion:

**Motion:** I move that the Town Council authorize the Town Manager to proceed with changing over to USTI for the Town financial software and sign the attached contract agreement, upon the approval of the Town Attorney of the contract and submission documentation.

**Second:** Council Member Senate

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member Gentile

C. Audit Contract approval with YNBP for FY 16 and FY 17

Town Manager Palko presented this item. The Council is being asked to approve the new auditor contract for FY 16 and FY 17. Following discussion, Councilwoman Carder made the following motion:

**Motion:** I move to approve the attached contract with Young Nicholas, Branner & Phillips, LLP to audit the Town finances for the FY 16 and FY 17 Audits and authorize the Town Manager to sign the contract package.

**Second:** Council Member Jones

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

**Nay:** None

**Abstain:** None

**Absent:** Council Member Gentile

D. Auditor Recommended Practices (FY15 Audit)

Town Manager Palko presented this item. The Council is being asked to approve several recommendations from the FY 2015 audit to improve the Town's accounting internal control practices. Following discussion, Councilwoman Jones made the following motion:

**Motion:** I move to approve the Town Manager and Town Treasurer's strategy for Audit Compliance.

**Second:** Council Member Carder  
**Aye:** Council Members McIntyre, Senate, Carder, Allar, and Jones  
**Nay:** None  
**Abstain:** None  
**Absent:** Council Member Gentile

**E. Check Signatures**

Town Manager Palko is presenting this item. The Council is being asked to assign the new Vice Mayor as a signature authority for Town checks along with granting this authority to the Town Manager. Following discussion, Councilman Senate made the following motion:

**Motion:** I move to authorize Vice Mayor Tiffaney Carder as a signature authority for Town checks. Furthermore, I move to assign the Town Manager as a signature authority for Town checks and to have Town staff email scanned versions of checks/vouchers to the Mayor and Vice Mayor for oversight.

**Second:** Council Member Jones  
**Aye:** Council Members McIntyre, Senate, Carder, Allar, and Jones  
**Nay:** None  
**Abstain:** None  
**Absent:** Council Member Gentile

**F. Teens on the Green**

Councilwoman Carder discussed partnering with the Lovettsville Library to have an event for teens in conjunction with Wild on the Green on Saturday, August 27. Following discussion, the Council agreed to have the library move forward with planning the event and return to the Town Council on August 25, 2016 with more information, including a staffing plan and description of the event.

**G. Signs on Town Square**

Town Manager Palko presented this item. The Council is being asked to consider allowing partnering organizations of Town events to put up signs on the Town Square. Following discussion, this item was tabled to allow Councilman McIntyre get additional information from the applicant.

Councilwoman Jones left the meeting prior to the closed session.

**Closed Session**

Mayor Zoldos announced that the Town Council would be going into closed session. Vice Mayor Carder made the following motion:

**Motion:** I move that the Lovettsville Town Council convene in closed session pursuant to Virginia Code Section 2.23711A1 for discussion and consideration of selecting candidates for appointment to the Lovettsville Planning Commission; and thereafter reconvene in open session for action as appropriate.

**Second:** Council Member McIntyre  
**Aye:** Council Members McIntyre, Senate, Carder, and Allar  
**Nay:** None  
**Abstain:** None  
**Absent:** Council Members Gentile and Jones

The Council went into closed session at 10:03 p.m. and reconvened in open session at 10:21 p.m.

**Certification of the Closed Session**

Mayor Zoldos read the following Certification of Closed Session aloud: Do you certify that to the best of your knowledge (i) only public business matters lawfully exempt from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting. Council Members McIntyre, Senate, Carder, and Allar certified to the above. Council Members Gentile and Jones were absent.

H. Appointment of New Planning Commissioner  
Councilman McIntyre made the following motion:

**Motion:** I move that the Council appoint Chris Hornbaker to the Planning Commission.  
**Second:** Council Member Senate  
**Aye:** Council Members McIntyre, Senate, Carder, and Allar  
**Nay:** None  
**Abstain:** None  
**Absent:** Council Members Gentile and Jones

I. Appointment of Fundraising Leader for Clock Tower

Mayor Zoldos asked the Council to ratify his appointment of Buck Smith as the fundraising leader/czar for the clock tower and glockenspiel project. Councilman McIntyre made the following motion:

**Motion:** I move to ratify the appointment of Buck Smith as the fundraising czar for the clock tower fundraising program.  
**Second:** Council Member Senate

Following discussion, Councilman McIntyre and Senate accepted a friendly amendment to include that Mr. Smith report directly to the Parks Committee.

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

Information Items

There were none.

Comments from the Mayor and Town Council

Councilman Senate said he will email the Town Manager the dates he will be out of Town.

Mayor Zoldos reported on upcoming meetings with the Lovettsville Volunteer Fire and Rescue Company, Lennar, and Congresswoman Comstock's lunch with local Mayors. He noted he will be out of Town next Wednesday through Saturday and will get someone to fill in for him for the Wild on the Green set up.

Adjournment

There being no further business before the Council, Mayor Zoldos adjourned the meeting at 10:33 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: May 18, 2017

Attachments:  
None