

Town of Lovettsville

Town Council Minutes of the Lovettsville Mayor and Town Council Annual Retreat February 4, 2017

Call to Order

Mayor Zoldos called the meeting to order at 8:45 a.m. The meeting was held at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Council Members Present

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

Staff Present

- Town Manager Laszlo Palko

Planning Commission Chairman Frank McDonough was also in attendance. Mayor Zoldos said that Town Consultant Sam Finz was not present due to illness. Manager Palko noted the closed session to discuss his performance review would not take place due to Mr. Finz's absence. Mr. Palko said the purpose of the retreat is to:

- Recommend changes to legislative and administrative procedures.
- Identify 2017 policy priorities.
- Conduct the first workshop on the FY 18 Budget priorities.

Mr. Palko reviewed the Town Manager Performance Evaluation form and asked the Council Members to complete it at a later date and send it to the Mayor so he could consolidate the responses. Mr. Palko then reviewed the analysis he prepared showing the Town Council's Investment in the Town Manager. He also reviewed the major accomplishments in 2016. The Council discussed when to complete the evaluation forms and schedule the Town Manager's review.

Mr. Palko then reviewed proposed changes to the Town's legislative and administrative procedures including clarifying roles and responsibilities, citizen responsiveness, Town meeting protocol and structure, and other suggested changes with administrative procedures. The Mayor and Council voiced concerns about the Town Manager's recommendation to have requests requiring significant staff time be voted on at a Town Council meeting. A discussion ensued about responding to citizen's requests for information, previous attempts to get the public to attend Town Council meetings, the backlog of meeting minutes, and the video system that staff is evaluating. The Council then discussed the process for handling requests for support and supplies from the Events Committee and subcommittees. A lengthy discussion ensued regarding the use of Facebook as a method for engaging with the public.

The Council then discussed meeting protocols and structure, including modifications to the meeting agendas and handling direct dialogue during the public comment period. The discussion then turned to the following social media issues, including:

- Addressing information posted on other Facebook pages.
- Responding to comments/questions posted on the Town's official Facebook page.
- Reposting information from the Mayor's Message/Friday email to other pages.
- Posting by three or more elected officials concurrently.

- Providing information in the Welcome Packet for new residents about how to stay informed and ways to contact the Town (phone, email, Facebook).
- Using the Town's Twitter account to let the public know about meetings, events, reports, etc.
- Developing a unified response to questions/concerns on other pages, such as "For the official Town response,..."
- Differentiating personal Facebook pages by appointed and elected officials from official Town pages.
- Conducting FOIA training every year.

The Council took a lunch break at 11:31 a.m. Following the break, the Council met in closed session. Vice Mayor Carder read the following motion:

Motion: I move that the Lovettsville Town Council convene in closed session pursuant to Va. Code Section 2.2-3711A1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, with regard to effectively staffing Town governmental functions; and thereafter convene in open session for action as appropriate.

Second: McIntyre

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

Nay: None

Abstain: None

Absent: None

The Council went into closed session at 11:59 a.m. The meeting resumed in open session at 12:44 p.m. Mayor Zoldos read the following Certification of Closed Session aloud: Do you certify that to the best of your knowledge (1) only public business matters lawfully exempt from open meeting requirements under this chapter and (2) 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, Gentile, Senate, Carder, Allar, and Jones certified to the above.

Mr. Palko then reviewed the Council's priority goals from the previous retreat and his recommended policy initiatives in support of these goals. A discussion ensued regarding several of the recommended policies including minutes support, the tourism zone, and the JLMA (Joint Land Management Agreement).

Mr. Palko discussed his recommended FY 18 budget priorities for the general fund and the utility fund, based on personnel changes and new initiatives, with the Council. Mr. Palko then reviewed the FY 2018 Budget and CIP Schedule.

Adjournment

There being no further business before the Council, the meeting was adjourned at 2:08 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: October 12, 2017

Attachments:
None