

# Town of Lovettsville

## Town Council Minutes of the March 29, 2017 Special Meeting

### Call to Order/Pledge of Allegiance

Mayor Zoldos called the meeting to order at 7:32 p.m. The meeting was held at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

### Council Members Present

- Mayor Robert Zoldos II
- Council Member Jim McIntyre
- Council Member Rob Gentile
- Council Member Kimberly Allar

### Council Members Absent

- Vice Mayor Tiffany Carder
- Council Member Jennifer Jones
- Council Member Mike Senate

### Staff Present

- Town Manager Laszlo Palko
- Town Clerk Harriet West

Planning Commissioner Chris Hornbaker was in the audience.

### Comments from the Public

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

### Action/Discussion Items

#### A. FY 2018 General Budget Discussion

Town Clerk West gave a presentation on several video and agenda management options evaluated by the Information Flow Committee, including AV Capture All, Board Docs, and Swagit and Destiny Software. Mr. Hornbaker, who serves on the Information Flow Committees, explained that Board Docs uses the IBM Lotus Domino platform, which will no longer be supported after 2021; therefore, this will require a migration to a new system. Staff and the Information Flow Committee recommended AV Capture All based on its excellent public interface, the ease of use by staff, and cost (it was the least expensive of the three options). A discussion ensued about staff time to use the system and the ability to provide the public with better and timelier access to the meeting packets and recordings of the meetings.

Mr. Price Harmon, a representative from AV Capture All, gave an online demonstration of the platform remotely and responded to questions from the Council. A discussion ensued about the level of detail for the minutes. Ms. West referenced the City of Norfolk's streamlined "Action Minutes," that perhaps could be used in combination with publishing the videos of the meetings. Ms. West said using AV Capture All would solve a number of issues. Mr. Palko said the cost for this system is \$4,900 and has been included in the proposed FY 18 budget. The Council and staff discussed the back log of minutes and the ability to live stream the meetings. Mr. Hornbaker spoke about the benefits of the AV Capture All system versus the other alternatives.

Town Manager Palko contacted Councilwoman Jones by phone. Following discussion, she stated she would not participate in the meeting remotely but would submit her questions to the Town Manager by email.

Manager Palko said that he had prepared the budget materials and would like to get overall strategic input from the Council.

In response to a question from Mayor Zoldos, Mr. Hornbaker explained the trends in technology towards 5G and that the water tower would likely be a good platform for supporting that in Western Loudoun. Manager Palko said that would definitely impact the revenue forecast for that asset, if it is more profitable.

The Council and staff discussed the following:

- Diversifying revenues and adding new revenues to fund capital projects.
- Offsetting the trash fee with a reduction in real estate taxes.
- Conducting a community survey to get input from residents on a variety of issues and projects.
- Staying revenue neutral.
- Implementing the new video recording system and addressing the backlog of meeting minutes.
- Making the customer service representative position full time.

Mr. Palko responded to Councilwoman Jones' written questions regarding budget allocations and the part-time marketing/fundraising position.

Manager Palko noted that Lovettsville is the only town in the area, other than Middleburg, that does not have a personal property tax.

The Council continued to discuss diversifying revenues versus no new revenue, trash service and expenses, cell tower revenue, and the general fund and utility fund. A discussion ensued regarding the Lovettsville Community Park.

Manager Palko discussed handing off the events files to the Council Members.

The Council continued to discuss conducting a community survey to get input from residents, and uses at the Community Park.

**Information Items**

There were none.

**Comments from the Mayor and Town Council**

There were none.

**Adjournment**

There being no further business before the Council, the meeting was adjourned at 9:28 p.m.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: October 12, 2017

Attachments:  
None