



AGENDA
PURCELLVILLE TOWN COUNCIL REGULAR MEETING
JUNE 28, 2016, 7:00 PM
TOWN HALL HERITAGE ROOM

- 1. CALL TO ORDER OF REGULAR MEETING** (Mayor Fraser)
- 2. SUMMARY OF MOTIONS** (*provided separately*)
- 3. AGENDA AMENDMENTS/APPROVAL** (Town Council and Staff)
- 4. PROCLAMATIONS/RECOGNITIONS** (Town Council)
 - a. Proclamation – Cooper Lush, Eagle Scout
 - b. Proclamation – Drinking Water and Wastewater Professionals Appreciation Day
- 5. PUBLIC HEARINGS**
 - a. None
- 6. PRESENTATIONS**
 - a. None
- 7. CITIZEN/BUSINESS COMMENTS** (Mayor Fraser)
(All citizens who wish to speak will be given an opportunity, and limits will be imposed on all speakers. All speakers should sign up prior to speaking and Town residents will be given the first opportunity to speak.)
- 8. MAYOR AND COUNCIL COMMENTS** (Mayor Fraser)
- 9. DISCUSSION/INFORMATIONAL ITEMS**
 - a. Public Safety Reports
 - i. Purcellville Volunteer Rescue Squad (Aaron Kahn, President)
 - ii. Purcellville Police Department (Lt. Joe Schrock/Chief Cindy McAlister)
 - iii. Purcellville Volunteer Fire Company (Brad Quin, President) (pgs. 3-6)
 - iv. Purcellville Police Citizens Support Team (James Taylor, President/Dawn Mabe, Vice President) (pg. 7)
 - b. Public Works Monthly Operations Report (A. Vanegas) (pgs. 9-12)

- c. Personnel Update (D. Davis) (pgs. 13-14)
- d. Economic Development Monthly Report (P. Sullivan) (pgs. 15-27)
- e. Purcellville Wine and Food Festival Planning Update (M. Scoggins) (pgs. 29-31)
- f. Availability Approval Process (A. Vanegas) (pgs. 33-36)

10. ACTION ITEMS

- a. Ownership and Maintenance of 21st Street Clock Dedicated in Memory of Bruce Brownell* (R. Lohr) (pgs. 37-40) (Motions pg. 40)
- b. Recoupment of Legal Fees for Planning Dept.* (P. Sullivan) (pgs. 41-43) (Motions pg. 43)
- c. Appointment of Interim Vice Mayor* (Mayor Fraser) (pgs. 45-46) (Motion pg. 46)

11. DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS / RECOGNITION

- a. None

12. APPROVAL OF MINUTES

- a. June 14, 2016 Town Council Meeting (pgs. 47-57) (Motion pg. 47)

13. ADJOURNMENT

*Roll Call Votes

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.



STAFF REPORT
INFORMATIONAL ITEM

Item #9.a.iii.

SUBJECT: Purcellville Volunteer Fire Company Monthly Update

DATE OF MEETING: June 28, 2016

STAFF CONTACTS: Bradley J. Quin, President/Membership Chair

SUMMARY and RECOMMENDATIONS:

The contents of the report is intended to help inform the Town Council of the administrative activities of the PVFC in service to the community.

ATTACHMENT(S):

1. June 2016 Update



PURCELLVILLE VOLUNTEER FIRE COMPANY

ADMINISTRATIVE REPORT TO THE PURCELLVILLE TOWN COUNCIL

The contents of this report are intended to help inform the Purcellville Town Council of the administrative activities of the Purcellville Volunteer Fire Company in service to the community. Operational data (fire calls, action reports) are excluded and are part of a more formal operational report provided by the Chief of the Department.

Administration

- Two new members joined the company this month as probationary fire fighters. This brings the total number of new members since January to 12. We are almost half-way to our final goal of between 20 and 25 new members this year.
- The Company also has a total of nine probationary firefighters in fire school currently. They are expected to graduate in June and we hope to introduce them to the community and Town Council in July. They join two others who graduated this winter.
- We have an additional two members in the current EMT school who are also expected to graduate in June. They join three others who added this required certification to their credentials as firefighters. Unlike dedicated rescue companies, fire companies must have state certified fire fighters and state-certified emergency medical certifications.
- The company received notification that its share of the County distribution was approved by the county's Administrative Operations Committee and its Executive Committee which is responsible for the allocation of county funding flowing to volunteer companies for operational support. Funds from this source make up approximately half of the company's operating expenses, the balance coming from the state, the Town and fund raising, all in roughly equal proportions.
- The Company kicked off its 2016 Purcellville Fire Company Foundation Scholarship program in May. Applicants submitted statements and were interviewed by the selection committee in early June. The winners were announced at the June 13 general membership meeting. They are

Keeley Purdue, daughter of FF Scott Perdue and sister to FF Christian Perdue. Keeley attends Belmont Abbey College and is studying psychology and criminal justice; and Sean O'Brien, son of Assistant Chilled Michael O'Brien. Sean will attend the University of West Virginia this fall and will be studying business marketing. Each year the company provides \$1,000 scholarships to company members or family members who seek to advance their education beyond high school.

Community Outreach and Public Relations

- Duty crew meals continue to be provided through the efforts of the Sellers family for each of our monthly meeting dates. A burrito casserole and fixings were on the menus this last Monday for a crew of 12 hungry firefighters!
- The first Sundaes on Saturday program was held on May 28 and attracted 135 people hungry for ice cream. Free ice cream is scooped at the station between 6 and 8 PM on the last Saturday of each month, May through August. The public is invited. Look for announcements in the newspaper soon. This event will be combined with a membership information session in the hopes of attracting potential new members. The Purcellville Gazette provides coverage and look at last week's edition for some terrific pictures of little ones having fun with the fire hose!
- The Company once again hosted over 100 marchers for the "Ruck to Remember" event over Memorial Day weekend. These good people march 60 miles from Harper's Ferry to Section 60 at Arlington National Cemetery to honor the fallen on Memorial Day and to raise money for organizations that provide assistance to survivor families. They arrived under our huge American flag proudly displayed by our duty crew from Tower Ladder 602. They had access to our station to refresh and camped on our east field for the evening. We are proud to be able to host this very special group of dedicated 'ruckers.' The last week's coverage of the event in the Purcellville Gazette.
- I was honored to be invited to the Town's Memorial Day speaker. While a difficult day for me and my family, the enormous outpouring of support for my family and all those Purcellville families who have lost a loved one in recent years: Stephan Mace, Jim McIlvaine, George Schultz, Todd Thompson, requires due acknowledgement and thanks from us. I hope my remarks conveyed that gratitude while honoring the meaning of the day for all Americans.
- The Fire Truck to School winners enjoyed their rides which concluded this month. Schools represented were Ken Culbert Elementary, Mountain View Elementary, Harmony Middle School, and Emerick Elementary. Each year the PVFC drives school-aged winners to their school in the

fire truck. As much the young people enjoy this treat, moms and dad have ridden along and seem to enjoy it as much if not more.

- The Leesburg Rotary Club has asked the company offer a station tour, dinner with a crew and a ride as part of their annual Croquet Tournament fund raiser. We will make those arrangements.
- The company was proud to feature an article in the Fire Fighter's Corner of the Purcellville Gazette on the service the Company provides our community beyond the usual emergency response activity. It is critical to our operating mission that we are as active in community affairs as a community based organization as any other group or individual citizen. This is part of what distinguishes volunteer companies from other forms of emergency service provision. We are your neighbors; we volunteer our service because we care deeply about community involvement.

Key Fire Service Facts

40 minutes – the 'standard' amount of time the air will last on a firefighting breathing apparatus

50 – the average number of firefighter deaths in the county due to heart attacks during or after incidents or training

100 – the reach of Tower Ladder 602 in feet at 70 degree evaluation at full extension

75 to 80 – weight in pounds of all FF gear, a breathing apparatus and one tool ABOVE body weight before a FF takes one step.

Respectfully Submitted

Bradley J. Quin
President/Membership Chair

June 2016

STAFF REPORT

PURCELLVILLE POLICE CITIZENS SUPPORT TEAM

Item #9.a.iv.

SUBJECT: Purcellville Police Citizen Support Team

DATE OF MEETING: June 28, 2016

SUMMARY AND RECOMMENDATIONS:

The following is a list of events in which the support team assisted since the last report of May 24, 2016.

1. Memorial Day Ceremony held at the teardrop on May 30th. Two support team members assisted with traffic control for the ceremony.
2. Monthly meeting was held on June 8th.
3. June 26th – Barrel train to Stephen City for festival from 12 noon until 3 pm. This is the second year of helping out with this festival.

Upcoming events:

1. July 4th Parade. The support team will be assisting the police department with traffic control.
2. July 16th from 3 pm til 8 pm – Wine and Food Festival at Fireman’s Field.

The Purcellville Police Citizen Support Team looks forward to helping out both the Police Department and the community in the upcoming events for 2016.

President – Dawn Mabe

Vice-President – James Taylor

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STAFF REPORT
INFORMATIONAL ITEM

Item #9.b.

SUBJECT: Public Work Monthly Operations Report

DATE OF MEETING: June 28, 2016

STAFF CONTACT: Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

Attached for your review are the Monthly Operations Reports for the Street & Utility Maintenance, Water Reclamation and Water Treatment divisions of the Public Works Department. The enclosed reports are for the month of May 2016. Should you have any questions or desire any further clarification please let us know.

ATTACHMENT(S):

1. Street & Utility Maintenance, Water Reclamation and Water Production Monthly Operations Reports.

**MAINTENANCE DEPARTMENT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: MAY 2016
PREPARED: JUNE 2016**

**MAINTENANCE DEPARTMENT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: MAY 2015
PREPARED: JUNE 2015**

MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	220	#	1111	#
STAFF HOURS REQUIRED FOR W.O.	707.17	HRS.	5180.42	HRS.
NON-CORE DUTIES HOURS	134.75	HRS.	158.75	HRS.
CD. MAN HOURS REQUIRED FOR WO	572.42	HRS.	5021.67	HRS.
PM FIRE HYDRANTS	0	#	0	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	1	#
PM VALVE EXERCISED	0	#	0	#
CCTV SEWER LINE	1,193	L. FT.	10,170	L. FT.
# OF WATER BREAKS	1	#	3	#
# OF SEWER BACKUPS	2	#	11	#
# OF CLEANOUTS INSTALLED	1	#	4	#
# OF MIS UTILITY TICKETS	168		1177	#
# OF METERS READ	15		231	#
# OF METERS SHUT OFF	6		70	#
# OF METERS TURNED ON	7		61	#
# OF REPLACED METERS	0		2	#
# OF REPLACED REGISTERS	0		28	#
# OF NEW ACC. METER INSTALLS	0		36	#
# OF LEAK CHECKS	4		106	#
# OF REPLACED MIUs (Radios)	1		66	#
CUSTOMER COMPLAINTS	13	#	111	#
WATER COMPLAINTS REC'D	1	#	6	#
WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	2	#	3	#
WASTEWATER COMPLAINTS RES'D	100	%	100	%
SEWER LINE CLEANED	0	L. FT.	6,022	L. FT.
BULK WATER SALES-QTY.	558,700	Gallons	2,019,200	Gallons
BULK WATER SALES-\$	\$ 5,212.00	\$\$	\$ 13,091.00	\$\$

ACCOMPLISHMENTS

Located an existing leak on a homeowners property so they could make repairs
 Gained another bulk water customer
 Began the early stages of APWA Accreditation

MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	168	#	1603	#
STAFF HOURS REQUIRED FOR W.O.	361	HRS.	5576.55	HRS.
NON-CORE DUTIES HOURS	0	HRS.	29.5	HRS.
CD. MAN HOURS REQUIRED FOR WO	361	HRS.	5547.05	HRS.
PM FIRE HYDRANTS	0	#	160	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	0	#
PM VALVE EXERCISED	0	#	0	#
CCTV SEWER LINE	2540	L. FT.	16,133	L. FT.
# OF WATER BREAKS	0	#	4	#
# OF SEWER BACKUPS	0	#	6	#
# OF CLEANOUTS INSTALLED	0	#	2	#
# OF MIS UTILITY TICKETS	105	#	880	#
# OF METERS READ	19	#	213	#
# OF METERS SHUT OFF	9	#	66	#
# OF METERS TURNED ON	9	#	53	#
# OF REPLACED METERS	9	#	7	#
# OF REPLACED REGISTERS	4	#	66	#
# OF NEW ACC. METER INSTALLS	6	#	23	#
# OF LEAK CHECKS	3	#	94	#
# OF REPLACED MIUs (Radios)	1	#	109	#
CUSTOMER COMPLAINTS	17	#	106	#
WATER COMPLAINTS REC'D	0	#	5	#
WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	0	#	0	#
WASTEWATER COMPLAINTS RES'D	100	%	100	%
WASTEWATER COMPLAINTS RES'D	100	%	100	%

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: MAY 2016
PREPARED: JUNE 2016**

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: MAY 2015
PREPARED: JUNE 2015**

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE POLYMER	1,528.7	lbs.	49.3	lbs.
METAPHOSPHATE	55.0	lbs.	1.8	lbs.
SODA ASH	1,809.0	lbs.	58.4	lbs.
FLUORIDE (WTP & WELLS)	165.0	lbs.	5.3	lbs.
POTASSIUM PERMANGANATE	37.4	lbs.	1.2	lbs.
CHLORINE (HYPOCHLORITE @ WTP)	194.6	lbs.	6.3	lbs.
CHLORINE RESIDUAL (TANK)			1.6	mg/L
AVERAGE PH (FINISHED)			7.5	SU
BULK WATER SALES	558,700	gals.	18,022.6	gals.
INLINE METER, COOPER SF	4,156,321	gals.	134,074.9	gals.
JEFFERIES WELL	0	gals.	0.0	gals.
WATER PLANT GALLONS	7,893,200	gals.	254,619.4	gals.
MARSH WELL	2,078,100	gals.	67,035.5	gals.
MOUNTAIN VIEW WELL	633,000	gals.	20,419.4	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	3,466,800	gals.	111,832.3	gals.
CORNWELL #2 WELL	1,972,456	gals.	63,627.6	gals.
FORBES WELL	1,167,883	gals.	37,673.6	gals.
HIRST #2 WELL	0	gals.	0.0	gals.
TOTAL WATER FLOW	17,211,439	gals.	555,207.7	gals.

RESERVOIR LEVELS:	1-May-2016	31-May-2016
FRONT LAKE:	5.22'	5.43'
BACK LAKE	5.20'	5.10'

RAINFALL: 6.88"

ACCOMPLISHMENTS

NPDES Discharge Monitoring Report due 6/10 was submitted electronically on 6/6
 VDH ODW Monthly Operating Report due 6/10 was submitted electronically on 6/10
 Four Weekly Water Production Reports were completed
 Water and Maintenance staff made temporary repairs to wastewater pump at the WTP
 Treated the reservoir with SCI-62 on 5/20
 Completed the 2015 Consumer Confidence Report and posted it on-line 5/13
 Started well rehabilitation activities at Hirst Farm #2 on 5/26

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE POLYMER	1,065.9	lbs.	34.4	lbs.
METAPHOSPHATE	126.5	lbs.	4.1	lbs.
SODA ASH	1,472.9	lbs.	47.5	lbs.
FLUORIDE (WTP & WELLS)	181.3	lbs.	5.8	lbs.
POTASSIUM PERMANGANATE	23.7	lbs.	0.8	lbs.
CHLORINE (HYPOCHLORITE @ WTP)	193.5	lbs.	6.2	lbs.
CHLORINE RESIDUAL (TANK)			1.7	mg/L
AVERAGE PH (FINISHED)			7.5	SU
INLINE METER, COOPER SPRINGS	3,749,524	gals.	120,952	gals.
JEFFERIES WELL	0	gals.	0	gals.
WATER PLANT GALLONS	7,628,300	gals.	246,074	gals.
MARSH WELL	2,179,100	gals.	70,294	gals.
MOUNTAIN VIEW WELL	763,500	gals.	24,629	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	4,127,800	gals.	133,155	gals.
CORNWELL #2 WELL	1,922,230	gals.	62,007	gals.
FORBES WELL	1,117,042	gals.	36,034	gals.
HIRST #2 WELL	1,183,300	gals.	38,171	gals.
TOTAL WATER FLOW	18,921,272	gals.	610,364	gals.

RESERVOIR LEVELS:	1-May-2015	31-May-2015
FRONT LAKE:	5.56'	5.35'
BACK LAKE	5.10'	5.10'

RAINFALL: 2.5"

**WATER RECLAMATION FACILITY
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: May 2016
PREPARED: June 2016**

**WATER RECLAMATION FACILITY
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: MAY 2015
PREPARED: JUNE 2015**

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	25,912,800 GAL	835,900 GAL
EFFLUENT FLOW	27,261,000 GAL	879,400 GAL
MAXIMUM DAY INFLUENT	1,213,200 GAL	
FERRIC CHLORIDE	1,350 GAL	44 GAL
CITRIC ACID	341 GAL	68 GAL
SODIUM HYPOCHLORITE	25 GAL	25 GAL
METHANOL	1,112 GAL	36 GAL
RAIN	6.05 IN.	0.20 IN.

MONTHLY TOTAL NUTRIENT DISCHARGE

TOTAL NITROGEN	219 LBS.
TOTAL NITROGEN YTD	1,001 LBS.
AVG. DAILY NITROGEN	0.97 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	48 LBS.
TOTAL PHOSPHORUS YTD	152 LBS.
AVG. PHOSPHORUS DAILY	0.20 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	14,732,500 GAL	475,400 GAL
EFFLUENT FLOW	15,606,900 GAL	503,400 GAL
MAXIMUM DAY INFLUENT	547,000 GAL	
FERRIC CHLORIDE	1,804 GAL	58 GAL
CITRIC ACID	GAL	GAL
SODIUM HYPOCHLORITE	174 GAL	22 GAL
METHANOL	734 GAL	24 GAL
RAIN	1.60 IN.	0.05 IN.

MONTHLY TOTAL NUTRIENT DISCHARGE

TOTAL NITROGEN	NIA LBS.
TOTAL NITROGEN YTD	NIA LBS.
AVG. DAILY NITROGEN	NIA MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	20 LBS.
TOTAL PHOSPHORUS YTD	139 LBS.
AVG. PHOSPHORUS DAILY	0.15 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

ACCOMPLISHMENTS

Scott and Justin training on AWP Self Assessment software program
Hauled 50 wet tons of bio-solids for land application. Pulled samples for Copper study
Semi Annual Lab Proficiency Testing required by DCLS with all parameters acceptable

NIA No information available at this time.



STAFF REPORT
INFORMATION

Item # 9.c

SUBJECT: Personnel Report
DATE OF MEETING: June 28, 2016
STAFF CONTACTS: Danny Davis Assistant Town Manager

SUMMARY and RECOMMENDATIONS:

Monthly Personnel Report for your review.

TOWN OF PURCELLVILLE
Personnel Update -As of June 23, 2016

Total Budgeted Positions: 80
 Total Filled Positions: 76

 Total Current Full-time EEs: 65
 Total Current Part-time EEs: 11
 Total Current Employees: 76

 Total Leave of Absence: 0
 Total Promotions: 0
 Total Transfers: 0
 Total Resign/Retire/Invol: 3
 Total Open Positions: 4
 New Hires 1

Marty Kloeden, Admin (6/30/16); William Shifflett, WTP; Don Carpenter, WTP

OPEN POSITIONS

ADMINISTRATION
No openings

FINANCE

Position Title	Budget	Filled/Vacant	Status
Payroll/Accounting Specialist	Replace	Filled 6/20/16	New Hire: Debbie Leuck

COMMUNITY DEVELOPMENT
No openings

POLICE DEPARTMENT

Position Title	Budget	Filled/Vacant	Status
Police Officer	Replace	Vacant	Recruiting

INFORMATION TECHNOLOGY

PARKS AND RECREATION
No openings

PUBLIC WORKS/ADMINISTRATION
No openings

PUBLIC WORKS/ENGINEERING
No openings

PUBLIC WORKS/MAINTENANCE

Position Title	Budget	Filled/Vacant	Status
Operations Coordinator	Replace	Vacant	Pending

PUBLIC WORKS/WATER

Position Title	Budget	Filled/Vacant	Status
Assistant Superintendent	Replace	Vacant	Internal Recruitment
Operator	Replace	Vacant	Recruiting

PUBLIC WORKS/WASTE WATER
No Openings



STAFF REPORT
INFORMATION

Item #9.d.

SUBJECT: Economic Development Report
DATE OF MEETING: June 15, 2016
STAFF CONTACTS: Patrick Sullivan, Community Development

SUMMARY and RECOMMENDATIONS:

May 2016 Economic Development report.

BACKGROUND:

This is the monthly report prepared by Community Development. The report provides updates as to different ongoing economic/building projects, public and private. The report also includes occupancy permits issued within the past month.

Each month a list of new business occupancies including the number of new employees/jobs created is detailed. The business occupancies are broken down between Home Occupancies and regular Commercial occupancy.

The report further includes an ongoing tally of the day-to-day workings of the Community Development Department such as permits issued, site plans received, lawn complaints, illegal signs, subdivisions, annexation applications, etc.

Red text in the report indicates new information.

ATTACHMENT(S):

1. May 2016 Economic Development Report.



**Department of Community Development
Department Update – 5/31/16**

Zoning Activity Summary. Current zoning and planning activity within the Department of Community Development. Table A below provides a summary of the ongoing applications. More detailed information follows the table in narrative form.

Table A			
Current Projects			
Applicant/Project Name	Location/address	Review Type	Status See Legend at end of matrix
209 J Street	209 J Street	Lot Consolidation, Plat and Deed - Residential	UR
7-Eleven, Core States Group	700 E. Main Street	Lot Consolidation	UR
7-Eleven, Core States Group	700 E. Main Street	Special Use Permit for additional of pumps & larger canopy	UR
Beckstrom Electric	Lot 1, Mayfair Industrial Park	Minor Site Plan for storage lot	UR
Catoctin Corner	Corner E Main and Route 287	Site Plan Construction Plans	UR UR
Catoctin Corner	Corner E Main and Route 287	CDA review	All building designs have been approved by the BAR. As applicant acquires proposed tenants some revisions are being proposed.
Mayfair Industrial	Richardson Lane	Site Plan	Approved. Plan Revision is currently under review.
Mayfair Residential	Purcellville Road	Zoning permits/ occupancy permits	First Townhome occupancy permit issued on 4/28/16. Occupancy/zoning permits continue to be issued.
Ms Annie's Home Child Care	130 Misty Pond Terrace	Special Exception for maximum of 12 children	UR WOA to submit additional required information
Morgan Meadows	N Hall Ave	Prel. Plat of Subdivision – 5 residential lots	UR
McDonalds Corp	N Maple Avenue	CDA	Approved
McDonalds Corp.	N Maple Avenue	Site Plan	UR
McDonalds Corp.	N Maple Avenue	Lot Consolidation	UR
Mini Warehouse	Lot 6F - 37231 Richardson Ln	Site Plan	Submitted incomplete plans. Sent back to applicant. WOA
O'Toole	37935 Colonial Hwy	Rezoning Comp Plan Amend	UR WOA
Purcellville Crossroads	Corner Route 287 and Route 7 Bypass	Annexation	Being reviewed by County Board Of Supervisors
Southern States	261 N 21 st Street	Site Plan New construction	CDA approved Site Plan UR

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Southern States	261 N 21 st Street	BLA/Lot Consolidation and Sanitary Sewer Easement	UR
Town or Purcellville	Fireman's Field	Demo and rebuild shelter	Approved 4/16/16
Town of Purcellville	J Street from Nursery Avenue to 26 th Street	Zoning permit for storm sewer improvements	Approved 4/4/16
Vineyard Square	130-148 21 st	Site Plan New construction	Site plan approved
Virginia Regional Transit	Browning Court	Text Amendment SUP	Approved WOA
Warner Brook	Purcellville Rd	Annexation	UR

Table B

Commercial/Industrial Zoning Permits Issued or Under Review

Applicant/Project Name	Location/address	Review Type	Status See Legend at end of matrix
Durand Music/M80 Recording Studio	417 Browning Ct	Interior fit up Permanent signs	Approved 8/20/15 Approved 5/19/16
INOVA	740 S Main Street	Occupancy Permit	UR
Jacks Run Brewery	108 N 21 st Street	Interior fit up for brewery	Approved 2/12/16
Monks BBQ	251 N 21 st Street	Interior fit up for restaurant expansion	Approved 2/17/16
Monks BBQ	251 N 21 st Street	CDA and Zoning for Front deck expansion and covered area	CDA approved 4/19/16 Zoning Permit approved
Purcellville Pharmacy	609 E Main Street	Interior fit-up for pharmacy	Approved 3/30/16
Pottery by Hand	121 E Main Street	Occupancy – pottery studio	UR
Nextide Corp	221 N 21 st Street	Zoning Clearance for Change of Use – Learning Center	Issued 3/9/16
Dragon Yong-In Martial Arts	310 N 21 st Street	Exterior improvements/ revisions to approved site plan	Approved 4/8/16
Bada-Bing Bagels	719 E Main Street	Interior fit-up for Restaurant	Approved 4/14/16
Petit Lou Lou, LLC	713 E Main Street	BAR – Exterior renovations - restaurant	Approved 4/19/16
Petit Lou Lou, LLC	713 E Main Street	Interior Fit-up for French bakery and pastry shop	Approved 5/18/16
Tasos Vatikiotis – Purcellville Theater	860 E Main Street	Interior fit-up, Suite I, 2 nd Floor	Approved 4/26/16
Adroit Brewery	404 Browning Ct	Interior fit-up for brewery expansion	Approved 4/29/16

Economic Development Summary- May 31, 2016

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Select Property Management	130 S 20 th Street	Interior Future Tenant Fit-up	Approved 5/9/16	
Berry Blossom	221 N 21 st Street	Interior Fit-up issued for ice cream and smoothie shop	Approved 5/13/16	
Table C				
Commercial/Industrial Occupancy Permits issued				
Applicant/Project Name	Location/address	Review Type	Date of Approval	Employees
Fireworks Now	711 E Main St	Temporary fireworks stand	2/29/16	
Paramount Productions Inc. of MD/Autism Speaks	Purcellville Gateway/Harris Teeter parking lot	Temporary firework sales – 6/10/16 thru 7/10/16	4/21/16	
Movement Mortgage	101 E Main Street	Office	5/6/16	6
Shenandoah Furniture Gallery	121 E Main Street	Retail - relocation	5/3/16	
Northern Virginia Party Rentals	341A N Maple Avenue	Office and outdoor storage	5/6/16	8
Home Based Business – Permit Issued				
Nostalgia Ink	241 E Loudoun Valley Drive	Graphic Design Office	5/10/16	1
Pop's Donuts	241 E Loudoun Valley Drive	Office for food truck	5/10/16	1
Total Employees		Year to Date	Month of May	
		59	16	

Legend: UR – Under Review; WOA – Waiting on Applicant; CDA – Certificate of Design Approval

Public/Town Projects:

1. Mary House of Hope/Town of Purcellville Minor Subdivision – 781 S20th Street.
 - Subdivision Plat and deed were signed on 8/20/15 and were recorded.
 - Application to rezone 781 S. 20th Street from IP to R-2 was received on September 28, 2015.
 - Planning Commission will hold public hearing on February 4, 2016.
 - Planning Commission recommended approval. TC held public hearing.
 - TC approved text amendment, rezoning and comp plan amendment on 4/12/16.

Business-Related Projects:

Approved:

1. Mayfair Industrial – East Nichols Lane.
 - Construction plans submitted on August 28, 2014 for the industrial use section of the Mayfair development. Plans are under review.
 - Second submission with response to comments received from applicant on 12/29/14 and has been sent out for additional review. Additional review comments have been sent to applicant.
 - Third submission of construction plans received on 3/6/15.
 - Record Plat submitted on 2/25/15.
 - Fourth submission of construction plans received on 4/15/15 and sent out for review on 4/16/15.
 - Grading and land prep has begun. All remaining comments on construction plans sent to applicant 5/21/15.
 - Construction plans approved 6/18/15.
 - Revisions to construction plans submitted on 6/18/15 and have been sent out for review.
 - Record plat resubmitted on 5/8/15. The revisions to construction plans were approved on 9/16/15.
 - Record plat approved and recorded. Performance bond is being processed.
 - Performance bond approved.
 - Site Plan revision is currently under review.
2. Vineyard Square – 130-148 21st Street.
 - Nine demolition permits were issued on November 5, 2014 and demolition has begun on some of the sheds and accessory buildings.
 - Site Plan submitted on 12/30/14 and was sent out to review agencies on that day. Review comments distributed on 1/30, 2/11 and 2/12/15.
 - Second submission received on 3/3/15.
 - Zoning Determination provided on March 13, 2015. Appeal of Zoning Administrator's determination to the BZA regarding BAR approval was

received on April 10, 2015. Appeal to be heard by the BZA on July 1, 2015. Zoning Administrator's determination that the CDAs remain valid was upheld by the BZA on July 24, 2015. Waiting on site plan resubmission from applicant. The BZA decision was appealed to the Circuit Court.

- Third submission of the site plan was submitted on 8/7/15 and is under review.
- Applicant submitted 2 Deeds of Easement and Vacation for the project on 8/26/15. Public Works and Community Devel. Departments met with the applicant on 8/31/15 to discuss the site plan. Site plan ready for approval after easements are finalized.
- Easements have been recorded, bonds have been approved and site plan has been signed.

3. **Dragon Yong-In Martial Arts** – 310 N 21st Street.

- Amended site plan received on 5/8/15 and has been sent out for review. This site plan is for the addition of a soccer field, walking track, traffic circulation and parking improvements.
- Comments sent to applicant on 6/19/15. Waiting on resubmission from applicant. No news. Will be put back in the active category when they resubmit.
- Site plan resubmitted on 9/23/15 and is under review.
- Site Plan approved 3/25/16
- Zoning Permit issued 4/8/16

In Application Process:

1. **Catoctin Corner** – E. Main Street and Rt. 287 N.

- Site plan submitted on 1/18/13 for a shopping center.
- Applicant submitted Traffic Analysis on May 14, 2014.
- Grading Plan has been submitted and is being reviewed by the County and the Town. 3rd submission received on 2/17/15 and was sent out for review.
- Review comments sent to applicant on 3/5/15. Waiting for final approval from Loudoun County.
- Grading plan approved on 7/8/15. Clearing has begun and a construction entrance has been established. Staff has been discussing site plan process with the applicant. Construction plans received on 9/4/15 and site plan received on 9/25/15. Both applications are under review.
- Proposed gas station has been preliminarily reviewed by the BAR. Certificate of Design for the gas station/convenience store approved by BAR on 11/17/15.
- An application for another new building at the shopping center was submitted for BAR review on 1/11/16.
- The BAR approved the design of 2 of the buildings at their 2/16/16 meeting and will be reviewing 3 additional new buildings and a dumpster enclosure at their 3/15/16 meeting.

- At the 3/15/16 BAR meeting, design approval was given to 3 buildings and the accessory dumpster enclosures.
 - Site Plan and Construction Plans are under still review.
 - Last building design will be reviewed by the BAR at their May meeting.
 - **CDA have been issued for all buildings. As applicant acquires proposed tenants some revisions to building designs are being proposed.**
2. **Purcellville Crossroads** – Corner of the Route 7 Bypass and Route 287.
- Application for an annexation of approximately 47 acres for a mixed use development. Application was submitted on July 29, 2013. Staff is reviewing the application.
 - Applicant provided a presentation to Town Council on 9/9/14. A complete annexation application is expected the week of April 6, 2015.
 - Concept plan submitted on 4/9/15.
 - Developer held a public informational update at the Carver Center on May 27, 2015.
 - Staff report was presented to Town Council on July 28, 2015.
 - Applicant submitted a new annexation application on 9/22/15. The annexation request is being reviewed by Loudoun County.
 - The applicant will conduct a charrette on March 3.
 - Charrette held.
3. **Warner Brook, LLC** – Purcellville Road.
- Application submitted requesting annexation of two parcels (PIN#s 487-38-8931 and 487-28-1679) totaling 131.29 acres located at 17100 Purcellville Road just north of the Route 7 Bypass.
 - Departments are reviewing the application.
4. **Southern States** – 261 N 21st Street.
- Site plan submitted on March 25, 2014 for redevelopment of 261 N. 21st Street. Plan is being reviewed for completeness. Site Plan has been sent out to review agencies. Applicant is working on comments.
 - Interior fit-up was approved on January 13, 2015 and an application for Board of Architectural Review for exterior renovations to existing building was approved with conditions on February 17, 2015. This is being resurrected and I expect to see an updated application by the middle of January.
 - An application was submitted to the BAR on 2/1/16 for review of a new building to be constructed at the site. The existing building is to be demolished.
 - The design of the new building has been approved by the BAR and the site plan is still under review.
 - BLA/Lot Consolidation and Sanitary Sewer Easement deed and plat are under review.

5. **Virginia Regional Transit** – SUP application for commuter parking lot.
 - Text Amendment approved for commuter parking in the CM1 district.
 - Waiting on applicant to apply for SUP.

6. **McDonalds Restaurant** – 121 N. Maple Avenue.
 - Certificate of Design approval was issued on August 19, 2014 for the construction of a new restaurant building at the current site.
 - McDonalds has also submitted special use applications for a restaurant over 4,000 square feet and for a drive through at the same location.
 - Planning Commission held a public hearing and recommended approval to the Town Council on 11/6/14.
 - Following a public hearing, Town Council approved the special use permit applications on 12/9/14.
 - Site Plan received on 12/9/14 and is under review. All review comments were received by January 27, 2015.
 - 2nd submission received on 2/24/14 and was sent out for review on 2/25/15.
 - Applicant requested a 120 day site plan extension which was granted. No news. Application will be put back in the active category when resubmitted. Still expect this to go forward sometime this year.
 - Submitted a new application to the BAR for construction of a new building at their current site. This application will be reviewed at the BAR's March 15, 2016 meeting.
 - BAR approval was issued on 3/15/16.
 - Site Plan for the rebuilding of the restaurant submitted 4/15/16 and is under review.
 - Lot Consolidation submitted on 4/22/16. Waiting on submission of deed.
 - Reviewing Deed and plat.

7. **O'Toole Property (37935 Colonial Highway)**
 - Rezoning and Comprehensive Plan Amendment submitted.
 - Comments sent to applicant – waiting for resubmission

8. **Beckstrom Electric** – Lot 1, Mayfair Industrial Park
 - Minor Site Plan submitted on 5/23/16 for a fences storage lot to be located on Lot 1 of the Mayfair Industrial Park.
 - Comments following completeness review by the Town were sent on June 8, 2016

Other Projects and their status:

1. **Mayfair Residential** – Purcellville Road/Route 611.
 - Record Plat submitted on October 21, 2014 for the residential dwelling units located on Brookfield property annexed north of Town. Construction plans

are under review for the 254 residential planned development and the 8 lot residential subdivision.

- 3rd submission of construction plans was received on 2/4/15 and comments sent on 3/16/15.
- Record Plat comments sent to applicant on 3/26/15.
- Site plan for Route 611 road work was approved on 3/31/15.
- Fourth submission of construction plans was received on 4/21/15 and sent out for comments on 4/22/15. Grading and clearing has begun.
- Construction plans approved on 5/15/15.
- Amendment submitted on 5/20/15 and sent out for review.
- Third submission of record plat received on 5/6/15. Amendment approved on 9/11/15.
- Second amendment to the construction plans was submitted on 9/23/15 and is under review.
- Amendments to the plans have been approved. Record plat approved and recorded. Performance bond is being processed.
- Performance bond submitted and zoning permits were issued on 12/18/15 for 16 townhouse units.
- Zoning permits have been issued for the construction of 4 single family homes.
- Brookfield is continuing to apply for residential zoning permits for this development. The first townhouse occupancy was issued 4/28/16.

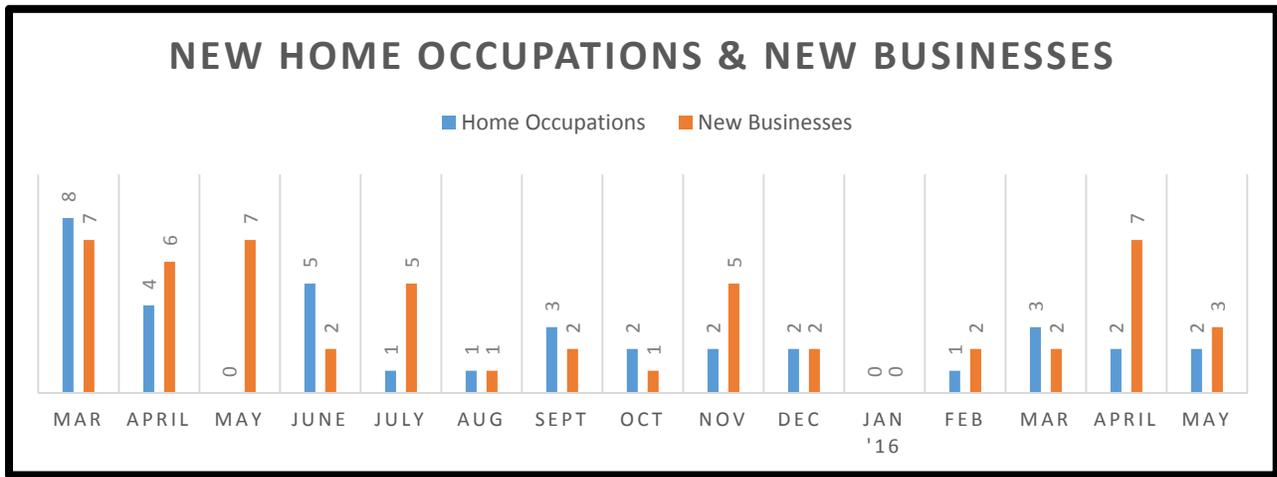
2. Morgan Meadows (formerly Beauma Meadows) – N Hall Avenue.

- Record plat for a 5 lot subdivision located between Hall Avenue and 26th Street was received on 4/2/15.
- Applicant requested a 6 month extension which was granted.
- This is still semi active.
- Submitted an updated preliminary Plat for a 5 lot subdivision on 4/2/15. Is under review.

Projects on Hold:

1. SunTrust Bank – 165 Purcellville Gateway Drive.

- On 2/7/12 a zoning permit was issued for the construction of a bank in the Gateway Shopping Center, a stand-alone building at this site.
- BAR approved the revised building design on March 18, 2014.
- Site plan is under review. Project has been pushed back to the fall. No resolve in sight. Still hoping for a change in status.
- Have received word that Sun Trust is expected to activate their application in the near future.



2016 Year-to-Date and Current Month Permits Summary:

	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of May</u> <u>Total</u>
Commercial/Industrial (does not include temporary)	16	3
Home-Based businesses	8	2

Permits Issued

Zoning Permits (general permits)	110	19
Occupancy Permits (not temporary)	43	16
Temporary Occupancy Permits	2	
Sign Permits – Temporary	35	6
Sign Permits – Permanent	17	4
Sign Waivers		
Zoning Determination Letters		
Zoning Clearance Letters	14	1

Requests

Special Use Permits	1	1
BAR – Certificates of Design	14	2
BAR – Pre-application discussions	2	
Variances		

Economic Development Summary- May 31, 2016

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Annexations		
Rezoning		
Comprehensive Plan Amend.		
Boundary Line Adjustments		
Lot Consolidations	3	1
Site Plans	1	
Site Plan Amendments/Revisions	2	
Minor Site Plans	1	1
Special Exceptions	1	1
Construction Plans		
Construction Plan Amendments		
Preliminary Subdivision Plats		
Minor Subdivision Plats		
Preliminary Subdivision Plat Revisions		
County Referrals		
Commission Permits		
Easement Plats		
Record Plats		
Grading Plans		

Complaints/Violations for the month of May, 2016

Lawn Complaints (Tall Grass)	5
Code Violation Warnings	8
Formal Notices of Violation issued	
Illegal signs confiscated in the Town's right of way	23
Unresolved violations	1
Resident Complaints (not tall grass)	1

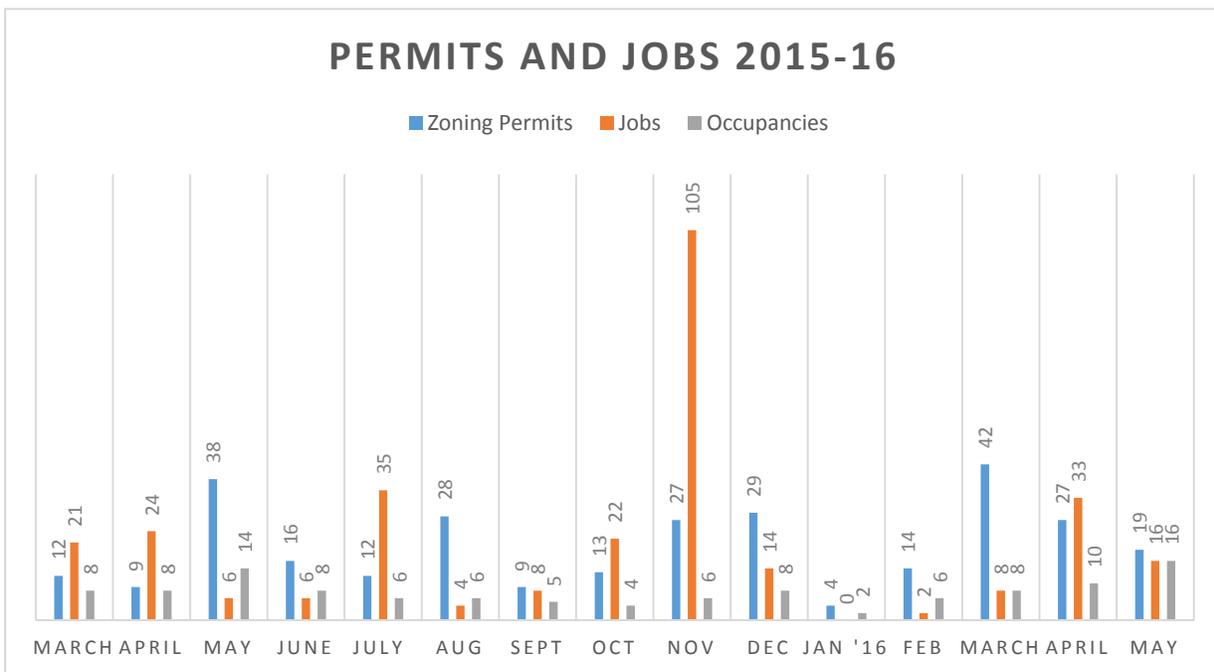


Chart I: Trends for Zoning Permits, Occupancy Permits and Jobs

The spike in jobs for November is due to Chick-Fil-A adding 100 jobs

Departmental Initiatives.

Comprehensive Plan Update. Project management plan was approved by the Planning Commission on May 7, 2015. Town Council approved the selection of McBride Dale Clarion to provide planning services for the Comprehensive Plan Update. The Planning Commission will begin the process by holding two public meetings on Saturday, January 23, 2016 at 10:00 AM and 2:00 PM in the Carver Center located at 200 Willie Palmer Way, Purcellville, Virginia. The meetings will be led by town staff and are expected to last approximately two hours each. Both meetings will cover the same topics with a focus on discussing the opportunities and constraints the Town may face over the next 20 years. Because of the snow storm the public meetings were postponed until February 6, 2016. Staff manned an information booth at the Loudoun Home Grown Expo on February 27, 2016. The next input session will be held on March 19, 2016 at the Town Hall. Due to inclement weather on March 19th the Planning Commission had added an additional workshop for the comprehensive plan update, to be held on April 7th at 7:00 pm in Town Hall. For up to date information see www.planpurcellville.com .

The Economic Development Advisory Committee has completed a strategic tourism plan. The committee has initiated action items to begin implementing the plan. The initiatives are preparing an events calendar for the Town, utilizing the Gazebo on 21st Street as an information kiosk, and helping with the production of a marketing video for the Town website. Work continues on these initiatives. EDAC is helping with the painted wine barrel initiative. In addition the committee has reviewed, at Council's request, The RSR Gateway Annexation request, the Shop Local Program, business surveys, and the Special Events Ordinance and other economic initiatives that the Town might consider.

The EDAC committee meets the first Tuesday of every month at 7PM in Town Hall and welcomes public input and participation.

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STAFF REPORT
INFORMATION ITEM

Item #9.e.

SUBJECT: Wine and Food Festival Planning Update

DATE OF MEETING: June 28, 2016

STAFF CONTACTS: Melanie Scoggins; Event Specialist
Daniel Davis; Assistant Town Manager

SUMMARY and RECOMMENDATIONS:

This is an informational item to update council on Purcellville Wine and Food Festival Planning.

UPDATE:

The following is an overview of Wine and Food Festival Planning;

- Vendors – The number of each type of vendor has been adjusted and finalized. Below is a list of those that currently have the following groups committed to participation:

FOOD

- Anthony's Italian
- Bada Bing! Bagels
- Chef on Wheels – verbal commitment
- Country Pride Cheese
- Fun Country Kettle Corn
- Grandale Catering
- Grapevine Restaurant
- ~~The Wine Kitchen~~ ~~WK Hearth~~ – unfortunately The Wine Kitchen has decided not to participate because they do not have the staff available to work the event
- LoCo Joe
- Monks BBQ
- My Deli & Cafe|Greek Bistro
- Nomini Bay Oyster Company
- Sherri's Crab Cakes

WINE

- 8 Chains North
- 868 Estate Vineyards
- Bluemont Vineyard
- Willowcroft Farm Vineyards
- Corcoran Vineyards & Cider
- Hiddencroft Vineyards
- Bogati Bodega & Vineyard
- Dry Mill Vineyard & Winery
- Hiddencroft Vineyards
- North Gate Vineyards – verbal commitment
- Otium Cellars

ARTISAN

- Christopher Mize Studio
 - Paint Me! Paint Me! - Children's Activity
 - Plank Eyewear
 - Spirited Stems
-
- Marketing – the marketing plan is well underway and the pitch to local print and TV will have begun. almost complete and in addition to print ads it will include a four phase social media plan beginning the week of May 23rd and a pitch to local TV stations for interview opportunities Below is a draft of the social media plan:
 - Logistics and site lay out – Staff and the event management company will work together on the event lay out. Past vendors and attendees have provided feedback specific to attendee flow and use of space for vendors and exhibitors.
 - Entertainment and other programming –
 - Musical acts include :
 - Andy Hawk and the Train Wreck Endings
 - The Greenbeets
 - Colin Thompson Band
 - Confirmation of Corn Hole Tournaments and face painting will be available on 6/23

- VIP Program –
 - VIP tables include 8 reserved seats, 4 bottles of wine, 16 tasting tickets and other perks to be determined.

- Ticket sales – Ticket Sales are tracking well - as of June 23 the total amount brought in through ticket sales was approximately \$2700. The VIP tables are very popular.

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STAFF REPORT
DISCUSSION ITEM

Item # 9.f.

SUBJECT: Availability Approval Process

DATE OF MEETING: June 28, 2016

STAFF CONTACT: Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

An availability fee is a one- time fee that the town charges for each new connection or an increase in usage above the capacity for an existing meter size to connect to our existing water & sewer system. The Town Council would like to review or modify the process in which availabilities are approved. Discussion is needed to determine the direction of the full Town Council.

BACKGROUND:

The authority for the Town to charge availability fees and approve connections or extensions to our water & sewer system can be found in the Town Code of Ordinances, Part II- Code, Chapter 82 Utilities. The relevant sections are listed here for your reference;

Sec. 82-4. - Water and sewer connection permits; payment of availability fees.

- (a) A person desiring to receive initial water and/or sewer service, or a person desiring to change the existing use of a water and/or sewer service shall make application for a new service or a change of use for consideration by the town manager or assistant town manager, as designated by the town council.
- (b) The town council shall, at its discretion, set appropriate fees for initial water and/or sewer services to residential and nonresidential users. The town council, at its discretion, shall also set additional fees, if deemed appropriate, should an applicant request a change in existing water and/or sewer use. In addition to a one-time payment for initial water and/or sewer service or for a change in water and/or sewer service, the council may elect to assess a dollar amount per foot frontage, per lot for the

service connection. The fees enacted by the town council shall be set forth on schedules and incorporated by reference into [this chapter]. At its discretion, the town council may amend the fees set forth on the schedules and upon adoption, such amended schedules shall be incorporated as part of [this chapter]. In the event the availability fee per connection is for a meter size of $\frac{3}{4}$ -inch or above, the amount owed may be paid in installments pursuant to a contract that has been approved by the town manager. Such contract shall provide for not more than 48 monthly installments and shall provide for interest to be paid on the unpaid balance at the legal judgment rate or six percent per annum, whichever is greater. Surety to the satisfaction of the town manager shall be required. The unpaid principal may be paid in full without penalty at any time. If any installment is not paid when due, the entire remaining balance shall be immediately due and payable. The manager shall discontinue water and/or sewer service, as appropriate, to premises for which the fees required in this article remain unpaid for ten days from the date of notice of the amount of such fees to the owner. An applicant who elects to participate in the 48-month payment plan shall execute a confessed judgment lien to be retained by the town manager. In the event of default of payment, the town manager may record the lien in the county land records.

- (c) Nonresidential availability fees shall be based upon projected usage and number and type of fixtures as established by the town council.
- (d) In the case of initial requests, or those requests involving a change of use whereby a site plan is deemed necessary, water and/or sewer connections may not be applied for until final site plan approval. Payment in full shall be due the town at the time of administrative approval for the water and/or sewer connections.
- (e) Upon payment in full, the availability shall be conveyed with the respective parcels.
- (f) The town council will adopt formal policies, which will govern the procedures under which administrative approval of availabilities will occur. These policies will be reviewed by the public works committee and forwarded to the town council for final approval.
- (g) For all connections to the town wastewater system, the path of least resistance for sewer back flow shall be at the nearest manhole in the street and not a sewer drain in a house or business. The path of least resistance ensures that the manhole is below the level of the lowest sewer drain, and that any sewer backup will occur at the manhole in the street. A sufficient drop in elevation shall be a drop of one-quarter inch to the foot (2.08 percent slope) for a four-inch lateral or one-eighth inch to the foot (1.05 percent slope) for a six-inch lateral.
- (h) Where remodeling, redevelopment or new development is planned and the lowest point of drainage is below the manhole in the street, the builder, contractor, or owner may choose not to install a pumping system. In the event that a pumping system is not installed, the town shall not be responsible for any loss or damages caused by the back flow of sewerage into the building and the owner, builder and contractor shall be responsible for any such loss or damage caused by such back flow.

- (i) An additional availability fee shall be paid at the time the zoning permit is issued if the fee was increased during the interim period between the purchase of the initial fee and the issuing of the zoning permit. The amount of the additional fee shall be the difference between the new fee at the time a zoning permit is issued and the old fee at the time the initial fee was originally paid.
- (j) A minimum usage charge of 1,000 gallons for water and sewer will also be assessed each billing period after the zoning permit is issued. The minimum usage charge will be assessed against all accounts, including residential, nonresidential, and nonpotable water accounts.

Sec. 82-43. - Approval of extensions.

(a) No extension of the town waterworks shall be made for the purpose of serving users located within or without the corporate limits of the town, except upon the approval of such extension by the council. Any person desiring such an extension shall make application to the council for the approval thereof. Such application shall be accompanied by plans and specifications which meet the standards of the town.

Traditionally, staff receives a business utility form requesting a water & sewer connection to our system. Once the request is made staff, at the request of previous councils, brings all new and upgraded commercial connections to the Town Council for their consideration and approval. In addition, all new residential development connections have been to the Town Council for their approval. Single family upgrades or lot re-developments have been handled administratively by the Town Manager or his designee.

ISSUES:

Some Town Council members believe that the availability approval process could be handled administratively to save time and allow the Council to focus of more pressing issues. The Town Code affords the opportunity for the Town Council to adopt formal policies, which will govern the procedures under which administrative approval of availabilities will occur under section 82-4 subsection (f). With staff handling the availabilities administratively, this will save both the Town Council and staff time; however, it may reduce the awareness of such actions for both the council and public. This concern can be overcome via email to the Town council and press release whenever an availability is approved administratively.

BUDGET IMPACT:

Any change to the availability approval process should have minimal impact to the budget. A small savings could be realized if the process is handled administratively so that staff reports would not need to be printed for the Town Council meeting. Also, time will be saved by staff since the aforementioned reports do not need to be developed.

DISCUSSION:

Staff would like the Town Council's direction whether or not to keep the process the same or have the availability approval process handled all administratively or any combination of the approval authority process. If the Town Council so desires to have staff handle the entire process administratively, staff will develop a new policy to be introduced at the next month's Town council work session.



STAFF REPORT
ACTION ITEM

Item # 10.a.

SUBJECT: Ownership and Maintenance of 21st Street Clock
Dedicated in Memory of Bruce Brownell

DATE OF MEETING: June 28, 2016

STAFF CONTACTS: Robert W. Lohr, Jr., Town Manager

SUMMARY and RECOMMENDATIONS:

The clock is located next to the train station in the recently improved 21st Street corridor. The clock has not functioned properly for multiple years and the Town needs to decide whether to take over ownership and ultimate maintenance of the clock through a formal agreement. Given the importance and location of this clock, staff recommends the Town work with the potential stakeholders and take over ownership and maintenance of this clock.

BACKGROUND:

The formal redevelopment of this downtown area began in the 1980's when Bruce Brownell restored the red mill and began plans to restore the train station and Adams Seed Mill. In the mid-1990's, the Town became involved with the PPA (Purcellville Preservation Association) in obtaining a series of grants which ultimately allowed for the acquisition and restoration of the Train Station, construction of the 21st Street Parking Lot and the two distinct phases of improvements to 21st Street. Throughout all of these projects, Bruce Brownell was heavily involved in not only supporting the public improvements but also acquiring the Adams Seed Mill and completing the detailed restoration which is now occupied by Magnolias. With the untimely passing of Mr. Brownell in 2004, the community and PPA wanted to do something to recognize his contributions to the downtown area. As a result, the PPA purchased a four-faced clock that is located on 21st Street as you enter the parking lot next to Magnolias and the Train Station. This clock was put on property owned by Western Loudoun Development, LLC which is Bruce's development company which restored the mill and is now owned and operated by Jason Brownell and his sister Kelly Howard. After the PPA purchased the clock, the Brownell family helped with the

installation which included installing a low-voltage controller that was placed in the Train Station.

ISSUES:

For approximately the last four to five years, the clock has either worked intermittently or has not worked at all. Over the last two years the Town has faced the following challenges related to this issue:

- Even though the Town did not purchase or install the clock, it was done around the same time as many of the downtown improvements and people assumed that the clock is the Town's responsibility. As a result, the Town has received multiple complaints and concerns as to why the Town would not keep this clock properly operational.
- Even though the Town had acquired the train station the previous year, the PPA asked permission from the Town Council to place the controller in the train station building and the Town agreed. Once the PPA was no longer operational or in existence, the Town by right of ownership of the building assumed a level of responsibility since a part of the operational component of the clock was located inside our property.
- During the dedication, discussions occurred between members of Town Council, PPA and the Brownell family which left members of the public with an understanding that the Town would be a participant in making sure that this clock was properly maintained.
- When the Town was asked to look into what we could do to help get the clock operational again, we identified that the company that made this clock was no longer in existence and we could not get any parts for the unit. The Town also engaged the assistance of a local clock manufacturer and repair operation to see if we could make any interim changes and also had our staff and an electrician look at it to explore options. After doing research, the Town was able to locate a controller board that we thought would repair the problems. Unfortunately, neither the electrician nor Town staff with the new controller board could get the clock operational so we chose not to go any further without specific discussion and direction from Town Council.

At this point, the Town needs to determine whether they want to have any further ownership and maintenance responsibility for the clock. As I have identified in previous discussions, I would recommend that the Town move forward with ownership and maintenance of this with the following stipulations:

- The Town receives acknowledgement from the defunct PPA, PHS (Purcellville Historical Society), the Brownell family that they do not have any ownership or fiscal interest in this clock and that all ownership and maintenance responsibility issues will be transferred to the Town.
- The Town receives any needed easement from Western Loudoun Development, LLC which reserves the area of ground where the clock is located and provides the Town access to maintain the clock both now and in the future. If the clock were to ever be removed, the new easement would be vacated.
- The Town has looked at alternatives of what to do with the clock and these include the following:
 - a) Option 1 - replace the clock with a new clock that is similar in size and dimensions and transfer the dedication plaque over to the new clock. We have received estimates that a new clock could range between \$12,000 and \$18,000 and would be operated with direct AC, DC or solar power and would not have multiple controller lines and low voltage operation lines required to function.
 - b) Option 2 - remove the four faces and replace with an operational component that still uses the base and clock design. It is estimated that this will cost between \$3,000 and \$6,000.
 - c) Option 3 - replace the entire inside operational component including the clock faces. It is estimated that a complete rebuild of the top section if we can find parts that match up to the clock structure would be approximately \$6,000 to \$8,000.
 - d) Option 4 - with the permission of the Brownell family, remove the clock component but keep the historical structure and plaque and install four artist pictures reflective of the history and accomplishments that have occurred in our downtown region. Instead of a functional clock piece it would be an art presentation in each of the four existing faces.

BUDGET IMPACT:

It is estimated that the initial budget impact to get the clock operational or converted into an art display would range between \$2,000 and \$18,000 depending on the option selected. After that, annual maintenance would range from \$150 to \$300 per year.

MOTION(S):

I move that we authorize staff to begin the process of securing ownership and easement to replace/upgrade/maintain the existing clock dedicated to Bruce Brownell located on 21st Street in front of Magnolias/Train Station.

OR

I move that we not participate in any further maintenance, repair or operational responsibility with the existing clock dedicated to Bruce Brownell located on 21st Street in front of Magnolias/Train Station. All ownership and maintenance will be private.



STAFF REPORT
ACTION ITEM

Item #10.b.

SUBJECT: Recoupment of Legal Fees for the Planning Department

DATE OF MEETING: June 28, 2016

STAFF CONTACTS: Rob Lohr, Town Manager; Patrick Sullivan, Director Community Development

SUMMARY and RECOMMENDATIONS:

The outside legal costs for reviewing deeds, plats, bonding, etc. are running about \$1,200 per month and it does not appear it will let up anytime soon. Given the increasing complexity of some of the plats and deeds (McDonald's, Catocin Corner), the average review amount will most likely increase over time. Every subdivision and most of the site plans that we review require a plat and a deed. Right now Community Development has on its plate 12 applications that will each require a plat and deed review and collectively will cost between \$9,000 and \$12,000 in legal review fees (Based on average of 3 hours each at a rate of \$250 per hour).

Staff recommends that Community Development charge back to the applicant legal review fees billed to the Town which would be in line with the zoning ordinance. Charge backs would in most cases be limited to a maximum of \$2,500 for the estimated cost of review (ECR) fees. This would be consistent with the newly adopted fee schedule. Staff recommends that this should begin immediately.

BACKGROUND:

Most if not all site plans and subdivisions need review by the Town Attorney. The planning department utilizes an outside attorney to review development plans in order to free up the Town Attorney to address other critical issues. Site plans usually have easements that need to be recorded as do subdivisions. The subdivision by itself needs to be recorded. All these actions need to be reviewed by the Town Attorney in order to limit liability and

protect the Town's interests. Additional applications that require attorney review are lot consolidations, bond paperwork, ROW vacations, and minor subdivisions/site plans.

The Town, some time ago, anticipated the added expense and added a "Fee to be determined" clause in the Zoning Ordinance. To the best of my understanding the "legal" fee has never been implemented as a matter of policy. However, the Town does collect engineering and consulting fees.

In *Article VI Section 6.2 Fees* of the zoning ordinance which can be found in the Land Development and Subdivision Control Ordinance there is the following language:

2. Fees to be determined.

For engineering, legal and planning consultant fees incurred by the town in connection with the processing, review and inspection of plats, plans, construction drawings, site development plans, specifications, establishment of grades, construction improvements, agreements for construction improvements, bond documents, revisions and the addressing of specific questions, **a fee equal to the actual cost incurred by the town shall be charged.** The cost of such engineering, legal, inspection and planning services shall be estimated in advance and a deposit equal thereto paid prior to the town processing the plans for review. Prior to approval of any plans by the town or permits being approved, the actual cost of review including legal and inspections shall be determined and, if in excess of the amount deposited, such excess shall be paid. Any deposit in excess of the actual cost shall be refunded to the applicant.

Community Development has reviewed other town practices in the area to see how they handle the additional costs. While there is no consistency the majority seem to recover legal fees either in an inflated application fee or by direct recoupment. Middleburg charges for the cost of review, Round Hill charges for actual costs plus the fee, Hamilton absorbs the extra fees in their application fee, Lovettsville charges for consulting fees; the County and Leesburg charge almost twice for initial fees which appears to cover the legal fees.

ISSUES:

The main issue to be taken into consideration is, does the application fee cover the cost of legal fees or should the legal fees be considered in addition to the standard fee. Given the above ZO language a former Council felt that the actual legal costs incurred were not adequately covered by the application fee; otherwise, they would not have created an additional means to collect it. Generally, a site plan or subdivision requires payment of a \$4,000+ fee. Two departments, Public Works and Community Development, play an active role in reviewing every site plan and subdivision that is submitted. It costs \$3,000 to \$5,000 in staff time to review each application. (Average cost per hour = \$50; number of

hours = 75 to 80 hours by CD and PW staff. Staff's opinion is that the present fees do not cover the additional legal fees that the town is being billed.

BUDGET IMPACT:

This could have a significant budget impact. There are approximately 12 site plan developments being reviewed presently and I would expect more to come as the year progresses. The average review time is 3 hours. The current 12 site plans would therefore cost a minimum of \$9,000 (3 hours at \$250 times 12 equals \$9,000). The review is required so either the Town or the applicant will have to pay these fees.

MOTIONS:

I move that the Town Council direct Staff to charge back to the applicant legal review fees billed to the Town which would be in line with the zoning ordinance. Charge backs would in most cases limited to a maximum of \$2,500 for the estimated cost of review (ECR) fees. This would be consistent with the newly adopted fee schedule and should begin immediately;

OR

I move that the Town continue to absorb the cost of legal fees associated with the review of deeds, plats, bonding, etc.

OR

I move _____ .

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STAFF REPORT
ACTION ITEM

Item #10.c.

SUBJECT: Appointment of Interim Vice Mayor

DATE OF MEETING: June 28, 2016

STAFF CONTACTS: Robert W. Lohr, Jr., Town Manager

SUMMARY and RECOMMENDATIONS:

This year, the Vice Mayor position will be vacated June 30, 2016 and we will have twelve days in the new fiscal year and Council term before Council can vote on a vice mayor for the next fiscal year. Because there are emergency circumstances where the vice mayor would need to take certain actions on behalf of the Town in the absence of the Mayor, staff recommends that Council appoint a person at the June 28, 2016 meeting that can serve until the new Council can make a formal appointment for the remaining portion of the fiscal year.

BACKGROUND:

The Vice Mayor is selected by the Council at the first meeting in July each year. Most years, the Vice Mayor continues to serve until the meeting in July. With changes that occurred in the election in May, Vice Mayor Patrick McConville will be stepping down June 30, 2016 so the position will be vacated the first twelve days in July. After talking with the Mayor, it is recommended that we make sure that we have this position filled until the new Council can take action at their first meeting.

ISSUES:

Failing to take this action could result in the delay in processing payments, issuing emergency declarations, signing contracts and other formal actions that are handled by the Vice Mayor in the absence or incapacity of the Mayor.

BUDGET IMPACT:

This decision to appoint an interim Vice Mayor has no negative fiscal consequence.

MOTION(S):

"I move that we appoint _____ to the term of interim Vice Mayor to serve from July 1, 2016 until the new Town Council can hold their first meeting of the new fiscal year and vote on a permanent replacement for FY16/17."



STAFF REPORT
ACTION ITEM

Item #12

SUBJECT: Approval of Meeting Minutes

DATE OF MEETING: June 28, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the meeting minutes from the June 14, 2016 Town Council Meeting for review and approval by Town Council.

MOTION(S):

I move that we approve the minutes of the June 14, 2016 Town Council Meeting and waive reading.

ATTACHMENT(S):

1. June 14, 2016 Town Council Meeting Minutes

MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
JUNE 14, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

The regular meeting of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
John Nave, Council member
Joan Lehr, Council member
Patrick McConville, Council member
Doug McCollum, Council member
Karen Jimmerson, Council member (arrived 7:02 PM)
Kelli Grim, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Liz Krens, Director of Finance
Patrick Sullivan, Director of Community Development
Hooper McCann, Director of Administration
Chief Cynthia McAlister, Police Dept.
Paula Hicks, Staff Accountant
Debbie Capitan, Budget Specialist
Diana Hays, Town Clerk/Project Manager

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS/APPROVAL:

Council had no comments. Staff had no comments.

PROCLAMATIONS/RECOGNITIONS:

None

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

STANDING COMMITTEE/COMMISSION/BOARD REPORTS:

a. Planning Commission

Chairman Doug McCollum noted the Planning Commission is working on several provisions of the zoning ordinance that deal with environmental matters including stream and creek buffers and the height standards for the C-4 historical overlay district. Chairman McCollum added the meeting scheduled for July 7th has been canceled due to lack of quorum.

b. Board of Architectural Review

No report.

c. Parks and Recreation Advisory Board

Council member McConville noted the Music and Arts Festival was successful despite the weather.

d. Economic Development Advisory Committee

Council member Nave stated the last meeting was canceled.

e. Purcellville Arts Council

Chair Liz Jarvis came forward and thanked Council members Lehr, McConville and Nave for their service and dedication to the Town. Chair Jarvis stated that at their monthly meeting the Music and Arts Festival went well despite the rain and found the arts portion a great opportunity to showcase the area's art and for the public to engage with the various art entities located in and around Town. Chair Jarvis added Art in Town Hall photographer Eric Wickstrom's show will come down at the end of the month and the next artist is Lil Miller whose show will remain until the end of September. Chair Jarvis stated the PAC helped to support the painted wine barrel project and talked about future projects.

CITIZEN AND BUSINESS COMMENTS:

Mayor Fraser permitted three minutes per speaker.

Bob Lazaro of 725 Sunflower Court came forward and thanked Council members Nave and McConville for their service and thanked Joan Lehr and her family for their service to the Town. Mr. Lazaro summarized Council member Lehr's efforts during her terms on the Planning Commission and on Town Council.

Diana Hays, Town Clerk, read written comments provided by Steve Varnecky who thanked Council members Nave, McConville and Lehr for their service to the Town.

MAYOR AND COUNCIL COMMENTS:

Council member McCollum stated that on June 8th the Virginia Municipal League Federal Advisory Council held their first meeting in Richmond and talked about plans to work with congressional delegations in the upcoming year as well as a presentation about the directors of Senators Warner and Kane which showed the structure of state offices and how to better interact with them. Council member McCollum added he attended the PBA luncheon today and heard a presentation by the Mayfair project developer and Catocin Corner.

Council member Grim stated she attended a two-day seminar for planning certification and also attended a law seminar and shared a handout about the 2016 proffer bill and talked further about the bill and the need to quickly address it.

Council member Jimmerson stated she also attended the planning seminar in Roanoke. Council member Jimmerson thanked those that have served on Council and requested that they continue to stay involved with the community.

Council member Nave thanked the EDAC for the success with the painted wine barrel project.

Council member Lehr stated she attended the PBA luncheon and talked about the businesses coming to Catocin Corner. Council member Lehr talked about the importance of the budget and fiduciary responsibility to look into the future.

Vice Mayor McConville stated the Purcellville Cannons are having a good season and has heard positive feedback. Vice Mayor McConville talked about the success of the wine barrel project.

Mayor Fraser thanked Council for their service as they attend their final meeting in Council Chambers. Mayor Fraser stated he attended an Eagle court for five men of Purcellville and requested that at the next meeting the scout that could not attend the ceremony be recognized. Mayor Fraser stated he attended the Cappies Awards at the Kennedy Center as Woodgrove and Loudoun Valley were nominated, although did not win. Mayor Fraser stated he attended the funeral for Charles Clark.

DISCUSSION/INFORMATIONAL ITEMS:

a. Financial Software System Upgrade Project Tracking/Implementation Update

Danny Davis stated Council had requested a schedule for the implementation of the modules for the financial software system and reviewed the schedule provided in the staff report.

Council member McCollum asked for clarification on the transparency portal which Danny Davis stated is where the financials are available online for the public in a read-only format. Council member Grim asked why the transparency portal would take so long and asked if it could be implemented sooner. Danny Davis stated that portal is associated with financial which needs finished before the transparency portal can be active.

Mayor Fraser asked about fraud and the inability to collect taxes and asked about risk exposure with the schedule going out to 2018. Danny Davis stated that taxes is the biggest concern and will be implemented first to mitigate concerns as quickly as possible. Mayor Fraser asked about general ledger and the transparency portal and asked about an enhancement to make this available sooner. Danny Davis stated he would be hesitant to move forward with another project in the midst of the current project and talked about the length of time associated with implementing something new versus when the transparency module is scheduled to go live. Mayor Fraser requested to see the live module which Danny Davis said he would send an email with information to other communities that currently use the module.

ACTION ITEMS:

a. Renewal of Contract With American Disposal Services

Rob Lohr stated the current contract expires November 30, 2016 and provided some of the history of Town's twelve year relationship with American Disposal Services including their consistency of attractive pricing over multiple procurements.

Council member Nave made a motion that Town Council approve the renewal of the Contract for the collection and disposal of refuse and recyclables collected in the Town of Purcellville, Virginia with American Disposal Services, Incorporated for a one-year term commencing on December 1, 2016 and ending on November 30, 2017. The Town Manager will execute the renewal of the contract on behalf of the Town. The motion was seconded by Vice Mayor McConville.

Motion: Council member Nave
Second: Vice Mayor McConville
Carried: 7-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye

Grim - Aye
Jimmerson - Aye
Mayor - Aye

**b. Adoption of FY 2017 Budget and Appropriations for Expenditures;
Adoption of Master Tax and Fee Schedule**

Rob Lohr introduced the item and turned it over to Council for discussion.

Council member Grim stated there is about \$418,000 worth of issues that she is concerned about and does not feel this budget is good for the Town nor have the budgets for the eight years prior.

Council member Lehr made a motion that the Town Council adopt Resolution 16-05-02 adopting the fiscal year FY 2017 Budget as amended by the Summary of Changes to the FY 2017 Budget, appropriating for expenditure in FY 2017 all funds contained in the FY 2017 Budget, re-appropriating for expenditure in FY 2017 the Capital Improvement Program (CIP) project funds that were appropriated by Town Council in FY 2016 but were not spent within FY 2016, and authorizing and directing the Town Manager to take all steps necessary and prudent to effectuate the implementation of the FY 2017 Budget.

AND

I further move that the Town Council adopt Ordinance 16-05-01, adopting the taxes, rates, and fees set forth in the FY 2017 Master Tax & Fee Schedule, and amending the Town Code by adding Appendix A, which sets forth the Master Tax & Fee Schedule. The motion was seconded by Council member McCollum.

Council member Nave asked about options for not raising utility rates. Rob Lohr stated options have been looked at over the years and require investments and/or approval however most depend on user or availability fees and added user fees are dependable sources of income. Council member McCollum noted concerns for other options at this point in the budget process, and talked about the next Council exploring alternatives to see if there are some fiscally responsible ways to approximate the revenue from user fees. Council member McCollum also talked about the need to have a financial plan through 2020/2021. Council member McCollum added he may not agree with everything in the budget feels it is the best thing to do for the Town.

Council member Jimmerson noted that in comparison to rates across the country that Purcellville is not near the top tier. Council member Jimmerson added that if the rates are not raised, the Town will rely on growth and tap fees and would pay either way. Council member Jimmerson talked about exploring a higher rate for water use during the summer. Council member Jimmerson added she also does not agree with everything in the budget, however does not feel comfortable saying no without having a plan.

Council member Lehr talked about the changes in water rates over the years and stated that because the increases didn't happen that a lot of the availability fees are being used to subsidize. Council member Lehr requested that Council look at the bulk water rate which is less than local businesses currently pay, and requested that the bulk water rate be reviewed before approving the budget. Council member Lehr requested an amendment to her motion to put the bulk water rate at \$16.76. Rob Lohr stated that fees cannot be raised once advertised and would require a public hearing and advertising to do so. Council member Lehr changed her request to adopt the budget as is with the removal of a bulk water rate and that until there are procedures and definitions in place that Council does not sell bulk water or set rates. Council member McCollum added that he also does not like the bulk water rate and that once the new Council comes in would like to find out what the procedures are and advertise and address the issue of inconsistency and unfairness to existing business in Town, however would like to adopt the budget as is. Council member McCollum seconded the change however stated he prefers to do it through the next Council.

Mayor Fraser talked about the projected fees associated with revenues and talked about the chargeback policy pertaining to water and sewer going back to the general fund. Rob Lohr stated that Council can do anything they choose with chargebacks. Mayor Fraser noted that each year it is proposed to increase fees and added he does not see a strategy in place.

Council member Grim expressed concerns for reserves being lowered which freed up cash and would like to see alternatives from the financial consultant for not increasing water/sewer rates. Council member Grim stated \$418,000 of citizen's worth of hard earned money is being spent in ways that does not make sense and expressed concerns for not having a plan. Council member Grim proposed that the following enhancements could be eliminated: market adjustment, compensation study, records management, paralegal, police office manager, additional vehicles, assistant director of public works position reduced to project manager position or increase in part-time positions, events specialist from part-time to full-time with an objective to review and scale down events, water plant vehicle replacement, and membership to the NVRC. Council member Grim added that the information provided from the financial advisor which includes growth still does not include a plan to stop increasing rates.

Vice Mayor McConville stated there has been a strategy in place which is to sell availabilities and that there is a report that shows with two developments that rates would not increase in several years. Mayor Fraser requested a copy of that strategy.

Council member Lehr repeated the addition to the motion to remove the bulk water fee until the new Council has the opportunity to set policies and procedures and have an appropriate definition of bulk water is which would remove the fee and stop the sale of bulk water until such discussion would occur.

Council member Grim expressed concerns for no bulk sales over the summer which would be the busiest time of the year.

Council member Nave talked about eliminating the source of revenue that could hurt the Town.

Council member Jimmerson also expressed concerns about eliminating the revenue source and does not support not continuing with the water sales.

Council member Lehr asked about bulk water users paying a tiered rate as other users do. Rob Lohr talked about tiers versus flat rates and the administrative fee.

Council member Lehr requested that the new Council revisit this item and withdrew her addition to the motion. Council member McCollum agreed and added he wants to be fair to the businesses in Town.

Motion: Council member Lehr
Second: Council member McCollum
Carried: 5-2-0

McCollum - Aye
Grim - Nay
Jimmerson - Aye
Nave - Aye
Lehr - Aye
McConville - Aye
Mayor - Nay

Mayor Fraser stated the reason for his vote is because of the wastewater treatment and the utility and believe methods and procedures could be implemented and will do this on the first agenda with the new Council.

c. Process for Handling Complaints Against Public Officials

Sally Hankins summarized the outstanding items that came to a consensus at the previous meeting including that one or more citizens would be appointed to the committee that hears complaints against elected and appointed officials and that an initial hearing would occur to determine whether such a complaint had merit and should move forward, and added that those have been added to the draft set of policies provided with the staff report.

Council member McCollum talked about the list of disciplines and feels the only one that pertains to Council is censure. Sally Hankins stated that fines would be at the judgement of Council. Council member McCollum stated he feels Council should not set fines.

Council member Grim agreed that censure would be appropriate.

Council member Lehr stated she would prefer to have a closed session amongst Council without the member and make a decision whether the complaint moves forward.

Council member Jimmerson talked about her experience with public complaints.

Council member Grim volunteered to gather similar policies from other jurisdictions to save time and effort and requested that this item be deferred to the next meeting.

Council member Nave stated he prefers having an independent person to handle complaints.

Mayor Fraser requested that all penalties except for censure be struck from the policy.

Council member Lehr requested that Sally Hankins gather policies from other jurisdictions for review, and added she prefers that complaints go through an outside party with Council setting the policy.

Sally Hankins confirmed that she would bring back samples of how complaints against public officials are dealt with in other jurisdictions, and welcomed examples from Council member Grim.

DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS/ RECOGNITION:

a. Recognition Request by Purcellville Police Dept. – Homework Club Volunteer

Chief McAlister summarized the work that the volunteer has provided and requested that this person be recognized for her efforts. Council approved the request.

b. Proclamation Request – Water Works and Wastewater Professionals Appreciation Day

Council approved the request.

Mayor Fraser stated that at the next meeting he would like to read the proclamation to the Eagle Scout that was unable to attend the recent ceremony.

APPROVAL OF MINUTES

a. May 24, 2016 Town Council Meeting

Council member McCollum made a motion to approve the minutes of the May 24, 2016 Town Council Regular Meeting and waive reading. The motion was seconded by Council member Jimmerson and approved unanimously.

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

Council member Jimmerson made a motion that as authorized under Section 2.2-3711(A)(7) of the Code of Virginia that the Purcellville Town Council convene in a closed meeting to consult with legal counsel employed or retained by the public body and to receive briefings from staff

about actual or probable litigation concerning the Heating, Ventilation, and Air Conditioning system in Town Hall, because such consultation and briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body.

The following individuals are requested to attend the closed meeting:

- 1) All Town Council members
- 2) Robert W. Lohr, Jr., Town Manager
- 3) Danny Davis, Assistant Town Manager
- 4) Sally Hankins, Town Attorney
- 5) Jeff Gilmore, Akerman LLP (via conference call)
- 6) Alex Vanegas, Director of Public Works

The motion was seconded by Council member Lehr.

Motion: Council member Jimmerson
Second: Council member Lehr
Carried: 7-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

Sally Hankins added that Jeff Gilmore would attend the meeting in person.

MOTION BY TOWN COUNCIL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE OPEN MEETING

Council member McCollum made a motion that that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting. The motion was seconded by Vice Mayor McConville.

Motion: Council member McCollum
Second: Vice Mayor McConville
Carried: 6-0-1 Absent

McConville - Aye
Lehr - Aye
Nave - Aye
McCollum - Aye
Jimmerson - Aye
Grim - Absent
Mayor - Aye

**MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE
ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING**

Council member McCollum made a motion that the Purcellville Town Council adopt Resolution 16-06-01 certifying the closed meeting of June 14, 2016. The motion was seconded by Council member Lehr.

Motion: Council member McCollum
Second: Council member Lehr
Carried: 6-0-1 Absent

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Jimmerson - Aye
Grim - Absent
Mayor - Aye

ADJOURNMENT

With no further business, Council member Lehr made a motion to adjourn the meeting at 9:58 PM. The motion was seconded by Council member Jimmerson and approved unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

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