

MINUTES
PURCELLVILLE TOWN COUNCIL REGULAR MEETING
JANUARY 12, 2016
TOWN HALL COUNCIL CHAMBERS

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

PRESENT: Kwasi Fraser, Mayor
Ben Packard, Vice Mayor (arrived at 7:40 PM)
John Nave, Council member
Joan Lehr, Council member
Karen Jimmerson, Council member
Patrick McConville, Council member
Doug McCollum, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Alex Vanegas, Director of Public Works
Elizabeth Krens, Director of Finance
Cindy McAlister, Police Dept.
Patrick Sullivan, Director of Community Development
Daniel Galindo, Senior Planner
Melanie Scoggins, Events Specialist
Diana Hays, Town Clerk

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:

- a. None

PROCLAMATIONS/RECOGNITIONS:

- a. Recognition – LVHS Boys Cross Country State Champions

PRESENTATIONS:

- a. None

STANDING COMMITTEE, COMMISSIONS, AND BOARD REPORTS:

a. Planning Commission

Chairman McCollum stated the Planning Commission met in early December and discussed the application for a zoning text amendment to increase the maximum enrollment of home child care from six to twelve. On January 7 the Planning Commission held a public hearing on their alternate proposal which would be treated as a special exception considered by the Board of Zoning Appeals. The Planning Commission voted 4-2 to adopt the revised standards and forward to Council with a recommendation to adopt.

The Planning Commission held a second public hearing on January 7 on three applications relating to 781 South 20th Street. There were no public comments at the hearing on these three applications however the Commissioners noted that some adjoining property owners had not been notified accordingly . Notifications will be sent out and the matter rescheduled for the first Planning Commission Meeting in February.

Chairman McCollum added that Jason Brownell appeared by the Commission to discuss his proposed plans for Village Case on the undeveloped lots, and if the Planning Commission would consider his proposed application for a comprehensive plan amendment now or defer consideration until after completion of the comprehensive plan review. The Planning Commission will consider his inquiry at their next meeting.

The Planning Commissioners agreed to add to their agendas an item pertaining to disclosure on matters that are or may come before the Planning Commission.

Chairman McCollum stated he has prepared a draft Annual Report for the Planning Commission for 2015 which has been circulated to the Commissioners for comments and once discussed and adopted will be forwarded to Town Council.

Chairman McCollum stated that the Murrell “Tip” Stinnette has accepted his appointment to the Planning Commission.

b. Board of Architectural Review

Rob Lohr read the report on behalf of Vice Mayor Packard in his absence. The BAR approved two applications at their December 15 meeting – one for the construction of a storage shed at the Purcellville Library and one for façade improvements to a building located at 501 E. Main Street currently occupied by Mr. Print.

c. Parks and Recreation Advisory Board

Chairman Coy recapped Christmas in Purcellville and noted its success, and recognized the members of the PRAB as well as Town staff for their assistance in making the events successful.

Chairman Coy stated the Board is currently working on the Music and Arts Festival.

Chairman Coy added that Sports Grants Application are due by Monday, Jan. 18.

d. Economic Development Advisory Committee

Council member Nave stated the EDAC has not met however is scheduled to meet January 20 to talk about presenting an option to Town Council on getting visibility to the Town.

e. Purcellville Arts Council

Chairperson Liz Jarvis stated the PAC met and discussed pending projects including the Art in Town Program and project funding.

Chairperson Jarvis talked about the upcoming events at the Train Station as well as other events around Town, art in empty businesses around Town, and art at Town Hall.

Chairperson Jarvis added that Purcellville will be a part of the Visit Loudoun State of the Arts Forum and part of the artisan trail.

PUBLIC HEARINGS:

a. None

CITIZEN/BUSINESS COMMENTS:

Philip Message, 250 S. Nursery Ave, President of Bush Tabernacle, talked about the upcoming Loudoun Grown Expo which his organization is hosting on February 27 and is being funded by a County grant and volunteers.

Kelli Grim of Devonshire Circle talked about issues with the agenda. Her first issue was with the zoning text amendment on Hirst Road which she feels is a rezoning and needs a traffic impact analysis. The next issue is the Virginia Regional Transit ordinance text amendment and it being poor planning for Hirst Road as well as the County's plans for a park and ride on the Field's property, and suggested that the Town put this on hold until after the investigation within the facility.

Ms. Grim talked about the financial update and hasn't heard anything in the past four years about there being an issue although can tell from FOIA's that there are problems.

With the event management firm, when information is presented to the public, the issues with the validity, value and fiscal benefits and impacts of the Wine and Food Festival need addressed and isn't.

In regards to the house being sold, Ms. Grim stated that in addition to the \$7,000 in expenses with the transaction and the appraisal and said the public should be able to find the information. Ms. Grim stated it deems the property is valued at \$339,000 and the contract calls for \$300,000 which is not justified in the report.

Ms. Grim asked that with the cupola at Town Hall it has leaked for four years and it has been damaging the property for that time and does not understand how it merits being an emergency issue and it has not gone out for bid.

Ms. Grim stated that the Operational Audit should not just include staff and Council but the citizens should be part of it.

Ms. Grim talked about the comprehensive plan which mentions the need for the capital intensity factor and suggested the Town adopt it. Ms. Grim provided the 2011 Comprehensive Plan that was provided to Council and never voted on.

Ms. Grim provided a copy of the July determination by the Zoning Administrator and another that was provided two months later which replaced it and had to be rescinded as well as the \$50,000 in legal fees.

Steve Varnecky, Chappelle Hill Road, thanked Mayor Fraser for contacting him after the last meeting and supporting the idea of a joint Council position paper on issues of special interests to the residents.

Casey Chapman, 601 W. Main Street, introduced himself as a new resident to the Town and looks forward to contributing.

Jeanne Girolami of 34076 Snickersville Turnpike in Bluemont talked about some grievances she has against the Town police when Chief Smith was Chief and further talked about a fender bender with a fence her husband was involved with as well as the issues with the property owner and police department. Ms. Girolami requested that the issue be brought before Town Council for further discussion, even though Council has already elected not to discuss it further.

COUNCIL COMMENTS:

Council member McCollum stated that on December 9 he attended the public informational session for the Nursery Ave. Roadway Drainage Improvements and added he was the only Council member in attendance.

On December 21, Council member McCollum stated he wrote to the Mayor and Council member Nave to propose an initiative to jump start economic development in Town, suggesting that a high level committee be formed to address how the Town can support efforts to fill empty spaces.

Council member McCollum added he attended the Mayor's State of the Town presentation on January 5.

Council member McCollum talked about his support of the quarterly newsletter, and added that his commitment is to continue to listen to citizens.

Council member McConville stated the Christmas Marketplace was a success and thanked staff for all of their work.

Council member Jimmerson thanked staff for their work on the Christmas float.

Council member Jimmerson stated she attended the December 16 Mayor's Stage Side Chat.

On December 16 Council member Jimmerson stated she attended the holiday staff luncheon.

On December 20 and 23, Council member Jimmerson added that she and the Mayor joined Sue and Fred Medico (Santa and Mrs. Claus) with the Purcellville Police Dept., Purcellville Citizens Support Team and delivered gifts to the local families.

Council member Jimmerson stated she attended the Mayor's State of the Town on January 5 and suggested moving it to a week or so later in the future due to the holidays.

Council member Nave stated he and Mayor Fraser met with Mr. Warner and Mr. Herbert about the Warner property and its intentions.

Council member Lehr talked about the Rotary and the success with the Salvation Army this holiday season as well as Toys for Tots, blankets and coats for Syrian refugees and Sweats for Vets.

Council member Lehr stated she attended today's PBA luncheon and saw the Mayor's speech on January 5 and at the PBA.

Council member Lehr added she would like to see the quarterly newsletter added back into the budget as quickly as possible.

Vice Mayor Packard thanked staff for the Christmas parade.

Vice Mayor Packard addressed the rumors and stated that when he ran for office expected to stay for at least fifteen years and that has changed in the past few months. Vice Mayor Packard stated he has been exploring options and is comfortable saying he does plan on moving soon. Vice Mayor Packard expressed concerns for someone coming in during the budget and the cost of a special election. Vice Mayor Packard talked about personal and medical issues that he is dealing with and plans to step down from Town Council at the end of this meeting. Vice Mayor added that Council may want to add an item to the agenda to appoint a new Vice Mayor.

Mayor Fraser thanked the Vice Mayor for his support.

Mayor Fraser thanked staff for the holiday events.

Mayor Fraser stated the Town is in a promisingly strong state as noted in his State of the Town address. Mayor Fraser addressed the upcoming challenges to include a new Board of

Supervisors to meet and engage with regarding the new interchange to alleviate traffic along Hirst Road.

Mayor Fraser stated in response to Council member McCollum's comments that relative to the zoning use changes is convinced he has been consistent and not contradictory. Mayor Fraser added he is against the content of the zoning use changes.

Mayor Fraser talked about the meeting with Mr. Warner and the annexation and stated he is not against development however it needs to be done in a managed fashion and with a vision. Mayor Fraser stated that it is his preference to move forward with the Comprehensive Plan process but welcomes any mini charrettes that the property owners can have that will get citizen input.

ACTION ITEMS:

- a. Zoning Ordinance Text Amendment OA15-01

Daniel Galindo introduced the staff report which had been provided at a previous meeting.

Council member Lehr made a motion that the Purcellville Town Council approve OA15-01 and adopt Ordinance 16-01-01 as set forth in the staff report ordaining text amendments to Article 4, Section 1 of zoning ordinance to add Vehicle Sales and Service as a permitted use in the C-1 District and standards for this use, for the reasons stated therein. There was no second.

Council member Nave made a motion that the Purcellville Town Council not approve OA15-01, as recommended by the Planning Commission and Town staff, for the reasons stated in the January 12, 2016 Staff Report. The motion was seconded by Vice Mayor Packard.

Council member McConville stated he feels this type of facility as a need and benefit to the Town however is not in favor of the proposed location.

Council member Jimmerson talked about the location and the possibility of it being in a flood plain as well as the line of site, and is not in favor of the particular lot. Council member Jimmerson does agree that it would be a good addition to the Town.

Council member Nave stated he does not feel this is the place for it.

Council member Lehr talked about the district, and that the comprehensive plan being a guide in the state. Council member Lehr added that waiting for the comprehensive plan could be a couple of more years and the property has sat empty for much longer.

Vice Mayor Packard stated he would rather have vehicle services along Hirst rather than Main Street, and that his concern is with the purpose of the zone which is office and accessory uses.

Mayor Fraser stated he feels this would be a low use and that he may potentially support it, however feels extra studies should be done to justify why it should go in the proposed location.

Mark Nelis came forward and talked about the architectural elevation and stated he is disappointed with the direction Council is going.

Motion: Council member Nave
Second: Vice Mayor Packard
Carried: 6-1-0

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

b. Zoning Ordinance Text Amendment OA15-02

Daniel Galindo introduced the staff report which had been provided at previous meetings.

Council member Jimmerson stated her concern with moving forward in light of the action that is happening. Rob Lohr stated that VRT is operating, and they are not requesting to do a commuter ride lot because they do not have the ability to service that or the buses, and added that the person who would benefit from the commuter ride is Loudoun County and they did not have a search warrant served on them and are looking to consolidate operations. Rob Lohr added that Loudoun County would be the lease holder and would have the buses.

Council member Jimmerson made a motion that the Purcellville Town Council not approve OA15-02 for the following reasons: until Loudoun County makes the decision.

Council member Lehr stated that the reason needs to be why Council does not want it.

Council member Jimmerson restated her motion as follows:

I move that the Purcellville Town Council not approve OA15-02 for the following reason: It is not clearly supported by the purpose statement of the CM-1 Local Service Industrial District. The motion was seconded by Vice Mayor Packard.

Vice Mayor Packard stated that text amendments are not one project specific and that the zone is being amended and talked further about the traffic pattern.

Council member McConville stated noted that that this is a good location for this type of business.

Council member McCollum added that the current comprehensive plan talks about having a park and ride to the northern part of Town which makes this consistent, and keeps the traffic off of Main Street.

Mayor Fraser stated he believes this is a good idea and a need to remove traffic off of Main Street.

Motion: Council member Jimmerson
Second: Vice Mayor Packard
Failed: 0-7-0

Nave -	Nay
McCollum -	Nay
Jimmerson -	Nay
McConville -	Nay
Lehr -	Nay
Packard -	Nay
Mayor -	Nay

Council member Lehr made a motion that as recommended by the Planning Commission and Town staff, I move that the Purcellville Town Council approve OA15-02 and adopt Ordinance 16-01-02, as set forth in the Staff Report, ordaining text amendments to Article 4, Section 1 of the Zoning Ordinance to add Commuter Parking Lot as a use allowed by special use permit in the CM-1 District, for the reasons stated in the January 12, 2016 Staff Report.

Motion: Council member Lehr
Second: Vice Mayor Packard
Carried: 5-2-0

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

Council member Lehr stated she agrees and added that this will bring more traffic to Hirst Road than a Jiffy Lube would have.

c. Town's Financial System Upgrade

Danny Davis introduced the staff report and added that the information requested at the last meeting has been included. Danny Davis further explained the issues with the current system and vendor as well as the efficiencies with a new system, and answered questions from Council about modules included, payment arrangements, RFP process, and software upgrades.

Council member McConville made a motion that the Town enter into a License and Service Agreement with Tyler Technologies, Inc. through the National Joint Powers Alliance Contract (RFP #113011) for the Munis ERP System, at a price not to exceed \$330,879 for the license, implementation, data conversion, and other services related to implementation, plus \$40,124 in

annual recurring service fees, with all such funds to be paid from Unassigned Fund Balance. I further move that Council authorize the Town Manager to sign such License and Service Agreement with Tyler Technologies once all other terms and conditions are approved by the Town Attorney, Town Manager, and Assistant Town Manager, AND

I move that Town Council approve an Amendment to the adopted Fiscal Year 2016 Budget to transfer no more than \$170,000 from Unassigned Fund Balance to the Financial Systems Upgrade Capital Project, with future fiscal year expenditures related to this project to be programmed in future annual budgets, AND

I further move that Council approve the addition of Town staff of 1.5 full-time equivalents, with 1.0 FTE in Information Technology and 0.5 FTE in Finance. The motion was seconded by Council member McCollum.

Council shared their views about cost of the system, the lack of competitive bids, and the need for a new system.

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

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

d. Structure of the Purcellville Arts Council

Melanie Scoggins summarized the staff report and the need for structure of the Purcellville Arts Council as well as the options and the PAC's preference.

Council member Jimmerson made a motion that Town Council make the Purcellville Arts Council a Standing Committee that is administered to provide guidance and oversight in areas of promoting visual and performing arts within the community and working with existing non-profit and other government groups to help promote art related programs. The motion was seconded by Vice Mayor Packard.

Council member McCollum stated that if this will be a standing committee that all members be interviewed by all of Town Council. Rob Lohr added that if Council chooses this option it will involve a public hearing and ordinance development to include the membership, the selection process, terms and specific details. Rob Lohr recommended added Liz Jarvis and interested members of the committee along with Council to formalize the ordinance.

Council member Lehr made a friendly amendment that Council direct staff to move forward with the necessary processes to form this committee. The friendly amendment was accepted by Council member Jimmerson.

Motion: Council member Jimmerson
Second: Vice Mayor Packard
Carried: 7-0-0

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

e. Selection of Event Management Firm

Danny Davis talked about the preparations involved for the Wine and Food Festival including obtaining sponsorships to help offset expenses. Danny noted bids were received and The High Road Incorporated has provided the best value to the Town as well as experience.

Council member Lehr stated that no comparisons are provided and that this item be tabled until more information is provided. Danny Davis added that the information can be discussed in closed meeting if desired due to the proposals being confidential.

After further discussion, the majority of Council requested more information. Danny Davis stated a motion could be prepared to discuss the item in closed meeting as to not have it deferred. Council agreed to discuss this in the closed meeting. Danny Davis introduced Bill Collins from The High Road who was present to hear the discussion.

f. Approval of Water Tank Painting Contract

Alex Vanegas summarized the staff report and talked about the painting history of the tank. Upon inspection it was determined that the tank needed repainted. Council member Lehr asked about the possibility of removing antennas for maintenance on the tank. Sally Hankins stated she would prefer to answer in a closed meeting how she interprets the terms of the leases because it could be the subject of a dispute.

Vice Mayor Packard made a motion that the Purcellville Town Council authorize the Town Manager to negotiate and execute a contract with Utility Service Group to paint the elevated water tank and have staff coordinate with USG & GloTel to work negotiating and relocating of the cell phone antennas with the respective leases during the painting process and subsequently relocating the antennas to a coral crown if feasible. The motion was seconded by Council member McConville.

Council member Lehr asked if the amount needs included with the motion.

Vice Mayor Packard amended the motion to state that Town Council authorize the Town Manager to negotiate and execute a contract with Utility service Group to paint the elevated water tank at a cost not to exceed \$300,000 and have staff coordinate with USG and GloTel to work negotiating and relocating of the cell phone antennas with the respective leeses during the painting process and subsequently relocating the antennas to a coral crown if feasible. The motion was seconded by Council member McConville.

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

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

g. Forestry Stewardship Plan

Alex Vanegas summarized the staff report and asked that Council approve the plan and direct staff to submit it to VOF for consideration.

Council member McCollum expressed concerns of impact of tree harvestry on surface waters and soil erosions. Alex Vanegas stated that the study was done by an expert and the locations have been specifically selected. Council member McCollum asked if the Town arborist is involved with the process and Alex stated they are not. Per the Mayor's request, Alex Vanegas will forward a copy of the report to the arborist at the same time as sending it to VOF so a second opinion can be obtained.

Council member McConville made a motion that the Purcellville Town Council approve the Forestry Stewardship Plan and authorize staff to submit the document, as shown in Attachment 1 to the Virginia Outdoors Foundation for approval.

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

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

h. Hirst Farm Well Update

Alex Vanegas summarized the history of the well and went through the options available to repair the well. Mayor Fraser asked the possibilities of an engineering defect and asked about going back to the installer for repairs. Alex stated the well was installed 13 years ago and would be beyond any warranty period.

Council member Nave made a motion that the Purcellville Town Council approve the use of Options 1 & 2 as related to the Hirst Farm Well alternatives and directs the Town Manager to approve funding associated with the respective option(s) to make the necessary improvements needed to place the well back in service once the Town receives VDH-ODW's approval.

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

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

i. Approval of Purchase Contract for 781 S. 20th Street

Rob Lohr stated that the approval would allow staff to move forward with the contract which would be contingent upon funding. Mayor Fraser asked about the assessed value being \$339,000. Rob Lohr talked about the money the tenant has put into the property as well as other expenses to the Town if the Town decided to keep the property.

Council member Jimmerson made a motion that the Town Council approve the sale of real property owned by the Town and identified as Parcel Number 489-38-4477-000, to The Good Shepherd Alliance for a price not less than \$300,000 and in general compliance with the terms and conditions set forth in the draft Contract of Sale;

And

I further move that Town Council authorize and direct the Town Manager to finalize and execute the Contract of Sale with The Good Shepherd Alliance;

And

I further move that the Town Council authorize and direct the Mayor to execute the Special Warranty Deed and Modification of Easements once all Contract terms have been satisfied.

The motion was seconded by Vice Mayor Packard.

Motion: Council member Jimmerson
Second: Vice Mayor Packard
Carried: 7-0-0

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

j. Contract Approval for Cupola Work at Town Hall

Rob Lohr talked about the ongoing issues with the cupola and the increased amounts of water coming in from different locations.

Council member McCollum made a motion that Town Council approve the emergency procurement of Lauten Design and Construction to complete repairs to the cupola at the Town Hall located at 221 S. Nursery Ave. in the amount of \$49,970. This money will be transferred from General Fund Reserves to 100-4041350-5955 Town Hall Building Repairs. The motion was seconded by Council member Jimmerson.

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

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

DISCUSSION/INFORMATIONAL ITEMS

b. Makersmith Proposal

Mayor Fraser stated that Town Council has received a proposal and he would like to invite the individual to a Council meeting to give a presentation. Vice Mayor Packard recommended that the proposal be discussed with staff first in case of fiscal or any other restraints.

c. Town Hall Signage

Mayor Fraser stated that a former EDAC member proposed changing the sign on Town Hall to have it spelled out as Purcellville Town Hall. Mayor Fraser requested that EDAC bring this item before Council to include what is needed and the funding. Mayor Fraser added that the Garden Club has agreed to partner with Purcellville in this effort.

Council member Lehr stated she was part of the original decision not to put the word Purcellville on Town Hall because the location is in Purcellville. Council member Lehr added that it also makes it about 20% smaller, however would like to vote on this item at the next meeting.

a. Economic Development Monthly Update

Council had no questions or comments.

DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS:

a. None

CLOSED MEETING

Council member Lehr made a motion that as authorized under Section 2.2-3711(A)(29) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to discuss the award of a public contract for Events Management Services involving the expenditure of public funds, including discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body and would open to the public confidential details of the proposals prior to the Town's award of the contract, in violation of the Virginia Public Procurement Act.

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. Melanie Scoggins, Event Specialist

And

As authorized under Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Purcellville town Council convene in a closed meeting to consult with legal counsel regarding Mary Ellen Stover's pending appeal of the Board of Zoning Appeals Vineyard Square decision to the circuit court, 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. Sharon Pandak, Partner, Greehan, Taves, Pandak & Stoner

The motion was seconded by Council member McConville.

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

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

Council member Lehr made a motion that the Purcellville Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting.

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

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

Council member Lehr made a motion that the Purcellville Town Council adopt Resolution 16-01-01 certifying the closed meeting of January 12, 2016.

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

McCollum -	Aye
McConville -	Aye
Jimmerson -	Aye
Nave -	Aye
Lehr -	Aye
Packard -	Aye

Mayor - Aye

11e. Selection of Event Management Firm

Vice Mayor Packard made a motion that Town Council recommend that Town staff finalize an agreement by and between the Town and The High Road Inc. for the provision of event management services for the Purcellville Wine and Food Festival. The Town Manager will execute the agreement on behalf of the Town. The motion was seconded by Council member Lehr.

Motion: Vice Mayor Packard
Second: Council member Lehr
Carried: 7-0-0

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

APPROVAL OF MINUTES:

a. December 8, 2015 Town Council Meeting

Council member Jimmerson made a motion that the minutes from December 8, 2015 wave reading. The motion was seconded by Vice Mayor Nave. Council unanimously approved.

ADJOURNMENT:

Council member Jimmerson made a motion to adjourn the meeting at 10:59 p.m. The motion was seconded by Vice Mayor Packard. The motion passed unanimously.

At 11:00 p.m. Council member Jimmerson made a motion to re-open the meeting. The motion was seconded by Vice Mayor Packard. The motion passed unanimously.

Sally Hankins stated that with the resigning of Vice Mayor Packard, the next step is that within the next 15 days, the Town Council petitions the Circuit Court of Loudoun County to schedule a special election. Meanwhile, the Town Council is authorized if it acts within the next 45 days, to appoint a replacement for Council member Packard. The appointment, if Council elects to do so, is seated until someone is elected for the seat at a special election. The Circuit Court would order the special election to occur concurrent with the general municipal election on May 3, 2016, however Council is authorized to request an earlier date. Sally Hankins clarified that whoever won the special election would serve Council member Packard's remaining term which expires in 2018. Sally Hankins clarified a question from Council

member Lehr that she believes there would be two ballots – one for the special election and one for the general election and that someone can run for both. Rob Lohr talked about the process of advertising, interviewing, etc. Sally Hankins added that Council should consider whether or not they would like make an appointment to fill the seat given the election is not far away, and added that the new person would be coming in in the middle of the budget season. Council member Lehr asked that the information needed be distributed to Council by the end of the week.

Council member Lehr nominated Patrick McConville to fill the Vice Mayor position. The motion was seconded by Council member Nave.

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

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

ADJOURNMENT:

Vice Mayor Packard made a motion to adjourn the meeting at 11:14 p.m. The motion was seconded by Council member Jimmerson. The motion passed unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council