

**MINUTES  
PURCELLVILLE TOWN COUNCIL  
SPECIAL MEETING/BUDGET WORK SESSION  
MARCH 29, 2016  
TOWN HALL COUNCIL CHAMBERS**

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The Town Council Special Meeting/Budget Work Session was convened at 7:00 PM in Council Chambers with the following in attendance:

**PRESENT:** Kwasi Fraser, Mayor  
Joan Lehr, Council member  
Karen Jimmerson, Council member  
Patrick McConville, Council member  
Doug McCollum, Council member  
John Nave, Council member  
Melanie Fuller, Council member

**ABSENT:** None

**STAFF:** Robert Lohr, Jr., Town Manager  
Danny Davis, Assistant Town Manager  
Alex Vanegas, Director of Public Works  
Elizabeth Krens, Director of Finance  
Hooper McCann, Director of Administration  
Chief Cindy McAlister, Police Dept.  
Paula Hicks, Staff Accountant  
Debbie Capitan, Budget Specialist  
Diana Hays, Town Clerk

**CALL TO ORDER OF REGULAR MEETING:**

Mayor Fraser called the special meeting/budget work session to order at 7:00 PM. The Pledge of Allegiance followed.

**BUDGET UPDATE:**

Danny Davis noted that staff received a number of questions from Council members and responses were provided in the agenda packet, and added additional questions have been asked and staff is in the process of responding and is hopeful to have the responses distributed in the next day or so. Danny Davis talked about the increase in health care since that question came up several times.

## **OVERVIEW OF ENHANCEMENTS:**

Danny Davis reviewed the proposed enhancements as shown in the proposed budget. Further discussion took place on the Records Management Consultant and the benefits versus working with other local jurisdictions to establish a process.

Town Council also discussed with the Town Attorney the proposed Paralegal position. Rob Lohr suggested that the Town Attorney provide Town Council with a project list and tasks that have been worked on over the past year and a half. Sally Hankins talked about the various duties a paralegal could do. Council member Lehr requested a comparison of what an in house Paralegal would cost compared to the legal work that is sent out for processing. Mayor Fraser asked about alternatives such as enhancing processes. Rob Lohr noted this was studied when work was contracted out which gave the Town the opportunity to determine what was needed and added that the Town has been using in house resources from other departments. Mayor Fraser requested a column that shows the value added versus the risk of adding a Paralegal. Danny Davis continued with summarizing the proposed enhancements.

Council member Lehr suggested that some of the enhancements pertaining to Water and Wastewater are one time investments and reserves should be used. Further discussion took place about the hiring process and compensation. Mayor Fraser suggested a collaboration of all of the surrounding communities to do an in-house study/comparison. Danny Davis talked about the differences in levels in surrounding communities.

Council member Nave stated he emailed his questions to Liz Krens pertaining to the Finance Revenue and Expenditures. Council had no further discussion on Finance Revenue and Expenditures.

Council had no questions or comments on the Information Technology Revenues and Expenditures.

Council member Lehr expressed concerns for the salary for the Office Manager position at the Police Department. Danny Davis confirmed that the number does include benefits. Chief McAlister noted she would be looking for a higher level person experienced in the accreditation area, information technology, legal research, and hiring. Council member Lehr suggested the Town's HR Dept. handle the hiring process. Chief McAlister added that because of the degree of detail associated with the position, it will take someone with that knowledge to be able to do the hiring and added she works closely with Loudoun County. Further discussion took place about the position requirement needing to be full or part time, the expectations of the position and the urgency of filling the position.

Alex Vanegas talked about the history of the Assistant Director of Public Works position and it being eliminated as a cost savings, and the urgency of having the position or some sort of executive support be brought back due to the current work load in the department. Further discussion took place about whether this would be an internal or external hire. Council member Nave requested a more detailed organization chart that shows team leaders, etc.

Vice Mayor McConville asked about the increase in legal service for Community Development. Danny Davis noted that information will be provided pertaining to the breakdown.

Danny Davis suggested deferring discussion on tax and other rates until additional questions are answered. Mayor Fraser agreed.

**AMENDMENT/REVIEW OF UPCOMING BUDGET SCHEDULE:**

Danny Davis summarized the scheduled of upcoming meetings.

Mayor Fraser requested an IT asset listing of servers, systems and their end of life.

Rob Lohr added that a detailed listing of town vehicles to include mileage will be provided at the next meeting.

**ACTION ITEMS:**

- a) Extension of Fireman's Field Lease Agreement

Rob Lohr summarized the staff report and added the third renewal that the Town approved is set to expire on March 31, 2016 and recommended that Council consider a fourth extension through December 31, 2016, which would be less disruptive to stakeholders at the time the lease expires.

Council member Jimmerson made a motion that the Purcellville Town Council agree to a fourth extension of the existing license or a proposed new agreement which would allow for all of the existing terms to remain in place and allow the County to continue to continue operating their programs at Fireman's Field through December 31, 2016, and that a task committee be created of two Council members, Town Manager and two Board of Supervisor members including the Blue Ridge Supervisor as well as the County Administrator so that the process can start early. The motion was seconded by Council member Lehr.

Council member Lehr stated she has been speaking with the Supervisor and he has not provided the information she has requested and requested that Rob Lohr obtain copies of contracts with Upper Loudoun Youth Football, Purcellville Cannons, and Babe Ruth so that Council can understand the revenues. Council agreed and discussed having community input as well.

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

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

Jimmerson - Aye  
Mayor - Aye

**CLOSED MEETING:**

Vice Mayor McConville made a motion that 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 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 this 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”

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 employed or retained by the public body concerning the following specific legal matters that require legal advice:

- (i) Wrongful death lawsuit filed by Sierra against the Town

The following individuals are requested to attend this closed meeting:

- 1) All Town Council members
- 2) Sally Hankins, Town Attorney
- 3) Robert W. Lohr, Jr., Town Manager
- 4) Danny Davis, Assistant Town Manager

The motion was seconded by Council member Lehr.

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

Nave - Aye  
Lehr - Aye  
McConville - Aye

McCollum -	Aye
Fuller -	Aye
Jimmerson -	Aye
Mayor -	Aye

Council member McCollum made a motion to 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:	7-0

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

Council member Lehr made a motion that the Purcellville Town Council adopt Resolution 16-03-03 certifying the closed meeting of March 29, 2016. The motion was seconded by Vice Mayor McConville.

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

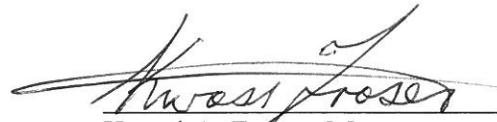
Nave -	Aye
Lehr -	Aye
McConville -	Aye
McCollum -	Aye
Fuller -	Aye
Jimmerson -	Aye
Mayor -	Aye

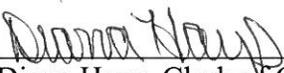
**APPROVAL OF MEETING MINUTES:**

Council member McCollum made a motion that the Town Council approve the minutes of the January 19, 2016 Town Council Budget Work Session and the March 8, 2016 Town Council Meeting in wave reading. The motion was seconded by Vice Mayor McConville and approved unanimously.

**ADJOURNMENT:**

With no further business to discuss, Vice Mayor McConville made a motion to adjourn at 9:57 PM. The motion was seconded by Council member Jimmerson and approved unanimously.

  
Kwasi A. Fraser, Mayor

  
Diana Hays, Clerk of Council

Mayor  
Kwasi A. Fraser

Council  
Joan Lehr  
John A. Nave  
Patrick McConville II  
Karen Jimmerson  
Douglass J. McCollum  
Melanie Fuller



Town Manager  
Robert W. Lohr, Jr.  
Assistant Town Manager  
Daniel C. Davis

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**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 16-03-03**

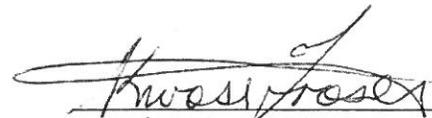
**PRESENTED: MARCH 29, 2016  
ADOPTED: MARCH 29, 2016**

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON  
MARCH 29, 2016**

**WHEREAS,** the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

**NOW, THEREFORE, BE IT RESOLVED** that the Purcellville Town Council does hereby certify that to the best of each member's knowledge, i.) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which this certification applies; and ii.) only such public business matters as were identified in the motion by which the said closed meeting was convened were heard, discussed or considered by the Purcellville Town Council.

**PASSED THIS 29<sup>TH</sup> DAY OF MARCH, 2016.**

  
Kwasi A. Fraser, Mayor  
Town of Purcellville

**ATTEST:**

  
Diana Hays, Town Clerk