

**MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
JULY 12, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

The regular meeting of the Purcellville Town Council convened at 7:04 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
Doug McCollum, Council member
Karen Jimmerson, Council member
Kelli Grim, Council member
Nedim Ogelman, Council member
Chris Bledsoe, Council member
Ryan Cool, 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
Liz Krens, Director of Finance
Patrick Sullivan, Director of Community Development
Dan Galindo, AICP, Senior Planner
Chief Cynthia McAlister, Police Dept.
Diana Hays, Town Clerk/Project Manager

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:04 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS/APPROVAL:

None

PROCLAMATIONS/RECOGNITIONS:

a. Recognition – Police Dept. Homework Club Volunteer

Heather Krafcheck was recognized by Council and staff for your dedication to the homework club.

b. Recognition – Former Council members

Joan Lehr, John Nave and Patrick McConville were recognized for their service on Town Council.

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

STANDING COMMITTEE/COMMISSION/BOARD REPORTS:

a. Planning Commission

Council member McCollum noted that the staff and consultant for the comprehensive plan review are working on summary reports and analysis from the three rounds of public engagement and expect those to be released in August.

Council member McCollum stated the Planning Commission will hold weekly work sessions starting in July through possibly October as required, and may schedule a presentation at Town Hall in early August.

b. Board of Architectural Review

No report.

c. Parks and Recreation Advisory Board

Board member Sandy Nave thanked the outgoing Council members for their support of the Board and specifically Patrick McConville for his assistance as Council liaison.

Board member Nave thanked Melanie Scoggins for her work and support, and stated the Board is currently fully staffed.

Board member Nave added that the PRAB will meet in August which will give the members time to talk about ideas since they are between events.

Board member Nave stated she is looking forward to working with the new Council and continuing to move forward with all of the initiatives the PRAB has started.

d. Economic Development Advisory Committee

No report.

e. Purcellville Arts Council

Chair Liz Jarvis came forward and congratulated the new Council members and thanked the outgoing Council members for their service. Chair Jarvis thanked Melanie Scoggins for her assistance to the Arts Council.

During the last Arts Council meeting, the members talked about ways to keep the momentum going and talked about a banner project that is in the works.

Chair Jarvis talked about the success of the wine barrel project and the map available to residents to locate each of the barrels.

CITIZEN AND BUSINESS COMMENTS:

Casey Chapman, 601 W. Main Street, came forward to talk about the Town's interested in getting an easement across the front of his property for a sidewalk and/or crosswalk and stated he is willing to work with the Town to get this established to increase walkability in Town. Mr. Chapman stated there is no financial gain for him and he is not asking for money but just how he can help grant the easement.

Frank DiPerna, 37559 Alder School Road, welcomed the new Council members and thanked the outgoing Council members for their service.

MAYOR AND COUNCIL COMMENTS:

Council member McCollum welcomed the new Council members. Council member McCollum mentioned he met with Jason Brownell and talked about the issues with a path that runs from 20th Street into the Courts of St. Francis to Amalfi Court used by many residents and children. Council member McCollum stated the path is in bad condition and needs repaired and added the path is owned by Robert Lewis of Catoctin Meadows which is now Mr. Brownell. They also talked about the clock located on Mr. Brownell's property near the Train Station and the five acres in the Village Case property. Council member McCollum stated he submitted a request form to the Town Manager and Director of Public Works regarding the FY 2017 budget with items he had issues with including bulk water sales being sold as potable or not and being sold below cost. Council member McCollum added he has let the Town Manager know he supports his proposal to hold work sessions in the Council Chambers instead of the Heritage Room. Council member McCollum recommended that Council members read the article in the July 12 edition of the Post metro section which talks about Loudoun's plans to create a STEM campus high school as it compares to Makersmith. Council member McCollum stated he will be absent from the July 26th meeting visiting family.

Council member Grim talked about the work ahead for Council based on concerns of the citizens including utility rates. Council member Grim stated there are 8,000 postcards containing the wine barrel information which will be available at businesses throughout Town.

Council member Jimmerson stated in June she attended the Northern Virginia Transportation Authority's Planning Coordination Advisory Committee Meeting where they talked about most of the funding for the Northern VA area going to the bigger cities. Further discussion took place about the smaller cities forming a coalition to create more power to gain funding. Council member Jimmerson stated she and Council member Grim met with a homeowner/resident who has presented to Council previously the opportunity to become a religious city designation and would like to get that initiated.

Council member Cool thanked staff for their work during the transition. Council member Cool talked about hearing issues from citizens about traffic speed with the police department immediately responded to. Council member Cool stated he met with Patrick McConville and

talked about initiatives he has been working on. Council member Cool stated there has been some talk about the water issue in terms of potable water and added that Mr. Lohr has put together some talking points. Council member Cool stated that the bulk water is potable however not potable once the hook up is made and added further discussion will take place about this as well as the rates. Council member Cool urged citizens to attend a Cannon's game which he feels is a great community activity.

Council member Bledsoe thanked outgoing Council for their years of dedication. Council member Bledsoe talked about the success of the painted wine barrel project and thanked the businesses that sponsored the barrels. Council member Bledsoe stated that a few of the Council members attended a grand opening and ribbon cutting for the First Class Fitness Studio. Council member Bledsoe stated he attended the PBA lunch at CEA Farms. Council member Bledsoe reminded everyone that the 5th Annual Wine Festival is this Saturday.

Council member Ogelman thanked outgoing Council and staff for their help during the transition, and specifically thanked John Nave for his personal efforts. Council member Ogelman talked about transparency so residents can make deliberate decisions such as making the online minutes searchable.

Mayor Fraser stated he and Danny Davis met with Browning Herbert of Middleburg Bank to talk about ways to be proactive in refinancing various debt vehicles and the result can be maybe a banking RFP. Mayor Fraser stated he met with Mayor Dickinson of Clarke County who would like to evaluate partnerships with Purcellville in a possible egg processing facility who is committed to spending over \$50 million with egg farmers though out Virginia. Mayor Fraser stated he spoke with Phil Staples of Woodlawn LLC and noted he will pass this initiative to another member of Council since it has to do with a dark fiber ring around Purcellville to attract various telecom providers. Mayor Fraser welcomed the new Council members and added he spoke at the last EDAC meeting articulating his economic vision.

DISCUSSION/INFORMATIONAL ITEMS:

a. Delinquent Tax Lists as of June 30, 2016

Liz Krens introduced the informational report that provides an overview of the code requirements to prepare a delinquent tax list as of June 30th each year. Ms. Krens added that the report was provided to Council and the Clerk. Ms. Krens talked about issues with publicizing the list and that a more detailed report will be provided in the fall.

b. Operational Financial Audit

Council member Ogelman stated he is interested in looking into an independent operational financial review and risk assessment/audit, and that this was discussed amongst the previous Council. Council member Ogelman talked about ideas on how the audit would start and mentioned with Administration since they are static and more fixed. Council member Ogelman stated the goal would be self-improvement of the government and to enhance trust amongst the government and citizens that it serves.

Council member Grim stated she agrees and feels there are phases associated with the audit and talked about how efficiencies affect finances.

Council member McCollum stated concerns with the costs and time associated with these types of audits and that this expense is not budgeted for this year. Council member McCollum requested that if a Council member is aware of an area where there can be significant cost savings to advise Council and submit a Council request form to staff so it can be further analyzed then added into the budget for 2018. Council member McCollum added that audits can be disruptive to the management group being audited and added the new financial software is currently being installed which involves all departments and does not encourage an audit from an outside firm for this year.

Council member Jimmerson noted she had read various ways these audits can be done and feels the Town could likely benefit from one, and further talked about the benefits outweighing the cost.

Council member Cool stated he feels this is similar to auditing personal finances and that there are ways to improve government efficiencies. Council member Cool agrees this would take time and the transition with Tyler Munis may open additional opportunities for insight.

Council member Ogelman noted he was intending it to be an independent operational financial review and risk assessment focusing more on finances, and that he read from a discussion in the past that the Town Manager provided that it is possible to get this pro bono and feels this is worth investigating.

Mayor Fraser stated there are firms that can do this pro bono and asked that Council not get caught up on the potential cost of something to not make it worth further investigating. Mayor Fraser stated he supports this initiative and would like this listed as a future agenda item for evaluation.

Council member Grim stated a good starting point may be with the City of Hampton since they have their own internal audit department and feels the efficiencies that it brought about were positive.

Council member McCollum stated so that his position is clear that he is not against this item however has worked with this previously where opportunities for improvement were identified and that it does work but to get a professional job done feels the Town will need to pay for it and is skeptical of pro bono services.

c. Methods for Receiving Citizen Input

Council member Ogelman stated he would like to make sure that citizens have information they need as well as to be able to pulse citizens in as many ways as possible in real time so that citizen views can be considered in Council's decisions.

Council member Cool talked about this as an expense and how it would be managed.

Council member Grim talked about information being communicated to residents and the importance of having facts to back up the information.

Danny Davis asked about the questions that Council would like to ask the public as they relate to ideas, the strategic plan or voting on agenda items. Mr. Davis also talked about the various ways to broadcast or post meetings online.

d. Financial Transparency Software

Council member Cool talked about the functionality of Tyler Munis and other programs that provide transparency as well as working with other jurisdictions for ideas.

Council member Bledsoe asked if this is about options within the software or the option to add additional software to provide the transparency. Council member Cool stated he is looking for options within Tyler Munis if it can do what is requested.

Danny Davis noted that the core financials within Munis will not be available for another year and a half and that using the transparency module is an option but after the financials are in place. Mr. Davis noted he feels the Munis transparency module is not as robust as the OpenGov module in capabilities, and that staff can look into OpenGov with Council's direction.

Mayor Fraser requested that staff obtain further details on how it would be done, why and the cost so that Council can make a decision, and that this item come back to Council in September.

ACTION ITEMS:

a. Appointment of Vice Mayor

Council member Ogelman made a motion that Town Council appoint Karen Jimmerson to serve a one year term as Vice Mayor with the term expiring on July 1, 2017 once a new appointment has been made by Town Council. The motion was seconded by Council member Bledsoe.

Motion: Council member Ogelman
Second: Council member Bledsoe
Carried: 6-0-1 Abstain

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Abstain
Mayor - Aye

b. Appointment of Council members to Committees, Commissions and Boards

Danny Davis noted that there are places in the code that allows appointments as voting members however tradition has been more of a liaison/non-voting member role as shown in some by-laws. Mr. Davis talked further about the need to modify the code and ordinance language about Council appointments and having them in a single section.

Vice Mayor Jimmerson made a motion that Town Council appoint Kelli Grim to serve on the Planning Commission as a voting member for the term July 12, 2016 to June 30, 2018. The motion was seconded by Council member Ogelman.

Motion: Vice Mayor Jimmerson
Second: Council member Ogelman
Carried: 6-0-1 Abstain

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Abstain
Jimmerson - Aye
Mayor - Aye

Council member Grim made a motion that the Town Council appoint Chris Bledsoe to serve on the Economic Development Advisory Committee as a liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Vice Mayor Jimmerson

Motion: Council member Grim
Second: Vice Mayor Jimmerson
Carried: 6-0-1 Abstain

Cool - Aye
Bledsoe - Abstain
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

Council member McCollum made a motion that the Town Council appoint Ryan Cool to serve on the Parks and Recreation Advisory Board as a non-voting liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Vice Mayor Jimmerson.

Motion: Council member McCollum
Second: Vice Mayor Jimmerson
Carried: 6-0-1 Abstain

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Cool - Abstain
Bledsoe - Aye
Ogelman - Aye
Mayor - Aye

Council member Cool made a motion that Town Council appoint Karen Jimmerson to serve on the Tree and Beautification Committee as a non-voting liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Council member Bledsoe.

Motion: Council member Cool
Second: Council member Bledsoe
Carried: 6-0-1 Abstain

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Abstain
Mayor - Aye

Council member Bledsoe asked if anyone was interested in the Arts Council. Council member McCollum stated he is interested in the Board of Architectural Review. Rob Lohr confirmed that members may serve on two committees. Mayor Fraser moved forward to the next item.

After stating he has had discussions with the Council member and his interest, Council member Bledsoe made a motion that the Town Council appoint Nedim Ogelman to serve on the Board of Architectural Review to serve as a non-voting liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Council member Grim.

Motion: Council member Bledsoe
Second: Council member Grim
Carried: 6-0-1 Abstain

Cool - Aye

Bledsoe - Aye
Ogelman - Abstain
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

Council member Ogelman made a motion that the Town Council affirm Mayor Kwasi Fraser to represent the Town of Purcellville on the following groups, as well as any other regional body or group that may request representation from the Town of Purcellville:

- a. Northern Virginia Regional Commission
- b. Towns Association of Northern Virginia
- c. Coalition of Loudoun Towns

The motion was seconded by Council member Bledsoe.

Council member Jimmerson added it is up to the Mayor to choose for the NVRC.

Motion: Council member Ogelman
Second: Council member Bledsoe
Carried: 7-0-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

Council member McCollum added he does not have a background in art and feels he may not be an effective liaison for the Arts Council. Council member Cool noted he feels this may tie in mostly with the Parks and Recreation Advisory Board and added he would serve as liaison. Council member Bledsoe made a motion that the Town Council appoint Ryan Cool to serve on the Purcellville Arts Council as a non-voting liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Council member Ogelman.

Motion: Council member Bledsoe
Second: Council member Ogelman
Carried: 6-0-1 Abstain

Cool - Abstain
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye

Mayor - Aye

c. Meeting Schedule of Town Council

Danny Davis introduced the staff report and noted the recommendations provided by staff. Mr. Davis talked further about holidays and the postponement of meetings.

Council agreed to recess during the month of August.

Council member Grim made a motion that the Town Council adopt Resolution 16-07-01, A RESOLUTION TO PRESCRIBE THE DATE, TIME, AND PLACE OF REGULAR MEETINGS OF THE TOWN COUNCIL, setting the regular meeting schedule of the Town Council for the 2nd and 4th Tuesday of each month at 7:00pm at Town Hall.

On a request from Danny Davis, Council member Grim restated her motion to modify the resolution.

Council member Grim made a motion that the Town Council adopt Resolution 16-07-01, A RESOLUTION TO PRESCRIBE THE DATE, TIME, AND PLACE OF REGULAR MEETINGS OF THE TOWN COUNCIL, setting the regular meeting schedule of the Town Council for the 2nd and 4th Tuesday of each month at 7:00pm at Town Hall. In the third paragraph of the resolution, paragraph 3 was modified that the meeting would go to either the next day or, if the next day is unavailable, Tuesday of the following week without further advertisement. The motion was seconded by Vice Mayor Jimmerson.

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

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Cool - Aye
Bledsoe - Aye
Ogelman - Aye
Mayor - Aye

d. Remote Participation in Council Meetings

Sally Hankins summarized the staff report and asked for guidance from Council as to whether or not they would like to adopt a policy governing remote participation. Ms. Hankins talked further about the need to make Council Chambers audible to those in attendance as well as the recording system should Council choose to adopt a policy.

Council further talked about the poor acoustics in Council Chambers as well as security concerns with telephone meetings and the reason for participating remotely.

Mayor Fraser stated that Council agreed that this item be tabled.

**DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS/
RECOGNITION:**

- a. **Recognition Request – Tracy Robinson, Leukemia & Lymphoma Society Efforts**

Council approved this request submitted from Council member Grim.

APPROVAL OF MINUTES

- a. **June 28, 2016 Town Council Meeting**

Council member McCollum made a motion to approve the minutes of the June 28, 2016 Town Council Meeting and waive reading. The motion was seconded by Vice Mayor Jimmerson and approved unanimously.

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

Vice Mayor 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 Cool.

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

Cool - Aye
Bledsoe - Aye
Ogelman - Aye

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

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

Vice Mayor Jimmerson 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 Council member Cool.

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

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Jimmerson - Aye
Grim - Aye
Mayor - Aye

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

Vice Mayor Jimmerson made a motion that the Purcellville Town Council adopt Resolution 16-07-02 certifying the closed meeting of July 12, 2016. The motion was seconded by Council member Bledsoe.

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

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Jimmerson - Aye
Grim - Aye
Mayor - Aye

Mayor
Kwasi A. Fraser

Council
Chris Bledsoe
Ryan J. Cool
Kelli Grim
Karen Jimmerson
Douglass J. McCollum
Nedim Ogelman



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. 16-07-02

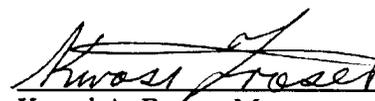
**PRESENTED: JULY 12, 2016
ADOPTED: JULY 12, 2016**

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON
JULY 12, 2016**

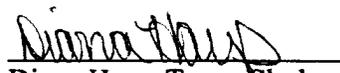
WHEREAS, the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

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 12TH DAY OF JULY, 2016.

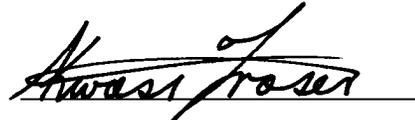

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

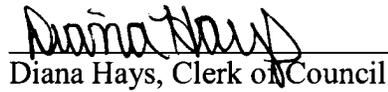

Diana Hays, Town Clerk

ADJOURNMENT

With no further business, Council member Bledsoe made a motion to adjourn the meeting at 10:00 PM. The motion was seconded by Council member Ogelman and approved unanimously.



Kwasi A. Fraser, Mayor



Diana Hays, Clerk of Council