

**MINUTES
TOWN COUNCIL SPECIAL MEETING
TUESDAY, NOVEMBER 15, 2022, 7:00 P.M.
TOWN HALL COUNCIL CHAMBERS**

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/189704>

COUNCIL MEMBERS PRESENT: Mayor Kwasi Fraser, Tip Stinnette (*absent due to travel*), Stan Milan, Vice Mayor Christopher Bertaut, Mary Jane Williams, Erin Rayner (*absent medical reason*), Joel Grewe (*absent medical reason*)

STAFF PRESENT: Town Manager David Mekarski, Sally Hankins, Town Attorney, Director of Engineering, Planning & Development Dale Lehnig, Director of Public Works Jason Didawick, Director of Administration Hooper McCann, Chief of Police Cynthia McAlister, Deputy Chief of Police Dave Dailey, Director of Finance Elizabeth Krens, Financial Analyst Linda Jackson, Executive Assistant/Town Clerk Diana Hays, Deputy Town Clerk Kimberly Bandy, Don Dooley arrived @ 9:00pm, Jordan Andrews @ 9:00pm, Director of Human Resources Sharon Rauch (*remote*)

CALL TO ORDER:

Mayor Fraser called the meeting to order at 7:10 PM. The Pledge of Allegiance followed.

CONSENT AGENDA:

- a. Approval of Minutes November 2, 2022 Special Meeting

Council member Milan moved that the Purcellville Town Council approve the Consent Agenda, items 7a.as presented in the November 15, 2022 Town Council Special Meeting agenda packet.

(Carried: 4-0-3 absent, Grewe: Absent, Bertaut: Aye, Stinnette: Absent, Williams: Aye, Milan: Aye, Rayner: Absent, Fraser: Aye)

PRESENTATION:

- a. **Utility Rate Modeling Scenarios** (*On file at the Clerk's office*)

Elizabeth Krens, Director of Finance, gave the introduction.

David Hyder, Senior Principal - Financial Services for Stantec, gave the report and gave a presentation.

Council member Milan questioned reducing maintenance costs and how that could be done. Director of Public Works Jason Didawick stated that all of costs are done in-house, day to day operations to keep plant functioning, and repairs as well as chemical purchasing. Mr. Didawick would get back to Council with costs of maintenance being conducted, chemicals/supplies that are being used with the remark of these costs increasing. Vice Mayor Bertaut questioned if the Stantec module is being independently audited and Mr. Hyder responded that it is audited internally by quality control in Stantec and the Town's review of the financial analysis. Mayor Fraser questioned the slide referencing "Water Level Rate Increases; No Rate Fund Capital" and commented that there needs to be innovative ways to generate additional revenue and not just reduce costs. Mayor Fraser made additional comments on the slide referencing "Sewer Level

Rate Increases include all Capital Projects” on how to determine how much revenue the Town needs to generate on a yearly basis from 2025 to 2040 outside of rate increases that will cover projected capital expenditures. He further commented to try and introduce availabilities that are not really availabilities, but are from the \$923,000 Nutrient Credits being equivalent to a projected 19 - 5/8 availabilities in substituting to help with a new revenue stream to continue into outer future years for waste water. David Hyder modeled this for Council during the meeting. Elizabeth Krens pointed out that the \$923,000 has been allocated to the Water account and would need to be moved to Waste Water.

b. Staffing Analysis *(On file at the Clerk's office)*

John Anzivino, Management Analyst/Coordinator, gave the report.

CITIZEN/BUSINESS COMMENTS:

Ron Rise, Sr., 401 Rockburn Court, shared comments and requested to obtain a better understanding of the process for Land Development Application # ESMT 20-05 regarding Catoctin Meadows, Lot 74 from the Town Attorney by email and the County/Board of Supervisors as being members of that HOA. Sally Hankins, Town Attorney, will be meeting with Mr. Rise.

MAYOR/COUNCIL COMMENTS:

Council member Williams had no comments due to the interest of time.

Council member Milan made comment on reviewing the town sign ordinance with BFC and Ace Hardware. He also shared the concern for safety and security of citizens at a newly opened restaurant regarding the store doors opening inward instead of outward.

Vice Mayor Bertaut made comment on receiving a fresh view from John Anzivino on staffing the town to meet the needs of the citizens. He shared concern for the town sign ordinance. He commented on the process for distinguishing a lot which were not followed with Lot 74, Catoctin Meadows and it being brought back to the County.

Mayor Fraser made a gesture of “Happy Thanksgiving” to everyone.

DISCUSSION:

a. Resolution Authorizing Town Council to Designate Nutrient Credit Revenues to Various Town Fund Accounts

David Mekarski gave the report and shared that the resolution would protect the Nutrient Credits and have them moved to an account for it to be used from any fund and utilize for what is needed for the Town. Mayor Fraser suggested to defer this discussion to January with the new Council. Council member Williams, Council member Milan, and Vice Mayor Bertaut agreed with the Mayor's suggestion and have it moved to the second meeting in January.

b. Future Town Council Meetings and Agenda Topics (David Mekarski)

Hooper McCann, Director of Administration, gave the report.

ACTION ITEM:

a. Budget Amendment for Industrial Park Forced Main on Hatcher Avenue

Jason Didawick, Director of Public Works, gave the report. Questions were asked from Council to Staff. A report on the ages of mains would be reported to Council at a later date and there was a discussion to use ARPA Funds. A meeting with staff would be held with the contractor on the 29th of November.

Council member Milan moved the Town Council approve BA23-015 to appropriate \$248,244 for the Hatcher Avenue Force Main Relining Capital Improvement Project by use of ARPA funds and the balance coming from Reserves.

(Carried: 4-0-3 absent, Grewe: Absent, Bertaut: Aye, Stinnette: Absent, Williams: Aye, Milan: Aye, Rayner: Absent, Fraser: Aye)

CLOSED MEETING(S):

1. Public Safety and Cellular Communication Tower Near Woodgrove High School
2. Personnel

MOTION TO GO INTO CLOSED MEETING:

Council member Williams moved, that as authorized under the Code of Virginia Section 2.2-3711(A)(29) the Town Council convene in a closed meeting to discuss the terms of a public contract, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Specifically, the Council will discuss the proposed agreement between the Town and Loudoun County for the construction of a cell tower on the Fields Farm Park property. The following are requested to attend the closed meeting:

- All Council members
- David Mekarski
- Sally Hankins

Council member Williams further moved that, as authorized under Section 2.2-3711(A)(1) of the Code of Virginia, the Purcellville Town Council convene in a closed session for discussion of the performance of an employee of the public body. Specifically, the Town Council will receive a report from the Director of Human Resources concerning a formal complaint filed by an employee against another employee.

The following are requested to attend the closed meeting:

- All Council members
- David Mekarski
- Sharon Rauch

(Carried: 4-0-3 absent, Grewe: Absent, Bertaut: Aye, Stinnette: Absent, Williams: Aye, Milan: Aye, Rayner: Absent, Fraser: Aye)

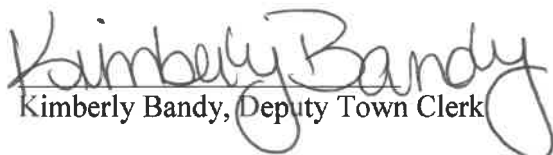
MOTION TO CERTIFY THE CLOSED MEETING(S):

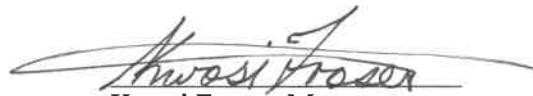
In accordance with Section 2.2-3712 of the Code of Virginia, Council member Milan moved that the Town Council certify to the best of each member's knowledge; 1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act; and 2) only such public business matter as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

(Carried: 4-0-3 absent, Grewe: Absent, Bertaut: Aye, Stinnette: Absent, Williams: Aye, Milan: Aye, Rayner: Absent, Fraser: Aye)

ADJOURNMENT:

With no further business, Council member Williams made a motion to adjourn the meeting at 11:11 PM and carried.


Kimberly Bandy, Deputy Town Clerk


Kwasi Fraser, Mayor