

MINUTES
PURCELLVILLE TOWN COUNCIL MEETING WORK SESSION
TUESDAY, FEBRUARY 28, 2023, 6:00 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/209231>

COUNCIL MEMBERS PRESENT: Mayor Stanley Milan, Mary Jane Williams, Carol Luke, Ron Rise, Vice Mayor Christopher Bertaut, Boo Bennett, Erin Rayner

STAFF PRESENT: Interim Town Manager John Anzivino, Town Attorney Sally Hankins (*remote participation*), Director of Administration Hooper McCann, Director of Finance Elizabeth Krens, Director of Human Resources Sharon Rauch, Police Department Deputy Chief David Dailey, GIS and Special Projects Coordinator Andrea Broshkevitch, Town Clerk/Executive Assistant Diana Hays, Deputy Town Clerk Kimberly Bandy

CALL TO ORDER:

Mayor Milan called the meeting to order at 6:00 PM. The Pledge of Allegiance followed.

AMENDMENTS:

John Anzivino, Interim Town Manager removed the Legal item from the Closed Session and it would possibly be moved to the March 14th agenda. Vice Mayor Bertaut asked Mr. Anzivino what was needed to be signed by Council in reference to this item. Mr. Anzivino explained once the Special Election is ordered by the Court, the Court will require a nonsuit order which has already been filed and then it would need to be approved by Town Council to sign, and after which, the Court would also sign thereafter. Mayor Milan confirmed it would relieve Town Council, but not Council members.

CONSENT AGENDA:

- a. **Approval of Meeting Minutes - February 10, 2023 Special**
- b. **Approval of Meeting Minutes - February 14, 2023**
- c. **Approval of Meeting Minutes - February 21, 2023 Special**

Council member Williams moved that the Town Council approve the Consent Agenda 5a.- c as presented in the February 28, 2023 Town Council Meeting Work Session agenda packet.

(**Carried: 7-0**, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

CITIZEN COMMENTS:

Casey Chapman, 205 Hirst Road CaseCo LLC, commented on participation between the Town and the County is important and referred to the Comp Plan. He shared that the Planning Commission should concentrate on the Zoning Ordinance rewrite as a priority and not a review of Comp Plan revisions.

MAYOR AND COUNCIL COMMENTS

Council member Williams shared the definition of character and the review of previous meeting Council comments.

Council member Luke mentioned being optimistic regarding the progress that has been made with the Wastewater Treatment debt and expense management for the town.

Council member Rayner echoed Council member Williams comments and thanked the Parks and Recreation Advisory Board on "Rock the Rink" event and looking forward to future discussions regarding the Tabernacle.

Council member Bennett mentioned attending the first meeting of the Tree and Environment Sustainability Committee and volume of their projects. She shared it may be better to focus on a few projects that would be impactful and distribute smaller projects to churches/non-profit groups. She mentioned tagging onto a County Energy Plan.

Vice Mayor Bertaut mentioned it being the budget time of the year and summarized the Planning Commission work on the Fields Farm Project and the details for the gathering amendments for use into the revision of the next Comprehensive Plan. Pertaining to the Zoning Administrator item on the agenda he is hoping to see an updated progress report of Zoning Administrator list of projects from the January 24th meeting. He shared the timeline around discussions of the special election from previous meetings. He will be focusing his attention on the business of the citizens.

Mayor Milan echoed comments from Vice Mayor Bertaut and special election discussions. He will be focusing his attention on the budget and town debt. He read emails from Christine Green into the record.
(On file at the Clerk's office)

ACTION ITEM(S):

a. Extension of Appointment of Interim Zoning Administrator

John Anzivino, Interim Town Manager, gave the report and the importance of continuing to fill the Zoning Administrator role and position with Ms. Semmes.

Council member Rayner moved that the Town Council reappoint Martha Mason Semmes to serve as the Interim Zoning Administrator for the Town of Purcellville, effective March 1 through March 31, 2023.

(Carried 7-0, Rayner: Aye, Bennett: Nay, Bertaut: Nay, Rise: Nay, Luke: Nay, Williams: Aye; Milan: Nay)

**b. Fields Farm Park Applications for Rezoning, Special Use Permits, & Commission Permits
Parcel Numbers 522-29-5928 & 522-29-6381 Owner: Loudoun County Board of Supervisors**

Andrea Broshkevitch, GIS and Special Projects Coordinator, gave the report in the absence of Dale Lehnig, Director of Engineering, Planning & Development. Mayor Milan commented on his concern for the County changing the project plan back to square one from 8 months ago and questioned the good faith of the County. John Anzivino shared that there has been an existing commuter lot in Purcellville on Browning Court. Ms. Broshkevitch made a few extra points of the Planning Commission denying the County permits twice and the importance of the Fields Farm Park access road to reach the water storage tank and the purpose of trash removal for the town at possibly the town's expense. She also shared to be conscience of the ARPA Funding schedule with this project. Mayor Milan requested to see a letter from the County from Tim Hemstreet that would have been shared by David Mekarski, former Town Manager. Council member Williams questioned the County representative on EV charging stations to be installed and would be based on a study and the concern for a course for the Cross Country team that would be worked out with the school. Council member Rayner was looking forward to having access to the Park portion of the project and that has become a disappointment, she shared that the commuter lot is important and the access road being built by the County and she has concerns on no longer receiving State or County funding in the future. Vice Mayor Bertaut commented on a lack of candor for the lights on sports fields, the reversion to 2nd access road to reinclude Mayfair Crown Drive and has him wondering what further discussions with the County would accomplish. He shared that the commuter lot is not in good use

as an amenity. He noted to be concerned about a County that would not at least conduct a minimal removal of trash from a parcel due to the town. Vice Mayor Bertaut mentioned delays were not made by the Planning Commission and Town Council and they occurred with information sitting in town hall. He also commented on the amount of Loudoun County Public Schools budgeted dollars being available for the road in question. Ms. Broshkevitch reminded Council the road is not part of the SUP and the road is 100% designed in that the original access road being next to the Mayfair community and the County would need a required redesign, additional funding, and deed of easements/plats for the project. Mark Hoffman, County representative, commented it would take time for approvals of design of the road and construction could possibly take 1-2 years overall for the project. There was a discussion on the type of road access that would be built. Hooper McCann, Director of Administration, shared that by the end of December 2024 ARPA funding has to be allocated and obligated and spent by December 2026. Council discussed a motion to possibly include a more specific detail statement conveyed for the County related to the Fields Farm Park Road and the school access road and emergency access road. This is referenced in the #12 of the conditions. Sally Hankins, Town Attorney, shared guidance to Council on the motion.

Council member Williams moved that the Town Council approve the following applications: RZ 2020-01, SUP 2020-02, CP 2020-01, with the following conditions:

1. Additional landscaping in accordance with the Landscape Concept Layout presented by Loudoun County in the February 14, 2023 meeting; Require landscaped islands to visually break up the parking lot; ensure the perimeter of the commuter lot is surrounded by landscaping to create a visual buffet for surrounding areas;
2. Well marked sidewalk and pedestrian paths of travel within the parking lot to enable pedestrians to safely access the on-site bus shelters within the parking lot;
3. Bus shelters, lights, bike lockers, trash receptacles and all appurtenant structures shall have received a Certificate of Design Approval from the Board of Architectural Review;
4. Maximum height of light poles to be 20 feet high; staff review of photogrammetric plan during site plan review;
5. Enforce time of year restrictions associated with tree removal and the Northern Long Eared Bat;
6. Stormwater facilities to be designed in accordance with State and Local requirements; if a "wet" pond, it shall be fenced using black vinyl-coated fence material;
7. Design and construct mitigative measures at the Hirst Road/N. 21st Street intersection, as determined by an updated traffic study. Signalization & turn lane enhancements of N. 21st Street and Hirst Road Intersection, if warranted and based on the results of an updated traffic study;
8. All associated assets, including stormwater management facilities will be owned and operated by Loudoun County;
9. Enter into a Memorandum of Understanding with Loudoun County to allow for the use of the Commuter Parking Lot to be used by the Town for public events
10. Water modeling required at the site plan review stage.
11. Construction traffic to exit to the west to use Hillsboro Road/ Hirst Road/ and the 7/287 interchange.
12. The County will discuss a reasonable alignment and buffer to the Fields Farm Park Road and the school access road with the Town Staff to come to a mutually agreeable alignment, along with a reasonable level of landscape buffering from the residential community along with the possible connection to Mayfair for emergency and safety use similar to previously provided plans and renderings provided to the Town Council.

(Carried: 5-2, Rayner: Aye, Bennett: Nay, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Nay)

DISCUSSION/INFORMATIONAL ITEM(S):

a. Town Manager Recruitment Process

John Anzivino, Interim Town Manager, gave the report. He shared the importance of the confidentiality needed when going through this process, he briefly reviewed a 11 step program which was included in the staff report on this type of recruitment, and he would be willing to continue to assist with this process beyond his contract, if needed, but only as a part time affiliate on this project and not as the fulltime Interim Town Manager position.

Mayor confirmed that gathering of information would be done with Council members. Council member Williams questioned Mr. Anzivino's end date to be end of May and asked Ms. Krens what is the deadline to vote on the budget. Ms. Krens shared it to be a June date prior to the new fiscal year. Mr. Anzivino added that staff has been working on the zero based budget and identifying required and discretionary programs and he shared that this would be a very labor intensive process on Council's behalf.

Mayor Milan did question the hiring of a recruitment agency and Mr. Anzivino shared that it would be at a high cost to the town.

Council member Rayner moved that the Town Council appoint John Anzivino as the recruiting coordinator for the position of Town Manager for the Town of Purcellville and accept the proposed process and timeline as presented in the February 28, 2023 staff report.

(Carried 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

b. Town Council Policies and Procedures

John Anzivino, Interim Town Manager, gave the introduction and shared that Hooper McCann, Director of Administration, had produced the staff report. Mr. Anzivino shared this information to have Council start thinking about this process and he recommended the sample of the Williamsburg document to be an inspiration to work towards. Mayor suggested having this discussion is more of a work shop/special meeting working session item and suggested be done after budget season. Mayor Milan appreciated the work done on this item, but also questioned staff time for grant research. Ms. McCann shared that it was not a heavy lift to produce the staff report and shared that Council has access to grant information.

CLOSED MEETING:

MOTION TO GO INTO CLOSED MEETING:

Council member Williams moved, as authorized under Section 2.2.-3711(A)(1) of the Code of Virginia, that Town Council convene in a closed meeting to discuss the employment of an employee of the Town Council.

The following are requested to attend the closed meeting:

- All Town Council members
- John Anzivino, Interim Town Manager

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

Mayor requested that Town Council leave behind their cellphones in Chambers.

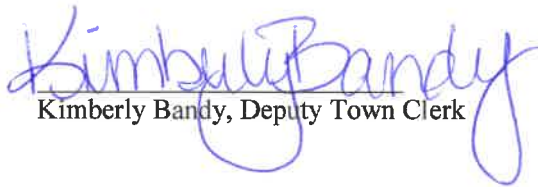
CERTIFY THE CLOSED MEETING:

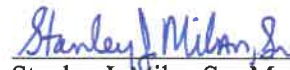
In accordance with Section §2.2-3712 of the Code of Virginia, Vice Mayor Bertaut moved that Town Council certify to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under Virginia Freedom of Information Act; and (ii) only such public business matters 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: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

ADJOURNMENT:

With no further business, Council member Williams made a motion to adjourn the meeting at 8:53 PM and Carried (7-0).


Kimberly Bandy, Deputy Town Clerk


Stanley J. Milan Sr., Mayor

