

**MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
TUESDAY, MAY 12, 2020, 7:00 PM
TOWN HALL COUNCIL CHAMBERS/VIRTUAL**

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

PRESENT VIA REMOTE PARTICIPATION:

Kwasi Fraser, Mayor
Tip Stinnette, Vice Mayor
Ted Greenly, Council member
Joel Grewe, Council member
Ryan Cool, Council member
Chris Bledsoe, Council member
Nedim Ogelman, Council member

STAFF:

David Mekarski, Town Manager
Sally Hankins, Town Attorney
Diana Hays, Town Clerk/Executive Assistant
Kimberly Bandy, Deputy Town Clerk

STAFF PRESENT VIA REMOTE PARTICIPATION:

Liz Krens, Director of Finance
Linda Jackson, Financial Analyst
Patrick Sullivan, Director of Community Development
Hooper McCann, Director of Administration
Sharon Rauch, Director of Human Resources
Dale Lehnig, Director of Engineering, Planning & Development
Chief Cynthia McAlister, Police Dept.
Deputy Chief Dave Dailey, Police Dept.
Dale Lehnig, Capital Projects and Engineering Manager
Andy Conlon, Senior Planner

CALL TO ORDER

Mayor Fraser called the meeting to order at 7:00 PM. The Pledge of Allegiance followed.

David Mekarski stated staff has been communicating with the NVRC and Congresswoman Wexton's office and announced under the Hero's Act \$500 billion was included for the state with Loudoun County receiving \$155 million for FY20 and \$77 million for FY21. Mr. Mekarski added that Purcellville is named with \$3.29 million for FY20 and \$1.6 million for FY21, which could be utilized for revenue loss. Mr. Mekarski added that this still needs to go through the Senate. Vice Mayor Stinnette added that the bill is not likely to pass soon. Mayor Fraser encouraged Council to reach out to other Council members, and COLT is ready to move this forward.

AGENDA AMENDMENTS/APPROVAL

Council member Bledsoe asked that a discussion take place about the recent letter from the County and the advocacy from the Governor on phase one and returning to business.

CONSENT AGENDA

- a. April 14, 2020 Meeting Minutes**
- b. April 28, 2020 Meeting Minutes**
- c. Deeds of Easement for Capital Projects**

Council member Grewe made a motion that the town Council approve the consent agenda items a-c as presented in the May 12, 2020 agenda packet. The motion was seconded by Council member Bledsoe.

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

Council member Ogelman stated the April 28 minutes would require two corrections and summarized what he would like amended. Mayor Fraser agreed the amendments could be made.

Grewe:	Aye
Bledsoe:	Aye
Stinnette:	Aye
Ogelman:	Aye
Cool:	Aye
Greenly:	Aye
Mayor:	Aye

PUBLIC HEARING

a. Fiscal Year 2021 Town Manager's Proposed Budget

Mayor Fraser opened the public hearing at 7:13 PM, summarized the purpose and granted speakers three minutes.

David Mekarski introduced the amended budget and provided a breakdown for each fund. No citizen comments were submitted in writing and no citizens were signed up to speak.

Council member Cool asked for an explanation in the reduction of employees from 87 to 85. Mr. Mekarski stated the reduction was for two full time vacant positions and the funds would be used for reorganization. Council member Cool talked about the Parks and Recreation staff going full time but not being able to deliver and suggested thinking about going back to part-time in order to invest more in water and wastewater where needed.

With no further questions, Mayor Fraser closed the public hearing at 7:26 PM.

CITIZEN/BUSINESS COMMENTS

None

MAYOR AND COUNCIL COMMENTS

Vice Mayor Stinnette thanked Dale Lehnig and team for the virtual community engagement for the work on the Hatcher Avenue sidewalk, Sally Hankins for keeping up with the change in election dates, and David Mekarski and team for their public service provided each day.

Council member Cool thanked the local businesses for staying in the loop and inquiring about reopening. Council member Cool mentioned the email from Liz Krens on the good news about the credit rating, and talked about the status of the Comprehensive Plan.

Council member Grewe thanked staff and first responders for their work, and talked about the frustration with the coalition to keep Loudoun closed.

Council member Bledsoe thanked staff for the efforts during the pandemic.

Council member Ogelman encouraged citizens to support local businesses, and thanked Sally Hankins for her work on the election date.

Council member Greenly thanked the candidates who participated in the forum. Council member Greenly addressed comments made by Council member Cool about Fireman's Field.

Mayor Fraser thanked staff and Council for their efforts during the pandemic, and added he has spoken with many businesses about the delayed opening and requested the Governor and County weigh in. Mayor Fraser requested debt history in order to make informed decisions.

David Mekarski stated the first allocation to the state was restrictive and primarily for direct COVID related expenditures and talked about what those may be in terms of helping local businesses.

DISCUSSION/INFORMATIONAL ITEM(S):

a. Update Progress on Voucher Program

Amie Ware stated the voucher program was rolled out on April 27 and thirty-one businesses have signed up to participate in the program. Residents have asked to donate vouchers and have been directed to donate to Tree of Life to be able to distribute to persons in need. The Finance Dept. will coordinate the voucher submission part of the program.

**b. Update on COVID-19 Work Adjustments and Maintaining Continuity of Services
(moved from item h. to item b.)**

David Mekarski stated that in conversations with the County and Dr. Goodfriend, the County is not ready to reopen due to potential spread. Mr. Mekarski spoke further about comments made by the Governor.

Council member Ogelman talked about how to preserve health and safety, and agreed with the Mayor's comments on how to sustain businesses.

Council member Grewe stated he heard that the Town Manager's were in agreement with Chair Randall's letter. David Mekarski stated they have been meeting frequently and there was a general consensus to have the Governor make an exception for northern Virginia with more time to enter into Phase 1. Mayor Fraser stated the group of Mayor's did not see the letter before it went out. Council members provided their thoughts and concern about decisions made to facilitate openings, gatherings, etc. as well as the different areas of the County. Council member Bledsoe suggested promoting the education value to the County Chair stating the clear differences in the County. Council member Cool encouraged citizens to voice their opinions. Mayor Fraser stated he would forward a draft letter to Council and suggested that loss of currency be tracked and forwarded to the County for reimbursement.

c. Update on Comprehensive Plan Project; Proposed Path Forward for Confirming Council Chambers Incorporated; Public Hearing Schedule

Patrick Sullivan stated a project plan needs put together and suggested getting everything on paper and to the Town Council. Mr. Sullivan stated staff could move forward with the editorial comments.

Andy Conlon referenced version 6 and reviewed options for the public hearing schedule, which was not yet ready to be advertised. Mr. Conlon suggested using a comments matrix which would be brought to Town Council or sending comments to the consultant to be adjudicated. Patrick Sullivan stated there were 15 comments for adjudication. Council member Ogelman did not understand why items need adjudicated and feels that was done over the past month and asked why things are not moving forward. Council member Cool also expressed disappointment with deliverables and the amount of time spent on comments. Vice Mayor Stinnette stated it is version 7, and agreed with the comments and talked about not going through the staff review process, and recommended Council go to the Planning Commission for another 90 day extension to allow staff to review the matrix with the Plan. Council member Bledsoe thought staff would be doing the review process while Council was reviewing the document and talked about correcting the process. Vice Mayor Stinnette suggested meeting with the consultant and going through the matrix by each line. Mr. Mekarski agreed with the Vice Mayor's approach. Council continued to discuss frustrations associated with the time they spent on the document and the status of the document.

d. Reverting to Prior R2 Setbacks in Purcellville

Patrick Sullivan stated an ordinance was passed in 2010 reducing the front setbacks from 35 feet to 25 feet due to issues in the old sections of the alphabet streets with space to expand. Council member Ogelman stated the item was added because as newer houses are being built there are

Mayor
Kwasi A. Fraser



Town Manager
David A. Mekarski

Council
Chris Bledsoe
Ryan J. Cool
Theodore Greenly
Joel D. Grewe
Nedim Ogelman
Tip Stinnette

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

RESOLUTION NO. 20-05-01

**PRESENTED: MAY 12, 2020
ADOPTED: MAY 12, 2020**

**A RESOLUTION: AUTHORIZING EXECUTION OF THE VIRGINIA WATER AND
WASTEWATER AGENCY RESPONSE NETWORK MUTUAL AID
AGREEMENT**

WHEREAS, the National Infrastructure Protection Plan and in particular the Sector Specific Plan for the Water Sector developed by the United States Environmental Protection Agency identifies the development of a Water and Wastewater Agency Response Network in each State as an important means of helping to ensure resilient water and wastewater infrastructure in the public interest; and

WHEREAS, in furtherance of such national Water Sector plan, Virginia's longstanding, nationally-recognized professional associations known as the Virginia Section of the American Water Works Association ("VA AWWA") and the Virginia Water Environment Association ("VWEA") have jointly formed the Virginia Water and Wastewater Agency Response Network ("VA WARN") Committee to develop the EPA-recommended network and associated procedures for implementation in Virginia; and

WHEREAS, the VA WARN Committee has developed the attached form of a VA WARN Mutual Aid Agreement for use by public and private Water Sector utilities for purposes of requesting assistance and responding to such requests as well as a related form of an Event Agreement for providing assistance of a defined scope on defined terms and conditions; and

WHEREAS, this VA WARN Mutual Aid Agreement is intended to supplement and integrate with the Statewide Mutual Aid Program administered by the Virginia Department of

A RESOLUTION:


**AUTHORIZING EXECUTION OF THE VIRGINIA WATER AND WASTEWATER
AGENCY RESPONSE NETWORK MUTUAL AID AGREEMENT**

Emergency Management, with the Emergency Management Assistance Compact, and with other mutual aid agreements of local, intrastate and interstate scope; and

WHEREAS, Town of Purcellville owns or operates water and wastewater facilities, is responsible for public water supply or wastewater management in the Commonwealth of Virginia, and is therefore eligible to participate in VA WARN and the VA WARN Mutual Aid Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Purcellville Town Council, David A. Mekarski, Town Manager for the Town of Purcellville, is hereby authorized to execute the VA WARN Mutual Aid Agreement, which is hereby approved.

ADOPTED THIS 12TH DAY OF MAY, 2020.


Kwasi A. Fraser
Mayor, Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

issues with stairwells being built within 5 feet from the neighboring properties. Vice Mayor Stinnette welcomed staff to walk the ground in the noted area to understand the issue, and does not know what is trying to be solved. Council member Ogelman stated that Mr. Sullivan had made this a policy issue and agrees with it as citizens had reached out to the town. Council member Ogelman feels the right approach is for the zoning staff to find out what the issue is and bring it back to Council. Mr. Sullivan stated the issue is very large houses on very small lots and the setbacks would need changed back to prevent future issues.

Council member Ogelman stated Mr. Sullivan referenced the front and side setbacks were changed and now what was thought to be a 10 foot setback turned into a 6 foot setback, and to adjust the setback on the 10 foot part to be enforced. Vice Mayor Stinnette stated the information in the staff packet does not match up to what is being discussed and the packet does not address the issue. Council member Grewe suggested bringing the item back to Council with the correct information. Mayor Fraser requested that 100% of time be devoted to the comprehensive plan and this item to be visited at a later time.

e. Update Election Preparedness/Date Delay

Sally Hankins stated the order was granted for the election to be postponed to Thursday, June 4, signage has gone up, and absentee voting is encouraged.

f. Real and Personal Property Tax Bill Due Dates Extension

David Mekarski stated a news release had gone out announcing the new due date extension of June 22 as well as an option for a payment plan, which could extend beyond the end of the town's fiscal year.

g. Update on Development and Management of a Wireless Telecommunications Facility

David Mekarski stated the work done on the new RFP resulted in 7 proposals and added staff is in the final stages of reviewing proposals and will develop a short list for interviews. No other information could be provided since the solicitation had not yet been awarded.

h. Update on Biobot Research and Inboden Environmental Services Wastewater Sampling

David Mekarski stated Inboden is working with Scott house, Superintendent at the Wastewater Treatment Plant, but has not yet received any analysis at this time. Vice Mayor Stinnette stated he had created a news release but had not seen that it had been released. Mayor Fraser stated he would provide the final to the Town Manager tomorrow for release.

ACTION ITEM(S):

a. Virginia Water and Wastewater Agency Response Network (WARN) Mutual Aid Agreement

David Mekarski stated the agreement would help with maintaining continuity of services at the

Water Plant and Wastewater Treatment Plant, if needed. Sally Hankins added the agreement is ready for signature, does not commit the town to anything, and insurance concerns were addressed.

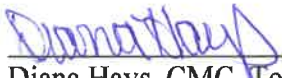
Vice Mayor Stinnette made a motion that the Purcellville Town Council adopt Resolution 20-05-01 authorizing execution of the Virginia Water and Wastewater Agency Response Network Mutual Aid Agreement. The motion was seconded by Council member Grewe.

Motion:	Vice Mayor Stinnette
Second:	Council member Grewe
Carried:	7-0-0 absent

Cool:	Aye
Greenly:	Aye
Grewe:	Aye
Stinnette:	Aye
Bledsoe:	Aye
Ogelman:	Aye
Mayor:	Aye

ADJOURNMENT

With no further business, Council member Ogelman made a motion to adjourn the meeting at 10:14 PM. The motion was seconded by Council member Bledsoe and carried 7-0 absent.



Diana Hays, CMC, Town Clerk



Kwasi A. Fraser, Mayor