

**MINUTES
PURCELLVILLE TOWN COUNCIL MEETING/WORK SESSION
TUESDAY, OCTOBER 27, 2020, 7:00 PM
VIRTUAL**

The meeting of the Purcellville Town Council convened at 7:00 P.M. virtually with the following in attendance:

PRESENT VIA REMOTE PARTICIPATION:

Kwasi Fraser, Mayor
Joel Grewe, Council member
Mary Jane Williams, Council member/Vice Mayor
Tip Stinnette, Council member
Stanley Milan, Council member
Ted Greenly, Council member
Christopher Bertaut, Council member

STAFF VIA REMOTE PARTICIPATION:

David Mekarski, Town Manager
Sally Hankins, Town Attorney
Hooper McCann, Director of Administration
Sharon Rauch, Director of Human Resources
Elizabeth Krens, Director of Finance
Chief Cynthia McAlister, Police Department
Deputy Dave Dailey, Police Department
Amie Ware, Division Manager Parks and Recreation
Diana Hays, Town Clerk/Administrative Assistant
Kimberly Bandy, Deputy Town Clerk

CALL TO ORDER:

Mayor Fraser called the meeting to order at 7:00 P.M. The pledge of allegiance followed.

AGENDA AMENDMENTS/APPROVAL

Council member Stinnette made reference to the recognition VFW Award being removed from the agenda earlier in the day and postponed to a later date.

CONSENT AGENDA

a. Approval of Meeting Minutes - October 13, 2020 Special

Council member Grewe made a motion that the Purcellville Town Council approve the minutes from the October 13, 2020 Town Council Special Meeting and waive reading.

Vice Mayor Williams second the motion.

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

Grewe: Aye
Greenly: Aye
Bertaut: Aye
Williams: Aye
Milan: Aye
Stinnette: Aye
Mayor: Aye

CITIZEN/BUSINESS COMMENTS

None

MAYOR AND COUNCIL COMMENTS

Council member Grewe stated to refrain his comments, but his concern remains on the financial questions proposed to him by citizens.

Council member Milan stated to refrain comments until later in the meeting on the subject of Hatcher Avenue.

Council member Stinnette commented on his remarks regarding the Police Department from last week's meeting and would like Council to consider the timing of having a plan for current debt first before taking on new debt and the plan of sustaining the Police Department while considering a strategy for a new facility.

Vice Mayor Williams reminded everyone of Friday Night Movie night happening in Dillon's Woods next to Fireman's Field this Friday and there is a need for volunteering on set up.

DISCUSSION/INFORMATIONAL ITEMS

- a. Review/Approval of RFP for Aberdeen Nutrient Credits/Carbon Sequestration Project (Sally Hankins) (additional information forthcoming in supplemental agenda)**

Council member Stinnette moved that Town Council direct staff to issue the RFP in substantially the same form as presented to Council at its meeting on October 27, 2020, and to periodically update Town Council on the progress of this item thereafter.

Council member Greenly second the motion

Council continued discussion on the draft request for proposal which was sent by email from Sally Hankins, Town Attorney, at 5:25pm earlier that day. Mayor Fraser questioned Ms. Sally Hankins the length of time for the request for proposal to go to the public and the response time

given. Ms. Hankins stated that there would need to be a two week issuance date of the request for proposal and then from there a 30 day to 6 week turn around in submissions. The majority of Council agreed to the 6 week submission timeframe with Council member Bertaut stating that within the structure of the draft request for proposal there is flexibility to move that deadline with properly updating the website with that information. This topic will be placed on the December 8, 2020 Town Council meeting to provide an update on the process. Council agreed for a 6 week input timeframe and the actual selection of submissions would be made in January 2021.

Motion: Council member Stinnette
Second: Council member Greenly
Carried: 7-0

Grewe: Aye
Greenly: Aye
Bertaut: Aye
Williams: Aye
Milan: Aye
Stinnette: Aye
Mayor: Aye

b. Becoming a Certified Local Government and Expanding the Protection of Historic Structures (Council member Stan Milan/Sally Hankins)

Council member Milan led the discussion with Council and discussed this item with staff and it had been determined that this was brought to Council several years ago. Further research will be done initially by David A. Mekarski on what the bandwidth would be needed to accomplish this task, a scope of the project, the history on the item, and then a committee or volunteers will be requested to assist in the project. Council decided there was no urgency and the item will be brought back to Council in January or further out. The Mayor left it with David A. Mekarski on when to bring back the item to Council and Mr. Mekarski thanked him for that liberty.

c. Christmas Events (Council member Tip Stinnette/Amie Ware)

Council member Stinnette led the discussion and proposed different options of the plan to celebrate the holiday. Council chose the Nighttime Reverse Parade on Hirst Road which would have parade participants line up along the west side of Hirst Road, open eastbound to see the stationary floats, and can be scheduled for Saturday, December 12, starting at 6:00 pm with a rain date of Sunday, December 13 at 6:00 pm, even though this date would be a conflict with Leesburg's celebration plans. Staff would plan, implement, and manage the remaining events. This item will be added to the December 8, 2020 agenda for an update.

d. Consideration of a Motion to Change the Pattern of Disbursal for Q2-Q4 Stantec Funding (Council member Chris Bertaut/David Mekarski/Liz Krens)

Council member Bertaut led the discussion and had spoken with Liz Krens, Director of Finance, on the topic to get a better understanding of the Stantec budgeted funds. Ms. Krens commented on overall budgeted funds for consulting and stated to keep in mind that there is a

budgeted amount for Financial Advisory Support that covers more than Stantec. On average from year to year Stantec support has ranged from \$15,000-\$20,000 per year. Stantec has proposed a draft contract to include a 5 user license for the town of the Utility Rate Model and support of the product. Council discussed to go forward with a drafted agreement with Stantec that would consist of immediately engaging Stantec with first priority being to provide direct access to the Utility Rate Model and holding cash reserve for training on that model.

e. Water Tower & Cellular Antenna Transfer Update(David A. Mekarski/Dale Lehnig)

Council member Stinnette read an email from Dale Lehnig which provided the most up to date information regarding the progress of the cell carriers return to the water tower. T-Mobile's installation on the water tower is complete. Verizon has been working on the installation to the water tower. They expect to begin switching over to the new antennas by the end of this week, and anticipate being complete by November 4. They will change over sector by sector, so no complete outage should occur. AT&T is expected to begin the installation of the antennas in Mid-November, to be complete by the end of November/beginning of December. Sprint would be looking into expediting the installation and begin work on or around the week of November 4 after Verizon work is complete. AT&T stated that they could be flexible on their start date if Sprint gets a slightly later start. Worst case would be if Sprint cannot start until after AT&T; in that case Sprint will likely install during December 7th – 21st, followed by the removal of the temporary tower. The Sprint agreement is being reviewed by their legal team, and should hear from them by the end of this week regarding the agreement.

Ms. Lehnig stated in her email that ideally, Verizon would be completed November 4, Sprint between November 5 and November 19, and AT&T between November 20 and week of December 7. All of this followed closely by the removal of the temporary tower and dates are subject to weather or other delays due to unforeseen circumstances. She would provide another update after their next meeting, which is tentatively scheduled for November 4.

ACTION ITEM

a. Police Department Lease (Sally Hankins)

Council discussed the options for the temporary Police Headquarters: Mayor Fraser summarized that the Lowers building is preferred with 6000 square feet of \$1.57 million with a lease over five years. Ms. Hankins clarified what should be in the motion which should include a space with 6000 square feet.

Council member Stinnette moved that Town Council grant staff the authority to negotiate a 5 year lease and accommodate improvements for a space approaching 6300 square feet not to exceed a budgetary cap of \$1.5 million. Council member Grewe second the motion.

Motion: Council member Stinnette
Second: council member Grewe
Carried: 7-0

Milan: Aye
Greenly: Aye
Grewe: Aye
Stinnette: Aye
Williams: Aye
Bertaut: Aye
Mayor: Aye

CLOSED MEETING

MOTION TO RECESS THE MEETING AND CONVENE A CLOSED MEETING :

As authorized under Section 2.2-3711(A)(1) of the code of Virginia, Council member Stinnette moved that the Purcellville Town Council convene in a closed meeting to discuss:

- 1) to receive legal advice from the Town Attorney about how the duties of the Zoning Administrator will be performed in the absence of the Zoning Administrator;
- 2) to receive legal advice from the Town Attorney concerning the demolition of buildings on Hatcher Avenue and construction of apartments; and
- 3) to receive legal advice from the Town Attorney concerning the powers of the Town Manager under Ordinance 20-03-01 Establishing Laws Governing Operation of the Town for the Purpose of Continuing Governing Functions During and After a Disaster.

- 1) All Town Council members
- 2) David Mekarski, Town Manager
- 3) Sally Hankins, Town Attorney

Council member Grewe second the motion.

Motion: Council member Stinnette
Second: council member Grewe
Carried: 7-0

Milan: Aye
Greenly: Aye
Grewe: Aye
Stinnette: Aye
Williams: Aye
Bertaut: Aye
Mayor: Aye

MOTION TO CERTIFY THE CLOSED MEETING:

In accordance with Section §2.2-3712 of the Code of Virginia, Council member Grewe 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.

Motion: Council member Grewe
Second: Council member Greenly
Carried: 6-1 absent

Milan: Absent
Greenly: Aye
Grewe: Aye
Stinnette: Aye
Williams: Aye
Bertaut: Aye
Mayor: Aye

ACTION ITEM

b. Appointment of Interim Zoning Administrator (Town Council)

Council member Grewe moved that the Town Council appoint David Mekarski to serve as Interim Zoning Administrator until such time the Town Council appoints a new Zoning Administrator, where legal counsel will prepare a motion specifically naming the new individual. Furthermore, the Town Council directs staff to candidate a new Zoning Administrator for council approval within the next three months.


Council member Stinnette second the motion.

Motion: Council member Grewe
Second: Council member Stinnette
Carried: 6-1 absent

Milan: Absent
Greenly: Aye
Grewe: Aye
Stinnette: Aye
Williams: Aye
Bertaut: Aye
Mayor: Aye

ADJOURNMENT

With no further business, Vice Mayor Williams made a motion to adjourn the meeting at 10:24PM. The motion was seconded by Council member Grewe and carried 6-1 absent.


Kwasi Fraser, Mayor


Kimberly Bandy, Deputy Town Clerk