



**MIDDLEBURG TOWN COUNCIL
REGULAR WORK SESSION MINUTES**



Thursday, April 23, 2015

PENDING APPROVAL

PRESENT: Mayor Betsy A. Davis
Vice Mayor C. Darlene Kirk
Councilmember Trowbridge Littleton
Councilmember Catherine "Bundles" Murdock
Councilmember Erik J. Scheps
Councilmember Kathy Jo Shea
Councilmember Mark T. Snyder

STAFF: Martha Mason Semmes, Town Administrator
Rhonda S. North, MMC, Town Clerk
A.J. Panebianco, Chief of Police
Cindy C. Pearson, Economic Development Coordinator

ABSENT: Councilmember Kevin Hazard

The Town Council of the Town of Middleburg, Virginia held their regular monthly work session on Thursday, April 23, 2015 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis called the meeting to order at 6:00 p.m.

Annual Report – Wellhead Protection Advisory Committee

Lisa Patterson, Chair of the Wellhead Protection Advisory Committee, reported that it has been a busy year for the Committee. She opined that even though they only meet quarterly, they got a lot of work done. Ms. Patterson reviewed the Committee's accomplishments, starting with the development of a brochure for oil tank leaks and drinking water contamination. She opined that people were reading the brochure as the staff has received responses in the Town Office. Ms. Patterson reported that the Committee was able to get entrance signs made to indicate that people were entering a protection area. She expressed pleasure that the Committee got the Boy Scouts to install decals on the storm drain inlets and noted that this was part of the education process, which was a major part of the Committee's mission.

Chair Patterson reported that the Committee determined that there was no contamination as the result of a disposed oil tank on the Kaye property. She opined that the Town Clerk did a good job of grant writing, which allowed for the construction of a fence around Well 2. Ms. Patterson noted that this left only one well to fence. She reported that the Committee worked with Go Green and the Police Department to establish a Drug Take Back Program and noted that last year's event was successful, with another event having been scheduled for April 25th.

Chair Patterson reported that the Committee has developed a good working relationship with the Department of Environmental Quality (DEQ). She advised that the Committee received a report from them earlier in the week on the Middleburg Exxon case as it had concerns about whether the contamination from that site could possibly migrate to Well 3. Ms. Patterson reported that there was a potential to contaminate Well 3. She noted that almost all towns treated their wells for petroleum products; however, she opined that Middleburg did not want to be in that position. Ms. Patterson noted that the contaminants' movement would be hard to predict given that it traveled through fractures that could change over time. She explained that if the Town entered into a

drought that required it to pump the well hard, it would need to be monitored. Ms. Patterson noted that the Town was aware of the potential to pull the contaminants into the well. She advised that the risk was low at this point and noted that DEQ gave the Committee some planning tools to move forward. Ms. Patterson reported that the Committee felt comfortable that the risk of pulling the contamination into the well was not that high and noted that IES was well aware of what could occur.

Chair Patterson reported that the Committee has recommended a draft Wellhead Protection Zone Ordinance to the Council and noted that they would receive it in May. She advised that it was one of the more difficult things to work through.

Chair Patterson reported that the Committee has identified goals for the coming year because it has finished so many of them. She reminded Council that Well 1 contained chlorinated solvents and noted that the Committee had concerns about whether they could impact Well 4. Ms. Patterson advised that it has never shown up and seemed like it would not; however, DEQ suggested the Town test Well 1 and determine how to properly close that well since the Town never planned to use it again. She suggested that if the test revealed that Well 1 was not clean, it should be properly closed so it would not be a conduit for other contaminants to enter the Town's system.

Chair Patterson reported that another goal was to continue to work on what hazardous materials could be stored in the town and how. She further reported that they were continuing to work with Loudoun County on their septic pumping program. Ms. Patterson reported that the Committee knew where the septic systems were located in town. She advised that the Committee has also discussed offering tours of the Stonewall Drive treatment plant on September 8, in coordination with "Groundwater Protection Day". Ms. Patterson reported that the Committee was also working to identify the non-potable wells in town so it could work with the owners to close them, if it was possible. She noted that if it was not, the Committee would talk to them about how to maintain the wells and offer them an understanding of the hazards they could present to the Town's ground water as they could be a direct conduit for contamination. She reminded Council that new wells could not be drilled; however, she noted that there were at least four non-potable wells that remained in the Town limits. Ms. Patterson noted the need to determine if there were any more. She reported that the Committee would continue its educational components by posting tips in the water bills.

Chair Patterson noted that the Committee's Recommendation/Budget Requests were generally the same as last year's. She advised that the Committee believed the cost to test Well 1 for chlorinated solvents would be \$300-400; however, it needed a better cost from IES. Ms. Patterson advised that the Committee felt this test would be a good thing. She noted that the Town Clerk was working on a grant application to fence the last well and advised that this was a major goal for the Committee. Ms. Patterson advised that a long-term goal, but still an important one, was that the Committee would like to get the last few properties that were still on septic connected to the public sewer system in order to eliminate those septic systems. She opined that it has been a good year for the Committee. Ms. Patterson questioned whether there was anything the Council would like the Committee to consider that it has not.

Town Administrator Semmes reported that the State Health Department, who oversaw the Town's drinking water supply, was very happy with the Town's level of activity with regard to wellhead protection. She noted that most jurisdictions did not have an active committee. Ms. Semmes advised that this has helped the Town secure grants. Town Clerk North confirmed the Town has received a wellhead protection grant to mail brochures to the citizens on source water protection and, most recently, received nearly \$30,000 to fence Well 2.

Councilmember Snyder noted that the State provided a consultant, who advised the Committee. He further noted that the consultant was timid about what they were proposing as most communities did not want strong recommendations; however, the Council wanted action items. Mr. Snyder opined that Middleburg had, if not the most active committee, one that ranked at the top.

Town Administrator Semmes acknowledged the help of the State in developing the plan. She thanked the Town Clerk for providing staff support for the Committee. Chair Patterson agreed that the Town Clerk has been an amazing help for the Committee.

Councilmember Murdock noted that the qualifications of the Committee members were high and advised that she did not know of any other committee whose members were as qualified. She noted that the Committee was losing a member. Councilmember Snyder confirmed that Dick Engberg was leaving. He reported that he asked him to talk to his co-workers and friends in the professional community to see if any were interested in taking his place. Councilmember Murdock noted the need to maintain a high level of qualifications on this committee.

Councilmember Shea noted that she was not sure where the Boy Scouts received their direction on where to put the storm drain markers. She suggested that in the future, the Town make sure they worked with the committee that recommended them. Ms. Shea noted that all of the markers were on the sidewalk and suggested that if someone was pouring something down the drain, they would not do so from the sidewalk. She opined that they were upside down and set back too far. She noted that the Committee was not informed that the placement was happening. Councilmember Murdock suggested that in the future a Committee member be present. Councilmember Snyder noted that the Facilities & Maintenance Supervisor prepared a map so the Boy Scouts knew where the markers should be placed; however, he opined that they were given no directions. He suggested this should have gone to the Committee. Councilmember Shea opined that the Boy Scouts did a great job; however, she opined that this was a coordination issue.

Jilann Brunett, Vice Chair of the Wellhead Protection Advisory Committee, opined that the markers were upside down if someone was pouring something down the drain. She opined that they should have been put on the face of the storm drains.

Town Clerk North confirmed the Town still had some markers, but not enough to replace them on all of the storm drains in Town. She reported that there were some extra markers for those storm drains that were missed. The Council held some discussion as to where the markers should be placed. Councilmember Shea and Vice Chair Brunett suggested they be placed on the face of the curb.

Councilmember Littleton disagreed and opined that the markers were wonderful where they were. He reminded Council that this was an education process and opined that people have seen the markers before they poured items down a drain. Councilmember Shea suggested that the Town did not want someone coming in off a farm, who did not normally come into Town, and pour something down the drain. Councilmember Littleton questioned whether this has occurred. He opined that the markers were great as they were.

Mayor Davis thanked the members of the Committee for their hard work. She opined that the list of accomplishments and goals was great. Ms. Davis invited the Committee to come to the Council when they needed funding.

Council Approval – Proclamation – Lyme Disease Awareness Month

Councilmember Murdock moved, seconded by Councilmember Snyder, that Council adopt a proclamation declaring the month of May 2015 as Lyme Disease Awareness Month in the Town of Middleburg.

Vote: Yes – Councilmembers Kirk, Littleton, Murdock, Scheps, Shea and Snyder

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

(Mayor Davis only votes in the case of a tie.)

Councilmember Shea asked that something be placed in the newsletter regarding Lyme Disease Awareness Month. Town Administrator Semmes recommended a link be provided to the Health Department's website.

Council Approval – Resolution Supporting Wellhead Protection Grant Application

Councilmember Snyder moved, seconded by Councilmember Murdock, that Council adopt a resolution supporting Middleburg's 2015 Wellhead Protection Implementation Grant application for the construction of a wooden security fence around Well #4.

Vote: Yes – Councilmembers Kirk, Littleton, Murdock, Scheps, Shea and Snyder

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

(Mayor Davis only votes in the case of a tie.)

Council Discussion – Bluemont Concerts Location

Councilmember Snyder reported that there were some issues this year with regard to the scheduling of the Community Center and explained that their Fourth of July celebration fell on a Saturday. He noted that this celebration utilized the entire grounds. Mr. Snyder further reported that the entire property was booked the following weekend for a large wedding. He noted that Bluemont has been trying to figure out something that worked for both the concerts and the Town. Mr. Snyder advised that Mr. Dunning had some suggestions.

Peter Dunning, retired President of Bluemont Concerts, noted that Vanessa Casas, the Public Relations Manager for the Salamander Resort was also present. He reminded Council that Bluemont has had a partnership with the Town for over twenty years, which included an investment of Town funds every year. Mr. Dunning noted that those funds were augmented with grants from the State and contributions from a variety of Middleburg businesses. He opined that the concerts were nice events that were good for families in Middleburg. Mr. Dunning advised Council that they did not want to do anything substantial without its concurrence in advance. He reported that they have prepared a draft recommendation, which they discussed with Councilmember Snyder and Economic Development Coordinator Pearson, which would address the challenge of what to do for the first two weeks in July. Mr. Dunning noted that they considered a number of options, including the Middleburg Charter School and the lawn of the Royston Funeral Home. He reminded Council that the concerts have been held in numerous venues and reported that Bluemont's Board of Directors and staff were concerned about it as this made it difficult to build continuity when people were wondering where they were located. Mr.

Dunning suggested the need for a place, time and date that could remain the same. He stressed that one of their priorities was to find a stable venue. Mr. Dunning reported that it was suggested that they talk to the representatives from the Salamander Resort and noted that they were already talking to them about the possibility of doing things there. He advised that when Salamander learned that Bluemont did not have a venue for the first two dates in July, they agreed to talk about whether the concerts could happen there. Mr. Dunning noted that the Council now had a draft proposal for that. He reiterated that Salamander was supportive of doing this; however, they wanted to be sensitive to the fact that this was a community event.

Councilmember Murdock noted that she was the President of the Middleburg Community Center. She expressed a desire to have Bluemont participate in the Fourth of July event, to which the Council agreed. Ms. Murdock asked Mr. Dunning to contact her so they could discuss this further.

After considerable discussion, the Council agreed it would like to move the concerts back to Madison Street, as this was a central location, with a back-up location being the Middleburg Charter School. It was noted that this would require the approval of VDOT, as well as a police presence. The Council asked the staff to explore a VDOT permit as quickly as possible. They agreed to include \$1,500 in the Police Department budget to cover the costs for the police presence. The Council suggested Bluemont talk with *A Place To Be* about the use of their dressing room facilities and whether they would be willing to provide volunteers for the concerts.

Mr. Dunning opined that it would be great to do an event at the Community Center on the Fourth of July and suggested he work with them to do this as a special event on an on-going basis. He further suggested they also extend the series by doing a couple of concerts at the Salamander Resort. Mr. Dunning recommended that all of the parties work together in order to upgrade the promotion of the concerts. He noted that there was an opportunity to develop a digital campaign to bring young people into town and grow the event. Mr. Dunning thanked the Mayor and Council for this opportunity.

Town Administrator Semmes questioned whether the Council was agreeable to Bluemont working with Salamander for extra concerts in August. The Council agreed it was.

Councilmember Shea asked that if there were issues with the Town's concerts in the future that Bluemont come to the Council first. She noted that Bluemont already had a draft proposal with Salamander by the time the Council saw it. Ms. Shea suggested the Council needed advance notice of such items.

Mr. Dunning agreed. He noted that when the Town and members of the Council came to Bluemont in January with this problem, they encouraged them to move forward with a proposal. Mr. Dunning noted that Lilly Dunning then came to the Council during their last meeting to introduce the idea. Mayor Davis noted that this was the first time the Council heard the concerts were being moved.

Councilmember Murdock noted the need to orchestrate the Fourth of July event. She asked that Ms. Dunning contact her.

The Council reiterated that their first priority for a location was Madison Street, with the Middleburg Charter School being the second. Councilmember Snyder suggested that Bluemont continue to talk with Salamander about bringing in additional concerts.

Ms. Casas noted that Salamander was excited for the series and wanted to make sure it could continue. She advised that they would encourage their guests to visit the town. Ms. Casas noted that they promoted what was going on in town, as the town was an extension of the resort.

Council Discussion – Parking along Stonewall Avenue

Councilmember Shea advised Council that it was difficult to get down Stonewall Avenue this winter and noted that some days, she had to either drive around the block or stop and wait for cars to pass. She suggested that parking be restricted to one side of the street in the residential part. Ms. Shea noted that she almost hit someone as she could not see them. She opined that as traffic increased, this would be a problem. Ms. Shea reiterated her request that Council consider restricting on-street parking.

Councilmember Littleton expressed concern about the fairness of restricting parking to one side of the street, particularly for families with small children who would then have to cross the street.

The Council held considerable discussion on the cause of this problem in the Ridgeview Subdivision and noted that items, such as large boulders and logs, have been placed in the right-of-way, forcing motorists to park into the road. The Council expressed a desire to send the property owners who have placed obstructions in the right-of-way a letter asking them to remove them; and, if they did not, to have the Facilities & Maintenance Supervisor do so. They asked that the staff research the extent and details of this issue throughout the entire town and bring their findings to the Council for further discussion.

It was noted that another problem was related to construction projects in the area. Chief Panebianco reported that the police officers worked with the construction workers when this occurred to move the vehicles.

It was noted that there were also problems with property owners filling in the drainage ditches in front of their properties, which was causing flooding on other properties. The Mayor asked that the staff map out all of the issues throughout the entire town for the Council's discussion.

Council Discussion – FY '16 Budget

Health Center Fund - Vice Mayor Kirk questioned why the Town Administrator thought the Health Center Fund revenues would go down by \$10,000. Town Administrator Semmes explained that she did not expect the expenditures in this fund to be as high as they were last year. She reminded Council that they have been balancing this fund out of its surplus.

Administration Expenditures – Town Administrator Semmes reminded Council that during their last work session, they endorsed offering a new fitness benefit. She reported that a new line item entitled “fitness” has been added to the Administrative Budget that would cover all of the employees. Ms. Semmes advised that the maximum cost would be \$3,120 if all of the employees who were eligible took advantage of this benefit. She thanked the Council for offering it. Ms. Semmes reported that she also re-organized the compensation/benefits section to make it clear as to what was being spent on salaries and benefits, as well as what was being spent on the Council side, including compensation and a health line item for the Council. Ms. Semmes noted that when she shifted those costs around, she did not change the formula for the previous years, resulting in the numbers being too high. She advised that she has provided a revised sheet correcting this. Ms. Semmes noted that the revisions did not change the bottom line.

Vice Mayor Kirk noted that \$106,000 has been proposed in the budget for “engineering/architectural site plan for government offices”. Town Administrator Semmes reported that she did not believe the costs would be that high and suggested it may be possible to reduce that figure based upon her conversation with the Town’s engineers earlier in the week. She explained that this line item would allow the engineers to do a site plan for various pieces of land. Ms. Semmes suggested the Council discuss the details of the land in a closed session. She noted that the site plan would not just be for one piece of land, but would be for several.

Mayor Davis questioned whether the Town received a refund from Logics for the software it never received. Town Administrator Semmes confirmed the Town would get the money back.

Town Administrator Semmes advised Council that there were some budget uncertainties, including the new billing software. She reported that the staff received a quote from Southern Software, in the amount of \$54,000, which included the cost for converting the existing data. Ms. Semmes noted that it would be difficult to convert as Logics’ data was not even compatible with Windows. She advised that it would cost \$14,000 just for the conversion. Ms. Semmes noted that she has proposed \$60,000 in the budget for this purchase. She advised that no decision has been made with regard to a new phone system. Ms. Semmes opined that there was money in the current budget for that purchase if desired. She reiterated that there was \$60,000 in the General Fund budget for the software upgrade, as well as \$15,000 in the Utility Fund to pay its portion.

Police: Town Administrator Semmes advised Council that she adjusted the police salaries to reflect the raise for Lt. Prince. She reported that she also included an additional \$2,000 for part-time officers as requested by the Chief so they could also be used for the Christmas in Middleburg event. There was some discussion as to whether the cost for the officers for the Bluemont Concerts should be charged to the Bluemont line item. It was agreed to leave it under police salaries as this was where the expenses would be charged. Vice Mayor Kirk asked that \$1,500 be included in the budget to cover that cost.

Budget Uncertainties: Town Administrator Semmes reported that she still did not have a great estimate on the way finding sign costs. She noted that she received a design for a demonstration sign for the intersection of Pendleton and Marshall Streets to replace the sign going into the Salamander Resort. Ms. Semmes further noted that this would be the first test. She suggested it be done this fiscal year.

Town Administrator Semmes reminded Council that the Chief of Police was getting ready to cover the parking meters and perform a test. She noted that they have talked and agreed the officers should not ticket anyone during the test as there would be no official signs regarding the two hour parking limit. Mayor Davis questioned how the officers would enforce the two hour parking limitation if the change was made on a permanent basis. She further questioned how a visitor would know of the two hour parking restriction. Chief Panebianco explained that the Town must change its ordinance to reflect two hour parking violations by signage. He noted that there would not be as many signs as there currently were meters; and, opined that there would only be two or three per block as opposed to thirty parking meters. Chief Panebianco recommended the officers not write tickets and suggested they issue a “warning ticket” during the test. He noted that this would allow the Town to know how effective the system was at moving vehicles based upon the number of warnings issued.

Vice Mayor Kirk inquired as to how long the motorists would be warned. Chief Panebianco noted that this was a one month trial. He advised that at the conclusion of the trial, he would provide a report to the Town Administrator and then to the Council. Chief Panebianco noted that there have been a few good comments and a lot of shares regarding the trial on Facebook and opined that people were looking forward to it. He suggested that the issue would not be visitors

but rather would be the employees. Chief Panebianco noted that those were the individuals that he would try to develop a system for so they would get a receipt when they received their warning. He advised that once the staff had calculated how many times a vehicle violated the parking restrictions during the trial, the Council could then decide if it wanted to remove the meters permanently. Chief Panebianco recommended that if the Council decided to keep the parking meters that the Town spend money to buy new ones. He noted that the Facilities & Maintenance Supervisor repaired the meters quickly; however, he had an officer assigned to test every meter monthly, which took a full twelve hour shift. Vice Mayor Kirk noted that the meters in front of the Red Horse Tavern were not working properly.

Councilmember Shea noted the proposed way finding sign at Salamander and questioned why this was going to be the first sign. Town Administrator Semmes opined that it was needed and noted that the resort was getting into an active season.

Councilmember Shea noted that as a business owner, she and a lot of the businesses on the back street have waited for some time for a directional sign. She asked that the staff reconsider making this the first sign. Vice Mayor Kirk agreed.

Special Events Line Item: Mayor Davis suggested that individual line items be added under “special event support” for the Middleburg Film Festival, Shakespeare in the Burg and the Community Center fireworks as these were things the Town did annually. She noted that when the current members were no longer on the Council, this would allow the new members to have a history of where the former Council felt the money should go. Council agreed this was a good idea.

Town Administrator Semmes questioned whether those line items should contain the same amount of money as was given to those organizations last year. She further questioned whether \$10,000 should be included for fireworks. Councilmember Shea agreed there should be an allotted amount. She noted that this did not mean the organization could not ask for more if needed.

Councilmember Murdock reported that the Community Center spent \$17,000 for the fireworks alone last year. She noted that she has to raise the remainder of the money. There was some discussion of the donations received for the fireworks. The Council agreed to put \$15,000 in the budget for fireworks.

Town Administrator Semmes inquired as to how much should be put in the budget for the Middleburg Film Festival. She opined that they received \$10,000 last year.

The Council returned to their discussion of the Community Center’s budget for the Fourth of July event. They suggested the need for information on the event’s entire budget so they could discuss the Town’s donation further. Town Administrator Semmes noted that she would include \$15,000 in the budget as a place holder.

It was noted that the fireworks were currently set off from Salamander’s property; however, this location would need to change once Salamander started its housing project as fireworks could not be set off over houses. It was suggested that the Community Center investigate another location quickly.

Town Administrator Semmes inquired as to how much should be included in the budget for Shakespeare in the Burg. She noted that they received \$7,500 this year. The Council agreed to put this same amount in the proposed budget.

Councilmember Snyder questioned why the Film Festival received a larger donation than the Shakespeare Festival. Town Administrator Semmes noted that it was more expensive to produce. Mayor Davis noted that the Film Festival brought in a larger crowd. Councilmember Littleton noted that it brought in a higher return for the Town.

Town Administrator Semmes noted that this would remove \$32,500 from the special events line item. She inquired as to how much the Council wanted to leave in it for other special events. After some discussion, the Council agreed to leave \$20,000 in this line item. It was noted that the Council could do a mid-year budget adjustment if needed.

Revenues: Mayor Davis noted that the business license revenue was proposed to be \$250,000. She further noted that the revenues to date were \$319,000 and suggested there was still a quarter of the year left. Ms. Davis suggested this line item could be increased to as much as \$400,000. Town Administrator Semmes reminded Council that the Town has already collected the business license taxes for the year. She noted that last year, the Town collected \$286,000. Ms. Semmes reminded Council that this line item depended on the continued success of the businesses. Council agreed to include \$300,000 in the budget.

Councilmember Shea noted that at one point, the Council talked about having the staff check on the business licenses. Town Administrator Semmes advised Council that the Town Treasurer and Town Attorney were discussing this.

Mayor Davis suggested the court and parking fine revenue be reduced to \$30,000. She noted that the revenue was only \$21,000 to date. Councilmember Murdock noted that the Town received \$50,000 last year. Chief Panebianco opined that the amount would go down as the result of the parking meter change. Town Administrator Semmes opined that the number of fines should not be reduced if the Police Department was chalking tires. Councilmember Shea agreed the fine revenues should not be reduced; however, the meter revenues would. Chief Panebianco reiterated his opinion that the violations may be reduced. He explained that when checking meters, it was possible that there could be multiple violations at a meter within a very short period of time. Chief Panebianco suggested that when chalking the tire, the officers must wait two hours to see if the vehicle was still present. He opined that as a result, the number of violations would be reduced. Chief Panebianco reminded Council that if a vehicle moved from one spot to the next, it would not be a violation.

Councilmember Shea opined that just because a vehicle had two hours to move, this did not mean the Police Department should only be checking for violations every two hours. She suggested they should check more often. Chief Panebianco advised that in theory they could; however, he suggested they could not. He noted that the officer must chalk the tire and then track which spaces were marked and which were not. Chief Panebianco suggested the Council see how the test went. He opined that chalking the tires would be more difficult if the Council wanted the tires checked more than once or twice a day. Town Administrator Semmes suggested the fine revenues be reduced to \$30,000.

Health Insurance Costs: Mayor Davis noted that some of the line items for health insurance were noticeably higher. Town Administrator Semmes noted that the cost depended upon whether the employee had individual coverage, individual plus one dependent coverage or family coverage. She reminded Council that the Town paid 100% of the individual coverage costs, 85% of individual plus dependent coverage costs, and 80% of family coverage costs, with the employee paying the difference.

Mayor Davis opined that, years ago, the Council agreed to pay for the employee coverage only. Town Clerk North reminded Council that the percentages paid by the Town and the employee were identified in the Employee Handbook. She noted that the policy suggested by the Mayor was not what was in the Handbook. Ms. North and Town Administrator Semmes advised that such a discussion had not occurred during their tenures.

Mayor Davis opined that normally, employers paid for the employee only coverage. She opined that the benefit to the employee for family coverage was that the cost was cheaper under the Town's policy. Ms. Davis advised that in her personal case, her family must pay the difference in the cost between the individual coverage and the family coverage. Town Administrator Semmes suggested the staff research how other communities handled this benefit. Mayor Davis noted that this was a huge amount for the Town to pay. She further noted that she thought part of the cost was coming out of the employee's paycheck. Town Administrator Semmes confirmed the employee paid 15%-20% depending on the level of coverage. She noted that she would check with the Town Treasurer to ensure the costs included in the budget were just the costs to the Town.

Pink Box: Councilmember Shea noted that there was no revenue shown under "Pink Box Sales" and advised that it did sell things. Economic Development Coordinator Pearson reported that all of the revenues were listed under "donations", as the money came into the Town Office in one envelope. She advised that the Town staff did not know what portion was related to sales and what was related to donations.

Councilmember Shea asked that the Pink Box staff be notified of the need to separate the two, particularly if things were being purchased to sell. Economic Development Coordinator Pearson confirmed the Town did not pay for anything that was sold; and, explained that some of the items were donated. She noted the need to collect sales tax on any sales.

Councilmember Snyder noted that the Council was only talking about \$300-400 and questioned whether it was worth splitting it into sales or donations. Councilmember Shea agreed it was not as long as the dollar amount was low. Mayor Davis opined that only donations were being accepted. Councilmember Shea suggested the sales line item be removed from the budget.

Health Center Fund: Mayor Davis suggested the line item for electrical costs be reduced to \$5,000. Town Administrator Semmes reminded Council that the staff had no control over the utilities costs as they were included in the lease.

Mayor Davis inquired as to the maintenance costs. Town Administrator Semmes confirmed that funds were included just in case. She opined that overall, the maintenance costs have leveled off. Ms. Semmes reminded Council that this fund still had a fund balance of \$362,000 and that the Town was receiving rental income that it had not received in the past as the building was now fully rented.

Councilmember Scheps inquired as to what happened in 2012 that caused the budget to increase. It was reported that the oil furnace was replaced, some major roof leaks were repaired and some windows were replaced.

Utility Fund: Vice Mayor Kirk noted the Utility Committee's recommendation to increase the number of hours for IES, which would result in only having an employee here five hours/day on the weekends. She suggested that consideration be given to having one employee work Monday through Friday and the other work Tuesday through Saturday so there would only be one weekend day when someone had to be on call out. Town Administrator Semmes noted the need to discuss this with IES. She reminded Council that the weekend hours were only so the operator

could do testing, not for customer service purposes. Ms. Semmes advised Council that the Town only had five hour/day coverage currently on the weekends; however, she would be happy to discuss Vice Mayor Kirk's proposal with IES. Councilmember Snyder suggested the Town could ask; however, he noted that it was contracting for services. Town Administrator Semmes advised that it was nice to have IES' staff here during the work week when things happened, such as a customer change or re-read. She reminded Council that the proposal to increase IES' hours would save the Town money on callout work. Ms. Semmes reported that what was being proposed was the equivalent of what the Town had when it had its own utilities staff. Councilmember Snyder noted the increase in Miss Utility tickets. Town Administrator Semmes advised that the other reason for having two people here at the same time was that some of their work involved heavy moving that required two people. She noted the need to have a chief operator on duty Monday through Friday under the Town's operating permit. Vice Mayor Kirk and Councilmember Littleton asked that the staff explore this option with IES.

Mayor Davis noted that the Internet costs in the Utility Fund were projected to be \$5,000. She questioned the amount the Town spent per month for the Internet. Ms. Davis advised that this came to over \$300/month and opined that this was high. Town Administrator Semmes noted that the Internet access was continuous and opined that this was what was being spent. She reminded Council that the wastewater treatment plant was connected to Canada so the system could be monitored. Ms. Semmes noted that she would check on this line item.

Mayor Davis noted that the electric costs were \$30,000 and \$45,000, for a total of \$75,000. Town Administrator Semmes reminded Council that it was expensive to operate a sewer plant. She noted that the reason the cost has increased was because the Town was experiencing additional flow. Ms. Semmes reminded Council that in the past, nothing happened in the middle of the night; however, this was no longer the case as the resort was washing clothes in the middle of the night. She advised that the utilities were in more of a continuous operation now.

Councilmember Shea suggested the need to look at easy ways to save electricity, such as changing the light bulbs. She further suggested they be replaced with energy efficient ones. Councilmember Snyder noted that the bulk of the electric costs were to run the plant.

The Council agreed to authorize advertisement of the budget public hearing for May 14th.

Discussion

Vice Mayor Kirk announced that there would be a fundraiser/dinner at the Shiloh Baptist Church on May 16th for David Stewart. Councilmember Murdock noted that there would also be a concert to benefit Mr. Stewart. Economic Development Coordinator Pearson opined that the concert would be moved to August. Councilmember Littleton suggested that flyers for these events be put in the Post Office.

Councilmember Shea noted that she planned to attend the VML Dinner regarding citizen education in Leesburg on April 29th. She questioned whether anyone else planned to attend.

Councilmember Shea noted that someone spoke with her about the police presence during the Spring Races, as they believed there was only one officer on duty all morning. Chief Panebianco reported that he was also on duty and noted that the officer was only by himself in the early morning. He advised that he was in town for six or seven hours until the last truck left. Councilmember Shea suggested the need for the officers to be seen.

Chief Panebianco noted that there was a nice editorial in the newspaper regarding the Police Department staff.

Councilmember Murdock noted that Arbor Day would be held on April 25th, as would the Drug Take Back Event. Chief Panebianco encouraged citizens to bring in their legal drugs and animal drugs. He noted that the posters for this event left off the Wellhead Protection Advisory Committee and advised that he put something on the Department’s Facebook Page to let people know the Committee was the driving force behind getting this event started.

Closed Session – (1) Appointment to EDAC and (2) Property Acquisition

Councilmember Scheps moved, seconded by Vice Mayor Kirk, that Council go into closed session as allowed under the Virginia Freedom of Information Act Section 2.2-3711(A)(1) and (3) pertaining to the discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the public body and discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Scheps further moved, seconded by Vice Mayor Kirk, that these matters be limited to a discussion of (1) an appointment to the Economic Development Advisory Committee and (2) property acquisition for public parking. Councilmember Scheps further moved, seconded by Vice Mayor Kirk, that in addition to the Council, the following individuals be present during the closed session: Martha Semmes and Cindy Pearson for the first part and Martha Semmes for the second part. Councilmember Scheps further moved, seconded by Vice Mayor Kirk, that the Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Kirk, Littleton, Murdock, Scheps, Shea and Snyder

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

(Mayor Davis only votes in the case of a tie.)

Mayor Davis asked that Council certify that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under the 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 closed meeting, which each member so did. She reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

There being no further business, Mayor Davis declared the meeting adjourned at 8:14 p.m.

APPROVED:

Betsy A. Davis, Mayor

ATTEST:

Rhonda S. North, MMC, Town Clerk