



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
September 12, 2013



PRESENT: Mayor Betsy A. Davis
Vice Mayor C. Darlene Kirk
Councilmember Kevin Hazard
Councilmember Trowbridge Littleton
Councilmember Catherine "Bundles" Murdock
Councilmember Kathy Jo Shea
Councilmember Mark T. Snyder
Councilmember David B. Stewart

STAFF: Martha Mason Semmes, Town Administrator
Angela K. Plowman, Town Attorney
Rhonda S. North, MMC, Town Clerk
David M. Beniamino, AICP, Town Planner
A.J. Panebianco, Police Chief

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on September 12, 2013 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis led Council and those attending in the Pledge of Allegiance to the flag.

Approval of Minutes

Councilmember Snyder moved, seconded by Vice Mayor Kirk, that Council approve the August 22, 2013 Regular Meeting Minutes.

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

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Davis did not vote as there was no tie to require her vote)

Staff Reports

Vice Mayor Kirk asked whether anyone applied for the cleaning services contract and noted that she was aware of a couple of firms who were interested. **Town Administrator Semmes** confirmed that no bids were received. She suggested that if Ms. Kirk knew of someone who was interested that she have them contact the Town Clerk. Ms. Semmes advised Council that the staff has secured a price from its current vendor; however, the Town could accept bids until a contract was signed.

Councilmember Shea asked whether the cleaning would continue on the current schedule. Town Clerk North confirmed the new specifications called for increased cleaning at the Pink Box and the Liberty Street Restrooms.

Councilmember Murdock noted that two of the parking spaces on Pendleton Street beside the Safeway contained eight hour meters. She reported that a customer of the hair dresser on Pendleton Street complained because she was unable to find one to two hour parking. Town Administrator Semmes reminded Council that the Town Code specified that these were eight hour spaces. She noted the need to change the Town Code. Councilmember Murdock asked that it be changed to identify these as two hour spaces.

Councilmember Murdock questioned whether anything would be done with the parking spaces located around the corner on Marshall Street. She noted that the Council discussed the possibility of changing those to metered parking spaces. Ms. Murdock opined that the businesses have lost two spaces because of the change to the parking spaces on Pendleton Street.

Councilmember Snyder reminded Council that two metered parking spaces were changed to fifteen minute ones. Councilmember Hazard noted that an additional space was actually added on Pendleton Street.

Town Planner Beniamino reminded Council that the Courtyard at Middleburg had nineteen parking spaces. He advised that how they utilized them were their choice and noted that they could be offered to their customers.

Vice Mayor Kirk expressed a desire to install parking meters on Marshall Street. Councilmember Shea opined that there may be objections to doing so.

Councilmember Murdock suggested the need to consider making the Pendleton/Marshall Street intersection a four-way stop. She noted that she currently treated it that way as she had almost been hit several times at this location. Ms. Murdock advised that motorists were not stopping at the stop signs. She suggested something be done before a bad accident occurred.

Town Administrator Semmes reported that the Maintenance Supervisor was contacting VDOT about getting stop lines painted. She further reported that he was also talking to them about painting a crosswalk at this intersection. Ms. Semmes reminded Council that VDOT would not allow for a four-way stop at this intersection.

Councilmember Snyder questioned whether a rumble strip could be installed at this location. Town Administrator Semmes advised that VDOT did not allow rumble strips on VDOT maintained streets.

Councilmember Shea asked whether VDOT was aware of the safety issues at this intersection. Town Administrator Semmes confirmed they were.

Police Chief Panebianco reported that he met with the Assistant Manager for the Salamander Resort to ask that they advise their staff of the need to pay attention to the speed limit and stop signs. He advised that he also asked them to share this with their guests. Chief Panebianco noted that he informed them that the Police Department would enforce these regulations on a regular basis.

Councilmember Murdock reminded Council that Mr. Devadas told them the guests would be encouraged to go to the traffic light when departing the resort; however, this was not occurring. Vice Mayor Kirk reported that some people were doing so. She noted that most of Salamander's staff was exiting the resort via Foxcroft Road; however, instead of going to the traffic light, they were traveling through the neighborhoods.

Chief Panebianco reported that he met with his staff earlier in the day and advised that this was one of the items they discussed. He noted that this intersection was now a part of the officers' daily duties.

Chief Panebianco advised Council that the fraud cases listed in his monthly report involved bad checks. He commended Officer Fadely on the drug charges that were filed as a result of her police work following a DUI arrest. Chief Panebianco reported that the Department's secretary would return to work on September 20th. He noted that he received thank you notes from business owners because the officers went above the call of duty related to their businesses. Chief Panebianco reported that he recently attended the Virginia Association of Police Chief's Annual Conference. He noted the opening of the Salamander Resort and advised that the department was working through the "growing pains" associated with it.

Chief Panebianco reported that they were continuing to work on the planning for the Middleburg Film Festival. He advised that they were getting more information about events that were coming from the resort or an association with the resort and were trying to figure out how to deal with them.

Councilmember Shea reminded the Chief that he previously indicated he would monitor what was coming up and would come to the Council to discuss what needed to be done. Chief Panebianco suggested that if the Department became overwhelmed, he would come to the Council for help.

Councilmember Shea suggested the need to track the number of events so the Council could consider what policies may be needed. Councilmember Snyder suggested they be included on the Chief's monthly report.

Chief Panebianco reported that people were being told to contact the County; and, noted that a 10k race may occur that would involve one thousand five hundred runners, which would stress the Police Department on a weekend. He confirmed he would deal with this event. Town Administrator Semmes noted that the Town would be reimbursed for the cost of the officers' time.

Vice Mayor Kirk asked whether the resort personnel were talking to the Police Department about their events. Chief Panebianco advised that their event planners were directing event organizers to the County due to the requirement for event permits, with Loudoun County then directing them to him. Chief Panebianco reported that he has talked to someone about a 10k race. He opined that the 10k route would be nice; however, it would cause issues. Chief Panebianco noted that while it would occur before the businesses opened, the race would affect traffic.

Councilmember Shea asked whether these events were also coordinated with the Maintenance Supervisor. Chief Panebianco advised that he coordinated them with the Town Administrator, who then looked at how they would impact the Town and the resources that were needed.

Chief Panebianco reported that a member of the Department was involved in a deer related accident in one of the police vehicles. He opined that the Town had already spent too much money on maintaining it. Chief Panebianco noted that the Town received a check from the insurance company to repair the vehicle; however, he did not believe it was fiscally responsible to put more money into it. He advised that he had planned to request a new one in the next budget and asked whether he could purchase it now. Chief Panebianco noted that the Town Administrator would deal with the appropriations side of this request; however, he would like the Council's permission to not spend money on the old vehicle. He advised that two vehicles were available through a contract linked with the State – one being a Dodge Charger that costs \$21,600 and the other being a 4WD Ford Explorer, which would cost \$1,500 more, excluding the cost to install the police equipment on the vehicle.

After some discussion, the Council directed the Chief to purchase the four wheel drive vehicle. They noted that they would discuss the financial side of this purchase at a future meeting. Town Administrator Semmes advised Council that she planned to talk to them about an appropriation from the General Fund to the Utility Fund to cover the treatment plant repairs during the work session. She suggested that the funding for this purchase could be discussed at that time.

Vice Mayor Kirk reported that personnel from the Salamander Resort have said nice things about Officer Fadely. She asked that Chief Panebianco let the officers know they were appreciated. Chief Panebianco noted that Officer Fadely was now working daylight hours; therefore, people were noticing her. He opined that his staff represented the community well.

Chief Panebianco reported that he spoke with representatives from the Salamander Resort about the new fireworks regulations. He advised that he explained to them that the community would feel more comfortable with less noise and more sparkle.

Vice Mayor Kirk noted that she received some complaints about dogs that were upset by the fireworks. Chief Panebianco opined that Salamander's management now recognized how they affected their horses. He suggested that notices be sent to the community when a permit was issued.

Mayor Davis noted that the ordinance required the applicant to send such notices. Town Clerk North reported that this information was contained in the newsletter and advised that she has begun to receive requests from individuals seeking to have their names added to the list so permit holders could notify them of a fireworks display.

Councilmember Shea suggested that when making announcements about the fireworks displays, the Town must remember that these events also affected the communities around Middleburg; and, noted that she received complaints from individuals in Unison.

There was some discussion about how the notices were to be sent. Town Clerk North reminded Council that the ordinance required permit holders to send written notices to those individuals who added their name to the list of people who wanted such a notification.

Mayor Davis asked that the Town explore a phone alert system and noted that messages such as this could be transmitted in this manner. Town Clerk North reminded Council that this was discussed in the past during a work session. She advised that she would find the information that was developed for that discussion. Vice Mayor Kirk asked that this be an agenda item on the next work session.

Councilmember Shea suggested the need to remember that when the Town made announcements that these events could affect communities around Middleburg. She further suggested the need to advertise on a broader basis than a notice in the water bills. Ms. Shea noted that she was not saying the Town needed to notify the individuals directly, she was only saying it needed to let them know they could request that their name be added to the list.

Council noted that the **Town Treasurer** had planned to bring the full copy of her monthly report to the meeting. They advised that they preferred the full report to the abbreviated version and asked that it be sent to them electronically.

Councilmember Snyder noted that he and the Town Administrator were working on a lot of issues of a **utility** nature that would be coming to the Council in a work session. He suggested that if the members wanted an update in the interim, they should call him or the Town Administrator.

Town Administrator Semmes reported that Mr. Triplett was away; therefore, she did not have the information to prepare the monthly utility report. She noted that he has gotten behind on his reporting.

Action Items (non-public hearing related)

Council Approval – Washington Street Streetscape Plan

Town Planner Beniamino reminded Council that the Washington Street Streetscape Plan was developed through a grant received from the Metropolitan Washington Council on Governments. He expressed hope that once the Council approved the plan, it could be used to apply for grants for the improvements. Mr. Beniamino reported that the staff was working with the Town's Streetscape Committee and HDRC to develop recommendations for the new street lights.

Councilmember Murdock noted that the plan contained examples of items. Town Administrator Semmes explained that this was a concept plan that would be used as a general guide.

Councilmember Snyder asked that copies of such plans be sent to the members electronically.

Councilmember Murdock noted that there were some great things in the plan. She advised that she liked the parking meter suggestion.

Councilmember Snyder noted that he liked that attention was being paid to the street lights. He encouraged the Council to pay attention to the dark sky regulations.

Councilmember Shea noted that she liked the recommendation for bump outs. She asked whether the consultant looked at whether there was an adequate turn radius on Madison Street if a bump out was constructed. Town Administrator Semmes reported that most of the bump outs in the plan came from the Route 50 Traffic Calming Plan; and, opined that the turn movements were tested as a part of that plan. She confirmed the bump outs would not be constructed without first checking the turn radii of the intersection.

Councilmember Shea noted that she had watched trucks trying to turn onto Madison Street and advised that some experienced difficulty when making the turn.

Councilmember Hazard noted that the plan talked about way finding signage. He stressed that the signage must be able to point out the businesses that were not on Washington Street.

Town Planner Beniamino reported that way finding signage would be brought forward by the staff in the beginning of the process.

Councilmember Hazard noted the need for the signage to be continuously updated, otherwise it could contain businesses that were no longer in existence. He suggested the need for a maintenance plan for the way finding signage program.

The Council and staff discussed way finding signage. It was suggested that they talk to the local sign companies, Middleburg Business & Professional Association and businesses about their ideas. It was further suggested that the signage needed to be easily updated and easily read. It was noted that there may be two different levels of signs – one for motorists that was more general in nature and one for pedestrians that was more detailed. It was further noted that the signage needed to direct motorists to the parking lots.

Councilmember Murdock noted that Planning Commission Chairman Plescow and HDRC Chairman Turnure were in the audience. She asked for those committees' thoughts on the plan.

Chairman Turnure noted that the Streetscape Steering Committee touched on the pressure points during the course of their meetings and tried to stress to the consultants that it did not want there to be a huge impact to the town from all of the improvements. He explained that they stressed that Middleburg was a simple town and they did not want a huge change – they only wanted it to be more efficient. Mr. Turnure suggested that as to signage, the Town needed to develop a recognizable symbol. He recommended there not be too many parking bump outs. Mr. Turnure opined the street was what it was and did not need to have its own image. He noted that there were things that could be taken from the report; and, suggested its development was a good exercise.

Councilmember Shea opined that there were some things in the design that the Town was increasingly in need of, such as the construction of bump outs in some places. Councilmember Littleton agreed. He noted the need to do those things that would be an asset to the town. Mr. Littleton advised that he wanted the street lights to fit in with Middleburg; and, suggested they keep their originality and flavor.

Town Administrator Semmes advised that she did not want to disrupt the downtown often; however, she suggested the Town do the streetlights and then do the other recommendations organically. She opined that the residents did not feel like there have been a lot of changes in the town in the past because they were done gradually.

Councilmember Murdock opined that the recommendations related to art were “a little too much”. She noted that Middleburg’s buildings were beautiful and suggested the Town did not need lights, bushes and huge horses.

Chairman Plescow noted that the ideas in the plan were subtle. He opined that Middleburg already had some public sculptures. Mr. Plescow noted that the tree program would be a big item and suggested it needed to be studied in advance. He reminded Council that it took a long time to grow trees and suggested this be done in phases. Mr. Plescow suggested that as to the streetlights, there needed to be consideration of the cost of going underground as the lines would either be under the street or sidewalk. He reminded Council that the plan recommended the introduction of opportunities to sit and noted that the benches could be integrated into the tree planters. Mr. Plescow opined that it would be nice to walk around and see people sitting on benches.

Councilmember Murdock asked whether placing the electric lines underground for the street lights should be done in conjunction with the tree plantings. Chairman Plescow opined that the Town could not afford to implement all of the recommendations at once and recommended the improvements be phased in. He noted that this would mean the sidewalk would be dug up multiple times; however, if it was brick, it could be removed with minimal effort.

Town Administrator Semmes reminded Council that the crosswalk project would be done first. She advised that she planned to talk to VDOT about putting conduit under the street at the crossings so the Town would only have to put the electric lines in the conduit.

Councilmember Littleton moved, seconded by Councilmember Snyder, that Council adopt the Washington Street Improvement Plan prepared by Rhodeside & Harwell, dated June 2013.

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

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Davis did not vote as there was no tie to require her vote)

Town Administrator Semmes thanked the members of the Committee for volunteering their time and noted that their input was invaluable. Councilmember Snyder thanked Messrs. Plescow and Turnure for attending the Council meeting.

Mr. Plescow opined that the consultant was good to work with. Town Administrator Semmes advised Council that she would like to retain the consultant to help oversee VDOT's crosswalk project.

Council Appointment – Bull Run ASAP Policy Board

Councilmember Murdock moved, seconded by Councilmember Shea, that Council appoint Chief of Police Panebianco to the Bull Run ASAP Policy Board to represent the Town of Middleburg.

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

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Davis did not vote as there was no tie to require her vote)

Council Approval – Connection to Water & Sewer System – Middleburg Professional Center

Town Planner Beniamino advised Council that this was a request by Coe Eldredge, owner of the Middleburg Professional Center, to connect one new building to the public utility system. He reported that the staff has determined that a one-inch meter was sufficient. Mr. Beniamino noted that prior to the meeting, Councilmember Snyder raised the issue that Mr. Eldredge planned to use the existing meter to serve Building A. He advised that if they found this could not be done, he would return to the Council with a request to increase the meter size.

Councilmember Snyder moved, seconded by Councilmember Murdock, that Council approve a request to connect the new office building, identified as Building B, of the Middleburg Professional Center located at 115 The Plains Road to the Town's water and sewer system, said approval based upon the applicant's paying the availability fees in the amount of \$62,455.34 and the associated connection fees for a one-inch connection.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Murdock, Snyder and Stewart

No – N/A

Abstain: Councilmember Shea

Absent: N/A

(Mayor Davis did not vote as there was no tie to require her vote)

Discussion Items

Policy Regarding the Bagging of Parking Meters

Town Clerk North advised Council that the staff received a request from an individual to bag thirty-two parking meters. She further advised that the staff was concerned about bagging this many meters for an entire day on a Saturday; and, notified the applicant that she could amend her request to reduce the number to nine, which was the number generally allowed in the past, or if she wanted more, the staff would take this matter to the Council for their guidance. Ms. North noted that while the applicant revised the application, it was still for nineteen parking spaces.

Councilmember Murdock expressed concern about closing this many parking spaces to the public on a Saturday and the effect on businesses. Town Clerk North noted that this was the staff's concern as well. She reminded Council that in order to assure the spaces were available to the renters, the meters had to be bagged at 6:00 a.m., which meant they would be closed to the public all day on a Saturday even though the wedding was not until 3:00 p.m.

Town Clerk North advised Council that the staff would like their guidance on (1) how many free spaces it wished to allow for weddings and funerals, (2) whether it wished to establish purposes under which individuals would be allowed to rent parking spaces; and, (3) whether it wished to limit the number of parking spaces an individual could rent at any given time. She reported that once she received this guidance, she would draft a resolution for the Council's consideration.

After considerable discussion, the Council agreed it only wished to offer free parking spaces for funerals (five spaces) and community service events (up to two spaces) as approved by the Town Administrator. They further agreed that they wished to limit the purpose for which spaces could be rented to weddings, building maintenance, deliveries, moving and events as approved by the Council. The Council suggested that individuals only be allowed to rent a maximum of two parking spaces at any given time. They further suggested that the fee for renting a parking space be increased to \$25/day.

Town Clerk North reported that she would draft a resolution for Council's consideration during the work session.

Recommendations related to Implementation of Wellhead Protection Plan Action Items

Councilmember Snyder advised Council that during its last meeting, the Wellhead Protection Advisory Committee refined the action item chart in terms of status, who was working on what and where the Committee wanted items to go. He noted that they were trying to get things to other town bodies. Mr. Snyder reported that some action items have already been completed, some were ongoing, some the Planning Commission and Town Council would address, some the Committee itself would address, some Go Green would address, some the staff would address and some the Council would address. He noted that some items involved multiple groups. Mr. Snyder reported that the Committee was trying to refine the action items so it could move them forward.

Councilmember Murdock noted that there were only a couple items that were identified for the Council to address. She suggested they were not able to do them yet. Councilmember Snyder agreed that nothing identified as being addressed by the Council could be done tonight. He noted that the Committee was meeting quarterly and coordinating with the other groups to address the recommendations.

Councilmember Shea asked that a reference be made in Action Items 7-30 and 7-31 to indicate that Go Green would help with the education component. She noted that this was part of their mission.

Councilmember Snyder asked that the Council let the Committee know if they felt they were headed in the wrong direction.

Councilmember Murdock noted that the action item related to heating oil tanks within the Town limits indicated that the Fire Chief would provide the list. She asked whether this was correct. Councilmember Shea confirmed it was and explained that the Fire Department was putting together a list as they needed to know where the tanks were located. Councilmember Snyder confirmed they were conducting a door-to-door survey and gathering information from oil truck delivery personnel.

Councilmember Shea inquired as to how quickly the Town would move forward on the wellhead protection overlay zone. Councilmember Snyder urged the Council to stress the importance of this to the Planning Commission. He noted the need to establish the zones so they could be built upon. Mr. Snyder expressed a desire to establish the zones and then refine them later.

Councilmember Hazard noted that the zone would establish a one thousand (1,000) foot buffer around the Town's wells. He further noted that Middleburg was a small town and advised that such a zone would encompass most of the town. Mr. Hazard suggested the need for a legal opinion on this item.

Councilmember Snyder noted that the lack of wellhead protection zones was holding up the Wellhead Protection Committee and the Council. He further noted that the 1,000 foot buffer was a common standard. Mr. Snyder suggested that in the Ridgeview Subdivision, this would encompass a block.

Councilmember Shea suggested the need for geological information. She expressed concern regarding the Eldredge project and its relationship to Well 4. Councilmember Snyder noted that the plan had geological input. He expressed concern that if a fine level of detail was desired, the Town may never have a protection zone.

Councilmember Hazard opined that the creation of these zones was the most difficult item on the list. He expressed the need to exercise caution in setting them up.

Councilmember Snyder suggested this would depend on what was restricted within the zones; and, suggested this was the key. He noted that more restrictions would require the Town to get a tighter handle on the legal aspects of the zone.

Councilmember Hazard suggested the need to know what the Town could and wanted to do. He noted that the Town wanted to protect the wells; however, it also needed to address property rights. Mr. Hazard suggested the need for expert advice before work was started on the zones. Town Administrator Semmes suggested the Town Attorney could be of assistance.

Councilmember Hazard confirmed the Planning Commission wanted to do this; however, they wanted to do it right.

Councilmember Snyder advised that he wanted to remove the impediments to getting the zones established. He suggested this may mean addressing it in pieces.

Councilmember Hazard reported that he would bring this item back to the Planning Commission.

Councilmember Snyder suggested the Commission develop a general idea for the restrictions. He noted that there was already a concept for the zones and suggested the need to develop the concept and purpose. Mr. Snyder recommended the Town Attorney then look at that. He suggested the zones be set up and that additional characteristics be proposed in the future. Mr. Snyder noted that the initial zones may not mean a lot; however, they would become more meaningful during their second iteration.

Councilmember Shea asked whether the Planning Commission received enough information. Councilmember Hazard confirmed they received enough to ask questions. Councilmember Snyder advised that the Committee would get the Planning Commission additional resources if needed.

Councilmember Snyder advised Council that he would return in three months with a status report on the plan's implementation.

Healthy Eating/Active Living Campaign

Councilmember Shea moved, seconded by Vice Mayor Kirk, that Council adopt the Resolution setting forth Middleburg’s commitment to promote healthy eating and living options for all residents.

Council held some discussion regarding the wording of the resolution. It was suggested that the word “built” be removed from the term “built environment”, with the sentence then reading “...planning an environment that encourages...” It was further suggested that the last bullet under the Built Environment and Healthy Food Access paragraphs be changed to read “...and adopt strategies to allow everyone access to healthy foods...”

Councilmember Shea agreed to amend the motion to adopt the resolution as amended. Vice Mayor Kirk agreed to the amendment.

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

No – N/A

Abstain: N/A

Absent: N/A

(Mayor Davis did not vote as there was no tie to require her vote)

Information Items

Vice Mayor Kirk announced that the Upperville Volunteer Fire Department would hold a Pig Roast on September 28 from 4:00-8:00 p.m.

Town Administrator Semmes reminded Council that during their last meeting, they asked her to contact Tyler St. Clair to obtain information on the cost of having her serve as a facilitator for the goal setting follow-up retreat, her availability and the time needed for the session. Ms. Semmes reported that Ms. St. Clair suggested the work session be held on a Monday from 8:00-11:30 a.m. She further reported that Ms. St. Clair believed the session would take approximately four hours and advised that she would charge for one contract day, which would be \$1,500 plus expenses.

After some discussion, the Council agreed to have the Town Administrator serve as the facilitator. They tentatively scheduled the session for September 19th, beginning at 5:30 p.m., and asked the Town Clerk to electronically poll the members to determine whether this date would work for them.

Town Administrator Semmes reminded Council that the Virginia Municipal League’s Annual Conference would be held in Arlington this year. She asked whether anyone on the Council planned to attend and advised that she was thinking of doing so. Ms. Semmes noted that if the Mayor did not attend, the Town needed to identify a representative to vote on its behalf during the business meeting on October 15th; and, advised that this notification needed to occur prior to September 30th. She suggested she work with the Mayor to determine who would vote on the Town’s behalf.

Councilmember Murdock inquired as to how long Councilmembers were required to save their agenda packets. She further questioned how the members should dispose of them. Town Clerk North reported that she kept the official copy of the agendas and because what were held by the members were copies, they were free to dispose of them at any time. She further reported that because these were public documents, they could be disposed of by recycling them. Ms. North suggested that any closed session materials first be removed and shredded. It was suggested that members could bring their copies to the Town Clerk so she could keep them if there were holes in the files or dispose of them.

Councilmember Snyder advised Council that prior to the meeting, he asked the Town Clerk to obtain an Economic Disclosure Form for him from the State. He noted that all of the members of the Council attended Salamander Resort's Grand Opening. Mr. Snyder explained that he asked the Town Clerk to obtain the form for him so he could disclose this if the value of the meal served and the gift given during the event were over \$50. He suggested that if anyone else wanted a form, they should notify the Town Clerk.

The Council held some discussion regarding the disclosure of gifts. Town Administrator Semmes noted that the Council was not required by law to submit economic disclosure forms.

Councilmember Hazard reported that A Place To Be would hold a production of *In The Woods* the last two weekends in September. He opined that it was "phenomenal" and noted that only a limited number of tickets would be available.

There being no further business, a motion was made and approved to adjourn the meeting at 7:39 p.m.

APPROVED:

Betsy A. Davis, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk