



## MIDDLEBURG TOWN COUNCIL Special Meeting Minutes



Thursday, May 18, 2017

**PRESENT:** Mayor Betsy A. Davis  
Vice Mayor Darlene Kirk  
Councilmember J. Kevin Daly  
Councilmember Kevin Hazard (arrived late)  
Councilmember Philip Miller  
Councilmember Mark T. Snyder

**STAFF:** Martha Mason Semmes, Town Administrator  
Rhonda S. North, MMC, Town Clerk  
William M. Moore, Town Planner

**ABSENT:** Councilmember Peter Leonard-Morgan  
Councilmember Trowbridge "Bridge" Littleton

The Town Council of the Town of Middleburg, Virginia held a special monthly meeting on Thursday, May 18, 2017 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis called the meeting to order at 6:01 p.m.

### **Council Approval** – Increase in Water Connection – National Sporting Library & Museum

Town Planner Moore advised Council that the National Sporting Library & Museum had experienced issues for several years with getting an adequate water supply for their cooling towers for the Vine Hill Mansion that housed the artwork. He noted that it was in such bad shape that if anyone flushed a toilet or ran a faucet, the system went down. Mr. Moore explained that this created a large problem as the artwork needed to be kept in a climate controlled environment. He reported that they currently had a three-quarter inch meter that connected to the six-inch water main in Washington Street. Mr. Moore further reported that they had some issues with the lateral between the meter and the main that were their responsibility to repair.

Town Planner Moore advised Council that the flow capacity through a three-quarter inch meter was not enough to meet their needs; therefore, the National Sporting Library was proposing to abandon their lateral and create a new connection to the eight-inch main in The Plains Road, using a one-inch meter. He noted that this would be an upgrade in size and would give them more flow. Mr. Moore advised that they would then construct their own service line through their property that would connect on the north side of the Vine Hill Mansion where the connection was currently. He reported that this matter had been discussed with the Library's contractor and engineer and Stuart Will, of IES, to make sure they were doing this right. Mr. Moore expressed confidence based on the discussion with the engineer that the one-inch meter would give them an adequate water supply. He reminded Council that the Town Administrator could approve a five-eighths inch connection; however, anything larger required Council approval. Mr. Moore noted that the Town's system had the capacity for this connection.

Town Planner Moore advised Council that the Library submitted a sketch plan that was presented to the Town's Engineer and utility operators. He noted that additions may need to be made in order to make sure the plans had the correct details on how the connections, including the meter, were to be

made. Mr. Moore explained that while the plans were not one hundred percent approved, essentially they were. He noted the need to amend the proposed motion to state that the meter was being upgraded from a three-quarter inch one and to require the payment of both the availability and the connection fees. Mr. Moore advised Council that Melanie Mathewes, Executive Director, and Erin Patton, Facilities Manager, for the Sporting Library were present to answer any questions the Council may have.

*Councilmember Snyder moved, seconded by Vice Mayor Kirk, that Council approve a request from the National Sporting Library & Museum for an increased water connection from a 3/4-inch to a one-inch tap, contingent upon (1) the staff's approval of the connection plans and (2) the payment of the required availability and connection fees.*

Councilmember Snyder noted that the fees were based upon the difference between what existed and what was requested.

Vote: Yes – Councilmembers Kirk, Daly, Miller and Snyder  
No – N/A  
Abstain: N/A  
Absent: Councilmembers Hazard, Leonard-Morgan and Littleton  
(Mayor Davis only votes in the case of a tie.)

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Ms. Mathewes thanked the Council for holding a special meeting. She noted that she was extremely concerned that they would not have the capacity in the HVAC system to keep the artwork up. Ms. Mathewes advised that they were ready to make this change.

Councilmember Snyder asked the staff to make sure the Town had a one-inch meter in stock and noted that he did not want that to be a hold up for the customer.

**Closed Session** – Personnel

*Councilmember Daly 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) for the discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees and employees of the public body. Councilmember Daly further moved, seconded by Vice Mayor Kirk, that these matters be limited to the performance, salary and resignation of a Town employee. Councilmember Daly further moved, seconded by Vice Mayor Kirk, that in addition to the Council, the following individuals be present during the closed session: Martha Mason Semmes and Will Moore. Councilmember Daly further moved, seconded by Vice Mayor Kirk, that the Council thereafter reconvene in open session for action as appropriate.*

Vote: Yes – Councilmembers Kirk, Daly, Miller and Snyder  
No – N/A  
Abstain: N/A  
Absent: Councilmembers Hazard, Leonard-Morgan and Littleton  
(Mayor Davis only votes in the case of a tie.)

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(Councilmember Hazard arrived at the meeting at 6:20 p.m.)

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.

*Councilmember Snyder moved, seconded by Vice Mayor Kirk, that the Council give Marvin Simms a bonus of \$1,000 for his outstanding performance during the hail storm repairs, the Route 50 Project and the snow storm.*

Vote: Yes – Councilmembers Kirk, Daly, Hazard, Miller and Snyder

No – N/A

Abstain: N/A

Absent: Councilmembers Leonard-Morgan and Littleton

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

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There being no further business, Mayor Davis declared the meeting adjourned at 6:59 p.m.

APPROVED:

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Betsy A. Davis, MAYOR

ATTEST:

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Rhonda S. North, MMC, Town Clerk