



MIDDLEBURG TOWN COUNCIL REGULAR WORK SESSION MINUTES



Thursday, June 23, 2016

PRESENT: Mayor Betsy A. Davis
Councilmember Trowbridge Littleton
Councilmember Catherine “Bundles” Murdock
Councilmember Kathy Jo Shea
Councilmember Mark T. Snyder

STAFF: Martha Mason Semmes, Town Administrator
Cindy C. Pearson, Economic Development Coordinator
William M. Moore, Town Planner
Ashley M. Bott, Town Treasurer

ABSENT: Vice Mayor Darlene Kirk
Councilmember Kevin Hazard

The Town Council of the Town of Middleburg, Virginia held their regular monthly work session on Thursday, June 23, 2016 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis called the meeting to order at 5:30 p.m.

Council Discussion – Sharing of Information with Incoming Members of Council

Councilmember Shea explained that she asked for some time to allow for an exchange of information between the seated and the incoming members of Council.

Councilmember-Elect Daly advised Council that he was amazed at the ease with which they made their motions.

Mayor Davis noted that sometimes, the Council would vote on something that they did not plan to adopt. She advised that, in those cases, Councilmember Snyder was good at creating motions. Ms. Davis noted that generally, if the item was something on which a vote was scheduled, the Town Clerk has already drafted a motion for the Council.

Councilmember Snyder noted that the proposed motions could be found in the agenda packets. He suggested the new members compare them to the actual motions that he made and noted that sometimes, he would reword them.

Councilmember-Elect Miller questioned what was kept in the members’ desk drawers. Councilmember Murdock noted that hers contained copies of Roberts Rules of Order. Councilmember Littleton advised the incoming members that those drawers were used by board/commission members as well. Councilmember Shea confirmed they were not personal drawers for the members of Council.

Councilmember-Elect Daly noted that the members of Council did not represent districts. He questioned whether they conducted office hours.

Councilmember Snyder noted that he arrived thirty to forty minutes early on Council meeting nights in case a citizen wanted to stop by and chat.

Councilmember Shea opined that, generally, whenever a member of Council walked around town, they were conducting office hours. She advised the incoming members that they must be prepared as citizens would approach them at any time and any location.

Mayor Davis opined that the citizenry generally knew where they could find the members of Council. She advised the incoming members that they could come to the Town Office as much as they wanted.

Town Administrator Semmes invited the incoming members to call the staff if they received questions they could not answer.

Councilmember Shea reminded the incoming members that they did not represent the entire Council when they spoke to individuals. She suggested they use phrases such as “I think” and “my opinion”. Ms. Shea further suggested that they ask the citizen whether they have talked to the staff. She opined that councilmembers had a tendency to take over and suggested that rather than doing so, they wanted to get the citizens involved. Ms. Shea recommended the new members think about strategies to keep people involved.

Mayor Davis advised that when a citizen complained, councilmembers could give them the what and why of the situation. She noted the complaints currently being received about the Route 50 construction project and advised that even though the Town had hosted many meetings on the project, people still did not understand. Ms. Davis suggested the new members ask the citizens if they had any suggestions. She noted that sometimes they did and other times they did not. Ms. Davis advised that sometimes, when asked what they would suggest, they realized that they had nothing to add. She opined that it was easy to say “the Town can do more”; however, when you ask them what they would suggest, they usually did not have anything to offer.

Councilmember Murdock advised the incoming members that when people complained about the construction project, she usually told them about the people who were experiencing low water pressure and explain that the project involved the replacement of one hundred year old water lines, as well as the burying of electric lines and safety improvements to address dangerous conditions. She further advised that she explained that the Town was addressing three issues at once. Ms. Murdock noted that she has also heard concerns about the ability of horse trailers to maneuver around town and would advise the party that tests were conducted with a polo pony trailer, which was the largest trailer possible, and a smaller trailer, both of which successfully made the turns. She advised that she also pointed out that the island that was at the intersection of Route 50 and The Plains Road was gone, making the intersection much wider. Ms. Murdock noted that the Middleburg Eccentric videotaped the turn demonstrations.

Town Administrator Semmes suggested the video be put on the Town’s website.

Councilmember Murdock suggested that when explaining the project to people, the incoming members of Council needed to identify how the Town has been advertising the project, including on Facebook, the Town’s website, the Town’s newsletter and through signage.

Councilmember Shea noted that the Council received a lot of information and noted that it was easy to forget that the public did not receive as much. She suggested the incoming members remember that the public did not receive the same exposure nor did they speak the same language the Town spoke.

Councilmember-Elect Daly questioned whether the outgoing members of Council would be available for mentoring. The members agreed they would. Councilmember Murdock advised that she would love to sit down with each incoming member individually. She suggested it would take some time before they realized what they needed to know. Ms. Murdock advised that when she was first elected, she sat in the meetings for a year without saying too much.

Councilmember Shea suggested that if the new members were sensitive about asking “stupid” questions that they get over it. Mayor Davis noted that there were no stupid questions.

Councilmember Shea advised the incoming members that service on the Council would change how they lived.

Mayor Davis agreed. She noted that they would “always be on stage”. Ms. Davis suggested the need to be thoughtful of what you were saying and doing.

Councilmember Shea suggested the new members would start to see the town differently and noted that they would look at the community they were serving. She opined that they would question whether things were going the best they could go for the entire community.

Councilmember Murdock noted the amount of misinformation that the members would hear. She advised the incoming members that they would not be able to please everyone. Ms. Murdock suggested they inform them and smile.

Councilmember Shea suggested they do what they thought was best for the town.

Mayor Davis noted that there was usually more to the puzzle than what people were aware. She advised that the members would not please everyone. Ms. Davis noted that people have insisted the Route 50 project was not necessary, was a waste and was an inconvenience. She advised that this upset her as they did not understand the importance of the project.

Councilmember Murdock noted that once off the Council, she would speak out on the Town’s behalf as a citizen. She suggested that if people really wanted to help, they would shop twice as much and would go into the restaurants and coffee shops twice as much. Ms. Murdock noted that the citizens could help the businesses.

Councilmember Shea advised the incoming members that part of their job was to build the community. Councilmember Littleton agreed that community was what this was all about. Mayor Davis noted the need to put out good information and stop the rumors.

Councilmember Snyder noted the need to have “community” and opined that Middleburg was very fortunate in that it did.

Councilmember-Elect Daly opined that he would have more questions once he was a seated member. Councilmember Snyder opined that it took the average member of Council two to four years to “get up to speed”. He suggested the incoming members plan to watch and figure out the best way to get involved and how to interact with the Council. Councilmember Shea suggested the incoming members not let the existing members of Council dominate the meeting. She further suggested the need to speak up as the incoming members may have a good idea.

Councilmember Murdock described an incident in which she and Councilmember Shea were on opposite sides of an issue. She advised that after the meeting, Councilmember Shea contacted her to discuss what occurred. Ms. Murdock noted that the members would not always agree on issues; however, it was important that they have discussions and work together.

Mayor Davis noted that the members of Council got along and when they disagreed, did so respectfully. She further noted that this was a small town and that everyone needed to get along. Ms. Davis stressed that while everyone did not have to agree, they did need to be respectful.

Councilmember Snyder opined that it had been a long time since anyone on the Council had a hidden agenda.

Mayor Davis opined that everyone served on the Council because they loved Middleburg.

Councilmember Shea advised that the first year she was on the Council, she cried herself to sleep on meeting nights because she did not feel she had the information she needed or had a way to find it. She explained that this was why she was so passionate about providing information to the incoming members of the Council. Ms. Shea opined that public service was scary and noted that most incoming people had no history. She suggested that because the Council would not have as many serving who had a common history, it would be easier for the incoming members.

Mayor Davis encouraged the incoming members of Council to ask questions if the existing members were talking about something they did not understand.

Councilmember Shea suggested that if the incoming members have not read the materials that they had been provided that they start now. She advised that the Town had a wonderfully informed staff that would explain things to the members. Mayor Davis opined that in many cases, they could answer questions better than the Council.

Mayor Davis read a letter from Gary Clemens, Clerk of the Circuit Court, expressing sorrow that he could not attend the reception for the outgoing members of Council and noting that he enjoyed working with the team in Middleburg.

Council Approval – Resolutions of Appreciation – Councilmembers Littleton, Murdock & Scheps

Councilmember Snyder moved, seconded by Councilmember Littleton, that Council adopt resolutions extending its appreciation to Trowbridge Littleton, Catherine “Bundles” Murdock and Erik Scheps for their service on the Middleburg Town Council.

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

No – N/A

Abstain: N/A

Absent: Councilmembers Kirk and Hazard

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

Council Approval – Designation of FOIA Officer

Councilmember Snyder noted that this was something that was mandated by the legislature for communities with a population over two hundred fifty.

Councilmember Shea questioned whether there would also be a COIA Officer. Town Administrator Semmes confirmed the legislation did not affect COIA. She advised that the Town Attorney was basically the Town’s COIA Officer.

Councilmember Snyder moved, seconded by Councilmember Murdock, that Council appoint our Town Clerk, Rhonda North, to serve as our FOIA Officer for the Town.

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

No – N/A

Abstain: N/A

Absent: Councilmembers Kirk and Hazard

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

Council Discussion – Town Properties

Mayor Davis noted that this item was requested by Vice Mayor Kirk; however, she was unable to attend the meeting.

Councilmember Shea moved to table this agenda item.

Councilmember Snyder opined that the only real opportunity he saw was with regard to the Town Shop/Well 1 property. He suggested the Council discuss how it could be used and developed as a C-3 property. Mr. Snyder opined that there was an opportunity to bring a tax paying business to this location.

Councilmember Shea opined that the alley behind the Southern States was also a possibility.

Town Administrator Semmes reminded Council that this was once a public right-of-way, until Southern States was constructed in the middle. She noted that part of the right-of-way was abandoned for that purpose.

Councilmember Snyder agreed this was another opportunity, although not as bright a one.

Councilmember Shea opined that it could be leased to businesses.

Councilmember Snyder opined that the Town Shop property would probably be the most beneficial to the Town. He noted that the Town could get money for it, put it back on the tax rolls and make it available as a business location.

Town Administrator Semmes noted that in looking at the data compared to 2011, the Liberty Street Parking Lot was underutilized at that time. She advised that once the Council implemented the parking permit program for ten of the parking spaces, it became popular. Ms. Semmes suggested that if the Town had twenty spaces for that program, it could easily sell all of those permits. She further suggested the Council consider making more spaces available in the future.

Councilmember Snyder noted that the Town spent a lot of money to develop that property. He opined that it spent \$50,000 per spot.

Town Administrator Semmes opined that it was a key location for a public parking lot and a public restroom.

Councilmember Shea questioned whether the Health Center building had been looked at by restoration professionals to determine what needed to happen there.

Councilmember Littleton inquired as to what Councilmember Shea was thinking.

Councilmember Shea opined that the basement leaked, especially in the area of the former Police Department.

Town Administrator Semmes confirmed the basement was dry following the storm. She reminded Council that the Town made some improvements to the building, including repairs to a crack where the sidewalk met the building and repairs to the gutters. Ms. Semmes opined that the repairs seemed to have helped.

Councilmember Murdock noted that every time someone looked at the building, they said “it was fine”. She questioned why it was “full of mildew” and smelled bad. Councilmember Littleton noted that this was a basement and noted that basements stayed damp. He further noted that when the building was constructed, it was placed up against another building. Councilmember Snyder noted that this space was intended to be a basement, not office space.

Councilmember Murdock expressed hope that the Town would not rent out this space. She suggested it would be great for file storage, but not for people.

Councilmember Littleton agreed it was not appropriate for use as an office. He suggested a sump pump be installed and that humidifiers be used. Mr. Littleton agreed that storage would be a good use of the space.

Councilmember Murdock suggested it be used for storage of the Town Office files.

Town Administrator Semmes noted that the Town currently used the attic space at Well 4 for its file storage. She opined that the Town should not have huge volumes of files for storage as they must be disposed of properly. Ms. Semmes acknowledged, however, that some files must be kept forever. She noted that the Town Clerk followed the State Code with regard to disposal. Ms. Semmes opined that the Town was not running short of file storage space at this time.

Town Clerk North confirmed it was not and advised that most of the files were up to date as to what needed to be destroyed. She further advised that the exception was the Town’s financial files. Ms. North noted that once the Town Treasurer addressed some of the more pressing issues that needed to be addressed, they would tackle the large volume of financial records that were stored in the room. She opined that many were eligible for destruction.

Councilmember Shea noted that the Town had up-to-date information for the Town Office. She questioned whether there was enough information on the Health Center building to evaluate it for expansion or sale if a future Council looked at eliminating some space.

Town Administrator Semmes suggested that before doing something different with it, the Town would spend money to evaluate the building.

Councilmember Snyder opined that a big change required the gathering of information.

Councilmember Littleton opined that if the Town wanted to sell property, it would have to be appraised. He suggested that before the Council looked at improving a space, it should look at what it would be worth. Councilmember Snyder agreed with the need to know the options.

Mayor Davis suggested this item be placed on the July work session agenda for discussion.

Council Discussion – Amendments to Town Code Chapter 89 Pertaining to Parking

Town Clerk North advised Council that the Town Code currently limited parking in the two and four hour zones to just that. She noted that even if individuals continued to feed the meter after two or four hours, technically, they were in violation of the Town Code. Ms. North opined that, based on previous conversations, this was not the Council's intent. She questioned whether the Council wished for the staff to enforce the ordinance as currently written or whether they wished to change the ordinance.

After some discussion, the Council agreed to delay further consideration of this matter until after the Route 50 construction project was complete. They directed that it be returned to the agenda in the spring of 2017.

Council Discussion – Policy Pertaining to the Closure of Public Parking Spaces

Town Administrator Semmes requested clarification of the policy. She advised that when an individual wished to reserve a public parking space, the staff made them pay for that space. Ms. Semmes advised that she assumed the charge only applied to metered parking spaces as the Town was losing money in those cases. She noted, however, that the Town had other public parking spaces (non-metered) that people may want to reserve. Ms. Semmes advised that the staff has been charging a fee in those cases as well. She questioned the Council's intent.

After some discussion, the Council agreed that if an individual wished to reserve any public parking space, they needed to pay the fee as there was a cost to the Town for doing so both in staff time and effort. They noted that if the individual did not wish to pay the fee, they could take a chance that the space would be available when they needed it. The Council further noted that there were a limited number of parking spaces in the town and when an individual reserved the space, it was generally not available to the public for the entire day.

Town Administrator Semmes noted the question of how the staff determined the size of the space if it was not marked. She cited the example of the spaces on West Marshall Street.

Town Clerk North confirmed the Marshall Street location, behind Chinn's Crossing, was the location that was most requested from the standpoint of non-metered spaces. She explained that when this occurred, the Police Department placed cones with a "no parking" sign in the space(s).

Mayor Davis questioned why they were requesting the spaces. Town Clerk North advised that it was usually because they were moving in/out of a building or for building maintenance purposes.

Councilmember Shea noted that Subsection A in the policy included a one day clause; however, it was absent from Subsections B and C.

Town Clerk North explained that weddings and funerals (Subsection A) were usually one day events. She advised that building maintenance and community events (Subsections B and C) could be multiple day items, which was why those sections did not include this restriction.

Council Discussion – Solid Waste Ordinance Amendment

Town Clerk North reminded Council that in 2014, the staff presented a draft amendment to the solid waste ordinance. She further reminded them that at that time, they referred the matter to Go Green. Ms. North advised that the staff had heard nothing further on this item. She explained that because the Town was continuing to experience problems, the staff was asking that the Council again take up consideration of the proposed amendment.

Councilmember Snyder questioned who was having problems. Town Administrator Semmes advised Council that there were some food service establishments in town that really should have dumpsters. She reported that they were putting out their refuse in multiple cans or in bags, which has created complaints from the neighbors. Ms. Semmes advised that some businesses have been warned multiple times about the need to address the issue. She reminded Council that the proposed amendments would limit the number of cans a customer could have and after that number, they would be required to rent a dumpster. Ms. Semmes reminded Council that restaurants disposed of a large amount of food waste, which created odors that could be quite unpleasant, especially in the summer, and even unhealthy if not enclosed.

Mayor Davis noted that it also attracted animals.

Councilmember Shea noted that the ordinance allowed individuals to set their garbage out in plastic bags. She advised that weekly, garbage was being strewn across the street when animals dug into the bags. Ms. Shea suggested the need to address this as it was not acceptable.

Town Administrator Semmes advised that while she had no idea as to the cost, a former restaurant in town said it was only \$20/month to rent a dumpster.

Councilmember Murdock noted that the dumpsters would sit unless emptied. Town Administrator Semmes opined that they must be emptied once a week.

Councilmember Snyder opined that if the customer was reasonable, refuse was seldom a problem. He noted that he did not put his out for collection much before 5:00 a.m.; therefore, he did not give animals all night to get at it. Mr. Snyder advised that he usually only had one small plastic bag. He reiterated that he had no issue with animals; however, he put his trash out in the morning.

Councilmember Murdock noted the reference to “non-residential customers” and questioned the meaning. Town Clerk North noted that it referred to businesses, offices and restaurants.

Councilmember Murdock noted that the proposed amendment would limit the customer to two containers. Town Clerk North noted that it would limit them to two ninety gallon containers, which was a lot of trash.

Councilmember Shea suggested that Section 87-7(B) be changed to read “... the equivalent of no more than two containers, neither to exceed ninety gallons...”

Councilmember Murdock noted the need to address a customer who was putting out a lot of trash. She advised that they were putting out six receptacles, as well as bags of garbage. Ms. Murdock noted that the adjoining house also put out seven cans of garbage. Town Administrator Semmes confirmed this would not be allowed under the proposed ordinance.

Councilmember Shea noted that Loudoun County had a code for how to recycle cardboard. She questioned whether this affected Middleburg. Ms. Shea noted that businesses were required to break down the cardboard.

Town Administrator Semmes advised that the County Code did not affect Middleburg as the Town had its own ordinance. Town Clerk North reminded Council that the Town’s contractor had their own MRF (materials recycling facility). She opined that it was highly unlikely that the cardboard they collected went to Loudoun County and suggested the contractor had a market for it.

Councilmember Shea noted the piles of boxes that blew in the wind. She further noted that it was mostly related to businesses.

Town Clerk North reminded Council that the ordinance already required that recycling receptacles be strong enough to withstand handling and that recycling be contained to prevent its scattering.

Mayor Davis noted that she flattened the boxes at her business unless it was leaf season, in which case, she filled them with leaves. Councilmember Shea suggested they be flattened unless they were full of trash. The Council agreed to add language that required empty boxes to be flattened.

After some discussion, it was agreed that the staff would change the draft ordinance as requested and would then bring it back to the Council for another review before scheduling this matter for a public hearing.

Councilmember Snyder questioned whether a public hearing was required. Town Clerk North confirmed it was not required by law; however, she noted that this was a drastic change. She recommended that public input be secured before implementing the ordinance because it was such a drastic change.

Information Item – FY '16 Budget Amendments

Town Administrator Semmes reminded Council that the Town had financial policies, which provided her with guidance on what to do in terms of budget amendments. She noted that she planned to bring that policy to the Council in July for review.

Town Administrator Semmes advised that she was only proposing to move money around within the funds; therefore, a public hearing was not required. She reminded Council of the unexpected expenses the Town experienced with regard to mold remediation in the Town Office, the move of the Police Department, the January blizzard and some large capital projects. Ms. Semmes noted that the staff could only estimate the cost of the capital projects at the time of the budget preparation. She advised that she was able to move money around without the need to ask for new appropriations. Ms. Semmes opined that this made things cleaner for the auditors.

Councilmember Snyder questioned whether the amendments included the financial software. Town Treasurer Bott confirmed they did not as there was money in this year's and next year's budgets for that purchase.

Councilmember Snyder advised that he did not see anything untoward in the amendments.

Town Administrator Semmes opined that they did not include anything of which the Council was not already aware. She noted that the Town had done a lot this year, including the installation of hand dryers in the Liberty Street restrooms. Ms. Semmes noted that they were both environmentally friendly and saved money and were easier with regard to cleaning.

Town Council Report

Councilmember Shea announced that Go Green now had two battery collection boxes on the counter at the Middleburg Millwork. She further announced that Sona Bank agreed to underwrite this program for a while. Ms. Shea expressed hope to find a location place where batteries were sold to place another collection box.

Councilmember Snyder opined that this was a nice program. He noted that he was collecting his old batteries; however, he did not yet have enough to worry about. Mr. Snyder advised that it was nice to know there was a place to properly dispose of them.

Councilmember Shea announced that the Middleburg Millwork was also accepting used CFLs.

Councilmember Murdock advised that if a drop off location was set up in a place where people could also purchase batteries, she would buy one there.

Councilmember Snyder reported that now that the Utility Committee had ironed out the finances for the West End Pump Station Project, the next project that they would likely propose would be to plan and fund water line replacements on the west side of town. He noted that there were a lot of old lines, a lot of two- and four-inch lines and a lot of leaking ones. Mr. Snyder advised that this would not be simple, easy or quick and opined that the cost would be at least \$500,000.

Mayor Davis reported that the Route 50 Traffic Calming Committee recently met and discussed issues at Gilberts Corner. Town Administrator Semmes noted that they also discussed the project in Middleburg. She opined that the members were pleased that it was finally happening.

Mayor Davis noted that while the construction fell under the umbrella of the Route 50 Traffic Calming Project from the standpoint of funding, it basically involved redoing the Town's crosswalks. She advised that they were not doing a lot of what was originally planned and basically pulled out the pedestrian safety component only. Ms. Davis reminded Council that the Town fought hard for a mid-block crosswalk at the Middleburg Bank and expressed dismay that people were not using it but rather were crossing the street outside of the crosswalk.

Councilmember Shea suggested there was a design flaw. She noted that there were no crosswalks between that one and the Community Center. Ms. Shea opined that pedestrians would cross the street illegally.

Town Administrator Semmes reminded Council that the project involved the replacement of a good bit of brick sidewalk on Washington Street, between Madison and Liberty Streets; however, if VDOT did as planned, this would kill the trees. She advised that they would probably not do all of the planned brick sidewalk repairs. Ms. Semmes reported that she was trying to parlay the savings from that into funding the six additional street lights that were needed to finish the project. She advised that if she could convince VDOT to do this as a part of their project, as opposed to doing it as a separate contract with A&M, it would save the Town money. Ms. Semmes noted that there would also be cost savings in that a junction box would not have to be installed for the street light. She advised that the changes that have been made to date would save \$12,000. Ms. Semmes noted that she did not know how much more would be saved due to the changes in the brick sidewalk.

Town Administrator Semmes reported that there was a new tree stump in front of the Home Farm and noted that she was trying to figure out what to do with it. She advised that there was a design flaw in that the curb came so close to the Bradford Pear tree that it cut into the roots. Ms. Semmes explained that because the tree would die, it was removed while the crews were still working on the project. She reported that the stump could not be ground due to the location of the conduit for the light fixture. Ms. Semmes advised that they were still working on that issue and suggested the Town may put a barrel on the stump that would be filled with flowers. She noted that her desire was to remove the stump and finish the sidewalk.

Councilmember Littleton questioned what would go in that location if the stump was removed. Town Administrator Semmes advised that it could be a planting area or it could be a brick sidewalk. She opined that the sidewalk would probably be finished.

Mayor Davis noted that there has been talk of planting a Crepe Myrtle there as there was already one on the opposite side of the street. She advised that the Bradford Pear was beautiful; however, they had a tendency to break. Ms. Davis noted that the tree was also past its prime. She opined that it would have split within the next few years.

Town Administrator Semmes noted that they were also invasive and explained that they have bred with wild pears; therefore, the native pears have been lost.

Town Administrator Semmes reported that the contractor continued the installation of granite curb on South Madison Street, behind the Home Farm, which was not called for in the plans. She advised that in doing so, they cut the roots of a Willow Oak. Ms. Semmes reported that the Care of Trees was assessing the damage to the tree. She noted that the contractor had assumed responsibility for this and advised that she would discuss it with the Streetscape Committee. Ms. Semmes advised that the tree was not in great shape.

Mayor Davis reminded Council that, years ago, there was discussion of trying to remove some trees and to replant using proper ones.

Councilmember Murdock asked that the Town address the blinking traffic light with VDOT. Town Administrator Semmes reported that she had already raised the issue with them.

Councilmember Murdock opined that motorists were confused when coming from the east as they first encountered the traffic light for the project and then saw the blinking traffic light within a few feet. She opined that they did not know whether to stop or go. Ms. Murdock advised that she recently traveled this area and noted that the traffic was going very slow. She advised that for the first time, she understood why the light had to take so long as the cars would not have been out of the way if the light changed sooner. Ms. Murdock asked that the blinking light be removed before her term ended.

Councilmember Murdock noted that she voted for the ordinance to allow up to six chickens in town. She advised that since that time, she has had to remove six raccoons from her property; therefore, she was now less pro chicken. Ms. Murdock reported that she spoke with hunts men who told her that chickens attracted foxes and raccoons. She suggested the Council reconsider this ordinance in a year or so. Mayor Davis agreed they were attracting a lot of animals.

Town Administrator Semmes questioned whether a lot of people were keeping chickens in town. Members of the Council confirmed there were.

Councilmember Shea opined that, in addition to the attraction to the chickens, the development of the Salamander property would push more wildlife into town.

Councilmember Murdock noted the recent gas leak incident. She reported that she received a reverse 911 robo call; however, a lot of people did not get it. Ms. Murdock noted that people tried to call the Town Office; however, the staff had been evacuated. She questioned whether it was possible for the staff to evacuate to the Police Department in those situations. Ms. Murdock suggested the Police Department designate one room in their office as an alternate so the Town Office would not be out of commission. She further suggested the phones be switched to the Police Department so they could be manned. Ms. Murdock opined that both the Town Office and Police Department should be able to swap back and forth.

Mayor Davis noted the automated phone alert system. She questioned whether this could be done remotely. Town Clerk North confirmed she could as long as she had access to a computer and the Internet. She advised that in this case, she did not have access to a computer. Ms. North confirmed that if a temporary office was set up at the Police Department, she could initiate an automated alert. She noted that she was already set up to initiate them remotely from home.

Councilmember Murdock reiterated her suggestion that the next time the Town Office was evacuated that the staff should go to the Police Department.

Town Administrator Semmes noted that if both buildings were shut down, the staff needed to talk about mobile communications. She suggested the phones could be forwarded to her cell phone.

Councilmember Murdock expressed concern that people did not know what was going on. She noted that they had to go find information.

Mayor Davis questioned who decided who received calls from the reverse 911 system. Town Clerk North confirmed those calls were not initiated by the Town. She advised that the messages that were left at the Town Office were not through the Alert Loudoun system and opined that they were initiated by the Sheriff's Department. Ms. North further opined that the department defined the parameters of who would receive the calls. She noted that the evacuation was only within a one block radius. Ms. North suggested the need to ask the Sheriff's Department how they defined the parameters.

Councilmember Shea suggested the need for generators on both the Town Office and the Police Department buildings.

Town Administrator Semmes noted that she has asked the staff to look at moving the old generator from the wastewater treatment plant to the Town Office.

Councilmember Snyder suggested the need to look at other options and opined that the old generate was not efficient. He further opined that it would waste fuel and would not last long.

Town Administrator Semmes opined that a new one would be expensive. She suggested it would cost \$60,000. Councilmember Littleton opined that it would only cost \$15,000.

Councilmember Snyder suggested the Council budget for this according to how long they wanted the generator to last and the number of amps that it wanted it to draw.

Mayor Davis asked the Town Administrator to look into this matter. She questioned whether the Police Department already had one.

Councilmember Littleton confirmed they did not and reported that a generator could easily be hooked up as the wiring was already in place.

Mayor Davis asked the Town Administrator to make sure they had one as well.

Councilmember Snyder noted that he has asked the staff about getting rid of the Confederate Flag that was stored at the Town Office.

Town Administrator Semmes reported that she contacted Liz Whiting, of the Loudoun Museum, who indicated that the best way to get rid of it would be to contact the Boy Scouts about destroying it. She noted that she and the Town Clerk researched both the Confederate and American flags that were stored in the closet and found that they only had a small value.

Councilmember Littleton noted that he was aware of a collector who would love to have them.

Councilmember Snyder suggested he call the Town Office. He noted that he would like to respectfully dispose of them as they did not belong in the Town Office. Mr. Snyder advised that if a history buff was interested in them, the Town should give the flags to them.

There being no further business, Mayor Davis declared the meeting adjourned at 7:30 p.m.

APPROVED:

Betsy A. Davis, Mayor

ATTEST:

Rhonda S. North, MMC, Town Clerk