



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting**  
**Minutes**



**November 12, 2015**

**PRESENT:** Vice Mayor C. Darlene Kirk  
Councilmember Kevin Hazard  
Councilmember Trowbridge Littleton  
Councilmember Catherine “Bundles” Murdock  
Councilmember Erik J. Scheps  
Councilmember Mark T. Snyder  
Councilmember Kathy Jo Shea

**STAFF:** Martha Mason Semmes, Town Administrator  
Angela K. Plowman, Town Attorney  
Rhonda S. North, MMC, Town Clerk  
A. J. Panebianco, Chief of Police  
Cindy C. Pearson, Economic Development Coordinator  
William M. Moore, Town Planner

**ABSENT:** Mayor Betsy A. Davis

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, November 12, 2015 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Vice Mayor Kirk led Council and those attending in the Pledge of Allegiance to the flag.

Councilmember Murdock asked the Council and members of the audience to observe a moment of silence in honor of Howard Allen, who recently passed. She noted that he was a member of the Middleburg Town Council and Planning Commission years ago.

**Approval of Minutes**

*Councilmember Snyder moved, seconded by Councilmember Shea, that the Council approve the October 8, 2015 Regular Meeting and October 29, 2015 Work Session Meeting Minutes as amended.*

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

No – N/A

Abstain: N/A

Absent: Mayor Davis

-----  
**Staff Reports**

**Town Administrator Semmes** reported that the contractor for the Route 50 Project agreed to cease construction by 12:30 tomorrow due to the Allen funeral.

Councilmember Murdock noted that there were two churches in town that were affected if there was a funeral. She questioned how the Town could keep an eye on this.

Town Administrator Semmes reminded Council that this was a VDOT project, which made it very difficult. She further reminded them that the contract called for them to stop work for Christmas in Middleburg; however, the contractor had a deadline and would be penalized for not meeting it. Ms. Semmes suggested the Town may need to put out the word to folks that when planning a funeral, they may want to plan it around the hours of construction.

Councilmember Murdock asked the Town Administrator to contact the churches on Route 50 and the funeral home about this. Councilmember Shea suggested the Town Administrator also offer them suggestions for alternate parking, such as the parking lots.

**Economic Development Coordinator Pearson** noted that her monthly report included a copy of the calendar page as opposed to listing the events individually. She explained that this was easier than listing them all. Councilmember Murdock advised that she loved getting the calendar as opposed to the listing.

Councilmember Shea noted that the calendar indicated an event on December 25<sup>th</sup> and questioned whether this was accurate. Economic Development Coordinator Pearson opined that it was not and suggested the business simply listed their events for the entire year.

Councilmember Shea noted that there would be a Christmas dinner on that day.

Economic Development Coordinator Pearson announced that the 2016 Middleburg Film Festival would be held October 20-23.

Economic Development Coordinator Pearson noted that she was trying to learn the financial programs. She advised that she was getting the important items done.

Councilmember Snyder expressed appreciation that Ms. Pearson was willing to take on both jobs.

## **Public Presentations**

### **Go Green Committee**

Nelina Loiselle, Co-Chair of Go Green, noted that the Council had a copy of their proposal to purchase some recycling receptacles for use at special events. She advised that the committee has received a couple of requests and comments from people about the need for recycling bins. Ms. Loiselle noted that Loudoun County did loan out recycling bins; however, one must travel to Leesburg to pick them up and return them, which was not environmentally friendly. She advised that Go Green was proposing to purchase some very affordable containers and has suggested the purchase of a simple pop-up container and a three-hole container. Ms. Loiselle opined that the pop-up containers would be nice for indoor events and the three-hole ones for outdoor use. She reminded Council of their new fox logo and advised that it could be printed to hang on the three-hole container. Ms. Loiselle advised that Go Green was recommending the purchase of a couple of the pop-up containers and three of the three-hole ones.

Councilmember Shea suggested the Council consider purchasing the pop-up containers in bulk as it was cheaper to buy them by the case. She noted that they were not hard to store as they were compact. Councilmember Snyder opined that this was reasonable.

Councilmember Murdock inquired as to when the containers would be used. Councilmember Shea suggested they be used at any event in which the Town was a sponsor.

The Council agreed to fund the purchase, including a case of the pop-up containers, which was estimated to be \$478.

Councilmember Murdock noted that she was on the Board of Directors for the Community Center and advised that they placed recycling bins out for their Halloween celebration; however, no one paid any attention to them. She opined, however, that these bins were “in your face”. Ms. Murdock advised Go Green that she would like to purchase some bins for donation to the Community Center and the Emmanuel Church. She suggested Go Green try to help ease people into recycling by providing bins and explaining that recycling was good for the environment. Ms. Murdock asked Ms. Loiselle to send her links for both types of bins.

### **Staff Reports** (continued)

Councilmember Shea questioned whether the Council was invited to the Planning Commission’s walking tour of Stonewall Avenue to be held November 13<sup>th</sup>. **Town Planner Moore** confirmed that anyone was invited.

**Chief of Police Panebianco** noted that his report indicated that the Police Department was interested in adopting a family for Christmas. He asked that the members of Council provide him with any names of families that they would like to see the Department reach out to and noted that the names would be put in a hat, with one name being drawn.

Councilmember Murdock suggested the Chief ask Windy Hill and the churches for submissions. Chief Panebianco confirmed he was reaching out to the churches and local schools. He opined, however, that there may be a family who slipped through the cracks. Chief Panebianco reiterated his request that the Council let him know of anyone they were aware of who should be considered for adoption.

Councilmember Shea suggested the Chief also check with The Hill School. Chief Panebianco confirmed he would reach out to as many sources as possible. He noted that they wanted the names of families in real need of assistance.

Councilmember Shea suggested that if more than one name was submitted that the Police Department let the Council know, as the members may wish to adopt a family.

Chief Panebianco reported that the road construction project was going better as communication has improved. He noted that the contractor now called him directly with their needs and they met almost daily to discuss what was being done. Chief Panebianco advised Council that there would be issues; however, he expressed hope that the news media would encourage patience during the construction period. He noted that the road would be much safer when the project was complete.

Chief Panebianco reported that they were working on the newly leased property for the Police Department. He expressed hope that the first day of operation at this location would be December 1<sup>st</sup> and advised that they would hold an open house once that occurred. Chief Panebianco advised that the staff was excited and has done a lot of work to save the Town money and to get things done. He reported that he has asked the Town Administrator if they could opt out of the cleaning contract, with the officers doing the cleaning themselves as they thought they could do a better job. He advised that everyone could take care of their own areas. Chief Panebianco noted that they could not just give the cleaning crew a key to the office and advised that there were times when there were communication issues with the cleaners.

Councilmember Shea advised that as a business owners, she knew her time was better spent on the retail end and opined that the officer’s time would be better spent serving as police officers than cleaning. She further advised that she was okay letting the officers try it for a while; however, she recommended the Town have someone perform the services. Ms. Shea suggested that if the current contractor was not doing the work properly, the Town should hire a new contactor.

Chief Panebianco opined that the cleaning did not need to be done as often as it was and advised that the contractors were emptying the trash three or four times a month and cleaning the space once a month.

Councilmember Snyder acknowledged the need to control the space, which was important for a police department, and advised that he was fine allowing the officers to clean if they could fit it in within their other duties. He asked that the Chief let the Council know if this became an issue.

Chief Panebianco advised Council that they would have a fitness area. He reminded them that they had money allotted for the employees for gym memberships and asked that the Police Department's portion be reallocated to the purchase of gym equipment. Chief Panebianco opined that the funds would fill the room up with what was needed. He asked the Council to entertain the shifting of this money.

Councilmember Snyder questioned whether the equipment would be installed in the Police Department. Chief Panebianco confirmed it would. Councilmember Snyder advised that this was fine with him.

Chief Panebianco advised that the idea was to get the officers to work out thirty minutes before or after their shift. He noted that they must use physical strength to perform their duties and advised that he wanted them to be as fit as possible.

Councilmember Shea questioned whether the room would be arranged in such a way as to allow the remainder of the Town staff to use it. Chief Panebianco confirmed it would and noted that it would be located in the administrative side of the office.

Chief Panebianco reported that contact was made with the phone company to arrange for that hook-up and opined that they would get better service and may save money. He thanked the Council for providing the office space and opined that it would bring professionalism to the community.

### **Public Presentations** (continued)

#### Volunteers of America, Chesapeake Loudoun Homeless Services

Beth Hodge, Executive Program Director for the Loudoun Homeless Services Center, appeared before Council on behalf of the Volunteers of America, Chesapeake (VOACH). She advised Council that they provided homeless services at the center in Leesburg, including emergency shelter for homeless individuals and families. Ms. Hodge noted that they also provided housing for those that were chronically homeless with a documented disability. She advised, however, that they only had eight spots in the building for that; therefore, they tried to find the sickest individuals they could to put in the housing so they could have dignity. Ms. Hodge noted that they also had a drop-in center.

Ms. Hodge reported that the cold weather shelter would be open from November 15<sup>th</sup> through March 31<sup>st</sup>. She advised that they worked closely with the Department of Family Services, who contracted for a van to pick people up at the community center and drop them off at the homeless services center. Ms. Hodge noted that they received a dinner, a warm place to sleep and breakfast before going on their way. She advised that they tried to build relationships with the homeless as they tended to be the sickest of the sick and explained that they tried to make an impact on their lives. Ms. Hodge opined that living in a shelter should not be normal and advised that they tried to get services to the individuals so they could move to permanent housing.

Ms. Hodge explained that she was appearing before Council as she wanted to spread the word about their services. She asked that the Council notify her if they encountered anyone who was experiencing homelessness. Ms. Hodge advised that, overall this was a big problem in Loudoun County; however, she noted that it was fixable.

Councilmember Murdock inquired as to the number of homeless that were taken in per night on average. Ms. Hodge advised that they took in between fifteen to twenty people on average. She noted that the problem was that they only had one building, which must serve both families and individuals.

Councilmember Murdock questioned whether the individuals just walked into the facility. Ms. Hodge noted that there were buses at the community center; however, the individuals must walk to get to them. She advised that sometimes, the police may pick them up. Ms. Hodge noted that the buses stopped running at 6:00 p.m. during the week and there was no bus service on weekends.

Ms. Hodge reported that most of their funding was federal funding and advised that it supported the programs, not the staff. She noted that they were trying to work creatively to put together transportation.

Vice Mayor Kirk questioned whether the shelter provided services for a lot of children. Ms. Hodge confirmed they did for some. She reported that they had forty-four beds, including four for single-women and thirteen for single-men, with the remainder being for families.

Town Administrator Semmes inquired as to how the center coordinated with other agencies that provided homeless services. Ms. Hodge reported that she served on many different committees, with the members calling each other. She noted that other counties have made strides in decreasing the number of homeless, which Loudoun County has not; however, she noted that their numbers were smaller than other counties. Ms. Hodge reported that they were looking at the resources and programs that worked well for others in order to figure out what other communities have done to end functional homelessness. She advised Council that they wanted to let them know what was going on and what services existed. Ms. Hodge reported that the only people they could not serve were sex offenders, as they had children on their site. She noted that they did require identification. Ms. Hodge advised that they tried to help everyone else.

Councilmember Shea asked whether Chief Panebianco was aware of this program. Chief Panebianco confirmed he was not and advised Ms. Hodge that he would like more information on it. He noted that they had some information on shelters but not this one.

Ms. Hodge advised Council that every year, they did a count of the homeless population in the community and reported that last year, the number was between one hundred seventy-six and one hundred eighty, including families. She noted that this count was performed on the last Wednesday in January. Ms. Hodge advised that they counted both the unsheltered, if they could be found, and the sheltered so they could tell HUD that Loudoun County had xxx homeless. She explained that without an accurate number, they could not get the funding they deserved from HUD.

Town Administrator Semmes questioned whether the count was just for Leesburg. Ms. Hodge confirmed it was for the entire County; however, she was not convinced the number was correct. She noted that they relied on police officers to help them with the count as the homeless could be found in barns and other locations. Ms. Hodge reiterated the need for an accurate count.

### **Reports of Town Committees/Council Liaisons**

Councilmember Snyder reported that the Wellhead Protection Committee has inquired as to the status of the draft wellhead protection ordinance that was currently before the Planning Commission.

Councilmember Hazard reported that it was on the Commission's agenda. He noted that they were unable to get to that issue during their last meeting.

Councilmember Snyder reported that the Wellhead Committee was very interested in seeing progress on that item.

**Action Items** (non-public hearing related)

**Council Appointments – Boards & Commissions**

*Councilmember Scheps moved, seconded by Councilmember Snyder, that Council re-appoint Trowbridge “Bridge” Littleton and Don Woodruff to the Middleburg Planning Commission for four-year terms, said terms to expire December 31, 2019. Councilmember Scheps further moved, seconded by Councilmember Snyder, that Council re-appoint Mary Kay Garwood, Joanne Hazard, Rita Lang, Linda Platt and Dana Reuter to the Pink Box Advisory Committee for two-year terms, said terms to expire December 31, 2017. Councilmember Scheps further moved, seconded by Councilmember Snyder, that Council recommend to the Judge of the Circuit Court, the re-appointment of Kathy Fisher to the Board of Zoning Appeals for a five-year term, said term to expire December 31, 2020. Councilmember Scheps further moved, seconded by Councilmember Snyder, that Council appoint Bruce Gilbert and Morris Jacobs to the Wellhead Protection Advisory Committee to fill two vacancies, said terms to expire June 14, 2017.*

Councilmember Shea noted that Bruce Gilbert, one of the applicants for the Wellhead Protection Committee, worked with USGS; however, she did not know what Morris Jacob did other than being a resident. She advised that she would like for the Council to ask for a biography or background information so they would know who they were appointing to committees.

Councilmember Snyder noted that it was difficult to find individuals willing to fill some of these seats. He asked that the Council move forward with the appointments.

Councilmember Shea agreed. She asked that the Council seek biographical information in the future.

Town Clerk North reminded Council that at one time, the Town required a resume; however, they changed that to a letter of interest only.

The Council agreed to seek detailed letters of interest in the future.

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

No – N/A

Abstain: N/A

Absent: Mayor Davis

-----

Vice Mayor Kirk inquired as to the status of the Health Center Advisory Committee vacancy. Town Clerk North reported that this seat was being advertised. She noted that the term of the out-going member ran through December 31<sup>st</sup>; therefore, she would still be a member when the Committee met later this month.

**Council Approval – Formal Abandonment & Closure of Well 1 – Wellhead Protection Advisory Committee**

*Councilmember Snyder moved, seconded by Councilmember Shea, that Council approve the formal abandonment and closure of Well 1 as recommended by the Wellhead Protection Advisory Committee. Councilmember Snyder further moved, seconded by Councilmember Shea, that the staff be authorized to accept the proposal offered by Valley Drilling Corporation to abandon the well, in an amount not to exceed \$4,500, with said funds to come from the Utility Fund.*

Councilmember Snyder advised Council that this was an important milestone for the Wellhead Protection Advisory Committee. He noted that Well 1 was another straw in the ground that provided an opportunity to pollute the ground water.

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Murdock, Scheps, Shea and Snyder  
No – N/A  
Abstain: N/A  
Absent: Mayor Davis

---

Council Approval – Amendment to T-Mobile Lease

Town Administrator Semmes advised Council that she thought this was done; however, T-Mobile requested a change.

Councilmember Snyder noted that he was fine with the change as this was a simple housekeeping issue. He questioned how T-Mobile was doing in terms of payments on the lease. Town Administrator Semmes reported that once the lease was signed, the payment amount would increase. She noted that this would help the Town make up for the loss of the Nextel lease.

*Councilmember Snyder moved, seconded by Councilmember Shea, that Council approve a revised T-Mobile lease as approved by the Town Attorney. Councilmember Snyder further moved, seconded by Councilmember Shea, that the Mayor be authorized to sign the lease on the Town's behalf.*

Vote: Yes – Councilmembers Kirk, Hazard, Littleton, Murdock, Scheps, Shea and Snyder  
No – N/A  
Abstain: N/A  
Absent: Mayor Davis

---

Discussion Items

Request for Sidewalk Repairs/Replacement – Matt Blunt

Councilmember Littleton opined that the sidewalk had not been repaired in the last sixty years.

Councilmember Snyder noted that it was located on the south side of Washington Street.

Town Administrator Semmes questioned whether the sidewalk was originally installed by the Town. Councilmember Littleton opined that it was not. He advised Council that it needed repair and noted that it was located within the right-of-way. Mr. Littleton expressed concern that a pedestrian could fall and hurt themselves. He noted that the sidewalk was also located in front of the museum property. Mr. Littleton asked that the Town find the funds to make some repairs.

Councilmember Snyder suggested the staff gather some cost estimates and create a place holder in the next budget.

Town Administrator Semmes noted the need to look at this. She reminded Council that if the sidewalk was replaced with brick, VDOT would not accept it for maintenance. Ms. Semmes suggested she get an estimate for both concrete and brick.

Councilmember Hazard questioned what happened in the downtown area. He further questioned whether that brick sidewalk was just repaired. Town Administrator Semmes reminded Council that the Town repaired the existing brick sidewalks on a regular basis. She noted, however, that that sidewalk was set in a prepared base. Ms. Semmes opined that the base was gone under these bricks. She further opined that it may never have been installed properly as a sidewalk. Ms. Semmes noted that the Town has never

maintained it. She opined that even if it was replaced with concrete, VDOT may not maintain it if it did not extend down the entire block. Ms. Semmes suggested the need to remove the stone step in order to make it handicapped accessible. She reminded Council that when they looked at the sidewalk for the Route 50 traffic calming project, it was decided that the new landing would simply abut the step. Ms. Semmes suggested the need to get a cost estimate for the removal of the step and the installation of the sidewalk.

Councilmember Shea noted that if the museum went in, it would be responsible for some of the sidewalk.

Councilmember Littleton noted that the first step was to secure a cost estimate. He suggested the repairs may not be possible. Councilmember Snyder noted that they were possible, it was simply a matter of putting the funding in the budget.

Councilmember Littleton noted that the tree was another issue. Town Administrator Semmes reminded Council that two trees in that area were being removed as a part of the waterline project. She noted that she had the arborists look at them.

Councilmember Littleton opined that the tree removal would destroy the sidewalk anyway. Town Administrator Semmes noted that it would just be at the very end. She further noted the need to fill the area and restore the ditch. Councilmember Snyder noted the need to grind the stump.

Councilmember Littleton inquired as to the location of the water line. Town Administrator Semmes reported that it was located on the edge of the road, in the shoulder. She further reported that it crossed the road at some point; however, in this particular location, it was in the shoulder. Ms. Semmes noted that the water and sewer lines on the other side of the street were currently outside of the road. She advised that the sewer line would remain; however, the water line would be abandoned and moved to the south side of the street.

Vice Mayor Kirk questioned who would look into this. Town Administrator Semmes confirmed she would and advised that she would ask the engineer to develop a plan.

Councilmember Littleton asked the Town Administrator to send Mr. Blunt a letter letting him know what was happening.

#### Holiday Parking Meter Schedule

After some discussion, the Council agreed to offer free holiday parking in the Town's parking lots.

Vice Mayor Kirk noted that motorists were being charged \$5/car to park on the Salamander property during Christmas in Middleburg. She inquired as to what happened to that money. Economic Development Coordinator Pearson opined that it was used to pay for the services of the Ruritan Club, whose members parked the cars that day. She noted that she would verify that this was the case.

Chief Panebianco inquired as to the start date for the holiday parking. Economic Development Coordinator Pearson confirmed it was Thanksgiving Day.

#### Closed Session – Legal Advice by Counsel

*Councilmember Murdock moved, seconded by Councilmember Scheps, that Council go into closed session as allowed under the Virginia Freedom of Information Act Section 2.2-3711(A)(7) for consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel. Councilmember Murdock further moved, seconded by Councilmember Scheps, that this matter be limited to legal advice regarding the Town's*



*legal liability with regard to ghost tours. Councilmember Murdock further moved, seconded by Councilmember Scheps, that in addition to the Council, the following individuals be present during the closed session: Angela K. Plowman, Martha Mason Semmes and Rhonda North. Councilmember Murdock further moved, seconded by Councilmember Scheps, that the Council thereafter reconvene in open session for action as appropriate.*

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

No – N/A

Abstain: N/A

Absent: Mayor Davis

-----

Vice Mayor Kirk 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.

**Discussion Items** (continued)

Request to establish regulations to allow for ghost tours – Heather Kyle

Councilmember Snyder asked the Town staff to develop a draft policy for walking and pedestrian tour activities in Middleburg. He further asked that this then return to the Council for further guidance.

Town Clerk North confirmed she would draft a policy for the Council’s review. She expressed hope to have it available during the December meeting.

Ms. Kyle invited the members to take a personal tour so they could see where she planned to walk and hear what she planned to say.

Draft Ordinance Update – Snow Emergencies

Town Clerk North reminded Council that this was a follow-up to their discussion in July, at which time they requested amendments to the ordinance.

Councilmember Shea noted that some businesses were simply shoveling a path, not the ramps. She advised that there have been times when she has asked the Facilities & Maintenance Supervisor to shovel the ramps so they would be clear, as the street could not be accessed when the snow was too deep.

Town Administrator Semmes advised that the Town now scrapped the ramps back into the street.

Councilmember Murdock noted that she was familiar with a business owner who shoveled the snow at her business at 6:00 a.m. She advised that she when she arrived to shovel, the snow was mounded so high that she could not get from the car to the sidewalk to shovel. She noted that the parking spaces were clear; however, there was a “wall” of snow in front of the sidewalk.

Councilmember Hazard reminded Council that VDOT plowed the streets first, with some of the snow being pushed onto the sidewalks.

Town Administrator Semmes noted that the Town must wait until VDOT was done their work before it could do the sidewalks. She further noted that the Facilities and Maintenance Supervisor communicated with the Town's snow removal contractor, who was required to come into town within two hours of VDOT's operations being completed.

Councilmember Shea questioned whether the handicapped ramps were a part of the Town's snow removal contract. Town Administrator Semmes advised that she would make sure they were added if they were not.

Councilmember Snyder noted that, years ago, the only time the sidewalks were in good shape was when there were huge snows. He advised that this was not done for every snow.

Vice Mayor Kirk questioned whether the Council had any additions and/or concerns with the draft ordinance.

Councilmember Shea advised that her only concern was that the corners of the sidewalk be accessible. She questioned who was responsible for removing leaves from the sidewalk and noted that they were thick and slippery. Town Administrator Semmes reported that the Town was responsible for their removal.

The Council reviewed the ordinance. Councilmember Hazard read Section 91-9, which required the removal of snow. He questioned whether it was reasonable to require a property owner to remove the snow in an instance in which there was two feet of snow and VDOT piled it four feet high. Mr. Hazard opined that it was not reasonable for the Town to remove it and assess a fee for doing so. It was noted that the language, as proposed, made it at the discretion of the Town Administrator as to whether the property owner would be assessed for the cost of the removal due to the use of the word "may". It was further noted that the ordinance only applied to the commercial district.

Town Administrator Semmes suggested the removal of the term "cinder" from the ordinance. After some discussion, the Council agreed to leave it in as this section was only talking about the removal of snow.

Town Clerk North advised Council that the draft amendment would be placed on the December agenda for their approval.

#### Annual Reports of Committees (continued)

Town Clerk North reminded Council that it asked its members to poll their respective committees to determine their preference with regard to the annual reports. She advised that a summary of their responses was provided in the agenda packet.

Councilmember Shea asked that if the Council agreed that it would not have the reports that there be a policy that at the request of Council or a committee, a committee could appear before Council to give a report or update.

Vice Mayor Kirk opined that that was reasonable. She noted that the Health Center Advisory Board already appeared before the Council with their list of recommended donations.

Councilmember Shea noted that some committees, such as the HDRC and Planning Commission, gave the Council the minutes of their meetings; therefore, she could see why they did not feel that they needed to come before the Council.

Town Administrator Semmes noted that the Planning Commission was required to produce an annual report. Councilmember Snyder noted that they used to provide one when he was on the Commission.

Councilmember Hazard questioned whether this meant that they had to appear before Council. Town Administrator Semmes confirmed they did not.

Town Clerk North opined that the previous Town Planner used to draft a report for the Commission.

Councilmember Snyder suggested that if a committee wanted to appear before Council to give a report, he would welcome it. He further suggested they could give the report either in person or in writing.

Vice Mayor Kirk suggested that if the committee was asking for money, they should appear before the Council. Councilmember Murdock agreed; however, she noted that the entire committee did not need to appear. Councilmember Shea also agreed and noted that, otherwise, their absence could delay the process if the Council did not have enough information.

Councilmember Murdock noted the suggestion that a reception be held for all of the committee members. She opined that this would be nice; however, she suggested it be done in the spring when the weather was nice so it could be held outdoors. The remainder of Council agreed.

After some further discussion, the Council agreed to ask those committees who wished to appear before Council when they wanted to do so. They further agreed to let the remaining committees know that they could appear before the Council anytime they needed to do so. The Council asked that the committees be advised that it was highly recommended that they come before Council if they were requesting funds.

Councilmember Shea suggested that if a Planning Commission report was needed once a year, it should be scheduled. She asked the staff to check on this. Town Administrator Semmes noted that she would talk with the Town Planner about it.

Councilmember Snyder noted that the Commission's long-term goals could be missed in the meeting minutes.

Vice Mayor Kirk opined that it would be nice to have their long term goals so the Council could think about things.

#### Holiday Employee Luncheon, Holiday Gift Certificates & Holiday Meeting Schedule

After some discussion, the Council agreed to hold the holiday luncheon on December 11<sup>th</sup>. Councilmember Shea agreed to coordinate the event this year. They further agreed to continue to offer the holiday gift certificates and to follow the holiday meeting schedule.

#### Filling of Town Council Seats

Vice Mayor Kirk reminded Council that there may be some vacancies next year. Councilmembers Murdock and Shea announced that they were not seeking re-election. Councilmember Littleton noted that he may not seek re-election as well.

Councilmember Shea advised Council that she asked the Middleburg Eccentric to do an interview of the members on why they served on the Council. She noted that they discussed doing them for a story in January. Ms. Shea suggested the members talk about what it meant to be on the Council, why they served and why they would encourage people to serve. She advised that she would love to do a "get together".

Councilmember Littleton advised that if there was a good group of people that would like to serve and were ready to do so, he would not seek re-election. He further advised that if this was not the case, he would do what he had to do.

Councilmember Shea advised that she would like the opportunity to talk to potential members about what they should be thinking about, including training through the Virginia Municipal League.

Councilmember Snyder noted that he would like to encourage existing committee members to consider running for Council. He further noted that their service provided them with a basis of experience. Mr. Snyder advised that he was more interested in voting for someone if they had a little experience.

Councilmember Murdock inquired as to the filing date. Councilmember Snyder noted that it was usually the first Tuesday in March.

Councilmember Shea questioned whether Dan Morrow, of the Middleburg Eccentric, would do some articles. Mr. Morrow advised that he could start doing them in December.

Councilmember Murdock suggested the members of Council talk to the committee members to see who was interested in running.

There being no further business, Vice Mayor Kirk declared the meeting adjourned at 7:34 p.m.

APPROVED:

\_\_\_\_\_  
Darlene Kirk, VICE MAYOR

ATTEST:

\_\_\_\_\_  
Rhonda S. North, MMC, Town Clerk