

**AGENDA**  
**PURCELLVILLE TOWN COUNCIL MEETING/WORK SESSION**  
**TUESDAY, SEPTEMBER 22, 2020, 7:00 PM**  
**TOWN HALL COUNCIL CHAMBERS**

The special meeting work session of the Purcellville Town Council and the GoTo meeting convened at 7:00 PM in Council Chambers with the following in attendance:

**PRESENT:**

Kwasi Fraser, Mayor  
Mary Jane Williams, Vice Mayor  
Chris Bertaut, Council member  
Ted Greenly, Council member  
Joel Grewe, Council member  
Stanley Milan, Council member  
Tip Stinnette, Council member

**STAFF PRESENT:**

David Mekarski, Town Manager  
Sally Hankins, Town Attorney  
Diana Hays, Town Clerk/Executive Assistant

**STAFF PRESENT VIA REMOTE PARTICIPATION:**

Hooper McCann, Director of Administration  
Sharon Rauch, Director of Human Resources  
Liz Krens, Director of Finance  
Connie LeMarr, Assistant Director of Finance  
Dale Lehnig, Director of Engineering, Planning & Development  
Dave Dailey, Deputy Chief  
Linda Jackson, Financial Analyst  
Kimberly Bandy, Deputy Clerk

**CALL TO ORDER**

Mayor Fraser called the Town Council Meeting Work Session and the GoTo (virtual) meeting to order at 7:00 PM. The Pledge of Allegiance followed.

**AMENDMENT**

Council member Stinnette stated he had three items to add if time permitted: 1) Update Hero Homes from Sally Hankins, 2) Metal Shed at Community Garden, and 3) Outdoor Event Planning (Add-on possibly to CARES Act Update)  
Council member Greenly added a fourth item: 4) Halloween/Trick or Treating. Council member Stinnette commented if during the meeting time does not allow, these items can be deferred to the next meeting.

**CONSENT AGENDA**

Council member Grewe made a motion that the Purcellville Town Council approve the Consent Agenda, item 6a-b, as presented in the September 22, 2020 Town Council Meeting Work Session agenda packet.

Approval of Meeting Minutes - July 28, 2020 Town Council Work Session  
Approval of Meeting Minutes - September 8, 2020 Special Meeting

Council member Milan second the motion.

Motion: Council member Grewe  
Second: Council member Milan  
Carried: 7-0

Grewe: Aye  
Greenly: Aye  
Bertaut: Aye  
Williams: Aye  
Milan: Aye  
Stinnette: Aye  
Mayor: Aye

## **PUBLIC HEARING**

### **a.) FY 21 General Fund Operating Budget Amendment to Appropriate the Remainder of the First Allocation (\$571,932) and Entire Second Allocation (\$891,932) of Federal Cares Act Funding**

Mayor Fraser opened the public hearing at 7:05PM for the FY 21 General Fund Operating Budget Amendment to Appropriate the Remainder of the First Allocation (\$571,932) and Entire Second Allocation (\$891,932) of Federal Cares Act Funding. Everyone wishing to speak on the topic of this public hearing will be given an opportunity to be heard after the staff presentation and will be granted 3 minutes. Mayor reminded anyone with comments not related to this public hearing will have the opportunity to be heard during the Citizen/Business Comment portion of the agenda. Persons addressing the Council are requested to begin by stating their name and address.

Mayor Fraser introduced David Mekarski and Hooper McCann, who made the staff presentation which included no written documents. Mr. Mekarski stated the purpose for this hearing is associated with proposed budget amendment to the FY 2021 Operating Budget to appropriate the remainder of the first and second distribution of Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds to be received by the Town. This public hearing is a procedural requirement for proposed amendments exceeded one percent of the operating budget. Mayor Fraser requested any Citizen/Business comments submitted and there were none. Mayor requested any Council comments or discussion, and there were none. Since there were no further comments, Mayor Fraser officially closed the public hearing at 7:08PM.

## **CITIZEN/BUSINESS COMMENTS**

Reverend David Milam, 122 Amalfi Court, stated that he supports a Community Policing Advisory Committee. He appreciated to hear personal experiences at the last meeting from

Council members and shared his own.

Charlene Lane, 104 Rovella Court, stated comments on the Community Policing Advisory Committee. She wanted to be sure this committee does have more regulations and requirements than other Town committees because this group may effect a person's livelihood and have life or death consequences.

Molly Maggofin, 535 Rugby Court, commented on the Community Policing Advisory Committee should not have more restrictions and that this should be an independent citizen body with our town and be able to provide an outside view of our police and how they can improve the town.

Nedim Ogelman, 140 S. 32<sup>nd</sup> St., stated that he supported Community Policing Advisory Committee as an independent citizen advisory group to the Town Council and not an oversight group.

#### **DISCUSSION/INFORMATIONAL ITEMS (5 minutes per Council member)**

##### **9a) Work Session-Draft Ordinance Review for Creation of a Community Policing Advisory Committee**

Mayor Fraser requested to go line by line of the draft ordinance and accept changes.

Sally Hankins, Town Attorney, stated that she would first like to make comment. Ms. Hankins commented that it was her understanding the original objective of this committee, when it was brought before Council and the Town Council consensus, would be more of an advisory body. It was to have a partnership between police and advisory group. In the original documents presented by the group interested in forming this committee the word "diversity" was used several times and by seeking a diversity of viewpoint on this group; how do you do that?, how do you get a diversity of viewpoint and maintain it? Council has proposed to strike some language on requirements to hold a seat on this committee. Ms. Hankins explained that this language is in there for the reason to get a diversity of viewpoint. She suggested that Council replace the language with language that would provide that. She continued this committee would be involved in decision making brought upon the town and therefore should appoint a secretary and be taking minutes because it would fall under a moderate to sometimes high risk legal liability. When people are appointed and call them the policing advisory committee and are asked to gather information about policing, and people's experiences with complaints or compliments, once you invite that conversation you will get feedback and that feedback is knowledge. When knowledge is obtained by any employee, any officer of this town, any member of committee, commission, or board then that knowledge is imputed to the entire organization. A committee member is informed and then the citizen asks what has been done? There needs to be a process in place when information is being collected about staff and it makes it's way to the people that can do something about it. There has to be a reporting process in place.

Mayor Fraser suggested again to go line by line.

Council member Stinnette commented that it is an advisory board not an oversight board and explains in more detail. He believed that all are in agreement that this needs to be an advisory board. He stated that an advisory board adds to Council and staff not replaces and should enhance partnerships. He supported the Mayor comments on the ordinance and his only change in those comments are on page 72 of 181 of the agenda packet Item VIII and

Item X/ Powers and Duties for advisory committee to focus on protocols instead of specific individual cases.

Sally Hankins requested to do real time edit of the ordinance. There was technical issues and a time lag on setting up for this process.

**(Added as an amendment)**

**9c) Outdoor COVID-19 Accommodation Planning**

Mayor Fraser commented to move on one of amended topics. Council member Stinnette spoke with Stosh Kowalski, Planning Commissioner, and they discussed what is the forward plan to keep pace. Possibly, work with EDAC and also push forward with the CARES Act funds and how outdoor accommodations will continue. David Mekarski spoke of a meeting he had with 23 other municipalities on this topic. Mr. Mekarski shared possible use of space heaters and the use of the Tabernacle.

Council member Milan that the CDC guidelines and the State phase descriptions would assist in that. Mr. Mekarski agreed.

Council member Grewe stated that our artificial Fall was created with the use of COVID funding on decks, sidewalks, etcetera and use the same funds to do some heating and such to accommodate outdoor seating. Possibly, if numbers maintain under 5%, possibly occupancy limits could be raised.

***(Continued previous discussion item)***

**9a.) WorkSession-Draft Ordinance Review for Creation of a Community Policing Advisory Committee**

Sally Hankins stated that they will be accepting all changes in the Mayor's version unless otherwise stated during this meeting.

Council member Bertaut commented regarding the By laws Article 2 "compliment" is misspelled and there is some confusion in the process or steps on whom to notify of any compliments or complaints.

David Mekarski commented that complaints should be kept private and Sally Hankins agreed.

Deputy Dailey stated there is a place on the website to submit complaints or the citizen can come directly into the station to fill out paperwork for complaints. Chief or Deputy will determine the next steps on how it is handled and given out for investigation. Deputy Dailey is not concerned on how the information is delivered, but most concerned on simply receiving the information.

Ms. Hankins stated that once a public forum is created, you have created a forum for public speech. The town attorney should be made aware of this and she stated as the government that to make sure that we're abiding by all the First Amendment rules on that platform.

Council member Milan stated that this is having to do with not being blind-sided and being sued. His question is why would we not want to be notified of information. Ms. Hankins agreed, but her recommendation is Council not be included because it is an Administrative matter that the Town Manager could deliver about a personnel matter and if there are policy issues there is no harm as Council being the recipient of that.

Mayor Fraser and Ms. Hankins discuss proper channels for delivering information on personnel complaints.

Council member Greenly stated that there is a mechanism in place regarding a personnel issues and we have been notified by the Town Manager of these types of issues without knowing specifics and then it was administratively resolved.

Ms. Hankins clarified to keep how it is stated and add the language to encourage to report to either the Chief of Police or Town Manager and discouraged to report to Council for legal reasons. She is uncomfortable with having Council on this list.

Council member Grewe stated that suggestions can be submitted by the citizen to the Town and less risk to Council and less risk to the committee members. An official assigned member of staff could decide where these suggestions are filtered to whether it be the committee, staff, or Council. ie. Chief, Deputy Chief, Town Manager, HR Director, or Town Attorney

Council member Bertaut commented that the word "privately" should be inserted. "...questions about Town police can be submitted *privately* by the community..."

Christopher Baltimore, Pickwick Dr., made the pointed that the first word in this item is "Create a mechanism..."

Deputy Dave Dailey stated that there is a mechanism already in place and if there is another being put in place by this committee to then notify the citizens of both and there is a direct line to the police.

Ms. Hankins suggested that possibly review the platform that is already in place.

Council member Bertaut commented to move on from this and thanked everyone for the conversation and pointed out that these are committee "Powers and not Duties".

Council member Grewe commented that he agreed with the Mayor's changes. He asked if the question on terminology regarding the "task force" had been resolved? Mayor responded to call them G6 - Group of Six. Ms. Hankins suggested more detail as to state "A group of six citizens came to the Town and presented an idea and were asked to with return with more detail and they did."

Mr. Ogelman commented on being clear, the Town Council on June 23<sup>rd</sup> had asked citizens to create a group and come back with what it should like, what functions it would do, (inaudible) and to not recreate history.

Council member Grewe commented on the size of the committee to be nine members and concerned there is a need to be reduced to five or seven, an odd number, to more quickly process productivity for this group.

Mr. Ogelman stated that it was recommended to be nine. Sally Hankins, Town Attorney, agreed with nine and could help with attendance to this committee's meetings with a quorum obligation to take actions.

Council member Bertaut commented as the maximum of nine and less than that would not cease for this committee to exist.

Council member Grewe suggested that the members should be of voting age. Mayor Fraser stated that 16 year olds or high school aged would be encouraged to participate.

Council member Milan stated his points of interest had already been covered.

Council member Greenly commented that he agreed with Mayors changes and added

possible revisions. The third “whereas” statement where Town Manager and Town Police are scratched and to reintroduce “Town Manager”. Ms. Hankins noted that this was reciting content of the adopted resolution in July, but those individuals would need to be inserted into the ordinance after the “Now therefore clause”. Council member Grewe made stated that it is important to have communication with the Town Manager which then eventually would effect staff and Council member Greenly agreed that it may be addressed again further along in the conversation. Council member Greenly commented on CPAC section 10-1 noted size of group and suggested five plus one youth non-voting member. Council member Stinnette stated that at a later date the number nine could be scaled back.

A discussion amongst Ms. Hankins, Council member Greenly, Council member Grewe, and Christopher Baltimore regarding minor aged individuals being involved in this committee and liabilities of the Town. Ms. Hankins made a point that a disclaimer would have to accompany anyone under the age of 18 signed by their guardian and also there already is a policy of ride alongs not to continue when being called to more dangerous dispatches. Council member Grewe showed concern on ordinances overriding policies. Ms. Hankins stated into the ordinance would be in accordance with the existing policy.

Council member Greenly referred to Bylaws Section 3 in regards to awarding the Police Department member for best exemplifying community policing, but also add a Community Member that would enhance the same type of actions. This is tabled for a later discussion.

Council member Greenly commented on “Create mechanism” and reiterated the point of reporting on personnel matters discussed earlier in the meeting and also there is already Police mechanism in place. Council member Stinnette commented that there would also be a CPAC webpage.

Vice Mayor Williams commented that student membership refers to “attending a Purcellville school” and would like homeschoolers included. Council member Grewe stated private schools as well. Ms. Hankins stated that it would be “16 years of age and a student who resides in Purcellville ” Mr. Ogelman suggested added there are students that make up a large number of citizens in the town that are not necessarily residents that example being Woodgrove..Council member Grewe commented “a student being educated in Purcellville.”

Sally Hankins, Town Attorney suggested that this be brought back in final draft format in the next meeting and then vote.

Mayor Fraser conducted an informal discussion with Council members on what their vote would be if they were reviewing a clean, completed document reflecting all comments and deliberations from this evening. Council all agreed to a “Yay”.

**9b.) Update of Timeline and Designated Staff Resource for Nutrient Credits and Carbon Sequestration Credits Request For Proposal (Oral update)**

Sally Hankins, Town Attorney, has no update other than not much further than the last meeting and would have more information at the next meeting.

Council member Bertaut asked about the timeframe of the RFP considering that the other RFPs that staff is working on.

Ms. Hankins commented to target November and Mr. Mekarski reminded Council of the November recess. Mr. Mekarski stated that the draft RFP would be ready for the

October 13<sup>th</sup> meeting in which Ms. Hankins disagreed. David Mekarski restated that the Cell Tower RFP would be ready for the October 13<sup>th</sup>. Council member Milan stated remembering specifically Ms. Hankins understood what the Council needed from her at the last meeting to circumvent a motion to direct her to provide this information at this meeting. Ms. Hankins interjected stating that she said she did not need a vote to direct her to proceed to prepare an RFP since the vote was already done at the previous meeting. Council member Milan stated there was a vote on the timeframe. Ms. Hankins recollected stating the time frame would be November and she was then pressed on that, and was to have something at the earliest a month out and then what was circulated was November. Mayor Fraser questions how to accelerate this RFP process and noted there are no bids on the bid board from procurement and does staff have the resources to have this draft RFP complete for nutrient credit? He is pushing this because he continues to hear of a \$3 million loan and sees the nutrient credit to bring in \$700,000 to the town which would be good for the community. Mr. Mekarski deferred an answer on this not knowing the workloads of procurement and Ms. Hankins and multiple people working on it. He would send a memorandum to Council. Mayor Fraser commented to Mr. Mekarski that he would rather have staff work on an RFP for \$700,000 rather than an RFP for Zoning.

Council member Bertaut stated it was also his understanding from the last meeting that management would come back to the Town Council with some notion of what staff workload was, in other words be able to tell Council what was being worked on in detail so that if the nutrient credit RFP was going to be delivered too late for action Council would ask to reprioritize and that level of detail was not made available. Mr. Mekarski stated that he does not have this information today. Ms. Hankins disagreed and apologized, that she understood the timeline got presented at the last meeting, asked if she needed a vote and she said she knew she was tasked with drafting an RFP and the timeline said November and would take at least another month and Council asked if updates could be provided every meeting thereafter. She stated that she did not hear to provide a detailed work list and then to reprioritize the workload.

Council member Bertaut questioned Ms. Hankins if the November delivery date is what is in mind; are you behind schedule or are you within schedule to meet that date? Ms. Hankins did not have an answer. Ms. Hankins stated that she is unfamiliar in writing such a large RFP and would need to meet with the procurement specialist and get a better understanding of framework. She felt if she had two uninterrupted weeks of time it could be possible, but she does not have that kind of time. She is the person with the most knowledge on the substance and believed she is not behind schedule, but the Town Manager raised the issue of bringing the RFP back for Council review and there are no meetings scheduled for November and would need it ready by the last meeting in October and get it to Council before the holiday.

Council member Grewe stated the fact that this Council by design has built a Senior Management at Purcellville that has a narrow band-width and it's been documented. Staff does have required actions obligated by law, day to day operations, and then Council adds to that. There are things that could be done if we are expanding the pipeline; Council would need to provide a paralegal for Ms. Hankins, a Deputy Town Manager for Town Manager, and/or slow down the amount of work for staff. There are pressing problems for the town: the water, the sewer, the amount needed to pay for that in 3 years; it is tax rate; it is CPAC; it's Aberdeen, etc. He stated how do we resource or add resources to be able to accomplish all of these things, to move faster with a limit of how much we ask.

Mr. Mekarski commented that resources were used recently to reach out to the business community which took a significant amount of time. As of today, the applications have doubled for the CARES Act funding on the second round. Ms. Hankins stated that she does not want to derail the meeting and this is an important issue that comes up over and over. She stated there needs to be a very focused strategy, priority list from Council, priority list from staff and work load, with a better idea of what will get replaced and we all need to be able to operate like this on the same page with conscience and deliberate decisions being made and uses CPAC as an example. The Mayor agreed with Ms. Hankins statement and stated that the Town needs a Project Management software in which he mentioned several years ago and staff needs to look at this. Ms. Hankins stated that this has been tried and a \$1,000 purchase was made and probably wasted, but this is a job for an actual Project Manager. Ms. Hankins stated that she is a worker and she cannot be the administrator of these projects and the Mayor suggested to find that person. He again stated to look at the Monday software he suggested. Ms. Diana Hays, Town Clerk/Executive Assistant, stated that she did log into Monday.com and submitted 50-60 projects and cannot be the administrator and overall does not have the band-with to manager Ms. Hankins. Ms. Hankins stated that we need an actual Project Manager and across the board of all staff members are in the same boat not to have this time to do this.

David Mekarski would like to have top 10 projects prioritized by Council and given to staff.

Council member Milan stated to get back on track with Nutrient Credits and questioned Ms. Hankins about using Acre as a sole source to alleviate her burden and had thought Stantec was a sole source. Mr. Mekarski stated that Stantec was not sole sourced and was competitively bid and selected through an RFP.

Ms. Hankins is not prepared to have Acre to be as a sole source. She suggested that there would need to be further research on Acre and there is a legal decision involved in getting the Carbon and Nutrient credits from the same company. Council member Milan and Mayor continued a discussion with Ms. Hankins on sole source and a timeline. Ms. Hankins reiterated and cautioned that a competitive aspect process needed to be followed and the timing. Mayor Fraser stated to have an RFP process ready for October and she agreed. Ms. Hankins requested to have no more projects assigned to her. Mayor Fraser wanted to better understand the role of the procurement specialist and why they weren't working on this. He stated he felt that Ms. Hankins did a lot of work and was the Town Manager, and she disagreed and that she did not do anything for the management of the Town, but had a lot of work. Ms. Hankins stated that procurement is a part time employee, two days a week, and according to Liz Krens she does not only work on the bid board, but does a number of other tasks.

Council member Milan stated the question of all the work for procurement and why was there two people full time on Parks and Recreation and not have written a policy that has not been done as of yet. Ms. Hankins stated that we were out of compliance with that department, the amount they were working, and not having health coverage provided for those employees. They do a number of social activities for the town being fully occupied and it is the Council prerogative to change those.

Mayor Fraser stated that is Council's decision to do a list of priorities and commented that the draft RFP for Nutrient and Carbon credits ready for October 27, 2020 meeting and Mr.



Mekarski agreed along with a progress report on the 13th. Mayor addressed David and Sally and the rest of management team and does not know the workload from 8am-5pm and stated that he thinks strategically, but does not know the operational framework and respects the amount of work staff does.

**ACTION ITEM(S)**

**10a) Waiver of Council Rules to Allow the Consideration of a Vote on Item 7a.)  
FY 21 General Fund Operating Budget Amendment BA 21-003 & BA 21-004**

Mr. Mekarski stated that this would allow Council to vote on the same night as a public hearing to have staff act upon these items. Council member Grewe commented that this motion is to move quickly and help town businesses.

Council member Grewe made a motion that Town Council suspend the rules to allow action on the FY21 General Fund Operating Budget Amendment to Appropriate the Remainder of the First Allocation (\$571,932) and Entire Second Allocation (\$891,932) of Federal CARES Act Funding. Council member Greenly second the motion.

Mayor Fraser asked for any discussion on this item. Council member Stinnette commented and went back to the previous discussion. He stated that staff cannot be asked to cover the budget, two rounds of CARES Act, water prioritization issue, CPAC issued, and Aberdeen. There is no question that our priority is on the budget and the CARES Act and would be adverse from a legal aspect. Council member Stinnette apologized for taking this time to comment and apologized to Council.

Mayor Fraser agreed with Council member Stinnette with the budget and CARES Act being the priority and will be addressed this evening and we are able to chew and walk.

Council member Milan commented that the most important item is the CIP and waiting for disaster to happen and he disagreed with Council member Stinnette.

Motion:	Council member Grewe
Second:	Council member Greenly
Carried:	7-0

Grewe:	Aye
Greenly:	Aye
Bertaut:	Aye
Williams:	Aye
Milan:	Aye
Stinnette:	Aye
Mayor:	Aye

**10b.) Federal CARES Act Funding--Second Allocation: Spending Plan, Certification for Receipt of CARES Fund Payment, and Consideration of FY 21 General Fund Operating Budget Amendment BA 21-003 & BA 21-004**

David A. Mekarski stated now that the rules have been waived, this motion can continue.

Council member Stinnette made a motion that the Town Council approve Budget Amendments BA 21-003 and BA 21-004 to appropriate the remainder of the first distribution of CARES Act funds in the amount of \$571,932 for Fiscal Year 2020 and the second distribution of CARES Act funds in the amount of \$891,932 for Fiscal Year 2021. He further moved, Town Council authorize Mayor Fraser, David Mekarski, and Elizabeth Krens to execute the Certification for Receipt of Coronavirus Relief Fund Payments for the second distribution of funding by Loudoun County.

Council member Stinnette further moved, Town Council authorize the Town Manager to submit the high level spending plan, as identified with this staff report as Attachment 2, to Loudoun County with the executed Certification for Receipt of Coronavirus Relief Fund Payments. Council member Grewe second the motion.

Mr. Mekarski stated to pay attention to Page 97 of 181 of the agenda packet for the high level spending plan for any amendments.

Council member Grewe had two questions on that plan regarding \$89,000 and \$130,000 equaling \$219,000 for nonprofit grants and when do they become available. Hooper McCann, Director of Administration, answered after working with the County grant management staff that the non-profit grants are a detailed, heavy list in regard to reporting and needed to understand the requirements for those applications. The application will be released Friday and then two week filing period. Amie Ware has been a huge help and asset through this entire project and they need to be very deliberate with those details. Council member Grewe answers that question on taking care of the non-profits and confirmed that this will not change the individual award amounts. He requested more information on more details for the ability to use funds on payment for law enforcement officers. Ms. McCann answered that US Treasury guidelines need to be followed and stick to details provided to us by the County of Loudoun such as providing specifics on responding to COVID related events. Council member Grewe asked if it would be helpful if the request to change that could come from Council and Ms. McCann stated that would be helpful. Mr. Mekarski stated there has been lobbying across the country for aid to police. Council member Grewe stated he would like unused funds for businesses to stay in the town and be shifted to law enforcement if possible.

Council member Grewe also showed concern for the child care reserve for Town employees and how the citizens might deem this to be unfair. Mr. Mekarski asks that Ms. McCann add to this comment. She stated that this is to be used for critical employees such as Police Department, Maintenance, Finance, and Water, Waste Water for example and this was deemed to be a reasonable request and there was a request to do more for the town on a whole, but were restricted because of the capacity needed to do this on a larger scale. Council member Grewe requested that more terminology be included in the details for this child care to state clearly to assist essential staff.

Council member Stinnette stated that the government employees have not been the most effected by COVID, it is more the private sector and could be a “yes, and” statement like the idea for law enforcement coverage with any funds being left over.

Ms. McCann stated that this was up to Council.

Mayor stated that the majority including himself agree to a friendly amendment of \$35,000 from child care to park it into reserve made by Council member Grewe.

David A. Mekarski stated the grant criteria of the second round being consistent with the first round.

Motion:	Council member Stinnette
Second:	Council member Grewe
Carried:	7-0

Grewe:	Aye
Greenly:	Aye
Bertaut:	Aye
Williams:	Aye
Milan:	Aye
Stinnette:	Aye
Mayor:	Aye

**10c.) Approval of Appropriation for Balance of Fiscal Year 2021 2Q-4Q  
Budget in the amount of \$15,991,909**

David A. Mekarski, Town Manager, stated because the COVID emergency the budget was affected and he was asked to reduce expenditures by \$1.2 million, reduce employees to 85 from 87, and reduce the budget by 15% of the previous year by reduction of CIPs and this approval of appropriation decision must be made by October 1st to continue governance. A special meeting was held to share information with the newly elected members, along with Council member Greenly attended virtually, to be clear on this budget appropriation. He stated if there were additional questions the finance staff was online.

Council member Bertaut stated that he would suggest to reduce the outstanding \$57,000 to \$10,000 for remainder of the fiscal year for Stantec with this being a black box solution not understood by staff and you know what you are putting in and see what you are getting out and not knowing what's in between. David Mekarski requested that this consideration be tabled because of upcoming events with Stantec and Davenport and their aid in assisting with long term stability for the town. He commented on several examples. Mayor Fraser commented that he felt that Stantec's job was completed and wanted explanation of what the \$57,000 would cover. Elizabeth Krens stated that they would do everything they could to keep this cost down and still would need help in budget forecasting and continued assistance with Council's questions on scenarios and special meetings. She anticipated that an estimated \$6,000 had already been spent.

Mr. Mekarski stated that a rate schedule needed to be completed. He stated the achievement for the ultimate goal and implementation of a long range financial plan and grand strategy has not been met. A discussion pursued amongst Mayor Fraser and Mr. Mekarski and Council member Stinnette on Stantec and the budgeted amount.

Council member Grewe suggested that this be moved further forward with a vote and

amendments could be added to the budget at a later date.

Mayor Fraser asked for input from the new Council members.

Council member Bertaut made comment that he is fine if amendments could be made to the budget at a late date, but wanted to make three points; 1) we did not build or 2) buy the model, it's a proprietary model, and we do not own it. It's a conceptual point. and 3) we see no data from the output of a model.

Council member Williams and Council member Milan would vote on this with the thought of amending the budget, such as Parks and Recreation and CIP, at a later date.

Council member Grewe made a motion that Council approve BA21-005 and BA21-006 totaling \$15,991,909 to fund the balance of Fiscal Year 2021 2Q-4Q Budget (October 2020 through June 2021). Council member Bertaut second the motion.

Motion:	Council member Grewe
Second:	Council member Bertaut
Carried:	7-0

Grewe:	Aye
Greenly:	Aye
Bertaut:	Aye
Williams:	Aye
Milan:	Aye
Stinnette:	Aye
Mayor:	Aye

**10d.) Selection of the Bank Institution and Option of Term for the Emergency Line of Credit in the Amount Not to Exceed \$3,000,000 to be utilized, if needed, for Critical Capital Infrastructure Improvement Projects**

David Mekarski commented that this was the RFP which was circulated by Davenport to local banks not a loan but a line of credit with different alternatives for Council consideration. He continued about the regards of considering a line of credit when having fund reserves of \$12.4 million in Water Utility and Waste Water funds. He referred to the analogy starting on Page 113-116 of the agenda packet done by Stantec reasoning why that level of liquidity is important and pointed out from FY21-FY24 accumulative shortfall which affects the reserves and fiscal policy. Mr. Mekarski also pointed out Dale Lehnig's report on analyzing the critical infrastructure that might be vulnerable between now and FY24 in the agenda packet and those costs. Mr. Mekarski recommended that Council be in favor of this line of credit.

Mayor Fraser questioned the dollar amount of the "expended 50% of fees" and what is that in dollars. Ms. Krens was not comfortable stating a dollar amount until discussing with Davenport. Mr. Mekarski estimated \$25,000 with a comment not to hold him to that.

Council member Grewe stated that this can be deferred to the next Council meeting.

Council member Williams would be in favor of deferring this topic and have time to gather more information.

Council member Bertaut is in favor of deferring this topic and questioned to try and get a

better understanding on taking a loan of a maturity date of June 30, 2023 when we don't fall below our target fiscal policy until 2023 and why consider the use of a short term loan to pay for Capital Improvements that have a life span of thirty or more years.

David Mekarski stated that it is not a loan, but a line of credit and if it is not drawn upon, no principal/interest is incurred and only fees that were discussed. Davenport advised Council when initiated this project that high reserves are fundamental to credit rating, and the town credit rating delivered \$2 million savings in refinancing of sewer debt. He continued the concern is that if you are not setting a sustainable rate policy and start to draw annually to those numbers outlined in the Stantec report and start falling below the reserves, it could have very serious affects by all three rating agencies. Mr. Mekarski stated that he and Ms. Krens stay up at night looking at these types of issues. When those numbers are looked at, it's very concerning and don't want to lose that favorable position with the market with low interest rates. The whole government grand strategy needs to be agreed upon with the long term fiscal sustainability of this community.

Mayor Fraser commented on the COVID reality and corrected Mr. Mekarski on his assertion of economic development strategy is focused on driving revenue growth within the town of Purcellville. Hearing terms of sustainability and so on, but if each department is not focused on bringing costs down and revenue up, we will not reach the grand strategy. Mayor Fraser commented about refinancing and restructuring and have Davenport focus on debt. Mr. Mekarski agreed and has already discussed this idea with Davenport.

Council member Stinnette stated that he would like to give directive to Davenport, David Rose, to look at refinance and restructure options for the Town of Purcellville and have an analysis returned to Council by the end of the year.

Council member Grewe stated he would like this topic on the December 8<sup>th</sup> meeting at least with an update from Davenport and be also on the final meeting in December.

Council member Grewe asked to have unanimous consent to defer item 10d to the October meetings. This was agreed upon by Council.

#### **10e.) Annual CIP Requests to Loudoun County**

Council member Bertaut made the motion that the Town Staff proceed with the application of CIP funding requests to Loudoun County for the following projects:

- a. Bleachers at Fireman's Field
- b. Hirst Road to W&OD Shared-Use Path Phase 1
- c. Suzanne Kane Nature Preserve Trail
- d. G Street Pedestrian Linkage, East G Street to 560 East G Street
- e. S. 32nd Street Sidewalk, from Blue Ridge Estates to Nursery Avenue
- f. Mid-block crosswalk, crossing S 20th Street at E Street
- g. S. 20th Street Pedestrian Linkage, from A Street to SCL
- h. Aberdeen perimeter trails
- i. Reservoir Dredging

Council member Greenly second the motion.

Council member Grewe stated that the staff requested that Council choose four projects. He requested to have a discussion on prioritization of which projects to choose.

Mr. Mekarski stated that i. Reservoir Dredging could not be a choice which was determined by the County and possibly to look for other ways and means to have this done. Mayor Fraser requested that the dredging dollar amount be submitted to Council. A council discussion resulted in the following projects chosen.

This was a friendly amendment of the motion to choose b,f,g,and e by Council member Grewe and was accepted.

- 1- b) Hirst Road to W&OD Shared-Use Path Phase 1
- 2- e) S. 32nd Street Sidewalk, from Blue Ridge Estates to Nursery Avenue
- 3-f) Mid-block crosswalk, crossing S 20th Street at E Street
- 4-g) S. 20th Street Pedestrian Linkage, from A Street to SCL

Mr. Mekarski stated that Dale Lehnig will prepare the formal resolutions for October 13<sup>th</sup> meeting with back up material and get signatures to submit to the county. She asked for confirmation of the four projects selected and she asked that the fiscal years that funds would be requested were agreed upon from page 172 of the agenda packet were noted. Council member Grewe asked if fiscal years could be amended and Ms. Lehnig confirmed.

Motion:	Council member Bertaut
Second:	Council member Greenly
Carried:	7-0

Grewe:	Aye
Greenly:	Aye
Bertaut:	Aye
Williams:	Aye
Milan:	Aye
Stinnette:	Aye
Mayor:	Aye

*(Continued)*

**DISCUSSION/INFORMATIONAL ITEMS-(Amended Items)**

**9d.) Amended item: Hero Homes request**

Sally Hankins has no update and will provide an update at the next meeting.

**9e.) Amended item: Dilapidated Shed at Community Garden**

David Mekarski stated that a detailed assessment of all buildings in the Community Garden and be reported upon by the Asset Team with the cost of demolition, structural integrity to preserve, and look to committees commissions, boards on the adaptive reuse.

Council member Grewe requested that access control on that area and possibly sell it for other revenue.

David Mekarski stated that the HOA and nearby owner each have their own ideas for the property.

**9f.) Amended Discussion item: Halloween**

Council member Stinnette stated that Amie and Hibah are working on a number of things and helping a lot with the CARES Act project. He stated there would be no block party and on October 30<sup>th</sup> there will be the third movie in Dillon Woods and a no contact distribution of the candy on that evening. Parks and Recreation have partnered with the Tabernacle to provide refreshments at the next movie and have also reached out to local business to provide a pay as you go to substitute for the block party. They have been building upon the October 30<sup>th</sup> event and attend in a Halloween costume.

Council member Grewe made comment on guidance on disbursing information "How to do COVID during Halloween" along with other safety precautions and send a press release. Mayor Fraser asked Council member Grewe to assist with that, Council member Grewe agreed to share that information with staff.

**ADJOURNMENT**

With no further business, Council member Williams made a motion to adjourn the meeting at 11:10 PM. The motion was seconded by Council member Grewe and carried 7-0.



Kwasi A. Fraser, Mayor



Kimberly Bandy, Deputy Clerk