

MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
WEDNESDAY, MAY 3, 2023, 5:30 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/225563>

COUNCIL MEMBERS PRESENT: Mayor Stanley Milan, Vice Mayor Christopher Bertaut, Council members Erin Rayner (*remote due to personal reasons*), Mary Bennett, Mary Jane Williams, Carol Luke, Ron Rise, Jr.

STAFF PRESENT: Interim Town Manager Glen Adams, Financial Analyst Linda Jackson, Director of Administration Hooper McCann, Assistant Finance Director Connie LeMarr, Director of Engineering, Planning & Development Dale Lehnig, Police Department Deputy Chief Dave Dailey, Director of Public Works Jason Didawick, Director of Human Resources Sharon Rauch, Parks and Recreation Division Manager Amie Ware, Town Clerk/Executive Assistant Diana Hays, Deputy Town Clerk Kimberly Bandy

CALL TO ORDER:

Mayor Milan called the meeting to order at 5:30 PM. The Pledge of Allegiance followed.

DISCUSSION:

a. Budget Changes and Discussion

Mayor Milan opened the discussion regarding a review of a matrix that was compiled by staff from Council input on guidance for the upcoming adoption and appropriation of the budget. Linda Jackson, Financial Analyst, lead the discussion with Town Council in reviewing each suggested line items of reductions and additions to the budget. Council discussions were held on each topic.

During discussion of the Grant Writer, Glen Adams, Interim Town Manager, shared the importance of bringing the two items, Grant Writer and Engineering, to extend the life of the Water Treatment Plant by possibly using grants. Dale Lehnig, Director of Engineering, Planning and Development, discussed obtaining a Preliminary Engineering Report that is needed before pursuing grants and to have task order consultants in place to match the town needs. Hooper McCann, Director of Administration, reminded Council the use of ARPA Funds interest money (\$100,000) for the study and Town Manager contingency, as well as other funding of admin/Town Council consulting without negative impact on the proposed budget. Vice Mayor Bertaut shared to still have a Grant Writer as an “on needed basis”.

During the discussion of the 4% increase for Town Council, BZA, Planning Commission and BAR, it was shared that the Mayor should be the highest paid member.

During the discussion regarding the Extension of the Zoning Administrator, it was shared by Sharon Rauch, Director of Human Resources, that a planner would begin employment by the town on May 18th. It was shared and questioned if that staff member would be the successor for this position.

Each of the following line items on the matrix; Policy on Meals Tax, Selling the Pullen House, Water increase, and Wastewater increase of 9% were either tabled or deferred for further discussion at a near future Town Council meeting.

Ms. Jackson confirmed with the Mayor that the consensus for COLA averaged to 4% and Pay for Performance up to 2%.

After discussion of each budget item under review, the Mayor conducted the following straw votes with Town Council.

- COLA 4%: Results Carried (5-2)
- Pay performance up to 2%: An average result from Council input
- Pay Performance One time payment: Results Carried (4-2-1)
- FTE Enhancements (Capital Projects Manager, Water Apprentice, Wastewater Operator): Results Carried (7-0)
- Adjustment for BZA Salary balance \$500.00: Results Carried (7-0)
- 4% increase in Town Council, BZA, Planning Commission and BAR: Results Carried (4-3)
- Remove one leased vehicle for Police Department: Results Carried (4-3)
- Remove new Capital Projects Manager from chargeback calculation: Results Carried (7-0)
- Remove Credit Monitoring: Results Carried (4-3) *Suggestion for new Council members to meet with staff on this item.*
- Grant Writer addition: Results Carried (4-2-1) *The vote of "1" to "reconsider at ½ year for review"*
- Reduce Police Department Building Maintenance Service by 20% (\$1000 to \$800): Results Carried (7-0)
- Staff request of minor Debt change in General & Wastewater Fund: Results Carried (7-0)
- Reduce General Fund Town Manager Contingency to \$0: Results Carried (7-0)
- Extension of Contract of Zoning Administrator (\$15,000): Results Carried (5-2)
- Reduce Village Case line item to \$15,000 to allow for fencing around pond: Results Carried (5-2)
- Wastewater Survey: Results Carried (7-0)
- Policy on Meals Tax *(Tabled for a future Town Council meeting to include information from Davenport)*
- Selling the Pullen House *(Tabled for a future Town Council meeting)*
- Water increase 6.5% *(Tabled for after Stantec Modeling)*
- Wastewater increase of 9% *(Tabled)*

CLOSED SESSION:

Vice Mayor Bertaut pursuant to the Code of Virginia Section 2.2-3711(A)(1) that the Purcellville Town Council convene in a closed meeting to discuss and consider perspective candidates for employment of the public body and to discuss the assignment and performance of a specific public officer. Specifically, the Town Council will review applications for the Town Manager position and discuss the Interim Town Manager. The following are requested to attend the closed meeting:

1. All Town Council members
2. Glen Adams, Interim Town Manager (for ITM position discussion)
2. Sharon Rauch, Director of HR

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

In accordance with Section §2.2-3712 of the Code of Virginia, Vice Mayor Bertaut moved that Town Council certify to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under 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 meeting by the public body.

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

ADJOURNMENT:

With no further business, Vice Mayor Bertaut made a motion to adjourn the meeting at 8:15 PM.

Kimberly Bandy, Deputy Town Clerk

Stanley J. Milan Sr., Mayor