

**PURCELLVILLE TOWN COUNCIL MEETING
TUESDAY, JULY 28, 2020, 7:00 P.M.
TOWN HALL COUNCIL CHAMBERS/VIRTUAL**

The meeting of the Purcellville Town Council convened at 7:00 P.M. in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
Mary Jane Williams, Council member/Vice Mayor
Tip Stinnette, Council member
Stanley Milan Council member
Ted Greenly, Council member
Joel Grewe, Council member
Christopher Bertaut, Council member

PRESENT VIA REMOTE PARTICIPATION: None

STAFF: David Mekarski, Town Manager
Sally Hankins, Town Attorney
Diana Hays, Town Clerk/Executive Assistant
Liz Krens, Director of Finance
Linda Jackson, Financial Analyst

STAFF VIA REMOTE PARTICIPATION:

Police Chief Cynthia McAlister, Police Department
Deputy Chief Dave Dailey, Police Department
Dale Lehnig, Capital Projects and Engineering Manager
Hooper McCann, Director of Administration
Sharon Rauch, Director of Human Resources
Kimberly Bandy, Deputy Town Clerk

CALL TO ORDER:

Mayor Fraser called the meeting to order at 7:00 P.M. The Pledge of Allegiance followed.

INVOCATION:

Mayor Fraser asked everyone to stand for a moment of silence and reflection as we get ready to conduct the business of the people present.

AGENDA AMENDMENTS/APPROVAL:

Mayor Fraser inquired of the Council whether or not there were any changes to the agenda.

Council member Stinnette stated yes. He has a couple of ideas for you to consider. One of them is that he recommends that we bifurcate the Consent Agenda. In other words, take it in two parts,

1 (a) and (b).as one part, because that's going to be voted on by the Legacy Council. And Item (c),
2 which will be voted on by the three people that attended that. Council member Stinnette inquired
3 whether or not you understand what he is saying.
4

5 Mayor Fraser stated oh, the Special Meeting. Council member Stinnette stated yes. We're not
6 going to be able to get the consent because of the division of equities. Mayor Fraser stated that
7 he understands. Council member Stinnette stated that if you go with (a) and (b) for consent, we
8 can get there. If you do (c) for consent, we can get there. But all three of them together, it's kind
9 of hard to get the consent. Mayor Fraser stated that he understands. He inquired whether or not
10 there is any opposition to that. (There was no opposition from anyone). Mayor Fraser stated so
11 that is number 1. We will separate that into (a) and (b), and then (c).
12

13 Council member Stinnette stated that the next thing he would like the Mayor to consider is to
14 adding an 8d. and an 8e. On 8d he would just like to have maybe two or three minutes on the
15 Letter of Map Revision associated with the Hirst property. He thinks that we need to get that into
16 the public domain.
17

18 Council member Stinnette stated that on the CARES Act, he would like to get Council's thoughts
19 on the email that was sent to us from the Town Manager. It basically said that there was an
20 estimate that Staff would be able to get the CARES Act out on the street the last week of August,
21 or the first week of September. He would be interested in figuring out how we can help Staff to
22 do that fast.
23

24 Mayor Fraser thanked Council member Stinnette. He stated that we will make those two
25 changes. He inquired whether or not there were any other changes. (No one had any other
26 changes). Mayor Fraser stated so let's start with Consent Agenda Item 6a and (b).
27

28 **CONSENT AGENDA:**

29 **a. Approval of Meeting Minutes – April 8, 2020 Special Meeting REVISED**

30 **b. Approval of Meeting Minutes – June 23, 2020 Meeting**

31
32
33
34 **Motion by Council member Grewe, Second by Council member Greenly that the Town**
35 **Council approve Consent Agenda Item 6a. and (b) as Presented in the July 28th, 2020 Town**
36 **Council Meeting Work Session Agenda Packets.**
37

38 **Voice Vote: Ayes (4) Nay (0) Abstained (3-Ogelman, Cool, Bledsoe)**
39 **Motion Carried: 4-0-3 abstain**
40

41 Mayor Fraser stated that the Motion carries 4 to 0. Three abstained because they were no longer
42 members of the Town Council.
43

44 **c. Approval of Meeting Minutes – July 20, 2020 Special Meeting**

45
46 Mayor Fraser stated now Consent Agenda Item 6c.

1 **Motion by Council member Grewe, Second by Council member Milan that the Town**
2 **Council Approve Consent Agenda Item 6c. as Presented in the July 28th, 2020 Town**
3 **Council Meeting Work Session Agenda Packets.**

4
5 **Voice Vote: Ayes (3) Nay (0) Abstained (4-Fraser, Stinnette, Greenly,**
6 **Grewe)**

7 **Motion Carried: 3-0-4 abstained**
8

9 Council member Stinnette stated that this was a Special Session for staff. Mayor Fraser stated
10 that for the record, three agreed and four abstained. Council member Grewe stated Sally; I am
11 going to open a box. With a minority in approval and a majority in abstention, does that still
12 pass? Ms. Hankins stated that you would count the majority of those present and voting. Council
13 member Grewe stated that he is just making sure. He thinks it is wonky depending on the
14 different Codes. He wants to make sure that this goes through. Ms. Hankins stated yes. Council
15 member Grewe stated great.

16
17 **CITIZEN/BUSINESS COMMENTS:**
18

19 Mayor Fraser stated that we will move on to Citizen and Business Comments. Mayor Fraser
20 inquired of the citizens online whether or not there were any comments. You will be granted
21 three minutes. Mayor Fraser stated that there were no citizen comments.
22

23 **ACTION ITEM(S):**
24

25 **a. Appointments to Committees, Commissions and Boards**
26

27 **Motion by Council member liaison Milan, Second by Council member Bertaut to appoint**
28 **Nedim Ogleman, Mary Frances “Boo” Bennett, and Nan Joseph Forbes to serve on the**
29 **Planning Commission for the term of September 1st, 2020, through August 31st, 2024.**
30

31 Mayor Fraser inquired whether or not there were any comments or discussion. Council member
32 Stinnette stated yes that he did owe the reason for expounding on the reason why he was asking
33 the question. Clearly, his brief sample of three said it was an overwrought concern. He put that
34 concern aside. His concern was there are some parties that were not happy with the way the
35 Comprehensive Plan worked out. His concern was having a sitting Council member who
36 obviously ran his term, and then within a month gets moved onto the Planning Commission. His
37 concern was should there be an institutional cooling off period. He stated that he and Mayor
38 Fraser talked about this, and that the Mayor said that we are not that big a town and we do not
39 have that many volunteers. So we need to take the right people at the right time when they make
40 themselves available. That was his overriding concern. He stated not necessarily focused on the
41 applicant, Nedim Ogelman, this pertains to. We are really kind of focused on the Council. Do we
42 want to consider that going forward? He stated based on the comments that he got this evening,
43 probably not, and that he was probably over thinking it, and certainly we would be over
44 engineering it. That is the background and the rest of the story behind his line of questioning.
45 Thank you for the opportunity to reveal that. Mayor Fraser stated no worries.
46

1 Council member Grewe stated that he was looking at this, and he admits that he finds Doug
2 McCollum's background a useful thing for the Planning Commission, and he thinks he would be
3 a benefit to it. Nonetheless, the lawyer is on it. He finds that a useful thing. It keeps us out of
4 trouble on stuff that bounces up to us. He finds a general appeal to that particular sensitivity
5 being staffed because he also knows the amount of things that are sitting in Sally Hankins' in
6 box. The literal one that sits in her office that keeps falling over, and then the email. The more
7 that we can have with wisdom applied there; he is always in favor of that. That being said, his
8 thought was going to be that we maybe look at these as individual components. The motion
9 would be essentially to divide the question and work through each of them. He very much would
10 support Boo and Nan as being back on. They served well. He thinks that they are great at it. Of
11 the other two options, he thinks that Doug has a compelling case for it. That would be his only
12 comment on that.

13

14 Mayor Fraser inquired whether or not there were any other comments. Mayor Fraser stated so,
15 with that said, a motion was made by Council member Milan, and Second by Council member
16 Bertaut.

17

18 **Roll Call: (Ayes – Bertaut, Milan, Vice Mayor Williams, Greenly)**

19

20 Council member Grewe stated that he is sorry. Did we not accept the Motion to divide the
21 question? Mayor Fraser stated we did not. That was not a motion. Council member Grewe stated
22 that he apologizes, and he intended to make it a motion. He was asking to divide them
23 individually. That's what he intended to do there, if it wasn't clear.

24

25 Mayor Fraser stated so with that said, a motion was made, and it was second. Council member
26 Grewe is proposing a second motion. Council member Grewe stated to divide the question. He
27 stated to vote on them each individually. Mayor Fraser inquired of Council member Grewe if he
28 could restate the motion.

29

30 **Motion by Council member Grewe, second by Council member Greenly to divide the**
31 **question so that each of the three appointments that Council member Milan just appointed,**
32 **we vote on them line by line. If we want to do amendments or do an offer, one way or the**
33 **other, we can do that. Mayor Fraser stated that's fair enough. Mayor Fraser inquired**
34 **whether or not there is any discussion on this. The Motion is made to divide the**
35 **nominations. Mayor Fraser stated that the Council is in agreement.**

36

37 **Roll Call: Ayes 6) Nay (1-Milan)**

38 **Motion Carried: 6-1-0**

39

40 Mayor Fraser stated that there is a motion to divide. So, let's go line by line.

41

42 **Motion by Council member Milan, second by Council member Bertaut to appoint Nedim**
43 **Ogleman to serve on the Planning Commission for the term September 1st, 2020, through**
44 **August 31st, 2024.**

45

46 Council member Stinnette stated that he thinks that we should be loath to turn any volunteers
47 away. He doesn't see that Mr. Ogelman has applied for anything but the Planning Commission,

1 and if he can get both Nedim Ogelman and Doug McCullum serving this town as volunteers,
2 then he wins. That would be his intent for both.

3
4 Council member Grewe stated that the purpose of dividing the question, he might as well follow
5 through with his original idea, would then be to offer an amendment to replace Nedim Ogelman
6 with Doug McCollum, because you can't appoint multiple people after you hit the limit. The
7 only way we actually have this question is a motion to amend. He doesn't want to amend the
8 other two motions. He just thinks that Doug is more qualified. That being said, he moves to
9 amend the Motion.

10
11 **Motion by Council member Grewe to Amend the Motion to Replace Nedim Ogelman with**
12 **Doug McCollum. (There was no Second on the Motion).** Council member Grewe stated then
13 we didn't need to divide the question.

14
15 **Mayor Fraser stated that the Motion stands. The Motion is to appoint Nedim Ogelman to**
16 **serve on the Planning Commission. Motion was made by Council member Milan. Second**
17 **by Council member Bertaut.**

18
19 **Roll Call: Ayes (6) Nay (1) (Grewe)**
20 **Motion Carried: 6-1**

21
22 Mayor Fraser stated that we are not separating the remaining two.

23
24 **Motion by Council member Milan, Second by Council member Grewe to appoint Mary**
25 **Frances "Boo" Bennett and Nan M. Joseph Forbes to serve on the Planning Commission**
26 **for the term of September 1st, 2020 through August 31st, 2024.**

27
28 **Roll Call: Ayes (7) Nay (0)**
29 **Motion Carried: 7-0**

30
31 Mayor Fraser stated now we move on to the Board of Architectural Review knowing that only
32 one individual interviewed today. Council member Greenly stated that since we do have the
33 packet, do they actually have to interview? We have the packet. We have the statement and his
34 intent and the packet looks good in his opinion Mayor Fraser stated that we will have to make an
35 exception if we do not. Council member Greenly stated so we don't want to be doing that. That
36 was just a question. He thanked Mayor Fraser.

37
38 **Motion by Council member Greenly, Second by Council member Grewe, that the Town**
39 **Council appoint the following appointee to the Committee, Commissions, and Boards, and**
40 **Pat Giglio to Serve as Board of Architectural Review for the Term of September 1st, 2020,**
41 **through August 31st, 2024.**

42
43 **Roll Call: Ayes (7) Nay (0)**
44 **Motion Carried: 7-0**

1 **Motion by Council member liaison Bertaut, second by Council member Grewe that we**
2 **accept Rynthia Rost to serve on the Economic Development Advisory Committee for the**
3 **term of October 1st, 2020 through September 30th, 2022.**

4
5 **Roll Call: Ayes (7) Nay (0)**
6 **Motion Carried: 7-0**

7
8 **Motion by Council member Stinnette, second by Council member Greenly that we select**
9 **Doug McCollum to serve on the Board of Zoning of Appeals for the term October 1st, 2020**
10 **through September 30th, 2025.**

11
12 **Roll Call: Ayes (7) Nay (0)**
13 **Motion Carried: 7-0**

14
15 **b. Adoption of a Resolution to Establish a Community Policing Advisory**
16 **Committee.**

17
18 **Motion by Council member Stinnette, second by Council member Grewe that the Town**
19 **Council adopt Resolution 20-07-02, Initiating an Ordinance to Create the Community**
20 **Policing Advisory Committee, and to Reorganize the Town Code so that all Ordinances**
21 **Governing Standing Advisory Committees are Grouped together in Chapter 2, Article IV,**
22 **Entitled “Committees, Commissions, and Boards.”**

23
24 Council member Stinnette stated that he thinks it is important in reading the Resolution and
25 thinks if he is reading this correctly, that the Resolution basically says, “Okay, Town Staff go
26 figure this out. Give us an Ordinance. Give us a Charter and we will vote on that.”

27
28 Ms. Hankins stated that’s correct, but the only step that is missing from that summary is we
29 would advertise it for a Public Hearing, have a Public Hearing and then vote. Council member
30 Stinnette stated the second thing is, in terms of crafting the Ordinance and the Charter, we are
31 not necessarily using the language contained in the Task Force, or the Blue Ribbon Document,
32 but are using that to inform that effort, not necessarily to take it word for word. Is that correct?

33
34 Ms. Hankins stated that is what she proposed in the Staff Report that we take this as a starting
35 point and continue to meet with those people who are interested in serving on that Committee to
36 finalize this into something that can be advertised for Public Hearing. Council member Stinnette
37 stated the only thing that he would say is on the Staff Report, Page 69 of 153, it’s the second
38 page of your document, the fourth bullet and the fifth bullet on that page. The fourth bullet says,
39 “Provide recommendations to the Town Council for redirection of police funding to other
40 community based programs to support public safety and well-being.” The next one is “Assisting
41 with the Budget process for law enforcement through an in-depth review of the Budget, carrying
42 out program evaluation and providing recommendations for reprioritizing distribution of funding
43 within the department.” He substantively has some problems with that specific language, and
44 looks forward to how Ms. Hankins and Staff propose to work your way through that. He thinks
45 we can get to yes on that without necessarily driving this advisory group into management of
46 budget details that are clearly the province of the Staff and this body here. Ms. Hankins
47 confirmed. Council member Stinnette stated that he would just make sure that we pay attention

1 to lane management as best as possible, and that would be the proposal that he would make to
2 the Council.

3
4 Council member Greenly stated that he has a lot of the same concerns as Tip did. He stated to
5 Molly Magoffin that he has a whole bunch of it on email that he would forward, as well as put it
6 into the record. He has a feeling that you will be working on this and trying to refine it. His
7 overall concern was, and he thinks Tip was hitting on some of that, is the tone of the document.
8 He asked Sally the same question. This is a base document and thinks the intent is golden. We
9 need to go down that path. He thinks that what we need to do is take a look at it. He did have
10 problems about crafting solutions when we talked about engaging in protocols, and looking at if
11 an incident occurred. He is a little skittish about that, because that could lead to some legal
12 issues. When we started talking about the same thing when Tip was talking about the
13 accountability for the Budget and pieces like that, well, the accountability is up here. We say it in
14 this room and it's there. Although, he gets the intent. He likes the intent. There was a point about
15 holding Town Officials accountable. He thinks he just spoke about that. He stated CPAC review
16 and any incidences, that was mentioned at least twice. This isn't a tear down exercise, and he
17 doesn't think that is what you meant. He is looking more for a collaborative effort. He apologizes
18 when he is saying, "you," When we talk about nine people, we have 16 officers on staff. That's
19 1.7 per officer. That's probably not right. Again, he is looking at that saying is this the right
20 number? He stated when we started talking about training, if we do go with nine, and that's up to
21 the Council to decide that. If we do go with nine, and we talk about training in that document,
22 that could get very expensive. He also understands the budgeting piece that you are looking at,
23 and was worried about that.

24
25 Council member Greenly stated the other thing too is when we started talking in there about no
26 PD Officer, current officer, or town employee; he has a little bit of reservation with that. We
27 have employees who live in our town so they are taxpayers. He really doesn't see an issue with
28 that. He also realized looking at that supporting documentation package you gave us, that is
29 probably based on Best Practice. He thinks that our town is unique, and we do not have any
30 incidences. He asked the chief a couple questions. A lot of the things that we are looking at that
31 happened in other cities have not happened here. He is not saying God forbid it won't happen,
32 and we don't want it to happen. He thinks that heightened awareness. He sees this as a great
33 conduit out to our public. He will be honest with you, when he talked to everybody, and he keeps
34 a list of people who he speaks to, he spoke to 33 residents about this proposal. He got, "Why?"
35 Every single one. That led to other questions when we started talking. Of course, we talked about
36 Portland and other things like that. He asked Sally the same question that Tip just asked. This is a
37 guideline, a base. He can get behind it based on that. If we are going to vote on it as it stands
38 here, he probably would have to say, "No." He likes the intent, thinks we are ready to go and
39 really appreciates your civic-mindedness.

40
41 Molly Magoffin stated that she just wanted to come to provide a suggestion from the Task Force.
42 As we reviewed the language in the Resolution, we had two suggestions to change in the
43 language. Under the "Whereas, Sections (a), (b), (c), and (d)." She believes it is on the second
44 page of the Resolution towards the top. In (a), it talks about who this Committee will advise. It
45 says, "Town Council and the Police Department" she believes. Where it says, "The purpose of
46 the Community Policing Advisory Committee shall be to: (a) advise the Town Council, Town
47 Manager, and Town Police." We suggest that be changed to just the "Town Council" so that it is

1 in line with the structure of the other Committees, Commissions, and Boards. And then under
2 Section (c) in that same point, we suggest that the word “racial” be removed so that it doesn’t
3 narrow the scope of the Committee to just racial injustices, but that this Committee can also look
4 into other potential injustices.

5
6 **Motion by Council member Stinnette to adopt the Resolution with the following edits: On**
7 **Page 2 of the Motion, the first “Whereas,” we would go with “advise the Town Council on**
8 **matters related to police community relations.” In Item (c), “to raise awareness about**
9 **injustices in policing, and not confine it to racial injustices.”**

10
11 Council member Greenly stated that Molly hit on two things that he had on his piece. He had
12 also questioned the police training and police protocols. Prior to that you speak about matters
13 related to police and community relations, and thinks if you leave it at that, you can incorporate
14 those pieces right there. Again, his read from this over the last couple of days was, it looks like
15 it’s almost a very restrictive, right fix, or trying to fix something that may not be broke. He
16 thinks if we soften that language up, you will get a Council that is going to agree with it. He
17 thinks it is a better sell across the board. It’s right above where you were speaking about. Right
18 after that.

19
20 Council member Stinnette stated so you are proposing to delete “police training and police
21 protocols,” and just say “Advise the Town Council on matters related to police community
22 relations?” Council member Greenly stated that he thinks that gets to the heart of it, and the
23 residents will understand that a little quicker. It also kind of opens the door a little bit more for
24 you. It’s not limiting that.

25
26 Molly Magoffin stated that she would prefer the original language because she thinks that’s an
27 important part of the mission is to look into how our community police are policing our
28 community. That sounds like the same thing twice, but it’s not just police community relations
29 making sure that the internal practices of the police are helping them to become the best
30 protectors and representatives of our community that they can be. She thinks that it is important
31 to mention that this community should look towards the internal police body and try to provide
32 recommendations on that as they can with the data that they have.

33
34 Council member Greenly stated that his counter to that, during these discussions when he was
35 showing this piece, the question came up, what knowledge do they have of police training and
36 protocols? What authorizes this Committee to make those decisions? He thinks if we broaden it,
37 you get what you want. When you start getting very specific and they start talking about
38 protocols, what is the police protocol for a traffic stop? When we are looking at that, if we are
39 trying to get the community involved, which is what we want, then he thinks when you start
40 asking questions like that, it’s an easier sell across our entire community if we say, “Yeah,”
41 because again, when you start getting into training, and protocols, and things like that, he thinks
42 what it looks like is we are trying to control them and that’s really not what we are trying to do.
43 We are trying to ensure that our PD remains at the top of their game, which is where he believes
44 they are.

45
46 Council member Milan stated that he interprets this as the citizens need understanding of how
47 the policemen are trained and how they approach certain situations. That’s the police protocol.

1 He graduated from the Police Academy as a police officer during his former youth, understands
2 what this means because when he was a police officer they trained us in how not to use a choke
3 hold. If you understand what level they are trained to, and how they approach a situation, that
4 would help the community understand what given situation we are in, and can interpret what
5 their intent was. If you don't understand how they are trained, then you will not know how to
6 understand what they have done.

7
8 Council member Greenly stated that he agrees, especially with your background, but again, he
9 thinks when we are talking about matters related to police community relations, when you start
10 getting into the protocols and all that kind of stuff, it is like to him those are trigger words.

11 Council member Milan stated that you have to educate the community on what a protocol is.

12 Council member Greenly stated that he would recommend that if we are going to go down that
13 path, something along the lines of police operations or police training, or something along the
14 lines like that. It softens it up a little bit and still gets the point across that they are looking for.

15
16 Council member Grewe stated that he thinks he may have a solution to this. Bullet (a) talks about
17 advising the Town Council on police community relations. People have a sense of the
18 community, and what their perception of the Police Department is, and making sure that is being
19 provided to Council. Police Training and protocols. That seems like an unnecessary middleman
20 for the purpose of advising the Council because he can just go to the Chief and say, "Give me a
21 copy of your training protocols" and the Chief will give him a book and he can read them at his
22 leisure. That's easy to do. What doesn't happen here, and what he thinks Molly is speaking to, is
23 educating the public about police training and protocols which is what he thinks Stan was headed
24 towards. That's not what this says. This says that you are educating us about it. He thinks the
25 better focus would be to educate the public rather than the Town Council per se. We can already
26 get that easily about what police protocols are. He stated that he talked to the Chief about it and
27 she was fine letting people see how that works. That's no big deal. He stated that maybe the
28 better place for this would be to move those two second pieces and whatever verbiage you want
29 to have into (b) where you are talking about improving public trust in police by improving
30 communication and transparency, particularly providing public insight into police training and
31 protocols, something like that. He stated not the immediate response, the specific stuff; because
32 there are some stuff that you don't want the general public to know about protocols. You don't
33 want them to know which windows are bulletproof in the station, right. That sort of thing. He
34 stated which some of them are and some of them aren't. But that being said, there is a place for
35 understanding how the police are suppose to respond, so that people can understand what their
36 law enforcement does back and forth. And maybe that's better relative to how the public
37 communicates. Frankly, having people out there saying, Okay folks, he knows when you see X
38 and Y, and you react to them together, let me explain to you how we get to that. How we don't
39 get to that. Why that happens. Why it doesn't. And having that as kind of public access
40 knowledge he doesn't think that is a bad thing for the community to understand how, when, and
41 why the police do what they do, and frankly how they escalate and why they escalate when they
42 do.

43
44 Molly Magoffin inquired you are talking about little letter (b) in that paragraph, "Improve public
45 trust of police by increasing communication and transparency about police training and police
46 protocol?" Council member Grewe stated right, more like that. Does that make sense on your
47 end, Molly?

1
2 Nedim Ogleman stated that the first thing he will say is yes, the intention here is this is an
3 Advisory Committee to the Council, and doesn't think that Council member Grewe is right about
4 the only people that this Committee would be trying to support and advise being citizens with
5 respect to police training and protocols. The truth is this Committee would be meant to be a
6 helpful force multiplier to the Town Council and to our town's government. The more training it
7 had in the way that Council member Milan was talking about, which was also from the Best
8 Practices, or the more it had the Council's ear on things, it would provide advice on these things,
9 and he supposes that Council member Grewe is right, that you can always go and get
10 information. He would suspect you could also do the planning, and do economic development,
11 and everything else. The point of a Committee like this would be a force multiplier for you guys.
12 He stated that to Council member Greenly's discussion, he thinks that the issue here is to tie all
13 of this into one thing, and one thing only, and that is advising the Town Council, being a conduit
14 between what citizens want, and ask for, and need, being another vehicle by which Council can
15 hear about that in this area of law enforcement and public safety. He thinks that changing those
16 things up from what Sally Hankins has prepared there, he doesn't know that the Committee
17 would be able to do what you all would want it to do.
18
19 Mr. Ogleman stated that one other thing that he wanted to mention is the thing about advising
20 Town Council that phrase with the "Town Council, Town Manager, Town Police," it's in two
21 places in the Resolution. It's in the first "Whereas," and it's also in the "Whereas" with the (a)
22 (b) (c) (d) and (e). He just wanted for you all's consistency, if you are going to make that change
23 that you all see to make it in both places.
24
25 Molly Magoffin stated that she just wanted to give her input on this change in wording, she
26 thinks that it is important that that language in some form still be in little letter (a) in that point of
27 the "Whereas." She thinks that Council member Grewe is right that at anyone could go and look
28 through the protocols, but she doesn't think most people would do that. The point is having this
29 Committee is to have people whose job it is to do that, and who can provide insights into Town
30 Council about the police protocols because it's their job to look through them and to actually
31 reflect what the community wants to the Town Council regarding those protocols. She thinks it is
32 important to have whether it is "police protocols" or "police operations," which is the word
33 change that Council member Greenly suggested. Either way she thinks it is important to have
34 some version of that wording in that part of the "Whereas" clause.
35
36 Council member Greenly stated that this is going to be a good one. We are going back and forth,
37 but that's good. He stated that he sees her point. He doesn't completely agree with her. He
38 appreciates the fact that you are on it. Council member Greenly inquired whether or not anybody
39 has engaged the PD. He sees that Deputy Chief Dailey is on. He would like to get their input. He
40 doesn't know if they have even seen this document. If not, he thinks that we probably missed the
41 boat on that one. He stated that if you will allow me, Mr. Mayor, he would like to ask if
42 somebody from the PD could respond.
43
44 Police Chief Cynthia McAlister stated that she thinks that this is a working document. She does
45 think that by having raised awareness off social injustices in policing does narrow their scope, but
46 she thinks they should raise awareness if there is any other kind of injustices. Chief McAlister
47 stated that she thinks that when it comes to promote public education on policing matters, she

1 thinks if they want to be the conduit to help us explain to the public how we train, and why we
2 train, and what we do, she thinks that's important. She stated that Mr. Ogleman says that it is a
3 force multiplier for the Town Council. Chief McAlister stated that she would look at this group
4 as being a force multiplier for the police department in helping us get information and
5 knowledge of operations to the community, as well as bring back the current concerns to us.
6 Chief McAlister stated that she sees what everybody is saying and thinks the broader you write
7 the document, the more opportunity there is to have an overarching, even broader than what you
8 may put if you narrow it down in scope.

9
10 Council member Bertaut stated that he agrees that the proposed Advisory Committee has a
11 couple of important roles. One is to educate the public on what the police department is doing
12 and why they are doing it, and also to serve as an important conduit between the Town Council
13 and the citizens. The members of the Community Policing Advisory Committee would take the
14 time to educate themselves on what processes and procedures are in place, and use that
15 knowledge to better inform the public. He would also mention that asking questions is key to
16 formulating advice, and therefore would counter something that was said a little earlier. In fact,
17 he thinks that the budget details are fully within the province for citizen involvement,
18 particularly through an Advisory Committee such as this one. It doesn't mean that they are going
19 to be making budget decisions. It means that they are going to be providing advice based on
20 questions that they ask.

21
22 Council member Stinnette stated that he would agree with Council member Bertaut all the way
23 up until the point when you look at this document and one of the last bullets sets this up for a
24 debate in social media over anything that is a disagreement between this Police Advisory Group
25 and Town Council. If you want to go find that, it's right towards the end of that document. He
26 thinks that we need to be very, very careful in defining the lanes, and if it is the will of this
27 Council to increase those lanes, okay fine. But he will tell you the language here smacks of
28 defund the police. And if you want this to be dead on arrival, you will not clarify that and it will
29 be dead on arrival with our community. He thinks it is in our best interest as a body to make sure
30 that we are very, very clear on the lane management when it comes to the Budget and funding of
31 the police department. He stated that yes, you are correct that the community should be part and
32 parcel to any budgetary discussion. He stated that like he said, the design of this document right
33 here, right now, is to take that disagreement and push it into the social media at the point of
34 disagreement. That's why he put that caution out there in the slip stream. He thinks that the
35 Resolution as we've got it right now, the debate we are talking about is small dogs to puppies,
36 and the real debate, the real discussion will occur after the Staff has done their work and
37 provided us with an Ordinance and a Charter to discuss. He looks at this Resolution as merely an
38 enabling document to tell the Staff, "Go do your due diligence and report back to us."

39
40 Mayor Fraser stated that is the point of discussion, the Resolution, not getting into the operations
41 document. Do we have a Motion for the Resolution?

42
43 Ms. Hankins stated that she thinks it is worthwhile to point out that this Advisory Committee
44 would be a conduit between the Town Council and the citizens. After the Town Council receives
45 that information, the question becomes what then? She thinks "what then" is, the Town Council
46 will then talk to the Town Manager. She says that because if we are going to remove "Town
47 Manager" and "Town Police" from this "Whereas" clause, she wants to raise the point that those

1 roles in our organization have certain duties relative to the police. The Chief of Police reports to
2 the Town Manager, is supervised and managed by the Town Manager, and takes orders from the
3 Town Manager. She just wants to make clear that the Town Manager, of course, reports to the
4 Town Council. The Town Council would then take the information from the Advisory
5 Committee and meet with the Town Manager to discuss the merits and what should happen next.
6 She just wants to make that clear that the Chief of Police reports to the Town Manager. The
7 Town Manager reports to Council. That is why she put "Town Manager and "Town Police" in
8 there, because really an Advisory Committee that doesn't talk to the Manager and the Chief of
9 Police that's okay, but eventually they need to be brought into this process.

10
11 Mr. Ogleman stated that he just wanted to say a couple of things, because he just needed to hop
12 on these things that were being said just to make sure things are framed appropriately. Based on
13 the Staff Report that you all received, his assumption is that the Town Manager who's a sponsor
14 of it, the Chief of Police and the Town Attorney, all are fully looped into this. He stated to
15 Council member Greenly's question about have the police been brought into this, the answer has
16 to be yes if that Staff Report is accurate and correct.

17
18 Mr. Ogleman stated second, on what Council member Stinnette was saying, he thinks if that was
19 a full-on misreading of the document, if that is how it is being read, first and foremost, this is an
20 Advisory Committee to the Town Council if it comes about, if you all decide to create it. That
21 means that nobody could make any decisions about any resources other than you all, the elected
22 body, except for the limited space that the Town Manager has to do discretionary things, but
23 certainly not this Advisory Committee.

24
25 Mr. Ogleman stated third, to the Town Attorney's point, the reason why it's best for it to just say,
26 "Advisory Committee to the Town Council," is exactly because the rest of the process, the
27 relationship between the Town Council an elected body, the Town Manager, and the Police
28 Chief as the town wide CEO, and the Chief of our law enforcement. That is a given that is
29 endemic and internal to our whole administrative and political process. He doesn't see any
30 contradiction anywhere over there. He stated yes, this would be an Advisory Committee. As far
31 as talking anything with the media or something like that, that's just citizens capabilities he
32 thinks. There is nothing in here that this Committee would do as we have been discussing it.
33 They wouldn't be any different from any other Advisory Committee in town.

34
35 Council member Grewe stated two things. He just wanted to suggest an edit to the document
36 because one of the things in the "Whereas," and maybe Sally this is moot and you can speak to
37 it. The fourth "Whereas," which is the one we have been discussing. It has the (a) (b) (c) (d) (e)
38 points. It has a lot of different scoping language for the purpose of the Committee. That's kind of
39 the purpose of this. It's what they do. Some of those are naturally constrained by the nature of it.
40 Some of them are broad. He stated for example, "Raise awareness about injustices in policing."
41 He stated assuming we strike the word "racial" and we go with the broader idea of injustice,
42 that's a huge, huge amount of space. Now, if we were to say, "Raise awareness's about injustices
43 in Purcellville policing for the Purcellville Community Policing Advisory Committee," that
44 makes sense. The purpose is to find if there are problems to raise them relative to us, right? He
45 stated as opposed to saying, "Minneapolis, Portland," whatever. Pick your place. There's no
46 scoping as far as what the range of the Committee is. Council member Grewe stated that he
47 doesn't think that your goal is to do policing at the U.S. at large. Your goal is to talk about it

1 domestically here, right? If we can make that scope to within the town, he thinks that helps in
2 general, first of all. It defines the scope to be tighter. He thinks that is what your intention is
3 anyway.

4
5 Council member Grewe stated that one; he would just make sure the scope of that is limited to
6 Purcellville. He stated then two; he admits that he is having a bit of trouble in how you pull off
7 (b) and (c). He gets how you get (e). He stated that makes a lot of sense. The reason that he is
8 having trouble with it is we have not had, he doesn't know how to say this delicately, maybe he
9 will just say it. We have not had a great history in Purcellville when we bring in non-police or
10 trained people to evaluate our police department. That didn't work great last time. We got
11 through it and got better. We brought in people that do know the process and that was really
12 helpful. We've spent hours in that room going through that. He feels like if we go through with
13 this, with (b) (c) and (e), he thinks that (b) and (e) jive really well. He thinks that it also kind of
14 covers (c). That fair and equitable treatment of all citizens by the police is crucial. He thinks that
15 if you don't have that in a legitimate place that would be an injustice that you could speak
16 against. He thinks that by putting in (c) just from a Council perspective, we are somewhat
17 responsible not only for how our government works, but also to keep in mind whether people
18 want to work for our government, and the morale of our team. He doesn't want this to be
19 interpreted as a, "I don't trust you slap" on our police department. We were just rated as the
20 safest town in the State. We got some very nice accolades from the work that the PD has done.
21 They have done a great job. He doesn't want to undermine the morale of the department by
22 language that we already accomplish in (e) if we don't need to with (c). He feels like (e) is quite
23 strong and is wondering if we keep (e) maybe strike (c), understanding that (e) covers all of (c).
24 He stated and not have potential inflammatory language or something to use Ted's comment that
25 makes it a harder sell to the community. It still gets everything from an operational perspective.
26 He stated but people that are going, "Oh, that's defunding the police," or whatever, no, it is not
27 that. We are looking for fair and equitable treatment of all citizens by the police. And everyone
28 agrees to that. And then the good work happens without instigating anymore political infighting
29 than we already have. We already see what's happening with the Loudoun County Sheriff versus
30 the Loudoun County Police, that's happening on a County level. There's plenty of that debate.
31 He doesn't want another one here. He does want better policing. He stated it is just a suggestion,
32 if we struck (c) understanding that (e) covers that that might make this more receptive
33 community wide. He stated just a thought.

34
35 Mayor Fraser stated that the first part that he heard was making it specific to our community,
36 Purcellville, which he thinks is an easy fix. We don't want it to be written large as you indicated.
37 He inquired of Sally whether or not she wrote the language in (b) and (c).

38
39 Ms. Hankins stated that she wrote it based on what she read in the document provided by the
40 Committee to effectively summarize what she was reading as the intention.

41
42 Mayor Fraser inquired of Molly and Mr. Ogleman what their feedback was on that.

43
44 Molly Magoffin stated that her recommendation would be to leave (c) in there, and does not see
45 how it is inflammatory to raise the point that if this Committee finds any instances of injustices
46 in policing, it should raise awareness of them. That should be a job of the Committee in her
47 opinion. She does agree that is similar to what is covered in (e). She thinks it is important to

1 draw it out because of what prompted the creation of this Committee, which was the protest in
2 town which had over 1,000 people involved. She thinks that is respecting what we heard from
3 that protest, that we call out that this Committee should be responsible to ensure that there aren't
4 injustices in the policing of our town. She stated and to the point of constricting it to raising
5 awareness of racial injustices in policing in Purcellville, she thinks that should be fine. The
6 Committee is advising the Purcellville Town Council. She doesn't know that we need to say that
7 explicitly. She stated that you are right. It would be way too much work and way too broad for
8 the Committee to cover all of the racial injustices in all of policing in all of America. She is not
9 sure if we need a language change there, and thinks that is already evident from the structure of
10 the Committee. It's only a few people who can only do so much.

11
12 Council member Grewe stated that he is just remembering the Kissinger quote of "The purpose
13 of every Committee is to take over the world." He is trying to put some limiters in there. He
14 stated fair on that and appreciates the comments. He guesses that his follow-up question to her
15 on that comment, do we have an example of (c)? Is there something that tangibly says that exists
16 here? If the answer is not yet, or not that we know of, that's fine. But if there is, he really wants
17 to know it. Is there something like yes, we had the march. It was here. Do we have a tangible
18 thing in town that we can point to and say; see that in our town, in our police? This is bad.

19
20 Vice Mayor Williams stated one of the Capstone Projects was going to be looking at the
21 injustices and looking at the demographics of age, race, and gender by the police. But
22 unfortunately, school closed. She stated because actually Loudoun County's Commonwealth
23 Attorney is pushing for this throughout the County that we need to find it. So, to her looking at it,
24 she sees there is a difference between (c) and (e). We need to raise the awareness, because if we
25 just tell people we are promoting, that's just like frosting on the cake. Yeah, we are promoting
26 equal, fair treatment which is the Constitution, but we need people to see. And if nothing comes
27 of it we have raised awareness saying there is no profiling. Kids aren't being treated different
28 than adults. She stated Town Council member Greenly brought up the idea that there is a
29 difference between an adult and a child. That was going to be somebody's Capstone Project this
30 year, looking at the arrest records and they were getting the Freedom of Information Act. It is on
31 the minds of the youth in the town.

32
33 Mayor Fraser stated that with that said, right before we keep this into 12 o'clock tonight,
34 changes, the first change that was proposed is to make it specific to Purcellville. Are we all in
35 agreement with that? Right? The second change was (b) and (c). Somehow combine that and
36 take (c) out.

37
38 Council member Grewe stated that (c) is already incorporated in (e). He stated to remove (c),
39 because between (b) and (e) we had it all. But, if there is not a consensus, so be it.

40
41 Mayor Fraser inquired who feels the need to have that change. He stated three members of
42 Council. So, take (c) out.

43
44 Council member Milan stated that (c) is a part of (e) as Council member Grewe said. It is
45 promote fair, equal treatment. It is saying raising awareness about injustices. They are similar in
46 their scope of what you are trying to accomplish.

47

1 Mayor Fraser stated so we strike (c). out. Council member Milan stated move (e) and (c) together
2 to make (c) incorporate both thoughts. Mayor Fraser stated (b) and (c) together. Council member
3 Grewe stated that he thinks he agrees with that. He thinks that we need to propose language there
4 if we are going to do that. Council member Milan suggested incorporate both in scope, yes.
5 Mayor Fraser inquired do you understand what the request is? Somehow combine (e) and (c)
6 together, so we have (a) (b) and (c) as one.

8 Sally Hankins inquired of Council member Milan, do you want me to keep the language “both
9 promote and raise awareness.” Council member Milan stated “raise awareness about injustices in
10 Purcellville policing by promoting the fair and equal treatment of all citizens by the police.”
11 Council member Bertaut stated that he was going to say we just need a little clarity on which is
12 the prime operative statement “to promote” or “to raise awareness?” They can be synonymous,
13 but they aren’t necessarily, so what are we trying to do here?

15 Molly Magoffin stated that she thinks the language should stay as it stands when it comes to (c)
16 and (e). She thinks that they should remain separate, but we could move (c) to be next to (e) to
17 show that they do go hand-in-hand.

19 Mayor Fraser inquired who supports the language staying as is without changes. He stated three.
20 Council member Greenly inquired you are talking about without changes, so are we talking
21 about adding where it says, “advise the Town Council, Town Manager, and Police Chief on
22 matters ..,” are we talking about adding that back in? He stated are we talking about this
23 “Whereas,” as we see written right now? Mayor Fraser stated (b) and (c). Council member
24 Grewe stated that he didn’t mean to include (b) in that. It is more (c). He stated that (b) is fine.
25 Mayor Fraser stated let’s leave (b) alone. Council member Milan stated that he is not agreeing
26 with it. Council member Grewe stated may he suggest a slight tweak to Council member
27 Milan’s suggested language for flow. He stated what if we said “To raise awareness, and
28 promote the fair and equitable treatment of all citizens by the police?”

30 Council member Stinnette stated that is pretty much what he has already said, and we are
31 literally killing the horse that is already dead. This language here has nothing to do with what we
32 are going to talk about when Staff provides us a Charter and an Ordinance.

34 Mayor Fraser inquired do we need to change this? He stated for a show of hands, who believes
35 that in addition to changing Purcellville, which he agrees with, do we need to make any further
36 change to this document, this Resolution? There were no comments. So we are back where we
37 started from.

39 **The Motion was made for the Resolution. Council member Stinnette made the Motion. The**
40 **Motion was seconded by Council member Grewe.**

42 Council member Grewe stated that this was a big deal. Mayor Fraser stated inquired whether
43 there is any further discussion on this. Council member Grewe stated that we are going to add
44 Purcellville into it. That was agreed, right? Mayor Fraser stated that we will add Purcellville to
45 make it specific. **Grewe: Aye. Greenly: Aye. Vice Mayor Williams: Aye. Council member**
46 **Milan stated that he has one question before we move on. He stated that Tip mentioned**
47 **earlier about creating a Budget for the Committee to fund the training for the members on**

1 this Advisory. Mayor Fraser stated not for this Resolution. He stated that's a future
2 discussion. Council member Milan: Aye. Council member Bertaut: Aye. Council member
3 Stinnette: Yes. Mayor Fraser: Aye.

4
5 **Roll Call:** Aye (7) Nay (0)
6 **Motion Carries:** 7 - 0

7
8 Mayor Fraser stated that the next step is getting into that operational document. Council member
9 Grewe stated that he knows that Sally Hankins is going to take this now, we just passed it, and
10 go work on a draft Ordinance, and thank you for taking the opportunity to clean up the
11 Ordinances. Anytime you can put that in better order, he appreciates it so much. Are there any
12 questions that David or Sally need? Do we want to provide input on the suggestion, or do we
13 want them to come back with a draft? It will just be loose, right? Mayor Fraser stated let's start
14 because you folks already have input. Just leave the input to Sally Hankins.

15 16 **c. COVID-19 and Infectious Disease Prevention Plan**

17
18 David Mekarski stated the Virginia Safety and Health Code Board adopted emergency temporary
19 standards for infectious disease prevention for the SARS COVID-19 pandemic. These are broad
20 reaching revisions for ensuring health and safety protocol for all employees. He stated and to that
21 end, our Risk Management Agency has prepared essentially a template document for this
22 Council to adopt. He stated that Hooper McCann has been working with VRSA. He would like
23 to turn the podium over briefly to Hooper McCann to outline what you have in your packet and
24 to emphasize its importance to adopt tonight due to some critical state deadlines.

25
26 Mayor Fraser stated that we have had this document for a week. Any issues with that Town
27 Council? With this document, or questions?

28
29 Council member Stinnette stated that he likes where you are going. Yes, there is. He encourages
30 us to dispense with the oral briefings and just assume that everybody has read this stuff. Let's go
31 with that assumption. He stated for Staff, he is assuming that you are jumping to questions now.
32 Mayor Fraser stated yes. Council member Stinnette stated on Page 73 of 153, David Mekarski
33 and Hooper McCann, you say there is no direct impact associated with the adoption of the plan.
34 The bad news is that this has pretty much sucked the oxygen out of his day to day life working
35 for the Fed, and will tell you that you do have costs associated with this. You have direct costs
36 and they are attributable. In other words, there should be a cleaning protocol for this building.
37 And there is a contract associated with that. He assumes that you are talking about Level 2
38 cleaning based on the threat of COVID-19, and Level 3 cleaning based on the fact that somebody
39 presents with COVID-19 inside the facility. He knows that budget is not cheap, and suspects that
40 you are providing face coverings to the community and to people as they come through. He also
41 knows that you are probably doing cleaning supplies, such as hand sanitizer and so on and so
42 forth. He also understands that you probably have had the HVAC inspected, and if you haven't,
43 you will get it inspected. Those are all costs that he thinks are easily accounted for and also
44 easily reimbursed through the CARES Act. He thinks that it is misleading to say that there are no
45 direct costs associated with this.

1 Council member Stinnette stated that my question to Staff is there are four categories by the Plan
2 as he has read through it. There is "Very High, High, Medium and Lower" risk categories. He
3 assumes staff has done an assessment of our entire work force, and that they all aggregate in the
4 lower risk area or in the medium? Mr. Mekarski stated medium to low, and some of the activities
5 of the police department fall in medium, and the wastewater employees because of the shedding
6 of COVID virus which we have contained by the Biobot testing. Council member Stinnette
7 stated that you guys are also doing wellness checks, although it is not articulated in the
8 Commonwealth Plan. The wellness checks should be occurring before employees come back to
9 the workplace. He is assuming that employees are presenting to their Managers if they have
10 concerns or if they believe that they have higher risk conditions as articulated by the CDC, so
11 that mitigations can be made for those employees. Council member Stinnette stated to synopsise
12 everything that he just pitched at you is: A. He thinks you have to capture the costs. It's part of
13 the CARES Act reimbursement anyway. He is interested in understanding what those direct costs
14 are for those items that he articulated. B. You have answered the question, medium and lower
15 with our police force being in the medium. C. He is interested in understanding whether we do
16 have an expectation for employees to do wellness checks before they depart from their home and
17 come to the workplace. And employee assessments. He gets concerned when we start talking
18 about as a staff, turning a space like this into a child care play section. The reason he gets
19 concerned about that is for four reasons: 1. There is a public health exposure risk that is
20 associated with that. 2. There is the cost of cleaning contract protocols. 3. There is the draw on
21 your cleaning supplies. 4. There is the draw on your protective equipment. He says this all to
22 caution you that there is nothing for free. We ought to be capturing this. We ought to be
23 cognizant of the fact that there are risks that we need to be aware of and mitigate.

24
25 Mr. Mekarski stated that you are absolutely right on all points. In fact, the HVAC is something
26 that he thinks we have to think broadly, not only in this building, but in our other buildings. We
27 have had a lot of work on the HVAC system in this building, and thinks it is in good shape to
28 meet the new standards, but we have a much older water plant, and we should look at all of the
29 other public facilities, including the Train Station and ensure those HVAC's meet the new
30 standards. Cleaning, 100% it is going to cost additional money. He stated for instance the
31 bathrooms in this building need to be cleaned on a daily basis. That's not currently being done.
32 There is going to be a higher level of cleaning on the surfaces, on a regular basis. We are
33 discussing that in the management team. And yes, all these costs are COVID CARES Act
34 reimbursable. But we have a very tight budget and we shifted a lot of money away from public
35 expenses and shifted it to sister business community in non-profits at the prerogative of the
36 Council, which obviously he thinks the community and the administrative team fully support.
37 The second allocation of money that would be coming from the CARES Act from the
38 Governor's Office was just announced today. But it hasn't been delineated how much will be
39 flowing down. That could help. Obviously, the final formation of the Hero's Act Bill going
40 through the Senate, if the Senate puts in support for local governments, which currently it is not.
41 As you know the House Bill included almost \$4,000,000.00 earmarked for Purcellville.
42 Currently, through the Senate there is no State or local government support. He put an email out
43 to all Council members for you to call your U.S. Senators and then try to encourage that,
44 especially all the Senators on the Republican side of the aisle, because he thinks that would make
45 a big difference. There is only a handful that is needed to get that legislation inside.

46

1 Mr. Mekarski stated that they are covered in terms of health checks. The Chief will tell you that
2 she does the temperature checks daily going in and out of their department. That protocol has
3 already been established. And, of course, the police department is at a higher level with the
4 medium level of risk. Over here, we are not currently doing temperature checks. We have a very
5 limited Staff. We are still extending the telework. At any given time he probably had no more
6 than eight to 10 individuals in the building, spread out on two floors. There are some individuals
7 that have some preexisting health conditions. We have made sure that they have been extended
8 additional allowances for telework for the foreseeable future until we get the all clear with the
9 vaccine or herd immunity. He thinks that your comments are right on. He knows that Hooper
10 McCann probably has an additional response relative to Council member Stinnette's other
11 questions about health checks.

12
13 Ms. Hooper McCann stated that she will probably defer to HR with regard to return to work and
14 health checks. The town has put many things into place. We began with the telework, closing the
15 office. We ramped things back up with opening the office back up two to three days a week. We
16 are asking staff to self-monitor, and do provide PPE. We are asking that everyone wear their face
17 mask. It's our intent to most certainly adhere to the new standards that have been put out by
18 VOSH. Ms. McCann stated that she really thinks that our Plan that we are presenting to you
19 tonight is the town's good faith effort in to ensuring that our staff is fully protected and that they
20 can remain healthy and return to their families each day. We have already incurred, she wouldn't
21 say significant expense, but extensive associated with building modifications and cleaning. We
22 have two AeroClaves on order. Unfortunately, they are on back order. They will help us here as
23 well as Town Hall disinfect at a much higher level than what we can get just through the regular
24 cleanings from our cleaning companies. She thinks the reference in the Staff Report to no
25 budget impact, it doesn't necessarily impact our existing budget because we are able to use the
26 CARES Act Fund that we did receive from the County. The cleaning budget, we already have
27 that as part of our regular budget. We do need to ramp that up a little bit. We are moving in that
28 direction. Tonight, the Plan you have in front of you, like she said, it's the town's effort to
29 comply with the new VOSH standards. She stated that part of that is, within the next 30 days, we
30 have to train Staff on all the early portion of that Prevention Plan. The emergency temporary
31 standard is within 30 days. We actually have 60 days to instruct everyone about the Town's Plan.
32 We will be doing that within that 30 day period. She stated that her system is breaking up. We
33 will be working with Staff also to engage them with as much information as possible. This will
34 be mandatory training. We hope to get that accomplished over the next 30 days. She stated that a
35 couple things that Council member Stinnette mentioned there was an idea about possibly having
36 some support for Staff, in the chambers as far as Staff's children and learning. We have reached
37 out to VRSA. We do have some concerns with insurance liability. We will continue to work on
38 the avenues that we have with that. She stated that Council member Grewe had an idea also for
39 potential use of the Tabernacle. She stated just to briefly touch on that because you did mention
40 that, and the cleaning that would be associated with that. There are quite a few risk management
41 issues that we would have to address associated with that. Staff is moving in that direction as
42 well. She inquired whether or not Sharon Rauch has any other information that she would like to
43 provide, and Ms. Sharon Rauch stated yes.

44
45 Mayor Fraser stated that Hooper McCann and David Mekarski put a lot into putting this
46 document together. It's almost like 20 pages. He doesn't want to have your Staff go over this for
47 another 30 minutes.

1
2 **Motion by Council member Greenly, second by Council member Grewe that Town Council**
3 **Adopt the Town of Purcellville COVID-19 Infectious Disease Prevention Plan.**
4

5 Council member Stinnette stated just one point that he thinks we have got to capture the costs, be
6 it for CARES or not. He knows what Hooper McCann said, and that you weren't getting enough
7 CARES money because we are giving a larger share to the businesses and he gets that. He stated
8 but between the two of you, we need to capture the cost of executing this Plan and making sure
9 that we understand what those costs are, and that the Council understands that. This is a must
10 have.

11
12 Mayor Fraser stated that he would ask Council member Greenly to restate the Motion with that
13 little tidbit in there that we will recapture the costs. Mr. Mekarski stated that he is in full support
14 of that. Ms. McCann stated that she can assure you sir that we are capturing the costs because
15 any of the funds that we are using from the CARES Act we have to fully document. So, we are
16 capturing every bit of cleaning modifications, PPE, every bit of it we are tracking.

17
18 Mayor Fraser stated just as a formality we will make sure that the Motion states that. It is good
19 that you folks are already committed to doing that.
20

21 **Motion by Council member Greenly, Second by Council member Grewe that the Town**
22 **Council Adopt the Town of Purcellville COVID-19 Infectious Disease Prevention Plan after**
23 **Identifying the Costs of Executing the Plan.**
24

25 **Roll Call: Ayes (7) Nay (0)**
26 **Motion Carried: 7-0**
27

28 **d. Map Revision on the Hirst Property**
29

30 Mayor Fraser stated for the record, this is about the Map Revision on the Hirst Property. Council
31 member Stinnette stated specifically, the property where the tractor is always moving the dirt
32 around on. He stated that David and Staff, and he believes Dale Lehnig are in receipt of a
33 document from FEMA. You will recall that we did not support the applicant's request to modify
34 the flood zone map based on him moving dirt around and that went to FEMA. He stated and
35 FEMA basically came back and said, "No, you guys have to live with the new Map Revision."
36 So there is a whole public process, a whole staff process that is engineered into the FEMA
37 determination. Staff will have to go through that. It's the standard protocol. What he thought was
38 important for us and David and Sally can correct him, so can Dale, he wanted to get on the
39 record that FEMA had made a determination that they found for the applicant that a Map
40 Revision will be required and that that Map Revision will impact those people or those properties
41 that live on Skyline Drive. He stated that hopefully, David, Dale, and Sally can say, "Yeah, he's
42 right."
43

44 Mr. Mekarski stated yes, and stated that largely FEMA made that determination because the
45 Letter of Map Revision was consistent with the CLOMR, which was approved over a decade ago
46 by the former Council. As you know, this was not a simple case of just the developer throwing

1 dirt, but it was a change in the methodology of calculating the base flood elevation. That being
2 said, requested that Dale Lehnig give a brief review on it and turn it over to Sally to close.

3
4 Ms. Dale Lehnig stated that we did get the information that the LOMR was approved by FEMA
5 as seen advertised in the Loudoun Times here on July 31st, and on August 7th. They expect it to
6 take effect on December 7th, 2020. We did have, as you recall, a community meeting on January
7 8th, where we discussed this at length. She stated that David Mekarski sent a letter to FEMA on
8 February 18th, stating that the town was not in support of this. And the LOMR was submitted
9 without the town signing the form stating that we were in concurrence. It was reviewed. She saw
10 one comment came back from FEMA. She thinks they adjusted the models slightly, but
11 essentially, it has been approved as it was presented to us.

12
13 Mayor Fraser inquired whether there is a Motion for us to take action tonight. Mr. Mekarski
14 stated there was not. Mayor Fraser stated so this was a discussion. Mayor Fraser stated that he
15 put it in the wrong place.

16
17 Ms. Hankins stated that she wants to read for the public's information that there is an appeal
18 period. She is going to read from the Notice that we got from FEMA. The Notice of this Map
19 Revision is being published in the Loudoun Times Mirror on July 31st and August 7th as Dale
20 mentioned. It goes on to say that, "Within 90 days," which by her calculations to be on or about
21 November 5th, of 2020. Ms. Hankins stated that she will start over. "Within 90 days of the
22 second publication in the local newspaper, any interested party may request that FEMA
23 reconsider this determination. Any request for reconsideration must be based on scientific or
24 technical data. Therefore, this letter will be effective only after the 90 day appeal period has
25 lapsed and we have resolved any appeals that we receive during that period. Until this LOMR is
26 effective, the revised flood hazard determination may be changed." Ms. Hankins stated that she
27 just wanted to put that in there for anyone who is interested.

28
29 Mayor Fraser stated the public will be made aware of that. In our discussions about three months
30 ago, he was made to understand that the County has tighter standards than Purcellville. He
31 thought that an action was for us to try to adopt the County standard, not the legacy Purcellville.
32 What is needed for that to happen? He inquired whether or not he stated that correctly. Ms.
33 Hankins stated that you did state that correctly. That was discussed as something that Council
34 was interested in. She doesn't know that we ever formally launched it as a project for us to dive
35 into, because it would need to be analyzed and brought back to you with an analysis of the
36 benefits and the detriments of doing that. We have not done that. This is going to be new
37 information for this group. She apologized, and that if Council wants to put it on an agenda we
38 can discuss what you are talking about so everyone understands, and then launch a work group
39 that could analyze that and bring it back to Council.

40
41 Mayor Fraser stated yes, because at that time it was one of those hot items. Let's put it on for a
42 discussion item, maybe the last meeting in August or the first meeting in September. Mr.
43 Mekarski stated probably the first meeting in September., as it may require some engineering
44 analysis. Ms. Hankins stated that it will. Mr. Mekarski stated to determine how that base flood
45 elevation is going to affect not only potential development, but also Federal and State Projects.
46 There may be costs involved. And while this was on a priority, when COVID hit, a lot of the

1 projects that were in the hopper got postponed and we are concentrating on emergency
2 procedures.

3
4 Ms. Hankins stated that with your permission though, at that discussion meeting, we did raise the
5 idea with the gentlemen from the County who came to help us with that public meeting if you
6 recall. She stated that their names escape her right now. We did talk to them about the No Rise
7 Policy. They had a lot of real information that they would like to share with us from their
8 experience, which was switching to No Rise Policy. They did say it is more expensive. She
9 thinks it was from a Staff point of view that they said that. She would like to hear it from them,
10 because she is probably not representing it quite the same way they said it. She stated if we could
11 bring them back maybe to discuss what we might expect if we go to a No Rise Policy that might
12 be helpful. Mayor Fraser stated confirmed.

13
14 Dale Lehnig stated that we also need to discuss the methodology as well. Currently, the
15 methodology was approved by Loudoun County. But because the town has our own mapping, it
16 was not formally approved by the town. So, we probably need to get into that discussion, which
17 is going to be pretty highly technical. We will need to have some assistance from our engineers.
18 Mayor Fraser stated that we will look at the first meeting in September, and we will invite the
19 subject matter experts

20
21 Sally Hankins stated that she would like to see us put this project on a list and then get those
22 projects prioritized. She stated not to delay the discussion of the item so that everyone
23 understands what it is, but before we kind of initially form a team and launch it, if we could find
24 out where it sits in the order of things. She thinks that would be helpful.

25
26 Mayor Fraser stated that he thought that this one was vitally important because of the impact on
27 neighboring properties. You probably have 100 high priority projects. Mr. Mekarski stated there
28 is significant costs involved that may not be available in this year's budget, unless obviously
29 prioritized by the Council. We need to actually evaluate the cost of the benefits of that. It could
30 also affect a lot of the Federal and State road projects that we do on a regular basis. Mr.
31 Mekarski stated that he would suggest that while we have a discussion on it, part of this in
32 August, both him, Sally Hankins and Diana Hays, would like to have a work session with the
33 Council to talk about general management work flow, and project priorities. He thinks in that
34 August work session, we can resurrect where we stand with some of the key projects that have
35 been assigned by the Council, some that were deferred by the COVID crisis, and try with the
36 new Council to get a top 10 list that we can all agree with.

37
38 Mayor Fraser inquired of Mr. Mekarski whether or not he has a catalog of those projects that you
39 can send to us, whether it is a spreadsheet, a bulletin. Mr. Mekarski stated that it is changing
40 every day. He just sent to Council member Milan the original 165 projects that were formulated
41 as Council member Greenly and Council member Stinnette remember in the Patrick Henry
42 Brainstorming Session. Subsequent to that, we have probably added another 30 to 50. Mayor
43 Fraser stated that is what he is saying, as of today, whatever is on that list, is that something that
44 is electronic that you can just ship to us? Mr. Mekarski stated no, but we can put that together.
45 Sally Hankins stated we would need to compile it. Mayor Fraser stated that we will need that and
46 then in September we will tackle it.

1 Council member Stinnette stated that he will tell you that one way or the other that Ordinance
2 needs to be cooked before we start with the interchange project down there. He stated that what
3 we do with that interchange project is going to impact property owners downstream in that
4 Catoctin Meadows Community, and they are going to get fired up about this.

5
6 Mayor Fraser stated that once we see that list we can start looking at it as a team. In September,
7 we will have that focus discussion on what needs to be prioritized. Mr. Mekarski confirmed.

8
9 Council member Grewe stated that the only thing that doesn't wait is that we publicize the
10 LOMR, the receipt of it. That's easy to do. We have an obligation to send it out. We send it out,
11 and the rest of it goes in the box to put in order. That we do have an obligation to inform because
12 they said specifically that they don't, and we need to. Just so that is noted in there we are good to
13 go.

14 **e. CARES Act Funding**

15
16 Mayor Fraser inquired how can we do this faster. Mr. Mekarski stated that we just went under
17 contract with a facilitator or a contractor that's assisting us in formulating the Grant Application
18 Process, the eligibility criteria, and the valuation matrix. He stated that he and Hooper McCann
19 will be having discussions this week with the contractor. They can put out a memo following that
20 meeting to give you a definitive date because that fully hasn't been scoped out. In his memo to
21 you, he had bid about two weeks of contingency indicating the last week in August, or the first
22 week in September. His goal is to get it mid-August. He doesn't believe we can get it any sooner.
23 He believes that Hooper would reiterate what he is saying tonight.

24
25 Council member Stinnette stated so we are on that topic now. He gets that there is a process that
26 we have to follow. He understands the design of the process. He also understands padding your
27 estimates so that you don't over promise and under deliver. All that said, he wanted to have the
28 discussion here with the Council that helps prioritize things for you. The number one priority for
29 reimbursement, at least from tips to nuts perspective, and he would be happy for the rest of the
30 Council to weigh-in, is businesses. He stated that when it comes to the Staff, when it comes to
31 the nonprofits that can be a second priority. The businesses should be our first priority. He stated
32 on with that prioritization, not that we're not going to do the staff and the nonprofits, we are just
33 going to get to them in due time, but the urgency with the businesses is almost at critical mass
34 depending on what business you are. He stated so armed with that prioritization scheme, then the
35 thought process would be that we could get at least a first offering out on the street to businesses
36 by the second or third week of August. His concern is dribbling into the month of September on
37 getting some relief to our businesses. What he wanted to do was: (a) Impress upon Staff it's
38 important to get this money out on the street. If you look at Leesburg, they have already been at
39 it. They are a little bit ahead of us. The question is, all right, why not us? We have even gotten a
40 grant proposal in from a nonprofit. He doesn't think we solicited that, but we got one in
41 nonetheless. Mr. Mekarski stated right, and that would have to be resubmitted once the eligibility
42 criteria are setup.

43
44 Council member Stinnette stated there's my point. He stated so whatever we can do to go faster,
45 faster, faster with all due diligence and all efficiency that's what he's advocating for. Mr.
46 Mekarski stated that we fully support that. Business is our first priority. There's no timetable.
47 The timetable for reimbursement of public expense is essentially the end of December. That's

1 going to be extended probably two more months into the New Year. The non-profits are not
2 being handled through the contractor and don't have the stringent eligibility criteria as businesses
3 and restaurants. The town is performing the eligibility criteria and the evaluation of the
4 nonprofits. It's the business ones where we have indicating that you have to demonstrate 25%
5 impact on your gross receipts. We will be submitting documentation from those businesses,
6 proprietary nature, that have to be reviewed before an allocation can come out. Those are the
7 issues that would be audited, both from the County, and from the town per treasury guidelines.
8 Unless the proviso is that we take the CARES Act Fund and we divide it by the number of
9 businesses and allocate \$700.00 per business and call it a day. He doesn't think that we would
10 have gotten that approval by the County. We've committed to having a grant process with some
11 rigid criteria: Four categories: restaurants, businesses of a small size, businesses of a medium
12 size, and businesses of a larger size. Essentially, under \$100,000.00 to \$250,000.00, and over
13 \$250,000.00, and restaurants by a separate category. He stated four categories, separate
14 eligibility criteria, and we are on that goal to do that. We understand it, and thinks that second or
15 third week in August we can meet.

16
17 Mr. Mekarski stated again, we have just signed a contract with the individual that is going to be
18 helping the town to expedite it. We have not even had the meeting to scope and determine the
19 timeline. He wants to reaffirm it in a red memo following that meeting and that is his hope and
20 goal. That's the direction that Hooper McCann and he are working on.

21
22 Mayor Fraser stated that along the lines of what Tip just said, and he mentioned Leesburg, he is
23 on the COLT with the Leesburg Mayor. Why can't we just copy what Leesburg is doing because
24 what they are doing is legal, right? Mr. Mekarski stated that we copied pretty much Leesburg's
25 proposal. He asked Hooper if she wanted to respond to the Mayor's query regarding that.

26
27 Ms. McCann stated that one of the major differences with the town of Leesburg, is they actually
28 have an Economic Development Staff. They have the resources in-house to get that rolling in-
29 house. Unfortunately, we just don't have the bandwidth. It was necessary for us to go out to a
30 contractor to get this done for us. And again, we are fully committed to getting this money to the
31 businesses. We understand completely the situation that we have here in the community. We
32 want nothing more than to get this money out to them. We are trying our very best to work as
33 expediently as possible. There are a lot of steps involved with this. The application and process
34 itself, we expect that will move rather quickly because yes, we don't have to reinvent the wheel.
35 We have the County's applications we can easily utilize first. That's not the heavy lifting. The
36 heavy lifting is going to be once those start coming in, doing the intake, reviewing them, and
37 making sure that all of the documentation that is required to be submitted as part of that grant
38 process is there. We again, are truly fully committed to ensuring that we get this on the street as
39 soon as possible.

40
41 Mayor Fraser thanked Hooper McCann, and asked if there anything that businesses can do
42 between now and the second week in August, or just wait for that process to be implemented?
43 Mr. Mekarski stated that the only thing that needs to take place, we just need to work with the
44 contractor, get the Grant Applications online, and then we need essentially assistance from the
45 PBA and from other groups to get the word out. Even if it is ringing some doorbells of the
46 business and say that there's a limited time period to apply for Business Interruption Grants and
47 to make them aware of it. Even when we do the vouchers, we found that no matter the Press

1 Release, no matter the coverage in the paper, no matter the letters that went out, people are not
2 aware of it.

3
4 Mayor Fraser stated so the message tonight to the business community is the second week of
5 August you will have something. Mr. Mekarski stated that's correct. Mayor Fraser stated an
6 application at least. Mr. Mekarski confirmed.

7
8 Council member Grewe stated no offense to Mr. Mekarski, but he thinks he has a better answer
9 to the Mayor's question. There is something the business community can do now. Because we
10 know that if they want to take advantage of this they need to have documented a 25% loss due to
11 COVID. That documentation, he was talking to the Loudoun County Economic Development
12 Team, takes time to compile. Compile it. Do your assessment. Look at 2019. Look at 2018. Look
13 at 2020. Do the comparative. Show the demonstrable economic impact. So, when these things
14 come out, you go all right, here. Attach file, send. You can look at the model that was already
15 done. That's something they can certainly do, and something that frankly, most of them are
16 aware of. He was on the EDAC call earlier in June when they were talking about that. The ones
17 that were engaged knew that. We can publicize that as the application is coming on the second or
18 third week of August. In advance of that, please take the time to document your economic impact
19 from COVID as comparing 2018, to 2019 to 2020. We are looking for a 25% loss or more. That
20 takes time. That saves them time on the backend of processing the application. There is an
21 answer of something they can do now. Mr. Mekarski stated that is an excellent, excellent
22 response.

23
24 Mayor Fraser inquired whether or not somebody can craft that and we can send it out to the
25 businesses this week. Council member Grewe stated that he is sure that can be done as a press
26 piece. We can put it out to the PBA. He knows that they would be glad to communicate it for us.
27 He bets Discover Purcellville would also send it out to their team and that EDAC can put it out.
28 We can share it on our respective Council pages if the town makes it.

29
30 Mr. Mekarski stated that some of the local businesses have already demonstrated that to the
31 County in their first, second, and third rounds of CARES Act Funding, and some have already
32 demonstrated to our local banks with the PPP Program. He agrees that is an excellent suggestion.
33 We can do that with our communication team, and put out a Press Release to that regard.

34
35 Mayor Fraser stated so you will do that this week. Mr. Mekarski stated yes. Council member
36 Grewe stated that it softens the lining so they know it is coming. He stated two other quick
37 things, David, if there was any question, and he thinks him, along with Tip and the Mayor, and
38 the rest of the Council are in agreement, if there is something we can do to accelerate the
39 process, tell us. We will do it. The other thing that we have to keep in mind, we have an
40 economic development staff of about two or three between our planning and our economic
41 development, Senior Planner and all that. We are running on what, two people right now? Mr.
42 Mekarski stated we are running on Senior Planner and our permit intake and Code Enforcement.
43 Council member Grewe stated that he thinks the equivalent of Leesburg to answer your question,
44 Mayor, and at least for Hooper, they are running at 15. They have the ability to be flexible. They
45 have a little more capacity to flex. That is just the reality being in a small town. If we really want
46 to change that in the long-term, we would really have to look at staffing. That's all. Mayor Fraser
47 stated that Leesburg has 50,000 people. Council member Grewe stated there's a difference.

1
2 Mayor Fraser stated that what he is trying to say also is we have nine volunteers on the
3 Economic Development Advisory Committee and to use them as necessary.
4

5 **DISCUSSION/INFORMATIONAL ITEMS:**
6

7 **a. FY 2021 Budget Appropriation for Second through Fourth Quarters**
8

9 Mayor Fraser stated let's go onto the last discussion item, Fiscal Year 2021 Budget
10 Appropriation for Second and Fourth Quarters. Mayor Fraser stated that it is now 9 o'clock. He
11 knows that we dedicated August to deal with this. He inquired of Mr. Mekarski whether this is a
12 30 minute presentation or 45 minutes.
13

14 Mr. Mekarski stated that if anybody wants to make a Motion to approve the Second, Third, and
15 Fourth Quarter and set it for Public Hearing, you would have his support. He is not being
16 facetious. It could be that short of a process. This Budget is one of the leanest Budgets that this
17 town has received from its Management Team. It's 15% lower than our previous year's Budget.
18 We went back at the beginning of the COVID crisis in working with the Council; we cut \$1.2
19 million out. We ensured that there was no increase in property tax. There was no increase in
20 water rates. There was no increase in sewer rates. We lowered the FTE's from 87 to 85. We went
21 through a Reorganization Plan with the Engineering and Community Development Department.
22 Yes, we deferred a lot of capital. Almost 91% of our Capital Improvements have been gutted. He
23 stated that Liz has prepared a very concise PowerPoint that answers all the questions for both the
24 public and the Council. He frankly doesn't know what else we could cut without diminishing
25 services, or reducing staff, which is your Manager and Emergency Manager. He would strongly
26 argue against, because we need that manpower at our current levels to face what could come in
27 the second game. We are only in the fifth inning. The flare ups are happening all around the
28 country, and we need to hold steady.
29

30 Mayor Fraser stated that his question was how long is this presentation? Mr. Mekarski stated that
31 the presentation is not more than 20 minutes.
32

33 Ms. Liz Krens stated that you have a Budget Presentation in your agenda. We will just jump
34 right in. The budget is a point in time, a physical planning tool. We have always budgeted very
35 conservatively in the past, which has given us a lot of budget flexibility. It has also led to
36 positive year-end results. However, we are in an unprecedented emergency right now, a
37 pandemic. That has created a lot more uncertainty than we have ever dealt with before from a
38 Budget perspective.
39

40 Ms. Krens stated to-date, revenue impacts have been limited. We've almost been surprised by
41 how limited these Budget impacts have been. We will talk a little more about that in a second.
42 We've also been fortunate to receive some Federal Funding that has helped to offset some of the
43 costs of the pandemic. It has also provided some economic stimulus for our community. As this
44 pandemic evolves, we are going to continue to need to monitor the costs, the revenues, the
45 Capital Projects, and future stimulus that may come onboard.
46

1 Ms. Krens stated that in order to eliminate the need for tax and rate increases during this crisis,
2 the Town Manager worked with staff to reduce the initial Budget by \$1.2 million. This was a
3 15% decrease from the prior year's Budget. He also realigned some staff and eliminated two
4 FTE positions. As we entered this Budget period, all of our assumptions were based pre-
5 pandemic, pre-COVID, and so Council chose to adopt a First Quarter only limited appropriation
6 of \$5,000,000.00 with the expectation that the Budget would be revisited. Now it's time to think
7 about a Second through Fourth Quarter appropriation. And it needs to be approved by September
8 30th, or else we do not have an appropriation to move forward with the balance of the year.
9

10 Ms. Krens stated something else that you have to weigh; we just talked about limited Staff. We
11 have our hands full right now as we are juggling an audit and many other critical duties. We are
12 going to be starting preparation of the FY22 Budget in the fall of this year. In about another
13 month we are going to start working on that.
14

15 Ms. Krens stated that the proposed Budget for the Second through Fourth Quarter appropriation
16 is \$15.8 million on top of the initial \$5,000,000.00, which would lead to an Annual Budget of
17 \$20.8 million. This is a reduction of \$2.9 million from the prior year's adopted Budget of \$23.7
18 million. Again, as the Town Manager just indicated, this is a very lean Budget. All discretionary
19 spending has been removed so that we could prepare for this pandemic. We've also looked at
20 additional revenue forecasts and determined that we needed to cut some of our expectations in
21 estimates to include, \$227,000.00 in "Meals Tax, and Fines." And another \$41,000.00 in "Rent
22 and Programs." We also worked with the Waste Water and Capital Projects Staff and determined
23 that it would be best to add back in \$334,000.00 worth of Capital Projects for the membrane
24 replacement at the Waste Water Treatment Plant and Lead Variation Projects. It would actually
25 offer a savings of about \$77,000.00 to the town by not waiting, and these are critical
26 infrastructure needs to maintain the proper working order of our facilities.
27

28 Ms. Krens stated that we also did a Budget realignment for the reorganization where we cut
29 those two positions. We also balanced the Budget with the use of reserves that will cover
30 potential operating deficits and cash funded Capital Projects.
31

32 Ms. Krens stated that this page just gives you the numbers and an overview of where we started
33 with the \$21.7 million initial proposal from the Town Manager. Adoption of that First Quarter
34 appropriation. And now what we are asking for for the Second through Fourth Quarter, which
35 will bring us to a total annual appropriation of \$20.8 million, which is a reduction of
36 \$900,000.00.
37

38 Ms. Krens stated that this page just gives you revenue equivalents. A lot of times people want to
39 understand what a one penny on the real estate tax rate is equivalent to. She stated what a 1%
40 change in meals tax is equivalent to, sales, tax, et cetera, as well as utility rates. That's just
41 informational.
42

43 Ms. Krens stated "Revenue outlook." Revenue forecasts continue to evolve. Anything that we've
44 seen to-date cannot be predictive of what we are going to see in the future. This pandemic is
45 evolving and changing rapidly. Good news though.
46

1 Mayor Fraser stated that he really appreciates this, and thinks that we can move this to a Public
2 Hearing and then we can have more discussion on it. He stated that this document is already in
3 the public domain. Ms. Krens stated that it is pretty self-explanatory. If you want, we can just
4 skip right on over. One thing she will note is the reserves. She knows Council member Grewe
5 asked about the reserves. If you have any questions, certainly let her know.

6
7 Mr. Mekarski stated that Council member Bertaut had a good question about some of the
8 projections for the meals tax, and he thinks it would be worthwhile to raise and have Liz answer.

9
10 Council member Bertaut stated specifically, it says here that you will not have the data for June
11 until August, and yet on these charts he sees data for June (slide 9). Ms. Krens stated that's a
12 good question. Council member Grewe stated that you collect part of June. Ms. Krens stated that
13 she was thinking sales tax, and stated yes, we do have June information now. June collections
14 were due on July 20th. That's how we were able to capture that. She stated that sales tax is two
15 months delayed. She inquired whether or not we had an error in the presentation. Mr. Mekarski
16 stated so in June, the Meals Tax bounced back up from its low point. Ms. Krens stated that Meals
17 Tax is interesting. What it appears to her is that we opened up, number one. Number two, she
18 thinks the businesses are learning and its evolving. In April, our sales for the meals were down
19 46% year over year. In May they were down 34%. In June they were down 20%. In other words,
20 we are evolving and we are learning how to do business in this environment. That could change.
21 The pandemic could change things. That's good news. While this particular revenue is
22 vulnerable, probably the most vulnerable to the pandemic, it looks like we are finding ways to
23 figure this out.

24
25 Council member Grewe stated that he read through this and it was fairly straightforward and
26 simple to follow and he appreciates that. The simpler we can make finance to be publicly
27 accessible the better. His only suggestion is going forward is that when we talk about reserve
28 fund transfers over, we have reserve funds going into multiple categories. We have reserve funds
29 going into CIP. We have cash funded like projects. We have stuff that is onetime expenses. We
30 have stuff that is operations. We don't group them by what sort of activity they are going for.
31 Reserves have a bunch of subcategories. It would be helpful to know from the reserves total, how
32 much is going into CIP. That is what reserves are for. That's normal. If reserves are going into
33 operations, pulling that and segmenting that out to be clear so people will know what we are
34 spending out of savings, and so we know what we are spending out of savings, if that could be
35 hallucinated a little more. It's the immediate opposite of it, right. Make clearer in the document.
36 He thinks that would be good for public consumption and for our consumption. That's his only
37 edit on the presentation is to make sure that it is precise and understandable of how much and
38 how little. If it is Capital Projects or stuff that is being carried over fine, just call it that. It's in
39 here, but you have to kind of work on it to get all the pieces out. If it's not here, just make it a
40 little clearer. That's his only suggestion on that. He thought the Budget was lean, tight. He
41 understood the Capital Projects being put in. He thought that was a good thing. That being said,
42 for us to go forward and actually do this, he would like to make a Motion if you are okay with
43 that.

44
45 Mayor Fraser inquired whether or not there were any questions from the new Town Council
46 members. We will take this into Public Hearing and we will also have time to ask more questions
47 and invite the public in. Any issues with that?

Motion by Council member Grewe, Second by Council member Bertaut to bring the Q2 through Q4 2020 Budget to Public Hearing on September 8th.

Mayor Fraser inquired whether or not there were any questions or issues. Council member Stinnette stated that he has one for staff and you are not going to like it. On Page 152 of 153 in the staff package, and if you are not numbered that way go to the “Hirst Reservoir Repair CIP, Attachment 2.” He stated that what he is interested in understanding here, and Dale and David can probably help out here. The “dredging, the drain valve repair or siphon installation and the intake repair,” it’s a packaged deal. Is that correct? Mr. Mekarski stated it is, and we are currently doing the engineering on it and the actual construction was deferred to the next Fiscal Year. Council member Stinnette guesses that his question to you guys is how hard would that be to pull it for a year. Mr. Mekarski stated that he doesn’t know if the engineering documents will be finalized. He inquired of Dale Lehnig whether or not she would finish all of the engineering drawings and final approvals by the representative agencies before you began that work? Ms. Lehnig inquired when you say this year, are you talking this calendar year or this Fiscal Year. Mr. Mekarski stated this Fiscal Year. Right now, we only have the engineering budgeted for this Fiscal Year. We have in FY22 the dredging for \$700,000.00. And then we have the drain valve and the intake repair in FY23. He stated \$120,000.00 for the drain valve and the intake repair is \$500,000.00. We have the whole project scheduled over three years. This year only in the Budget we have \$50,000.00, \$60,000.00 for the Study, and \$65,000.00 for improve access road in preparation for work. Ms. Lehnig thinks that they could probably push to get the dredging done. That is not so much of a design, as it is just knowing how much sediment we are going to have, and improving the access road. The drain valve repair and the intake repair will take some design, and both of them would have to go out for bid for public procurement.

Council member Stinnette stated that his whole point is we started to feel the pinch on water all across northern Virginia. The reservoir is doing well. We’ve been living with the reservoir not being fully capable, and so the thought process here is if water is going to get tight, he wants to make sure he can get to it 100%, or near to 100% of his reservoir water. What does it take to prioritize this and pull this to the left, rather than to push it to the right? He gets it that there is engineering design and everything. Basically, we have been talking about this for a number of years. Why can’t we push everything that we want to do from the Study to the roadwork, to the dredging, to the drain valve repair, to the intake repair, how come we can’t push that into FY21?

Mr. Mekarski stated let me go back with the team and have Dale discuss it with her consulting engineering group, and then just report at the next Council meeting. That may be a possibility. While it takes down our Water Fund reserves, and one thing we were cautioned about during this crisis from Davenport is to keep our fund reserves in water, sewer, and general as high as we can, because its giving us the ability to get very low interest rates not in this Budget, but you will be hearing a report from Davenport in September about their RFP with local banks to get a line of credit during this emergency period of approximately \$3,000,000.00. At the beginning of the COVID crisis, the Council authorized us to look at a line of credit essentially for \$6,000,000.00. We reevaluated that. We originally had a conference call. The Vice Mayor was on with us to discuss that with Davenport. They are working towards that RFP. As soon as it is available they will be bringing it to a Council meeting and then also give their results.

1 Mr. Mekarski stated to answer Council member Stinnette's question would be yes, and, as we
2 would be reducing the fund reserves substantially, but we will have that line of credit to buffer
3 us. One of the strategies was either getting a tax anticipation note, a bond anticipation note,
4 which was essentially designed for capital construction. He thinks that we can achieve "yes,
5 and".

6
7 Mayor Fraser stated the question is why do we want to push it to this year. What's the urgency?
8 Council member Stinnette stated that the urgency is this is not going to get any better on its own.
9 And nothing tells me that we are going to be swimming in oceans of water over the next two
10 years. His thought is, fix this now as he doesn't think we are in a drought. He knows Round Hill
11 has kind of gone to a morning level based on their water supplies. He is just thinking that every
12 time we push this to the right, we assume more risk. This is pretty easy in terms of this is a
13 known. He doesn't have to go out and find another well. He doesn't have to put in a pump
14 station. All he has to do is fix what he has. He stated that from a sheer water capacity for our
15 community, he personally would prioritize this pretty darn close to the top. This is something
16 that we need to get fixed and get it fixed as soon as possible.

17
18 Mayor Fraser stated if we fix it now while it is dry, when it starts to rain we will get much more.

19
20 He stated that a Motion was made. Council member Grewe stated that a Motion was made. He
21 underlined Tip's point that since Round Hill lost two of their wells, one they knew why and one
22 of them they didn't. He would agree with his assessment of value and risk on this issue. A
23 Motion was made. The Second was made by Council member Bertaut.

24
25 Council member Bertaut stated that he would like to open up the discussion a little bit. We are
26 basically giving ourselves a choice; we can spend three Fiscal Years fixing this problem, or we
27 can spend one. He would like to set forth for the Council can we consider asking staff to give us
28 a quick risk assessment on spending two years versus one year. Mayor Fraser stated that he
29 thinks that is fair, due diligence. Council member Grewe stated that he thinks that is what we are
30 going to get because David Mekarski is going to go ask, and say, Can this be done? And if so,
31 what would be the value proposition on it and he will come back to us with it. Am I reading you
32 right? Mr. Mekarski stated absolutely correct. Council member Grewe stated great, agree.

33
34 Council member Bertaut inquired what's the value proposition to speeding up one year versus a
35 total two year speed up. What's the down side risk to speed up by one year versus two years?

36
37 **Roll Call:** **Ayes (7-0) Nay (0)**
38 **Motion Carried:** **7-0**

39
40 **ADJOURNMENT:**

41
42 Motion by Vice Mayor Williams, Second by Council member Grewe that the Town Council
43 close the Meeting of July 28th, 2020 at 9:30 P.M.

44
45 **Voice Vote:** **All Ayes**
46 **Motion Carried:** **7-0**

1 Respectfully submitted by Faith Stine.

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Diana Hays, Town Clerk

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13

Kwasi Fraser, Mayor

Mayor
Kwasi A. Fraser



Town Manager
David A. Mekarski

Council
Christopher Bertaut
Theodore Greenly
Joel D. Grewe
Stanley J. Milan, Sr.
Tip Stinnette
Mary Jane Williams

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**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 20-07-02

**PRESENTED: JULY 28, 2020
ADOPTED: JULY 28, 2020**

A RESOLUTION: TO INITIATE THE FOLLOWING AMENDMENTS TO THE PURCELLVILLE TOWN CODE: (a) RETITLE ARTICLE IV (“BOARDS AND COMMISSIONS”) OF CHAPTER 2 (“ADMINISTRATION”) FROM “BOARDS AND COMMISSIONS” TO, “COMMITTEES, COMMISSIONS, AND BOARDS,” AND (b) RELOCATE THE ENTIRETY OF CHAPTER 26 (“COMMUNITY DEVELOPMENT”), ARTICLE I (“IN GENERAL”), ARTICLE II (“ECONOMIC DEVELOPMENT ADVISORY COMMITTEE”), ARTICLE III (“PARKS AND RECREATION ADVISORY BOARD”), ARTICLE IV (“COUNCIL STANDING COMMITTEES”), ARTICLE V (“TREE AND BEAUTIFICATION COMMISSION”), ARTICLE VI (“PURCELLVILLE TRAIN STATION STEERING AND OVERSIGHT COMMITTEE”), ARTICLE VII (“COMMUNITY DEVELOPMENT AUTHORITIES”), ARTICLE VIII (“PURCELLVILLE ARTS COUNCIL”), TO ARTICLE IV (“COMMITTEES, COMMISSIONS, AND BOARDS”) OF CHAPTER 2 (“ADMINISTRATION”) BY ADDING DIVISIONS 3 THROUGH 10, AND (c) ADD TO CHAPTER 2 (“ADMINISTRATION”) OF ARTICLE IV (“COMMITTEES, COMMISSIONS, AND BOARDS”) A NEW “DIVISION 11” ENTITLED, “COMMUNITY POLICING ADVISORY COMMITTEE”

WHEREAS, the Town Council desires to establish a new standing advisory committee for the purpose of advising the Town Council, Town Manager, and Town Police on policing matters, to be called the “Community Policing Advisory Committee;” and

A RESOLUTION:

TO INITIATE THE FOLLOWING AMENDMENTS TO THE PURCELLVILLE TOWN CODE: (a) RETITLE ARTICLE IV ("BOARDS AND COMMISSIONS") OF CHAPTER 2 ("ADMINISTRATION") FROM "BOARDS AND COMMISSIONS" TO, "COMMITTEES, COMMISSIONS, AND BOARDS," AND (b) RELOCATE THE ENTIRETY OF CHAPTER 26 ("COMMUNITY DEVELOPMENT"), ARTICLE I ("IN GENERAL"), ARTICLE II ("ECONOMIC DEVELOPMENT ADVISORY COMMITTEE"), ARTICLE III ("PARKS AND RECREATION ADVISORY BOARD"), ARTICLE IV ("COUNCIL STANDING COMMITTEES"), ARTICLE V ("TREE AND BEAUTIFICATION COMMISSION"), ARTICLE VI ("PURCELLVILLE TRAIN STATION STEERING AND OVERSIGHT COMMITTEE"), ARTICLE VII ("COMMUNITY DEVELOPMENT AUTHORITIES"), ARTICLE VIII ("PURCELLVILLE ARTS COUNCIL"), TO ARTICLE IV ("COMMITTEES, COMMISSIONS, AND BOARDS") OF CHAPTER 2 ("ADMINISTRATION") BY ADDING DIVISIONS 3 THROUGH 10, AND (c) ADD TO CHAPTER 2 ("ADMINISTRATION") OF ARTICLE IV ("COMMITTEES, COMMISSIONS, AND BOARDS") A NEW "DIVISION 11" ENTITLED, "COMMUNITY POLICING ADVISORY COMMITTEE"

WHEREAS, standing committees are authorized by adoption of an ordinance after a public hearing, with the ordinance describing the committee's purpose, its membership, and its scope of authority; and

WHEREAS, the existing ordinances governing standing advisory committees of the Town Council are located under a chapter of Town Code entitled "Community Development," and the Town Council desires to relocate these ordinances to Chapter 2, currently titled, "Boards and Commissions," where currently only the "planning commission" ordinance is located. The Town Council further desires to rename Chapter 2, "Committees, Commissions, and Boards"; and

WHEREAS, the purpose of the Community Policing Advisory Committee shall be to: (a) advise the Town Council, Town Manager, and Town Police on matters related to Purcellville's police-community relations, police training, and police protocols; (b) improve public trust of Purcellville police by increasing communication and transparency, (c) raise awareness about racial injustices in Purcellville policing, (d) promote public education on Purcellville policing matters, and (e) promote the fair and equal treatment of all citizens by the Purcellville police; and

WHEREAS, the Town Council desires that Town Staff prepare, in collaboration with interested citizens, an ordinance creating the Community Policing Advisory Committee, describing its purpose, its membership, and its scope of authority. The Town Council further desires that such ordinance be advertised for a public hearing on September 8, 2020, or as soon thereafter as practicable.

NOW THEREFORE BE IT RESOLVED, that the Purcellville Town Council hereby initiates an ordinance to create the Community Policing Advisory Committee as described in this resolution, to codify such ordinance within the Town Code, and to reorganize the Town Code so that all ordinances governing the Town's advisory committees, commissions, and boards are located at Town Code Chapter 2, Article IV, as described in the "whereas" clauses of this resolution.

A RESOLUTION:

TO INITIATE THE FOLLOWING AMENDMENTS TO THE PURCELLVILLE TOWN CODE: (a) RETITLE ARTICLE IV ("BOARDS AND COMMISSIONS") OF CHAPTER 2 ("ADMINISTRATION") FROM "BOARDS AND COMMISSIONS" TO, "COMMITTEES, COMMISSIONS, AND BOARDS;" AND (b) RELOCATE THE ENTIRETY OF CHAPTER 26 ("COMMUNITY DEVELOPMENT"), ARTICLE I ("IN GENERAL"), ARTICLE II ("ECONOMIC DEVELOPMENT ADVISORY COMMITTEE"), ARTICLE III ("PARKS AND RECREATION ADVISORY BOARD"), ARTICLE IV ("COUNCIL STANDING COMMITTEES"), ARTICLE V ("TREE AND BEAUTIFICATION COMMISSION"), ARTICLE VI ("PURCELLVILLE TRAIN STATION STEERING AND OVERSIGHT COMMITTEE"), ARTICLE VII ("COMMUNITY DEVELOPMENT AUTHORITIES"), ARTICLE VIII ("PURCELLVILLE ARTS COUNCIL"), TO ARTICLE IV ("COMMITTEES, COMMISSIONS, AND BOARDS") OF CHAPTER 2 ("ADMINISTRATION") BY ADDING DIVISIONS 3 THROUGH 10, AND (c) ADD TO CHAPTER 2 ("ADMINISTRATION") OF ARTICLE IV ("COMMITTEES, COMMISSIONS, AND BOARDS") A NEW "DIVISION 11" ENTITLED, "COMMUNITY POLICING ADVISORY COMMITTEE"

BE IT FURTHER RESOLVED, that the Community Policing Advisory Committee ordinance shall be drafted by Town Staff, in collaboration with interested citizens, no later than August 14, 2020, and shall address the committee's mission, duties, authority, membership, and bylaws.

BE IT FURTHER RESOLVED, that the ordinance shall be advertised for public hearing on September 8, 2020, or as soon thereafter as practicable.

PASSED THIS 28TH DAY OF JULY, 2020.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk