



MIDDLEBURG TOWN COUNCIL
Monthly Work Session
Thursday, January 22, 2009
Town Office, 10 W. Marshall Street



6:00 p.m.

REGULAR WORK SESSION

- PRESENT:** Mayor Betsy A. Davis
Councilmember Trowbridge Littleton
Councilmember Catherine "Bundles" Murdock
Councilmember Lisa Patterson
Councilmember Judith Pryor Plescow
Councilmember Kathy Jo Shea
Councilmember Mark Snyder
- STAFF:** Jerry M. Schiro, Town Administrator
Rhonda S. North, MMC, Town Clerk
Debbie J. Wheeler, Town Treasurer
Cindy C. Pearson, Economic Development Coordinator
Steve Webber, Chief of Police
- ABSENT:** Vice Mayor Darlene Kirk

The Town Council of the Town of Middleburg, Virginia held their regular work session on Thursday, January 22, 2009 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis called the meeting to order at 6:00 p.m.

Council Approval – Resolution encouraging the Board of Supervisors to adequately fund County departments to prevent facility closures in small communities

Mayor Davis thanked Town Clerk North for drafting the resolution. She asked whether Council wished to make any changes to it. Councilmember Snyder noted that his recommendations had already been addressed in the resolution. Councilmember Murdock noted that she appreciated the reference to business losses.

Councilmember Snyder moved, seconded by Councilmember Murdock, that Council adopt a resolution encouraging the Loudoun County Board of Supervisors to adequately fund County Departments to prevent facility closures in small communities.

- Vote: Yes – Councilmembers Littleton, Murdock, Patterson, Plescow, Shea and Snyder
No – N/A
Abstain: N/A
Absent: Vice Mayor Kirk
(Mayor Davis did not vote as there was no tie to require her vote)
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Councilmember Patterson asked when the County would hold their budget hearings. Town Administrator Schiro expressed his opinion that they would probably be held in February.

Councilmember Patterson advised Council that she attended the School Board's public hearing, during which time the Board was very respectful to her. She noted that she did not have time to read the resolution; however, the Board's Clerk distributed copies in advance of the meeting. Ms. Patterson presented Council with a copy of her remarks to the School Board. She expressed her opinion that many parents have put a lot of time and energy into researching this matter; and, have calculated that if the four schools were closed, the County would lose five hundred forty elementary school seats. They noted that the new school in Lincoln would provide approximately seven hundred new seats – meaning there would be one elementary school seat left in Loudoun County in 2013 given the projected growth figures. She reminded Council that the next elementary school was not projected to open until 2014; and, noted that this was contingent upon the availability of capital funding. Ms. Patterson expressed her opinion that if the School Board were to close the four schools, they would have to re-open them in the future. She noted that two parents from eastern Loudoun also expressed concern about the current over-crowding situation in those schools; and, suggested they should not increase class sizes even more.

Mayor Davis advised Council that she recently attended a Chamber of Commerce meeting, during which some of the members of the Board of Supervisors were present. She further advised that following the presentation, she spoke with many of the Supervisors; and, found them to be very sympathetic to the Town's concerns. Ms. Davis noted that she also spoke with School Board Chairman DuPree who indicated that he was not in favor of closing the schools; and, explained that the only reason they were making these suggestions was because they were asked to do so. She expressed her opinion that they all understood the Town's position; and, indicated that no one wanted to close facilities, but rather were doing the best they could. Ms. Davis advised Council that Chairman DuPree expressed appreciation for presenters who were thoughtful and gave facts rather than screaming. She suggested that Council encourage speakers to be courteous.

Councilmember Patterson advised Council that she has spoken with two Middleburg families who have indicated that they would move if the school closed. She noted that one individual sits on two of the Town boards. Ms. Patterson advised that two firefighters have also suggested they may move if the school closed. She expressed her opinion that the Town could not afford to lose anyone, much less young families. Ms. Patterson expressed concern that if the County were to take away the Middleburg Elementary School, Middleburg Library and the parks/recreation office, there would be nothing left in the Town; and, suggested the Council needed to get that message across to the Board of Supervisors. Councilmember Snyder expressed his opinion that these were the only items the County contributed to the Town. Mayor Davis noted that these were the concerns she shared with the members of the Board of Supervisors who were present for the Chamber meeting. Councilmember Patterson advised that she did not know whether the Council should seek one-on-one time with the board members or ask the Chairman to attend a Council meeting; however, she reiterated the need to make the County understand that this truly was a crisis for the Town. Councilmember Murdock expressed her opinion that it would be a strong statement if the entire Council were to attend a Supervisor's meeting – not as a part of the regular hearing - and spoke during public comments. Mayor Davis noted that the resolution contained the jest of the Town's argument in a general nature. Councilmember Murdock suggested the Council submit the resolutions it has approved to the Board and speak during one of their meetings. Councilmember Shea suggested the need to share the impact to the County if these closings were to occur. Councilmember Murdock noted that the County profited greatly from Middleburg.

Councilmember Patterson advised Council that Town Clerk North has been researching what Loudoun County receives in sales tax revenue as the result of sales in Middleburg. She noted that based upon the sales figures from the 2008 business licenses, Middleburg produces approximately \$48 million in sales – resulting in approximately a half a million dollars in revenue for Loudoun County. Ms. Patterson suggested Middleburg basically carried itself. Town Clerk North reminded Council that one percent of the sales tax revenues goes to localities, of which the County automatically receives one-half, with the remaining half divided between the towns and County based upon school-aged population. She advised that she did not have the exact percentage of the school-aged population split; however, if the County received almost the entire amount it would be approximately \$480,000 as the result of sales in Middleburg.

Mayor Davis noted that the County also used approximately 73% of the real estate taxes to support schools. Councilmember Littleton inquired as to that amount. Town Clerk North reminded Council that the County received approximately \$3 million in real estate and personal property taxes from within the town. It was estimated that approximately \$2.1 million went to the school system. Councilmember Plescow noted that the Town's citizens pay almost the same amount in revenue as would be saved by closing the four schools.

Councilmember Littleton inquired as to the cost to operate the four schools that have been proposed for closure. Councilmember Patterson noted that she has made a Freedom of Information act request for that information. She noted that the cost per school was not broken out in their budget. Councilmember Shea noted that there would be bussing costs associated with closing the four schools; therefore, they may not be saving that much. Town Clerk North estimated, based upon the \$1.47 million cost for operating the Middleburg Elementary School that was provided by the School's Public Information Officer last year, that it would be approximately \$6 million to operate all four schools. She reminded Council that the School Superintendent has stated that the savings would be \$2.2 million. Councilmember Littleton expressed his opinion that, in looking at the overall numbers, Middleburg's revenues to Loudoun County would carry the Middleburg Elementary School twice. Councilmember Shea noted that the Town also carried the cost for the utilities.

Councilmember Patterson noted that the last census indicated that the average age of the town's residents was over fifty; and, expressed her opinion that if these closures were to occur, the town would not survive and prosper. She further noted the need to have children in the community. Councilmember Snyder noted that the Town has fought for diversity, including age diversity; and, suggested that it would suffer if the school was lost. Councilmember Murdock asked what the Town should do. Councilmember Patterson suggested the question was how to be most effective in sharing information with the County; and, noted that they needed to understand that the Town could not just take care of itself. Mayor Davis recommended that the Council invite Supervisor Burton to attend a Council meeting in order to share the Town's concerns; and, noted that he was the Town's representative. She further recommended that the Council ask Supervisor Burton how it should deliver its message to the full Board in order to persuade them to not allow facility closures. After some discussion, Council agreed to invite Supervisor Burton to one of its meetings or, if necessary, to hold a special meeting.

Councilmember Shea recommended that these problems also be addressed on a State-wide level; and, noted the need to speak up for small towns and how vital they were to the health of the State. After some discussion, Council agreed that the Mayor should meet with Congressman Wolf to share the Town's concerns. Council suggested that the Mayor share that the Town was seeking to keep all of the schools open, not just Middleburg's; and, that they were only asking for the basic County services that they have been paying for and have received forever.

Councilmember Patterson reminded Council that State law mandates that counties provide public education. She suggested that it was reasonable to bring in State officials when a State statute was being impacted. Councilmember Plescow reminded Council that the County was not seeking to take away education. She suggested the need to focus on the fact that Middleburg was a small town that needed what it had. Ms. Plescow noted that the Town was not seeking an upgrade in facilities - it was only seeking to keep what it had and was paying for. She recommended that the members of Council get as many citizens as possible to share their feelings with the Board of Supervisors.

After some discussion, the Council also agreed to invite Board of Supervisors Chairman York to attend a separate Council meeting so they could share their concerns with him. It was recommended that the Council attempt to get Congressman Wolf and Senator Warner to speak on their behalf to the members of the County Board. The Council suggested that they be reminded of the damage that Salamander could experience if the school was not available in that it would be more difficult for them to hire and retain employees.

Councilmember Murdock noted that the Town had some good facts to support its argument. She noted that the town citizens paid Loudoun County more than they received in services. Councilmember Patterson expressed her opinion that the Town needed to figure out how to keep the Middleburg Elementary School from being on the chopping block every time there was an economic issue as this was hard for the parents. Mayor Davis reminded Council that they have had to address this issue twice in one year. Council reiterated its desire to meet with Supervisor Burton and Chairman York during separate Council meetings if possible; and, asked the Town Clerk to make the necessary arrangements.

Council Review – Report on Loudoun County Community Action Board

Councilmember Shea reported that she was pleased with the response to the Volunteer Fair – with about thirty-two organizations being represented. She noted that she had already received two calls from organizations who wished to participate next year; and, advised that they were already talking about next year's event. Ms. Shea noted that the turn-out was not as good as she would have liked; however, she expressed her opinion that it would increase in the future. She presented the display that was used for the Town of Middleburg table. Councilmember Murdock expressed her opinion that the display was beautiful; and, advised Council that the event was a huge success. She noted that everyone who attended was impressed. Councilmember Shea expressed her opinion that the event generated a lot of optimism; and, provided an opportunity for networking. Councilmember Murdock noted that she spoke with someone who has summer students that have gardens; and, they want to bring their produce to the Farmer's Market. Councilmember Shea suggested that if the event were repeated next year, there needed to be focus on community connections and involvement. She expressed her opinion that some of the churches did a good job of getting the word out on the need to donate an hour of one's time. Ms. Shea advised that while they did not have a lot of children, the artwork displayed around the Council Chambers was done by those who attended the Fair.

Councilmember Shea reported that work on the community development block grants was just getting started by the Loudoun County Community Action Board. She expressed hope that Middleburg could become more involved in the process next year. Ms. Shea reported that forty applications have been received. She advised that the Action Board's funding would not be cut since they deal with issues of poverty; and, noted that they would actually get more money. Ms. Shea reported that the Board was working to establish their goals; and, hoped to decide their focus during their next meeting. She advised Council that energy, health care and transportation were issues that have been discussed; and, noted that they could all be linked with the economy.

Council Update – Utility Projects

Councilmember Snyder expressed concern that the utilities projects looked aggressive. He further expressed concern that the Town's cash reserves would not be replenished as they were drawn down. Town Administrator Schiro agreed; and, reminded Council that the reason the list looked so aggressive was that most of the projects were submitted for stimulus funding. He advised that if no federal funds were forthcoming, the Town could not do the projects. Mr. Schiro expressed his opinion that the Town needed to keep its project message consistent.

Town Administrator Schiro advised Council that the majority of the projects on the list were utility related, such as households without public sewer and inflow/infiltration projects. He noted that the Federal Street Project on the list would address the issues that occurred over the past weekend. Mr. Schiro reported that the Federal Street line was repaired; and, was open. He noted, however, the need to televise the line to see what may be within it. Mr. Schiro expressed his opinion that grease was the issue; and, noted that this was a long-term issue that the Town needed to focus upon. He recommended the establishment of an ordinance that would require grease traps in restaurants. Mr. Schiro advised Council that it may not be easy to retrofit some of the restaurants. Councilmember Snyder noted that this would also put more financial pressure on restaurants, some of whom were already in danger of closing. He recommended that a plan needed to be developed for installing grease traps; and, suggested that now was a good time to plan for them. Mayor Davis inquired as to the cost of a grease trap. Town Administrator Schiro advised Council that the cost varied; however, it would be less than \$10,000 depending on the system. Councilmember Patterson advised Council that in the case of her restaurant, there was no space for a system. Town Administrator Schiro noted that the restaurants would also need to monitor and maintain them. Mayor Davis expressed her opinion that the low temperatures over the weekend caused the grease in the line to jell. Town Administrator Schiro confirmed this was correct; and, noted that the line also contained gravel. He advised that the Town needed to verify that there was no line break; and, suggested that the gravel may be the result of construction, with the gravel having washed into a manhole. Mr. Schiro reiterated the need to televise the lines; and, the need for a regular flushing schedule. He advised Council that the Federal Street line collected grease from restaurants. Mr. Schiro explained that one of the houses that experienced the back-up was located on a low point in the main, resulting in raw sewage being blown into the home.

Town Administrator Schiro reiterated that the other programs outlined on the list were ones for which the Town had submitted a request for stimulus funding. He reported that the contractor for the Marshall Street Water Line Replacement Project was scheduled to mobilize on February 2, with construction due to commence a week or two later. Mr. Schiro reminded Council that the Town Engineer developed precise projections for the amount of water lines in the Ridgeview Subdivision that need to be replaced. He noted that the two-inch cast iron water lines along Washington Street were also proposed for replacement. Mr. Schiro advised Council that these projects would be coordinated with the sidewalk work. He explained that these projects would be proposed in the FY '10 Budget; however, he reiterated they could not be completed without the federal stimulus funding.

Town Administrator Schiro noted that the agenda packet also included the progress schedule for the water and wastewater treatment plants, which Council reviewed during their last meeting. He reminded Council that the issue related to the water plant was the SCADA system; and, noted the need for it to be designed properly. Mr. Schiro advised that buried asphalt was found on the wastewater plant site; and, noted that the Town's inspector prevented the asphalt from simply being recovered. Councilmember Snyder expressed his opinion that the Town Administrator's presentation was nice. He noted that he has kept the Council up to date on the status of the treatment plants, which was difficult since these were not Town projects.

Council Discussion – Amendments to FY '09 Budget

Town Administrator Schiro advised Council that he tried to summarize the mid-year review in narrative form; and, outlined the line item transfers he was recommending. He explained that on the General Fund side, he was requesting a supplement appropriation to some of the line items. Mr. Schiro further explained that the biggest issue associated with the Utilities Fund was the transfer of salaries and benefits to Loudoun Water.

Town Administrator Schiro advised Council that page two of his memorandum identified the additional appropriations needed in the General Fund. He noted that they included a line item breakdown per department and notes to explain each item. Mr. Schiro explained that the information contained the approved budget numbers, mid-year expenditures, a target of where each line item should be and the variance. He noted that sometimes the variances occur because the expenditures occur more in the first half of the year than the second; and, advised that those were noted.

Mayor Davis noted that the building expense account would be \$2,200 short because of additional expenditures for rodent infestation at the Health Center, Pink Box and Liberty Street restrooms. She questioned whether the money was paid from this line item but should be charged elsewhere. Town Administrator Schiro confirmed that some of the charges should be charged to each facility.

Mayor Davis noted the recommendation on page seven to more clearly define the Town's insurance premiums in the future. Town Administrator Schiro confirmed that, next year, he would like to break out the insurance premiums to the departments they are covering. He reminded Council that currently a few line items carry these premiums; and, advised that there were some line items that were not showing expenditures for insurance. Mr. Schiro reminded Council that the Town carried Local Government Liability for its local government officials and police, as well as Excess Liability for extraordinary events. He noted that this was in addition to the insurance for automobiles, property and workers comp. Mr. Schiro reiterated the need to break these costs down by department rather than lumping them together in order to get a clearer picture of the expenditures per department.

Mayor Davis inquired as to the next step in this process. Town Administrator Schiro confirmed that the Council needed to hold a public hearing on the additional appropriations. He noted that one was not needed for the line item transfers. Mr. Schiro advised Council that they could hold the public hearing during their February 12th meeting; and, asked whether they wished to advertise the line items as well. Mayor Davis recommended that the additional appropriations only be advertised. Councilmember Shea agreed this would be less confusing. Town Administrator Schiro noted that there was a lot of detail provided to the Council; however, he suggested it was better to have more information. He advised Council that the other departments were overall in line with their expenditures, as were the revenues.

Council Discussion – Goals associated with 2025 Town Council Vision

Mayor Davis noted that the individual members of Council have all had an opportunity to submit their proposed goals. She suggested they reviewed the suggested goals under each vision statement.

PRESERVE OUR RICH, HISTORIC CHARACTER-

It was suggested that the goal related to placing Middleburg under Historic District review be re-written to be more goal oriented, such as directing the preservation of the existing buildings, as well as future development, Town-wide in a more comprehensive way. Council agreed that the first three listed goals could be combined into one. It was noted that the Council was in agreement that it wanted a museum that would depict the history of the Town.

ECONOMIC STRENGTH –

Council agreed that the new Police Department building should be handled as a separate goal. They further noted that the activities that have been recommended might be easily attainable. Council suggested consolidating those goals that could be into one.

LIVABILITY –

Council recommended the linking of the goals related to pedestrian safety and lighting plan/technology to one goal to keep Middleburg safe and walkable. They noted that other organizations could be asked to assist in achieving some of these goals. Council further noted that work was already underway on the goal related to the Middleburg Elementary School. Council further noted that work has also begun on the Emergency Management Plan goal; and, the Chief has made progress on getting the Community Center designated as an emergency shelter. It was noted that the goal related to the stabilization of the Police Department with growth as required was similar to the goals under Economic Strength. Council agreed this goal should be removed from the Economic Strength vision statement and left under Livability. Council suggested that some of the goals were too broad; and, needed to be more goal oriented.

COMMUNITY STEWARDSHIP –

Council noted that some of these goals were or could be achieved through the Volunteer Fair. They agreed that all three recommended goals could be combined into one.

COMMUNICATION AND CITIZEN INPUT –

Council agreed the outreach efforts should have more to do with reaching out to the citizens, utilizing the Town staff, newsletters and other means of communication. As to the recommendation regarding a kiosk with computers, they noted that the Middleburg Library and the Pink Box have computers that could be used to access the Town's website. They suggested that the point of this vision statement was to make information more accessible and available. Council noted that a community telephone alert system (reverse 911) could be a means of outreach; and, recommended that the staff explore a vendor. It was noted that the Hill School has such a system; and, may be a source of information.

GREEN ENVIRONMENT –

Council noted that many of the goals that have been proposed under this vision statement are redundant. They further noted that many of them were already being handled by Go Green. It was recommended that the Council open the line of communications with that Committee so they would know what was happening. It was further recommended that the goal related to local farmers be moved from the Livability vision statement to this one. Council questioned whether there was enough use to expand to a year-round Farmers Market; although, they noted that the use was starting to increase as the promotion to eat locally continued.

Council questioned when an energy audit was last performed on the Town Hall; and, noted that there were vendors who perform such services. They noted that Loudoun County is making a push for energy conservation. Councilmember Shea advised Council that she had been assigned to that committee; and, agreed to check on available energy audit vendors.

FUTURE SUSTAINABILITY & INFRASTRUCTURE PLANNING –

Council agreed to combine and edit the goals as appropriate. Councilmember Snyder noted that his goal related to the utility system was to make it as efficient as possible, as well as self-sustaining. He explained that he would like to examine costs and have a plan to cover those costs.

Councilmember Shea expressed her opinion that the goals listed under this vision statement could be combined into three general categories – utilities, public safety and capital improvements. Councilmember Murdock noted that some of the public safety items may also relate to the Livability vision section.

Council noted that the Town's committees have also provided goals that should be incorporated into the list. There was some discussion regarding the goal to develop a parking strategy. Council noted that a parking study has been performed; and, questioned how often it needed to be reviewed to ensure it was up-to-date. They noted that the study determined that enough parking existed for the community at that time. Councilmember Patterson noted that while a plan was in place, it was still not very effective. She suggested that if the Town had a card or paper system, it would be easier for the business owners to fill the meters for the day. Ms. Patterson noted that people were using the Liberty and Municipal Parking Lots; however, she noted that there was still a problem with merchants parking in front of the businesses. She recommended that in addition to continuing to implement what has been planned, the Town needed get information from the Middleburg Business & Professional Association on ways to improve it. Ms. Patterson expressed her opinion that the two hour parking restrictions have been successful; and, reiterated that the Liberty Street Parking Lot was getting more use. She advised Council that offering the municipal lot spaces for free during the holidays made a difference; and, noted that there were no parking spaces available in the lot during that period.

Council asked Town Clerk North and Councilmember Shea to work on revising the goals; and, that they then bring them back to Council for further review. Council asked that the revised goals be sent to them electronically prior to the next review.

Discussion

Councilmember Murdock advised Council that during the Volunteer Fair, she spoke with a business owner regarding the local economy. She noted that it was no surprise that businesses and restaurants were not doing as well as they should; and, suggested that many would not admit to how badly they were doing. Ms. Murdock questioned whether it was possible for the Mayor and Council to write a letter to the building owners to somehow express their concerns that businesses and restaurants may need their assistance in order to stay open. She noted that if they close, it would hurt the town tremendously; and, suggested it would be better to give them a break on their rent now rather than have empty spaces in the future. Ms. Murdock suggested the letter should come from the Business Association; however, she noted that it would carry more weight coming from the Council.

Councilmember Littleton noted that this was difficult; and, advised Council that the building owners may also be experiencing tough times. He recommended that the individual businesses approach their landlords to talk about what was happening. Town Administrator Schiro suggested that the building owner's first response may be to ask the Town for help with their utility bills and taxes. Councilmember Plescow suggested that not all of the business owners may want the Town to become involved in negotiating their rent.

Economic Development Coordinator Pearson reminded Council that there were businesses that review business plans, determine where their problems lie and help in approaching building owners. She noted that the Loudoun County Economic Development Commission had connections with such businesses; and, recommended that an e-mail be sent to local businesses alerting them to this service.

Mayor Davis expressed concern about getting in the middle of private business matters. Councilmember Murdock expressed her opinion that the Council needed to support the local businesses. Mayor Davis asked Economic Development Coordinator Pearson to print the information related to business assistance and to hand-deliver it to the businesses that rent their space. Councilmember Murdock agreed this would send the message that the Council cared about them. Mayor Davis recommended that Ms. Pearson also remind them that they could always talk to their landlord. Councilmember Littleton noted the vacancies in town; and, suggested they could always move to another location.

Councilmember Patterson noted that her landlord wanted to keep his renters in place. She agreed with the need to support individual businesses; and, noted that they were asking for assistance. Ms. Patterson further noted that Economic Development Coordinator Pearson recently coordinated a television advertisement of Middleburg for TV Channel 3; and, suggested the businesses need to be made aware of the efforts that were being undertaken so they could understand where their money was being used. She advised that her business has started an open mike night in order to increase her coffee business and to give teens something to do. Ms. Patterson suggested that businesses must be creative. Councilmember Murdock noted that Books & Crannies was reaching out to its customers. Councilmember Littleton noted the Salvia Restaurant dinner to benefit the Fire Department.

Councilmember Patterson noted that the businesses were strapped; and, suggested that council members needed to be seen in them even if they didn't purchase anything. Councilmember Shea agreed; and, noted that the visit would give them hope. She expressed her opinion that some of the businesses were starting to feel hopeless; and, suggested that visits by members of Council could help encourage them. Councilmember Patterson advised that she was also starting a book club in order to get people into her restaurant; and, noted that it would also sell books.

Councilmember Shea asked whether the Middleburg Business & Professional Association was working on coop ads. Economic Development Coordinator Pearson noted that there were efforts underway by local newspapers to promote coop/group advertisements that could be done at a lower cost for the individual businesses.

Councilmember Shea asked whether the Business Association received a regular report from the Economic Development Coordinator. Economic Development Coordinator Pearson confirmed that she sits on their Board of Directors. Councilmember Patterson reiterated the need to show the businesses that the Town cared about them; and, to share the tools that were available.

Councilmember Shea noted that Books and Crannies was still looking for businesses to host authors. Mayor Davis expressed her opinion that this was a great event; however, she noted that the businesses hosting authors stopped at the traffic light. Mayor Davis reminded Council that some businesses have expressed concern when they were not mentioned in articles. She noted that the writers pick the businesses they want to include in their stories. Ms. Davis advised that these articles get people into Middleburg; and, noted that, once here, they usually get throughout the town. She agreed that the Books & Crannies event would bring people into town for the weekend. Councilmember Patterson agreed it would bring people in; and, noted that this was the goal of having other events in town.

Closed Session – Appointment to HDRC

Councilmember Murdock moved, seconded by Councilmember Plescow, that Council go into closed session as allowed under the Virginia Freedom of Information Act Section 2.2-3711(A)(1) pertaining to the discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the public body. Councilmember Murdock further moved, seconded by Councilmember Plescow, that this discussion be limited to an appointment to the Historic District Review Committee. Councilmember Murdock further moved, seconded by Councilmember Plescow, that the Council thereafter reconvene in open session for action as appropriate.

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

No – N/A

Abstain: N/A

Absent: Vice Mayor Kirk

(Mayor Davis did not vote as there was no tie to require her vote)

Mayor Davis asked the Council to certify that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. Each member of Council so certified.

Councilmember Patterson announced that she had a conflict of interest; and, would not vote or participate in discussions related to the HDRC appointment as one of the candidates was her business’ landlord.

There being no further business, the Council moved to adjourn the meeting at 7:53 p.m.

APPROVED:

Betsy A. Davis, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk