



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, June 9, 2011



PRESENT: Mayor Betsy A. Davis
Vice Mayor C. Darlene Kirk
Councilmember Kevin Hazard
Councilmember Trowbridge Littleton
Councilmember Kathy Jo Shea
Councilmember Mark T. Snyder
Councilmember David B. Stewart

STAFF: Martha Mason Semmes, Town Administrator
Elizabeth D. Whiting, Town Attorney
Rhonda S. North, MMC, Town Clerk
David M. Beniamino, AICP, Town Planner
Steven L. Webber, Chief of Police
Debbie J. Wheeler, Town Treasurer

ABSENT: Councilmember Catherine "Bundles" Murdock

The Town Council of the Town of Middleburg, Virginia held public hearings and their regular monthly meeting, beginning at 6:00 p.m. on Thursday, June 9, 2011 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis led Council and those attending in the Pledge of Allegiance to the flag.

Public Comment

Phil DeLeon, the former Town Engineer, advised Council that as of last week, he was no longer with Stantec. He thanked the Council for their support over the last seven years; and, advised that he has enjoyed working with the Town. Mr. DeLeon expressed hope that he could resume working with the Town at some time in the future.

Public Hearings

Zoning Ordinance Amendment 11-01: Outdoor Lighting Standards

Town Planner Beniamino reported that this ordinance was drafted by the Go Green Committee; and, forwarded to the Planning Commission for their review. He advised that it was now before the Council for their consideration. Mr. Beniamino noted that the ordinance was modeled after a dark sky ordinance; and, was intended to require that light be downward shielded to protect the night sky.

No one spoke and the public hearing was closed.

Zoning Ordinance Amendment 11-02: Definition of “financial institution”

Town Planner Beniamino advised Council that the definition before them has been revised. He reminded Council it was prepared at their request. Mr. Beniamino noted that he worked with the Planning Commission and Town Attorney to develop standards related to the new definition.

No one spoke and the public hearing was closed.

Action Items related to Public Hearings

Council Approval – FY ’12 Appropriations Ordinance

Town Administrator Semmes reminded Council that this ordinance would approve the budget and appropriate the funds for FY ’12. She noted that the proposed budget represented a \$23,000 decrease over FY ’11.

Vice Mayor Kirk moved, seconded by Councilmember Snyder, that Council adopt an ordinance approving the budget, adopting the tax rates and making appropriations for the fiscal year ending June 30, 2012.

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

No – N/A

Abstain: N/A

Absent: Councilmember Murdock

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

Council Approval – Zoning Ordinance Amendment 11-01: Outdoor Lighting Standards

Town Planner Beniamino advised Council that the Town Attorney raised concerns earlier this week regarding the lighting ordinance; and, noted that they have not finalized the changes. He recommended the ordinance be tabled so the staff could address the Attorney’s concerns.

Councilmember Snyder moved that Council table the ordinance until the next work session.

Councilmember Snyder questioned the use of the term “vertical” under the light trespass section of the ordinance; and, asked whether it should be “horizontal” or “lateral”. He noted that the Town wanted to prevent vertical light pollution; however, it also did not want invasive lighting that crossed onto another person’s property. Mr. Snyder expressed his opinion that this was not defined very well.

Town Planner Beniamino advised Council that he would try to find a better word that addressed both vertical and horizontal light trespass. Town Attorney Whiting expressed her opinion that it was not so much an issue of vertical light trespass as lateral trespass. She noted that vertical lighting was addressed by hooding and shielding the light.

Town Planner Beniamino asked whether the Council would like for this item to return during the next work session or the regular meeting. He noted that he had received a light trespass complaint; and, was waiting for the adoption of the ordinance in order to address it. Councilmember Snyder suggested it be tabled until the next work session. Vice Mayor Kirk agreed.

Council Approval – Zoning Ordinance Amendment 11-02: Definition of “financial institution”

Town Planner Beniamino reminded Council that they have a revised ordinance that contained some edits as recommended by the Town Attorney. He recommended approval of the definition as revised.

Councilmember Snyder moved, seconded by Councilmember Shea, that Council adopt an ordinance approving Zoning Ordinance Amendment 11-02 pertaining to the definition of a “financial institution”.

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

No – N/A

Abstain: N/A

Absent: Councilmember Murdock

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

Special Recognitions by Mayor and Council

Mayor Davis presented a Middleburg paper weight to Phil DeLeon for his service to the Town as Town Engineer. She noted that he was a good engineer and friend; and, went above and beyond what was called for in helping the Town. Ms. Davis reminded Council that Mr. DeLeon helped with the sidewalk study and has worked on grants; and, was a large part of why the Town received them. She thanked Mr. DeLeon for all he has done for Middleburg; and, expressed hope that the Council would see him again soon.

Public Presentations

Update on Middleburg Library Expansion Project

Denis Cotter and Mike Morency, of the Middleburg Library Advisory Board, appeared before Council to update them on the library expansion project. Mr. Cotter reminded Council that the advisory board was a non-profit organization that raised money for the local library. He further reminded them that the Council adopted a resolution of support for the expansion of the library; and, noted that they were the first stakeholder to do so. Mr. Cotter reported that the Advisory Board has continued to gather support from the other stakeholders; and, has now received it from the Loudoun County Public Library Board of Trustees, Middleburg Community Center and Loudoun County Board of Supervisors. He explained that they were now at the point where all five stakeholders have said they were in favor of the project.

Mr. Cotter reminded Council that Middleburg’s library was the smallest of the seven branches in the County system. He noted that shortly, an eighth branch would open at Stone Ridge, which would be twenty times the size of the Middleburg facility. Mr. Cotter advised Council that the Advisory Board has embarked on an initiative to raise private funds from the community for the expansion. He reminded them that Middleburg did not have the population growth to support having the County make an investment in the expansion.

Mr. Cotter advised Council that the development of a Memorandum of Understanding (MOU) between the stakeholders was the next step. He noted that they have prepared an outline of the agreement. Mr. Cotter reported that Supervisor Burton was a strong supporter of the project; and, advised that as Chair of the County’s Finance Committee, has urged that the development of the MOU be expedited. He expressed hope that it would be completed within the next four to six weeks. Mr. Cotter advised Council that the Board of Supervisors adopted a resolution directing

the County staff to devote resources to preparing the MOU. He reported that he was working with the County Library Director, who has built and expanded many libraries during her career; and, who was a strong supporter of the project. Mr. Cotter advised Council that under the MOU, each party's interests and responsibilities would be identified to ensure that everyone knew of the obligations of the others.

Mr. Cotter advised Council that the Middleburg Library Advisory Board intended to raise funds and handle the procurement process outside of the County's procurement process. He noted that, in doing so, they would have to meet the design standards and codes of all of the parties. Mr. Cotter expressed his opinion that this would be a four phase project; and, noted that they were coming to the end of the first phase, which was the MOU. He advised Council that the schedule called for the MOU to be completed by June 30th; therefore, they were a little behind. Mr. Cotter reported that the next phase was the design and pre-construction activities, which were anticipated to run through May 31, 2012. He advised that phase three was the financing; and, reported that they would begin this phase after the MOU was signed and the design work started. Mr. Cotter explained that this phase would be done in conjunction with phase two and would run through April 2012. He reported that the last phase would be the construction; and, noted that the plan was that it would begin in June 2012 and be completed in December of that same year. Mr. Cotter advised that they wanted to complete the construction in less than a year; and, expressed his opinion that it was a six to seven month job. He reminded Council that the library would stay in operation during the construction. Mr. Cotter expressed his opinion that this was a small construction job, consisting of two thousand square feet; and, advised that it was less than half the size of the average home in Loudoun County. He reminded Council that they were doubling the size of the existing library; and, would provide meeting rooms. Mr. Cotter noted that this would enable the library to develop new programs and services for the community.

Mayor Davis and the members of the Town Council thanked Mr. Cotter for his hard work.

Mayor Davis asked whether the County would give any money toward the project. Mr. Cotter explained that the Advisory Board pitched the project as one in which the Board would build the expansion, with the County paying to run the expanded facility. He noted that they have estimated the additional operating costs to be \$10,000 per year. Mr. Cotter advised Council that the County would not add to the library staff. He explained that in order to keep the arrangement clean and simple, the County was not asked to invest in the construction.

Approval of Minutes

Councilmember Snyder moved, seconded by Vice Mayor Kirk, that Council approve the May 12, 2011 Regular Meeting and May 26, 2011 Work Session Meeting Minutes as amended.

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

No – N/A

Abstain: N/A

Absent: Councilmember Murdock

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

Staff Reports

Town Administrator Semmes reported that the concrete pad for the gas tank was installed; and, the lease was signed. She expressed her opinion that the gas tank would be installed as soon as the concrete pad cured. Ms. Semmes noted that the Town would then need to connect electricity to the tank; and, once done, gasoline would be available at the wastewater treatment plant.

Councilmember Shea asked whether the staff was able to develop a system for monitoring the gas tank. Town Administrator Semmes advised Council that she was still working on that; and, reported that, at first, the staff would record the usage on a pad. She explained that the Town could not use a card swipe system. Ms. Semmes noted that Holtzman Corporation did indicate that if they ever purchased the local gas station, they would be able to set something up at the station that would allow the Town to get gas using a card system. She suggested this was something that could be explored in the future.

Town Administrator Semmes reported that a VDOT contractor was doing sidewalk work in town. She noted that the timing was not the best; and, advised that the staff only received two days notice of the project. Ms. Semmes noted that she was trying to work as closely as possible with the contractor to avoid affecting traffic from the Upperville Horse Show. She explained that they were currently working on the north side of Washington Street; and, would come up the other side when they reached the end. Ms. Semmes reminded Council of the milling and paving project on Route 50; and, reported that this work would not be done in town until the sidewalk work was complete. She noted that the Town has received a few complaints about the sidewalk work; and, has talked to the contractor about the lack of notice to the residents and business owners. Ms. Semmes advised that Street Superintendent Simms was doing the contractor's work in that regard.

Councilmember Snyder asked whether there were any plans to asphalt the street adjacent to the sidewalk; and, noted that there were holes in several areas of town where the new sidewalk abutted the pavement. Town Administrator Semmes confirmed they would repair these areas. She noted that the contractor was using a method that did not require him to cut out as much of the asphalt as other methods required; however, she advised that there were areas where the contractor would have to patch the pavement. Ms. Semmes advised that they would also have to backfill the sidewalk excavation area with dirt. She noted that there may be areas where the Town would have to do some brickwork as a result of the project; and, explained that in the areas where new curb was installed, the Town may have to fix the brick elevations where it has settled. Ms. Semmes noted the need to find the funds to do this work. Vice Mayor Kirk noted the need to repaint the curb yellow. Town Administrator Semmes reiterated that the Town did not know about this project in advance; and, must find the money to correct these items.

Town Administrator Semmes reported that Salamander was dragging its feet on the completion of the water and wastewater treatment plants. She reminded Council that Salamander said the plants would be done in December; however, they were still not finished. Ms. Semmes noted that the contractor was still working on the SCADA system; and, reported that Whitman Requardt was in town today to work on it. She advised that Instralogic was also supposed to be here today so they could work with Whitman Requardt to fix the problems. Ms. Semmes explained that until the SCADA system was fixed, the alarms would not work. She advised Council that there were a couple of major issues that were outstanding; therefore, she was not comfortable recommending the Council accept the plants until they were corrected. Ms. Semmes reminded them that the escrow agreement would expire at the end of the month.

Councilmember Snyder reminded the Town Administrator that he had urged that she start working on a formal complaint letter. Town Administrator Semmes advised Council that she has informed Salamander's representative that they must extend the escrow agreement or she would file a complaint under the terms of the agreement. She noted that she was working with the Town Attorney on one in case the plant was not done by the end of next week or in the event that they did not extend the escrow agreement in order to avoid an automatic release of the escrow. Ms. Semmes expressed disappointment; and, noted that the Town has bent over backwards to work with Salamander.

Town Attorney Whiting noted that the Town was investing a lot of staff and contractor time to address these issues. She expressed frustration because when Salamander wanted something, they expected the Town to “salute”.

Councilmember Hazard asked whether the Town could charge Salamander for this time. Town Administrator Semmes confirmed it could charge for Whitman Requardt’s time up to a certain amount. Town Attorney Whiting reminded Council that at the end of the negotiations with Salamander, things were getting “prickly” as they were finalizing the master agreement. She noted that the Council was aware that it could have included items that could have been better for the Town; however, due to the substantial fear that a desire to build a resort had ebbed, it did not push for their inclusion. Ms. Whiting reminded Council that some expenses were covered in the review; however, there were others which the Town did not pursue. She noted that no one expected things to slow down as much as they have.

Town Administrator Semmes advised Council that Salamander has agreed to make the changes to the chemical feed pump at the water treatment plant that Loudoun Water was seeking. She further advised that they also agreed to give the Town funds to have the contractor connect the equalization tanks at the bottom of the treatment trains. Ms. Semmes reminded Council that there was no need for both trains when there were not adequate flows; and, advised that the changes would allow the Town to operate the plant more efficiently. She reiterated that the Town would be given money to cover the cost, based upon the contractor’s estimate, with the Town contracting for the work. Ms. Semmes noted that Whitman Requardt was preparing a detailed proposal for this work.

Councilmember Hazard asked whether Salamander’s contractor had to do the work. He further asked whether it would void the warranty if someone else did it. Town Attorney Whiting expressed concern about bringing in another contractor until the Town accepted the plant. Town Administrator Semmes reminded Council that one of the outstanding issues that must be resolved was determining when the warranty period on the equipment would begin.

Town Attorney Whiting reminded Council that she did not review the contract specifications because the construction of the plant was not a town contract. She noted, however, that they were reviewed by former Town Administrator Schiro and Whitman Requardt on the Town’s behalf. Ms. Whiting advised that it was not unusual for the owner of the property to reserve the right to bring in another contractor. She reminded Council that while the Town was the owner, Salamander was the builder. Ms. Whiting advised that she had no idea whether that clause was contained in the specifications or whether it was written so the Town could take advantage of it.

Councilmember Hazard expressed his opinion that the warranties have probably started if the plants were awarded substantial completion. He reiterated that if the plants have achieved substantial completion and were operating, the warranty period has started. Town Attorney Whiting asked whether the Town knew that the plants have achieved substantial completion; and, expressed her opinion that there has been no meeting of the minds on that issue. She reminded Council that both sides have “papered” each other repeatedly. Ms. Whiting advised that this was one issue that the Town has kept hammering on. She cited as an example that the building could not have a downspout that ended four feet from something. Ms. Whiting advised Council that some of the outstanding issues were really small and stupid.

Chief of Police Webber reported that for the past few weeks, the police officers have gone to the businesses to update the emergency contact list. He advised that he would bring a copy to the Town Office. Chief Webber noted that he would like to establish a phone tree for the business community.

Chief of Police Webber reported that he has arranged for a canine demonstration to occur during the Community Center's Fourth of July Celebration.

Town Administrator Semmes advised Council that the Town has sent the laptop to the Economic Development Coordinator so she could do a few things from home. She noted that she has assisted the Town Clerk in preparing a marketing advertisement.

Town Attorney Whiting offered to consult for the Middleburg Library's expansion project. She noted that her office was currently being renovated; and, advised that the extreme heat has affected her computer. Ms. Whiting explained that, as a result, some things were taking longer than usual.

Vice Mayor Kirk inquired as to the status of the Colandrea law suit. She noted that the property contained a sign that read "for sale by owner". Town Attorney Whiting advised Council that she would have to file something to ask for court relieve; and, noted that while she could do that, it would be an immediate diversion of her time as she did not believe it would be received passively.

Vice Mayor Kirk noted that she was not aware of how the other members of Council felt about this issue; however, she reminded them that it has been pending for a while. Town Attorney Whiting noted that the last time this matter was up for a dismissal of the appeals, the Colandrea's attorney withdrew as their legal counsel. She advised that, at that time, the Circuit Court Clerk reset the clock for the last appeal for another two year period. Ms. Whiting expressed her opinion that this would end next month; however, she would have to verify it.

Vice Mayor Kirk asked that the Town Attorney update the Council on this issue next month. Town Attorney Whiting advised Council that the only foundation the Town currently had was if there was an enforcement action pending. She reminded them that all six lawsuits have been appeals filed by the Colandreas. Ms. Whiting further reminded them that the Board of Zoning Appeals approved the Town's enforcement of the Zoning Administrator's ruling. She advised that it would take a filing of a lawsuit asking for injunctive relief to advance this matter.

Vice Mayor Kirk explained that she did not want the property to be sold, with the Town still having the wall. She noted that the Town has put a lot of money into defending itself from the lawsuits thus far.

Councilmember Hazard asked whether there was anything on the title to show the lawsuit.

Town Administrator Semmes asked why the VML did not defend the Town in the lawsuits. Town Attorney Whiting advised Council that the VML has only once defended the Town in a land use case that did not have a dollar claim attached; and, noted that, to her knowledge, this was the only coverage of this type that has been awarded. Town Administrator Semmes noted that VML defended Purcellville in such suits all the time.

Town Administrator Semmes reported that she had only received half of the information she needed in order to compile the monthly utilities report. She explained that she did not yet have the wastewater flows. Ms. Semmes advised that she would send the report out before she left for vacation. She noted that the water numbers were the same ones the Council has seen before.

Town Administrator Semmes reported that the Town has received one estimate to fix the water leak; and, noted that it was very high. She advised that the staff was waiting for three other estimates.

Councilmember Hazard asked whether the staff found the end of the pipe. Town Administrator Semmes confirmed it had not been located. She explained that the plan was to cut off the pipe and to reconnect the properties that were currently on the two-inch line to the six-inch one; and, to abandon the two-inch line. Ms. Semmes noted that this was the plan pending receipt of an acceptable bid.

Town Administrator Semmes reported that Charlie Triplett, of Loudoun Water, has produced the Annual Drinking Water Quality Survey. She noted that the Town Clerk was working to duplicate and distribute the report to the public. Ms. Semmes reported that the Town incurred no violations for the year.

Reports of Town Committees/Council Liaisons

Councilmember Shea advised the Council that the Go Green Committee has decided to break the development of an environmental component for the Comprehensive Plan in two areas. She noted that the Town Administrator and a representative from the American Water Resource Authority were present for their last meeting; and, advised that they were moving forward. Ms. Shea expressed her opinion that the Committee would make some good recommendations.

Discussion Items

Draft Rules of Procedure

Town Clerk North reminded Council that during their last meeting, they requested an amendment to the Rules of Procedure related to quorums. She further reminded them that the request was to allow the Council to address non-action items when a quorum was not present. Ms. North advised that language has been drafted; and, was reviewed by the Town Attorney. She noted that the amendments were now being brought to the Council for their consideration.

Mayor Davis asked whether the Council had any other concerns. Councilmember Snyder advised Council that he read through the document; and, believed the recommended language would remove the obstacle to opening the meeting when the Council was waiting for a quorum. He expressed concern that Section 6-9 would result in the Mayor having a vote; and, noted that this was not the custom. Mr. Snyder advised that he could find no other section which would exempt the Mayor from voting unless there was a tie.

Town Clerk North advised Council that the document distinguished between the Mayor and the Council. She advised that Section 6-9 indicated that it was the duty of each member of the Council to vote unless prohibited. Mayor Davis concurred.

Councilmember Snyder expressed his opinion that if the Council was going to set rules, it should make them clear. He advised that he was dubious as to the value of a set of rules for an elected body because of the difficulty in enforcing them and the ease in transcending them. Mr. Snyder expressed his opinion that this section was a little bit of a disconnect.

Town Clerk North advised Council that she could add language to this section to make it clear that the Mayor only voted in the case of a tie.

Councilmember Snyder recommended that it be worded to the effect that the Mayor was not obligated to vote unless there was a tie. Town Attorney Whiting reminded Council that under the Town Charter, the Mayor did not have a vote except in the case of a tie. She recommended that the language refer to the regularly voting members. Councilmember Snyder recommended it refer to the charter.

Councilmember Hazard suggested this be put in the preamble so it was global to the document. Councilmember Snyder recommended the Town Clerk and Town Attorney offer language.

Mayor Davis asked whether the Council was okay with the remainder of the document. The Council confirmed it was. Mayor Davis asked whether the document would return to the Council during the work session. Town Clerk North suggested it be placed on the regular meeting agenda in July for adoption.

Memorandum of Understanding – Middleburg Library Expansion Project

Town Administrator Semmes advised Council that she was sent a draft MOU; and, assumed it would be helpful to offer comments. She explained that after talking to the Town Planner about the development process, she proposed changes to more accurately reflect the Town's review process. Ms. Semmes advised that she has also suggested the document be revised to allow the Town to review the preliminary plans in the early stage so it could alert the library about any problems it saw in complying with the Town's regulations. She asked whether the Council had any other comments or suggestions to offer. Ms. Semmes noted that Mr. Cotter has indicated to her that the MOU would not look like the draft when it came out of the County staff's review.

Mr. Cotter explained that the Middleburg Library Advisory Board prepared the draft as a starting point. He advised that they would go along with whatever changes the other parties wanted. Mr. Cotter reminded Council that the Advisory Board would raise the money for the project, build the expansion and then turn it over to the County for operation.

Councilmember Snyder advised Council that he was happy with the staff's suggestions. No members of Council offered changes.

Mr. DeLeon suggested that since this project was not going through the County's procurement process, the Advisory Board may want to negotiate something into the MOU so they would not have to pay permit fees or provide a project bond. He noted that, otherwise, these items would only add to the project's cost. Mr. DeLeon advised that sometimes the County would waive their fees for County and municipal projects. Town Administrator Semmes suggested the Council may want to consider waiving the Town's fees as well.

Proposed Location for Great Places in America Award

Town Planner Beniamino advised Council that the Streetscape and HDRC Committees were in agreement that the garden area in front of the Safeway was a good location for the Great Places in America Award. He noted that the plaque would be placed on a post; and, would face Washington Street. Council agreed with the recommended location.

Information Items

Vice Mayor Kirk announced that the Upperville Fire Department would hold a breakfast on June 12th.

Mayor Davis announced that the Loudoun Hounds were participating in the Community Center's Annual Fourth of July Celebration. She noted that both players and the mascot would be present; and, there would be ball throwing contests. Ms. Davis expressed her opinion that this would be great fun for the kids.

Town Administrator Semmes reported that she would be on vacation June 17th through 28th; and, would not be available by phone. She noted that she was attempting to address the outstanding Salamander issues that could occur within the next thirty days.

Closed Session – Hiring of Chief of Police

Vice Mayor Kirk moved, seconded by Councilmember Littleton, 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. Vice Mayor Kirk further moved, seconded by Councilmember Littleton, that this matter be limited to the hiring of a Chief of Police. Vice Mayor Kirk further moved, seconded by Councilmember Littleton, that in addition to the Council, the following individuals be present during the closed session: the applicant, Martha Mason Semmes and Steve Webber. Vice Mayor Kirk further moved, seconded by Councilmember Littleton, that the Council thereafter reconvene in open session for action as appropriate.

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

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock

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

Mayor Davis asked that Council certify that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting, which each member so did. She reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

Councilmember Snyder moved, seconded by Vice Mayor Kirk, that Council authorize the Town staff to conduct a background investigation and pursue a contract offer with their primary candidate for the Chief of Police position.

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

No – N/A

Abstain: N/A

Absent: Councilmembers Murdock

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

There being no further business, a motion was made to adjourn the meeting at 8:15 p.m.

APPROVED:

ATTTEST:

Betsy A. Davis, MAYOR

Rhonda S. North, MMC, Town Clerk