



**MIDDLEBURG TOWN COUNCIL  
REGULAR WORK SESSION MINUTES  
Thursday, July 28, 2011**

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**PRESENT:** Mayor Betsy A. Davis  
Vice Mayor C. Darlene Kirk  
Councilmember Kevin Hazard (arrived late)  
Councilmember Catherine “Bundles” Murdock  
Councilmember Kathy Jo Shea  
Councilmember Mark T. Snyder  
Councilmember David B. Stewart

**STAFF:** Martha Mason Semmes, Town Administrator  
Rhonda S. North, MMC, Town Clerk  
Debbie J. Wheeler, Town Treasurer  
Cindy C. Pearson, Economic Development Coordinator

**ABSENT:** Councilmember Trowbridge Littleton

The Town Council of the Town of Middleburg, Virginia held their regular work session on Thursday, July 28, 2011 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis called the meeting to order at 6:00 p.m.

**Public Hearing** – Resolution – Restricting Through Tractor Trailers on The Plains Road

No one spoke and the public hearing was closed.

**Action Item** – Resolution – Restricting Through Tractor Trailers on The Plains Road

*Councilmember Murdock moved, seconded by Vice Mayor Kirk, that Council adopt a resolution to request the Commonwealth Transportation Board to examine restricting through tractor trailers on The Plains Road (Route 626).*

Councilmember Stewart questioned the definition of a “tractor trailer”. He noted that Middleburg had a lot of horse trailers. Councilmember Snyder expressed his opinion that the term would be based upon VDOT’s definition. Mayor Davis expressed her opinion that it was a vehicle with sixteen wheels. Councilmember Murdock noted that businesses would be exempt from the restrictions. She expressed her opinion that a lot of logging tractor trailers were using the three roads that Fauquier County mentioned in their request in order to get around the weigh station or speed restricted roads. Ms. Murdock explained that the proposal was to eliminate tractor trailers that had no business being on those roads.

(Councilmember Hazard arrived at 6:02 p.m.)

Councilmember Stewart asked whether Route 50 would be the alternate route. Councilmember Shea confirmed Routes 15, 17 and 50 would be the alternative routes. Councilmember Murdock noted the weigh station on Route 50. She expressed her opinion that the restriction may be hard to police; however, this request would get this item on the table. Councilmember Snyder noted that the police could issue tickets for violations.

Vote: Yes – Councilmembers Kirk, Hazard, Murdock, Shea, Snyder and Stewart  
No – N/A  
Abstain: N/A  
Absent: Councilmembers Littleton  
(Mayor Davis did not vote as there was no tie to require her vote)

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Mayor Davis asked the Town Clerk to send a copy of the resolution to Fauquier County. Town Clerk North advised Council that she was coordinating with their Planning Director. She explained that they needed the resolution, public hearing notice and meeting minutes. Ms. North further explained that Fauquier County was going to take the lead in submitting this request to the Commonwealth Transportation Board.

**Council Approval** – Proclamation – Farmers Market Week

Mayor Davis noted that the Economic Development Coordinator proposed this proclamation to coincide with the Governor’s declaration of this same week as Farmer’s Market Week in the Commonwealth. She reminded Council that they approved a similar proclamation last year. Ms. Davis noted that a few changes have been proposed to the proclamation.

*Vice Mayor Kirk moved, seconded by Councilmember Hazard, that Council adopt a proclamation declaring the week of August 7-13, 2011 as “Farmers’ Market Week” in the Town of Middleburg.*

Vote: Yes – Councilmembers Kirk, Hazard, Murdock, Shea, Snyder and Stewart  
No – N/A  
Abstain: N/A  
Absent: Councilmembers Littleton  
(Mayor Davis did not vote as there was no tie to require her vote)

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**Council Discussion** – Policy related to bank signature card

Town Clerk North explained that when the Town Treasurer broke her arm, there was discussion about who could sign the checks, as it was believed she would not be able to for some time. She advised that as the staff was talking to the Mayor about this, Ms. Davis noted that when she went to sign the bank signature card when she was first elected, she found that there were old signatures on the card. Ms. North advised that in Front Royal, the bank required the Council to review and renew the bank signature card annually. She suggested that Middleburg may not want to do so annually; however, she recommended that it do so every two years, during the election years. Ms. North advised that when she checked the current bank signature card, she found the Mayor, Vice Mayor, Town Treasurer and Claudia Dornin were listed as authorized signatures. She noted the need to remove Ms. Dornin from the signature card; and, asked who the Council wished to add in her place, if anyone.

Vice Mayor Kirk expressed her opinion that, in the past, the Town Administrator was always an authorized individual on the account.

Town Administrator Semmes recommended the Council approve the positions that would be authorized to be on the bank signature card, as opposed to reviewing the card every two years.

After some discussion, the Council agreed the Mayor, Vice Mayor, Town Administrator and Town Treasurer should be the authorized individuals on the bank signature card. It was further agreed that the current bank signature card would be updated; and, that the Town Clerk would put this item on her tickler file in July of election years to make sure the signatures were kept up to date.

**Council Discussion** – Referral of amendments to the Temporary Sales Ordinance to the Planning Commission

Town Administrator Semmes advised Council that in reviewing this request this afternoon, it was determined that the Council approved the referral of these amendments to the Planning Commission during their last meeting. She further advised that the Town Planner has asked whether the Council had any other comments or consensus they would like to convey to the Planning Commission.

Councilmember Snyder advised that he would like to eliminate the temporary structures, with the exception of tents of a defined size. He noted, however, that he wanted to hear the Commission's comments; and, did not want to tie their hands with his personal observations.

Councilmember Shea disagreed. She expressed her opinion that the Town should not limit temporary structures to tents. Vice Mayor Kirk concurred. Councilmember Shea explained that she wanted the Planning Commission to know this was not the consensus of the Council.

Councilmember Hazard asked whether there were any other items about which the Council had a strong feeling.

Councilmember Shea asked whether there was a separate section in the ordinance that talked about sidewalk sales and temporary displays. Mayor Davis expressed her opinion that they were allowed as a special use. Councilmember Hazard suggested there was also a sidewalk ordinance.

Councilmember Snyder expressed his opinion that Councilmember Shea was talking about special town sponsored events. Councilmember Shea explained that she was talking about special events and whether the Town had the ability to allow them. She expressed her opinion that the Town needed to make sure it could do so. Councilmember Snyder recommended this be a part of the Planning Commission's conversation.

Councilmember Shea noted that she raised this because of what happened with VDOT doing the sidewalks repairs. She expressed her opinion that VDOT clearly stated who was in charge of the sidewalks when it did not consult with the Town on the project. Ms. Shea suggested the sidewalk project ended the argument as to who was in charge of them. She further suggested the Town needed to make sure it had the right to say special events could occur.

Councilmember Snyder expressed his opinion that this could be worked out for Town sponsored events. Town Clerk North noted that the Town may need to secure a permit from VDOT for special events. Councilmember Hazard suggested the Town Planner research this question before the next Planning Commission meeting.

**Council Discussion** – Ordinance pertaining to disposal of Town Property

Town Clerk North advised Council that the development of a policy related to the disposal of Town property has been an item that has been in the tickler file for some time. She explained that she researched the State Code sections related to this item; and, drafted an ordinance for Council's consideration. Ms. North explained that the majority of the ordinance was based upon

the State law with regard to the disposal of municipal surplus property; therefore, the Council did not have much leeway. She noted that the area where there was some leeway was related to setting a threshold for the value for which the Town Administrator could declare the items to be surplus and those that would require Council approval. Ms. North advised that the staff has proposed that the Town Administrator be able to declare items as surplus, as well as the Council; and, noted that an arbitrary figure of \$500 was proposed. She noted that this was not required by State Code; and, could be changed by the Council if they desired.

Councilmember Snyder asked whether Section 5-4(1) was taken directly from the State Code. Town Clerk North confirmed it was.

Councilmember Snyder asked what "TANF" stood for. Councilmember Shea explained that it was a funding program for children that were below the poverty level.

Town Clerk North noted that the section related to police dogs was also from the State Code. Councilmember Snyder asked if the Town had a specially trained police dog and the handler could not continue to care for the dog, what would happen. Councilmember Murdock noted that the language indicated that the dog "may" be sold to the handler. Town Clerk North advised that if the handler wanted the dog, he would get the dog. Councilmember Snyder asked what would happen if the handler did not want the dog. Town Clerk North expressed her opinion that the dog could be assigned to another officer, provided the Town was willing to pay for the training that would be necessary. Councilmember Snyder asked whether this language was straight from the State Code. Town Clerk North confirmed it was, otherwise she would not have included it. Councilmember Murdock expressed her opinion that the Council needed to stick to the State Code.

Councilmember Shea recommended that Section 5-4(6) be amended to include a provision that would require that the Council be informed of the disposal and the recipients. She noted that this would not interfere with the Town Administrator's ability to dispose of items, it would only mean the Council would know what was disposed of. Town Clerk North noted that this section was not required by State Code; however, she inserted it as it appeared to be common sense. Vice Mayor Kirk agreed it should be left in.

Vice Mayor Kirk advised Council that TANF stood for "Temporary Assistance for Needy Families". Mayor Davis recommended this be inserted into the ordinance.

Town Clerk North advised Council that she would revise the ordinance; and, place it on the August agenda for approval.

#### **Council Discussion** – Meter Relocation Fee

Town Clerk North advised Council that the Town received a request to relocate an existing water meter; and, upon responding to it, determined that it did not have a fee for doing so. She noted that the Town did incur a cost to relocate a meter. Ms. North advised that she polled the clerks in Virginia to determine what other jurisdictions charged; and, noted that the results were in their agenda packet. She advised that most jurisdictions charged some form of a fee, whether it was just enough to cover costs or cost plus an administrative fee.

Councilmember Murdock asked what it cost the Town to relocate a meter.

Councilmember Snyder expressed his opinion that it was approximately the same cost as providing a new meter. He recommended a fee be established that was based upon the cost for a new meter or that it charge a fee that included cost plus a percentage.

Town Administrator Semmes noted that a new meter was not necessary as the old one could simply be moved. She expressed her opinion that the cost was really the staff's and Loudoun Water's time.

Vice Mayor Kirk asked who moved the meter. Town Administrator Semmes explained that a plumber did so. She advised Council that the National Sporting Library simply moved their meter from Washington Street to The Plains Road.

Vice Mayor Kirk expressed her opinion that it would be better to have Loudoun Water perform the work. Town Administrator Semmes recommended a plumber do it.

Councilmember Shea asked whether the County would inspect the work. Town Administrator Semmes confirmed that Loudoun Water would perform the inspection. She explained that the cost to the Town would involve Loudoun Water's costs. Town Clerk North noted that there could also be engineering costs. Town Administrator Semmes concurred; and, noted that the National Sporting Library had to provide the Town with a site plan amendment. She noted that she was not sure whether the Library was charged a fee for this review.

Councilmember Snyder recommended the Town charge costs plus a percentage or a flat fee.

Councilmember Murdock noted that the Town incurred administrative costs in addition to the direct costs. Councilmember Hazard suggested the Town could also charge for the administrative time necessary to process the request as a cost. Town Clerk North noted that the staff would then have to track their time; and, advised that this would also be a cost that would probably be more than the Town would recover.

Councilmember Murdock asked what the cost would be to review such a request. She asked whether it would be \$500 or \$1,000. Town Clerk North advised Council that of those jurisdictions that charged a percentage, they charged ten, fifteen or twenty percent. She noted that she found no one that charged more than a twenty percent administrative fee.

Councilmember Snyder expressed his opinion that it would be easier to charge a flat fee, like one hundred dollars. He expressed his opinion that this would cover the Town's real costs.

Vice Mayor Kirk noted Councilmember Hazard's point that the cost could vary greatly. Councilmember Hazard expressed his opinion that Councilmember Snyder was proposing that the fee be based upon cost plus a flat fee. He further noted the Town Clerk's concern about the cost to track such administrative costs. Mr. Hazard suggested a flat fee could be developed. He asked whether the applicant's engineers would prepare the site plan amendment. Mr. Hazard noted the review time for the amendment. Town Administrator Semmes advised Council that there could be a site plan review fee that could cover the engineering costs.

Councilmember Hazard asked whether the Town wanted to have a fee schedule. Councilmember Snyder recommended that the fee be based upon cost plus xxx amount. He noted that he liked the idea of having a certain cost that the Town knew would be covered.

Councilmember Hazard recommended there be a fee schedule that would identify all of the fees that could be involved, such as a site plan review if needed. He explained that this would allow the applicant to determine their costs.

Mayor Davis recommended the staff determine the amount of time needed to review the request. Councilmember Hazard recommended the fee be based upon that amount plus a set figure, such as one hundred dollars.

Town Administrator Semmes recommended the fee schedule list all of the potential review costs. She advised that she could ask Loudoun Water for their costs. Councilmember Snyder noted that this would not matter as it would be whatever amount they billed the Town.

Town Administrator Semmes noted that Purcellville set a maximum fee amount; and, recommended that Middleburg do the same. Councilmembers Snyder and Kirk agreed.

Mayor Davis asked that the staff work on this for the next meeting.

### **Council Discussion** – Capital Improvement Program

Town Administrator Semmes reminded Council that she was giving this information to them so they could review the list of projects; and, advised that they should ignore the cost figures that were listed. She explained that once the Council decided what it wanted to remove or add, she would develop new cost estimates.

#### Utilities - Sewer

Councilmember Shea noted that the items related to the extension of sanitary sewer contained the message that they had been “eliminated in the current budget”. She asked what this meant. Town Administrator Semmes explained that when the former Town Administrator presented the list, the Town did not have money; therefore, the items were not included in the budget. She explained that the dates for when the projects were anticipated to be done have not been changed; and, noted that the Town was obviously behind schedule as it has had no money in the Utility Fund to complete the projects. Ms. Semmes expressed her opinion that while the Town still did not have the money to do capital projects, this did not mean it should not plan for them.

Councilmember Snyder recommended that as the Council talked about rates, it needed to review this list to see if something could be included in the budget.

Town Administrator Semmes advised Council that the bridge to the pump station at Windy Hill was cracked; and, needed to be replaced. She further noted the need to establish an I&I Program; and, advised that she would like to fund it every year until the Town got a handle on this problem. Ms. Semmes expressed her opinion that the Town had an I&I Program at one time.

Councilmember Shea noted the item related to the sewer connection for the houses on Lincoln Road. She asked whether there were any provisions in the Town Code to connect the houses to the system if they sold. Councilmember Snyder noted that the same applied to Stonewall Avenue. Town Clerk North reminded Council that the ordinance stated that they would be connected if they were located within two hundred feet of a main. She expressed her opinion that the houses were not located within the required two hundred feet, which was why the main extensions were necessary.

Councilmember Snyder noted that there were issues related to terrain and gravity. He reminded Council of the need to construct a lift station to overcome gravity issues on both Lincoln and Stonewall Roads. Mr. Snyder advised that, as to Reed Street, the sewer main was not located within two hundred feet of the houses. He expressed his opinion that the Town needed to figure out how to address these issues. Mr. Snyder advised that he would like to eliminate all of the septic fields in town; however, he noted that the Town did not have the money to do so. He

advised that he would like to start developing a plan for getting there. Mr. Snyder reminded Council that the Town relied upon ground water as its water source; and, advised that they did not want to allow it to be polluted.

Town Administrator Semmes expressed an assumption that there was a plan for how to do this as the cost of \$55,000 was listed for connecting two houses. Councilmember Snyder reiterated that addressing this issue would be expensive. He suggested the Town develop a plan so it could take advantage of opportunities that may arise in the future. Town Administrator Semmes advised Council that the staff would look for grant funding, especially if this involved a health problem.

Councilmember Snyder reminded Council that septic fields in the town were not required to be inspected; and, suggested this needed to be corrected. Councilmember Murdock agreed. She expressed her opinion that if the septic fields were leaking, the Town needed to know where the leak was going. Ms. Murdock agreed with the need to eliminate the septic fields.

Councilmember Shea recommended this item be placed on a future agenda for discussion. Councilmember Hazard suggested the Town look at developing an inspection program; and, that it prioritize the list. He noted that there were twelve to fourteen items on the capital list.

Councilmember Snyder suggested the Town could review them all or review them separately. He advised that he would like to prioritize the list and develop ideas. Mr. Snyder agreed this item should be placed on the next work session.

Town Administrator Semmes recommended that a new item to be added to the list to establish an equipment replacement program, with the biggest item being the replacement of the membranes. She noted the need to start saving for this capital purchase. Ms. Semmes advised Council that Charlie Triplett, of Loudoun Water, gave her the name of someone in Broad Run so they could determine if they had a capital replacement program.

Town Administrator Semmes noted that another item that was not currently on the list was the rehabilitation of the sewer lines. She reminded Council that there were locations where tree roots have gotten into the sewer mains; and, advised that Loudoun Water would like to start addressing those. Ms. Semmes expressed her opinion that this was not a huge problem; however, she noted that Loudoun Water has mentioned it. Councilmember Snyder noted that the Town has experienced gravel in the sewer main on Federal Street. He acknowledged that there were issues; and, suggested the Council needed to be presented with options to correct them.

#### Utilities - Water

Town Administrator Semmes advised that as to those items listed under the water category, the Marshall Street Water Line Replacement Project was complete. She further advised that the repair to the water level indicators in the tanks were not done; however, they were working okay. Ms. Semmes noted that she was not sure that item needed to be on the list. She recommended that the SCADA system be left on the list so it could be added to the Town's other facilities. Ms. Semmes reminded Council that only the new facilities were connected to the SCADA system.

Town Administrator Semmes noted the item to replace the two-inch lines in Blue Ridge; and, noted that there were other two-inch lines that needed to be replaced, including those on Sycamore and Locust Roads. She recommended this reference be changed to the Ridgeview Subdivision. Ms. Semmes advised that the replacement of the old cast iron lines in Washington Street was still a concern. She noted that the new utility billing software has been ordered; and, reminded Council that it was not as expensive as originally envisioned. Ms. Semmes reported that a new server was installed earlier in the week for the new software.

Town Administrator Semmes advised Council that radio read meters were a part of Water Management's proposal; and, noted that the staff was looking to secure prices from other vendors. She reminded Council that the current budget contained \$10,000 in order to begin a meter replacement program.

Town Administrator Semmes advised Council that the replacement of the treatment process for Well 3 was proposed because of the high levels of iron and manganese. She noted that the Town currently limited the use of the water from this well to occasions when water usage was high. Ms. Semmes explained that when this occurred, the Town had to mix in water from Well 3, which then turned the water red. She advised that this affected the taste a little; and, noted that while it was not unhealthy, it was an aesthetic issue.

Councilmember Snyder noted the brown water that occurred as the result of Salamander doing some hydrant flushing. Town Administrator Semmes advised that while this was first thought to be the problem, it was later determined that it was not as Salamander's lines were not yet connected to the Town's system. She explained that Loudoun Water indicated that the discoloration was probably linked to the use of Well 3. Ms. Semmes reported that Loudoun Water was close to connecting Salamander's system to the Town's. She advised that the connection to Salamander's system would not be totally open unless there was a huge emergency.

Town Administrator Semmes noted that Salamander expected to receive the certificate for the water treatment plant soon; and, expressed her opinion that after that, they would ask the Town to accept the plant. She reported that the SCADA system at the water treatment plant was being tested tomorrow; and, noted that Loudoun Water was trained on the use of the plant earlier in the week. Ms. Semmes advised that everything has been installed at the plant. She noted that the Health Department would have to decide if they wanted to inspect the plant again before they issued the certificate. Ms. Semmes noted that the punch list was almost complete.

Councilmember Snyder asked whether the SCADA system was installed as determined by Loudoun Water. Town Administrator Semmes confirmed it was. She noted that Loudoun Water and Whitman Requardt would be present for the meeting, as would Instralogics. Ms. Semmes advised that the issues were mostly related to the SCADA system talking to the main system at the wastewater treatment plant.

Town Administrator Semmes advised Council that Loudoun Water has asked that an item be included in the budget to rebid the green sand filters at Well 4. She noted that they wanted this included in this year's budget; however, she could not accommodate them. Ms. Semmes explained that the medium needed to be replaced; and, advised that this was called "rebidding". She advised that she would get an estimate; and, expressed her opinion that it may be \$20,000.

Councilmember Snyder asked for information on how long the current green sand filters have been operating so the Council could use this information for capital improvement planning.

Councilmember Shea asked whether this filter system was for the wells. Councilmember Snyder explained that it was for the water treatment plant. He noted that the same filters were being installed at the new plant.

Councilmember Hazard asked whether there was a maintenance schedule established for the old filters.

Councilmember Snyder noted that if the filters at the old plant were replaced at the same time as the new one came on line, they would all be in sync for replacement in the future.

## Streets

Town Administrator Semmes advised Council that she was not proposing to add any capital projects under the Streets Department. She asked whether Council was serious about providing refuse collection in-house. Council agreed this item could be removed from the list.

Town Administrator Semmes expressed an assumption that the repairs at Liberty and Federal Streets have been done. She asked whether they were associated with the parking lot. Councilmember Snyder confirmed they were; and, noted that they dealt with a drainage issue. He confirmed they were done. Town Administrator Semmes advised Council that she would remove this item from the list.

Town Administrator Semmes asked whether the Council wanted to purchase a street sweeper. Vice Mayor Kirk expressed her opinion that the Town did not; and, noted that it sold the previous street sweeper. She reminded Council that street sweeping services were being performed under a contract. Ms. Kirk noted that the Town had the wrong sweeper before; and, explained that it was an indoor one.

Town Administrator Semmes noted that the next item on the list was to update the parking meters; and, advised that she would like to leave that on the list. Councilmember Shea agreed.

Town Administrator Semmes noted that she has been thinking about the Town's streetscape; and, expressed her opinion that she could get technical assistance to develop plans. She reminded Council that the Town only had so much that could be inter-planted. Ms. Semmes suggested the need to simplify the sidewalks; and, advised that this may not be the solution for trees. Ms. Semmes recommended the Town have someone come in to advise it of potential solutions.

Town Administrator Semmes reported that the Street Superintendent had problems with the current parking meters; and, explained that when it was cold, the batteries would not work. She reminded Council that there were newer meters that could be fed through the use of a cell phone. Ms. Semmes suggested this may be something to look at if the Town was already digging up the streets. Vice Mayor Kirk asked that the Street Superintendent be included in any discussions.

Town Administrator Semmes recommended the VDOT projects be removed from the list (sidewalk repairs). She further recommended that money be put in the budget to address the brick sidewalks. Councilmember Shea noted that there were some locations where the brick was not replaced; and, suggested this was a problem. She expressed her opinion that money needed to be left in the plan for this work.

Vice Mayor Kirk asked when the new curbs would be painted yellow. She further asked who would do so. Town Administrator Semmes advised Council that the Street Superintendent was trying to get a price from the company that would be painting the lines on the street. She noted that he had not received a price as of this morning. Ms. Semmes expressed her opinion that it would be ideal if the Town could use this contractor. She advised Council that she confirmed that the Town must pay to paint the curbs yellow.

Vice Mayor Kirk asked who would paint the crosswalks. Town Administrator Semmes confirmed that VDOT would handle this.

Councilmember Shea noted that VDOT installed a curb cut by the Southern States property. She reminded Council that the Town previously eliminated this driveway. Ms. Shea suggested that VDOT be asked to correct this issue.

## Town Office

Town Administrator Semmes reminded Council that the roof has been completed at the Town Office; therefore, this item could be removed from the list.

Town Administrator Semmes advised Council that the staff wanted to emphasize to the Council that it was feeling uncomfortable in the building, as it believed the mold had returned. She noted that an inspection would be performed next week. Ms. Semmes reminded Council that the Town did mold remediation of the building once before; however, it did not improve the drainage problem so it was believed the mold has returned.

Councilmember Hazard asked where the mold was located. Economic Development Coordinator Pearson reported that it was located under the building. She noted the smell in the building; and, advised that visitors have commented upon it. Town Clerk North advised Council that the last time the mold remediation was completed, half of the walls in the restrooms and in the Town Planner's office were removed as mold had grown up them. She noted that the carpet was never checked; and, expressed her opinion that there was mold under it.

Councilmember Hazard inquired as to who was looking at the mold. Town Administrator Semmes confirmed that the company who did the previous mold remediation would be, as would another company.

Councilmember Hazard suggested that if the mold was growing back, the Town needed to ask them for a recommendation to correct the problem. Town Clerk North noted that they provided this information previously; and, advised that the mold growth was due to drainage issues. She advised Council that the mold remediation company told the Town that it needed to correct the drainage issues; however, there was no money to do so. Ms. North further advised Council that the company told the staff that if the drainage issues were not resolved, the mold would return; and, noted that the staff believed it had.

Vice Mayor Kirk asked that they also check for mold in the Police Department. Mayor Davis reminded Council that the Town fixed the drainage issues at that location. Councilmember Shea reported that there were mold issues not only in the Police Department offices, but in the entire basement. She advised that the paint was bubbling off the walls in her former office space. Ms. Shea reminded Council that the Town installed dehumidifiers throughout the building; however, she advised that this did not work. She explained that unless the dehumidifiers were physically emptied, they did not work.

Councilmember Murdock asked if there was still mold in the Police Department office. Acting Police Chief Prince confirmed there was. Town Administrator Semmes confirmed the staff would add the Health Center building to the list.

Councilmember Hazard inquired as to the cost of the remediation. Town Administrator Semmes noted that the staff would research it. Councilmember Hazard noted the amount of money that has been spent; and, the potential to spend it again. He recommended that the money be used to fix the problem. Town Clerk North noted that the costs were not just limited to the mold remediation company, but there were also costs associated with repairing the building when the walls and restroom fixtures were removed.

Town Administrator Semmes confirmed the staff would look at the cost of doing all of the work. Councilmember Shea recommended the entire project be evaluated, even if the Town could only address it in parts. Town Administrator Semmes recommended the Town look for a company that could do everything, not just mold remediation.

Town Administrator Semmes noted that the updates to the IT hardware were on-going. She asked about the item related to the expansion of the web-based services. Mayor Davis expressed her opinion that this item was so the Town could put more information on the website. Vice Mayor Kirk expressed her opinion that the Town was going to put forms on the website. Mayor Davis noted that the forms were on the website. She suggested this was done. Town Clerk North reminded Council that software was purchased to allow the staff to update the website in-house. Council agreed this item could be removed from the list.

Town Administrator Semmes noted that the Council has talked about having laptops/tablets. Councilmember Snyder suggested the Town explore the costs of iPADS; and, expressed his opinion that they would be more reasonable than laptops.

Councilmember Shea asked for clarification of this item. She noted that, at one time, the Council also talked about the Planning Commission needing laptops. Ms. Shea asked whether the laptops would be located in the Town Office or whether they would be kept individually by the members.

Councilmember Snyder expressed his opinion that the Council needed to discuss how to implement the program. He recommended the Town start by providing the equipment to the Council and then move it down to the Planning Commission as it was replaced.

Councilmember Murdock expressed her opinion that most of the Council and Planning Commission had laptops or iPADS. She advised that she did not want to have two of them. Councilmember Snyder recommended the plan include the ability for the Council to use its own equipment; and, noted that he would probably do so as well.

Mayor Davis reminded Council that the proposal was to have Town issued equipment so everything Town related would be done on that machine. She further reminded them of the issues related to FOIA; and, recommended that everything be done on one machine issued by the Town so the members would not have to allow someone to have access to their personal computers.

Councilmember Snyder advised that, in that case, he would consider declining the equipment.

Vice Mayor Kirk expressed her opinion that the point of having the equipment was to also have no paper.

Councilmember Snyder recommended this be addressed in a manner that was not so complicated. He expressed his opinion that there were other ways to address FOIA issues.

Vice Mayor Kirk expressed her opinion that the issue was not just FOIA related. She suggested the issue was that the Council wanted everything electronically; and, did not have to have a thick book of ordinances.

Councilmember Shea expressed her opinion that there were two questions – whether the Town operated electronically and what type of equipment would they use and who would have it.

Vice Mayor Kirk expressed her opinion that the equipment would not be exclusive to the individual member of Council, but would be passed along to the next member. She suggested that things were more complicated if they were on a private system.

Councilmember Murdock expressed her opinion that there were two issues – getting information electronically and getting the equipment. She noted the push to get more books electronically so the Council could look up information.

Councilmember Shea noted the need to get past records in an electronic format. She advised that she spent a lot of time looking for items through paper; and, would love to have the agendas electronically.

Councilmember Murdock noted that she would love to have the agendas electronically so she could use her iPad during the Council meeting.

Town Administrator Semmes expressed her opinion that the Town could scan the old records; and, noted that this would help with record storage.

Councilmember Snyder expressed his opinion that the Town could transition from paper to electronic documents. Councilmember Shea expressed her opinion that this would not help with what was already stored.

Councilmember Snyder asked what the Council needed electronically that was already stored. Councilmember Shea advised that she needed a history of the decisions. Councilmember Snyder expressed his opinion that this was a long-term goal. Councilmember Shea suggested the Town needed to start working on it. Councilmember Murdock suggested this would be a good item for a summer intern. She advised that she would like to start seeing more things done electronically.

Councilmember Hazard asked whether the Council wanted everyone to have a huge hard drive. Councilmember Snyder noted that the information would have to be downloaded as needed.

Town Clerk North advised Council that the entire Town Code was available on line. She noted that the web-based services item previously discussed may have been a reference to setting up a system using the Town's website that would allow members of Council to access information electronically that would not otherwise be available. Town Administrator Semmes suggested it could have involved the development of an Intranet.

Councilmember Snyder noted that this may not necessarily mean that the Council would have to have Town-owned equipment. He asked that he not be required to have Town owned equipment. Mr. Snyder further asked that the Council discuss this further in a work session, including the rules associated with the equipment and how the system would be set up. He suggested the need to put together a plan for how the Council could get there.

Councilmember Murdock noted that the agenda packet was already on the Town Clerk's computer. Town Clerk North advised that she could scan those items that were not already on it. She explained that letters from individuals may not necessarily be on her computer. Ms. North agreed that most of the agenda items were already somewhere in the staff's systems. She suggested, however, that it would be better to scan the agenda so all of the information could be found in one file.

Councilmember Murdock expressed her opinion that it would be good to scan the agendas for history's sake so everything would be in one place. She recommended the agendas be scanned starting immediately. Councilmember Snyder agreed with the need to start a new system. He noted that decisions needed to be made such as whether the documents could be edited by Councilmembers. Mr. Snyder noted the edits suggested by Councilmember Shea to the farmer's market resolution. He expressed his opinion that there were things that needed to be worked out and planned for, such as how to address FOIA issues.

Vice Mayor Kirk suggested the Town start a new system with the beginning of this fiscal year.

Town Clerk North reminded Council that once agenda information was distributed to the Council, it was available to the public, with the exception of closed session items, regardless of whether it was in draft or final form. She advised that the issue that would need to be worked out was how to handle the closed session items; and, suggested those items may have to be kept in a separate electronic file, which only the Council could access.

Vice Mayor Kirk noted that the meeting minutes from July had been approved. She recommended the staff scan the agendas starting with the July one. Town Clerk North noted that the minutes were already available electronically. Vice Mayor Kirk recommended the agendas also be scanned.

Councilmember Murdock noted that this would allow her to dispose of her paper copies of the agenda. Councilmember Shea cautioned Council about destroying materials; and, noted that there were requirements for retaining records. Town Clerk North reminded Council that any information she sent to them were copies; therefore, she had the originals. She confirmed that the copies could be destroyed without violating the Records Retention Act. Ms. North noted that items, such as original correspondence from citizens, would have to be kept.

Councilmember Murdock expressed concern that if there was ever a fire in the Town Office, the documents could be lost until they were stored electronically.

Town Administrator Semmes advised Council that the next item on the capital list was to renovate the existing Town Office. She noted the need to determine the extent of the mold remediation that was needed; and, expressed her opinion that the building may need extensive renovations if there was a lot of mold. Ms. Semmes asked that this item be left on the list.

Town Administrator Semmes noted that the next item on the list was to construct a new Town Office on the Salamander property. Councilmember Snyder expressed his opinion that this was a "dream". Town Administrator Semmes reminded Council that Salamander would be donating a civic lot to the Town; and, advised that the idea was that it would be used for a Town Office or other public facility. Councilmember Shea asked that this item be re-written to say "civic lot" as opposed to "Salamander site".

Town Administrator Semmes advised Council that there was heat; however, there was no air conditioning in the Liberty Street restrooms. She noted that during the summer when the temperatures were high, it was hot in them. Ms. Semmes reminded Council that someone needed to be in the restrooms in order to clean them.

Councilmember Snyder noted that the thought behind the heat was that the water would otherwise freeze; however, no one thought about air conditioning.

Town Administrator Semmes explained that the Street Superintendent has suggested using a wall unit that would provide both heat and air.

Vice Mayor Kirk asked whether the restrooms received a lot of usage. Councilmember Shea expressed her opinion that they did. She noted that the buildings in this area had plumbing problems so businesses did not allow their customers to use their restrooms. Ms. Shea noted that she preferred to direct them to the public restrooms rather than her store's restroom.

Town Administrator Semmes expressed her opinion that if the Town had public restrooms, they should be functional. She noted that the cost would be approximately \$1,200 per unit, plus the cost for the electric work and cutting a hole in the wall. Councilmember Hazard noted that it was possible to use a mini-split system, which would involve an outside unit, in order to avoid cutting a hole in the wall.

Councilmember Shea recommended this item be added to the list as a capital improvement. Town Administrator Semmes advised Council that the staff would cost out the options. Vice Mayor Kirk noted that the Street Department took care of the restrooms. She suggested this item be moved to the Streets category.

### Public Safety

Town Administrator Semmes expressed her opinion that the Council would want to update the vehicle item to allow for fleet rotation. She noted that she was not aware of what the equipment upgrades item consisted of; however, she expressed her opinion that they had been done.

Town Clerk North expressed her opinion that this was related to items such as the bullet proof vests and weapons. Acting Police Chief Prince noted that the vests were on a rotation; and, advised that the Town received a grant for those.

Councilmember Shea suggested this may have involved new equipment in the cars. Acting Police Chief Prince expressed his opinion that it was probably for the new guns that were purchased a few years ago. He noted that all of the officers received new weapons and accessories.

Town Administrator Semmes suggested the Council needed to determine the minimum amount that it wanted to establish in order for an item to be listed as capital as opposed to the cost of doing business, such as replacing guns. She expressed her opinion that \$5,000 was probably reasonable. Ms. Semmes explained that anything less than \$5,000 would be in the budget; however, it would not be listed in the capital improvement program.

Councilmember Snyder expressed his opinion that capital items needed to be something that would replace something over time or that would bring a new facility or function to the Town.

Vice Mayor Kirk expressed her opinion that the Town already had a number. Town Administrator Semmes expressed her opinion that capital items may be something the Town would want to amortize over the long term. She asked whether \$5,000 sounded reasonable.

Councilmember Shea expressed her opinion that guns and vests should not be on the Capital Improvement Plan, but rather should be a part of the Town's budget planning. She noted the need to know what was coming and when.

Town Administrator Semmes noted that the Council has talked about developing a new public safety building in the past. She asked whether they still wanted to do this project. Councilmember Murdock expressed her opinion that the Police Department needed to move out of the Health Center building.

Town Administrator Semmes advised Council that she has talked to the staff about this item. She reminded them that the Town had a lot of land at the wastewater treatment plant. Ms. Semmes suggested that if the old building was removed, this land could be used for the construction of a police station, including a wing for the Street Superintendent and a garage for the cars. She further suggested this could be a combined facility. Ms. Semmes explained that by doing this, the Town would not have to buy another piece of property that would be taken off the tax rolls. Ms. Semmes noted that the Town could then sell the Town Shop. She recommended the Council discuss this option in the future.

Vice Mayor Kirk noted that the Town was not proposing to purchase land for the police station. Town Administrator Semmes explained that it would still be land that would not be on the tax rolls. Councilmember Snyder expressed his opinion that this was a good point. Town Administrator Semmes noted that if the departments were consolidated, the facilities would be more secure.

Councilmember Snyder noted the need to demolish the old wastewater treatment plant. He recommended this project be included in either the CIP or the budget; and, noted that it was not currently shown on either.

Vice Mayor Kirk reminded Council that they have discussed using the building for storage. Councilmember Snyder advised that he did not like that idea. Vice Mayor Kirk expressed her opinion that other members of Council did.

Councilmember Shea recommended an item be placed on an agenda to talk about the Town's properties and the proposed expansions. Vice Mayor Kirk recommended this be done in August. Councilmember Snyder recommended it be done in September. Councilmember Shea suggested the Town either needed to demolish or refurbish the old wastewater treatment plant. Councilmember Snyder expressed his opinion that this involved more than a building that must be taken care of; and, noted that there was a cost that needed to be planned for in the future.

### Planning and Zoning

Town Administrator Semmes noted that there was an item listed in the CIP to incorporate the Town's GIS system with Loudoun County's. She advised that new equipment had to be purchased. Ms. Semmes expressed her opinion that this item should be a part of the budget as opposed to the CIP. She suggested the same should occur for consulting. Councilmember Snyder agreed that consultants should not be put in the CIP.

### Economic Development

Town Administrator Semmes advised Council that the Economic Development Coordinator did not believe the Pink Box wanted to upgrade their offices. She suggested this item could be removed from the list. Vice Mayor Kirk noted that this item was the result of the discussion to move the Economic Development Coordinator's office to the Pink Box. Town Administrator Semmes noted that there were access issues associated with using the second floor.

Town Administrator Semmes suggested the item related to website development for the Pink Box be removed. Councilmember Shea recommended that she check on that. She noted the item related to enhanced computer equipment for the Pink Box. Ms. Shea reminded Council that she worked there once a month; and, advised that the system was archaic. Councilmember Snyder recommended this be placed in the budget.

Economic Development Coordinator Pearson confirmed there was an Internet connection at the Pink Box; however, the computer was old and did not work well.

Councilmember Snyder recommended that a computer be put in the budget; and, expressed his opinion that this was not a capital item. Mayor Davis recommended it be added to the list. Town Administrator Semmes noted the need to do a mid-year budget amendment; and, advised that this item could be added so the Pink Box would not have to wait a year for a new computer.

Town Administrator Semmes reminded Council that the Town signed a Memorandum of Agreement related to the development of a Regional Water Supply Plan. She further reminded them that the cost was \$5,000. Ms. Semmes noted that the former Town Administrator was able to delay the payment; and, advised that the bill was now due. She explained that because she was not aware of it, it was not included in the budget. Ms. Semmes advised Council of the need for a mid-year budget amendment. She explained that the staff was paying the bill as the Council approved the agreement. Ms. Semmes noted that the draft report was being prepared. Vice Mayor Kirk reminded Council that the Town had no choice on whether it would participate as this was a State mandate.

Town Administrator Semmes noted that the CIP included an earmark of Salamander revenues for Town business marketing. She advised Council that this was not a capital item.

Town Administrator Semmes noted that the CIP included nothing for the Pink Box building. She reminded Council that it was just painted.

Councilmember Shea expressed her opinion that it would be good if the Pink Box Advisory Board took a look at its capital needs.

Councilmember Snyder noted that he was uneasy including capital projects for the Pink Box, since the Town did not own the building. Town Clerk North suggested the Council may want to include repainting the building as a capital item, as it was required to be done every three years under the terms of the lease.

Vice Mayor Kirk inquired as to the term of the lease. Town Clerk North noted that it was a long-term lease; however, she could not remember when it expired. Councilmember Snyder suggested the Council just budget for the repainting. Town Administrator Semmes suggested the Town may want to look at the lease arrangement. She questioned whether they wanted to use the building through a lease. Ms. Semmes recommended the Council discuss this in the future.

Councilmember Shea asked who was responsible for replacing the windows and doors. She noted that the building was very drafty in the winter. Ms. Shea expressed her opinion that this was not a good location to invite visitors into during the winter. Councilmember Stewart noted that the building also contained mold.

### Health Center

Town Administrator Semmes advised that the CIP included a project that had not been done; and, noted that the garage needed to be painted. Vice Mayor Kirk recommended this building be put on the list for mold remediation.

Town Administrator Semmes recommended that a long-term project would be to convert the building to a zoned heating/cooling system; and, advised that the staff would secure a cost estimate. She noted that this would allow the tenants to pay their own utility bills.

Town Administrator Semmes advised Council that she would return with a revised CIP Plan for their review.

### **Town Council Reports**

Mayor Davis reported that she and the Economic Development Coordinator were attending the Retail Committee meetings. She noted that this committee was preparing for Celebration Saturdays, which would normally run from April through December of each year. Ms. Davis advised that this year, the event would begin in September. She explained that it would occur on the third Saturday of each month; and, noted that most of the businesses would be open until 7:00 p.m. Ms. Davis advised that music would be provided; and, that the atmosphere would be festive. She explained that the idea was to get people to think about coming to Middleburg on a regular basis. Ms. Davis noted that the Council would hear more about this program in the future. She reiterated that businesses were being asked to participate. Ms. Davis reminded Council of the Sidewalk Sale scheduled for August 5-7.

Councilmember Shea reported that the Loudoun County Community Action Board has not met. She noted that she missed the June meeting of the regional committee; and, advised that they would start meeting again in August.

Vice Mayor Kirk asked the Town Clerk to schedule a meeting of the Health Center Advisory Board in September so they could develop their donation recommendation list. Town Administrator Semmes recommended the Town also get ideas from the Committee with regard to the Health Center, such as use of the spaces. Vice Mayor Kirk advised Town Administrator Semmes that the former Town Administrator attended the Committee meetings and prepared the agendas.

Mayor Davis reported she did not attend the last meeting of the Traffic Calming Committee. She noted that they were awaiting the bid submissions, which were coming in now. Ms. Davis expressed hope that work would begin in Aldie within the next couple of months.

Councilmember Shea volunteered to serve as the Council representative on the Middleburg Museum Committee. She advised that she wanted to state that since this was a Town committee, it must be treated as such. Vice Mayor Kirk expressed her opinion that it also needed to act as such. Councilmember Murdock noted that the Museum Committee was established as a Town committee; and, the members needed to be reminded of that.

Councilmember Murdock reported that the Middleburg Meandering Trail Committee was working to develop an initial project that would consist of a demonstration trail. She noted that they have walked different areas to determine where this could be done; and, reported that they were very interested in starting something at the elementary school that would cross over to the Salamander property and then hug the town to form a circle. Ms. Murdock noted that they have talked to Prem Devadas, of Salamander; however, he was hesitant to let the Town do anything on their property as it was still a construction site.

Mayor Davis recommended the Committee develop what “will be”. Councilmember Murdock reminded Council that the issue was all about getting funding. Mayor Davis recommended the Committee identify where the trail would be located once Salamander finished its construction.

Vice Mayor Kirk asked whether Salamander had resumed construction. Town Administrator Semmes confirmed they had not. Mayor Davis explained they planned to replace the windows at any time; and noted that they had major leaks. Town Administrator Semmes reported that Salamander was still talking about resuming construction before the end of the year.

Councilmember Shea reported that Punkin Lee, of the Middleburg Business and Professional Association, conducted a survey related to Christmas in Middleburg. She advised that the businesses were overwhelmingly in favor having two separate parades. Ms. Shea noted that nearly every business in Town participated in the survey. Councilmember Snyder expressed his opinion that the consensus was for the Hunt and Christmas Parades to be separate.

Councilmember Murdock asked when the parades would start. Councilmember Shea advised that this was still under discussion. She reported that the Steering Committee was working to develop a Memorandum of Understanding (MOU); and, noted that they had a rough draft. Ms. Shea advised that the Steering Committee was also working to expand the day into a festival, with the activities being published. She explained that there would be signs that would identify the different events that would occur throughout the day. Ms. Shea noted that they were also recommending that the Hunt be more involved in the Hunt Parade.

Vice Mayor Kirk asked whether the idea was to have the Hunt do something along the lines of patrolling the event. Councilmember Shea explained that the Steering Committee would discuss the hounds and care of the land during their next meeting. She explained that she wanted to see if the Committee and Hunt were interested in having the dogs available to interact with the children; and, in having someone talk about the Hunt and the care of the land. Ms. Shea noted that they used to do this; and, advised that she was not sure if they still would.

Councilmember Murdock asked about the development of a memorandum of understanding. Councilmember Shea explained that the event would be a public/private partnership between the Committee, the Town and the Middleburg Business & Professional Association. She noted that the MOU would define the duties of each.

Vice Mayor Kirk suggested the Committee keep in mind that holding two parades would cost more in terms of police time. She noted that VDOT also did not like closing the streets twice. Councilmember Snyder noted that the Town had done so before.

Councilmember Murdock inquired as to the Town's overall responsibility for the parade, such as legal issues. She suggested the need to determine what the Council wanted so this could be taken back to the Steering Committee.

Councilmember Hazard explained that this was a part of the MOU. He recommended that they not bring the draft MOU to the Council until the Committee was closer to having it in a final form. Mr. Hazard expressed his opinion that the MOU was too rough in its current form; however, it was a good start. He recommended the Committee provide its input, with the draft MOU then being brought back to the Council. Mr. Hazard noted that he and Councilmember Shea did not think they would make decisions for the Council. He reiterated that they would bring the document back to the Council.

Councilmember Shea noted that the draft MOU would be broken down by departments. She expressed her opinion that once in its final format, the Town's responsibilities would be identified. Vice Mayor Kirk recommended the Committee also think in terms of the financial responsibilities.

### **Discussion**

Vice Mayor Kirk noted that the Town Administrator was reviewing the Town's contracts. She inquired as to the status of that review. Town Administrator Semmes reported that she had a draft Request For Proposals (RFP) that was currently in VDOT's hands related to the final engineering

and environmental reviews associated with the Transportation Enhancement Project. She noted that the VDOT representative, Jim Zeller, was currently on vacation. Ms. Semmes reiterated that he owed the Town comments on the draft; and, explained that he must approve it before she could issue the RFP. She noted that she received a call from last year's snow removal contractor; and, expressed her opinion that the Town was in good shape on that one. Ms. Semmes reminded Council that the Town did not have to solicit bids for that; although, it did for federally funded contracts.

Vice Mayor Kirk asked whether the staff had reviewed the contracts for cleaning the Town Office, etc. Town Administrator Semmes advised Council that the Street Superintendent was soliciting bids on the Town's landscaping contract; and, noted that he was not happy with what was currently being done. Vice Mayor Kirk noted that the Town currently used two separate contractors to clean the Town Office; and, suggested this could be reduced to one. Town Administrator Semmes reported that the staff was working on developing RFP's for its general and utility engineering contracts.

Vice Mayor Kirk advised Council that it has been brought to her attention that the police cars have bicycles on the back of them. She reminded them that the Town previously had issues when its officers were conducting bicycle patrols. Ms. Kirk expressed her opinion that this caused their response times to be slower during an emergency. She asked whether the Council wanted to look at this. Ms. Kirk noted that it was her understanding that Acting Police Chief Prince told the officers not to do bike patrols unless the shift was covered.

Acting Police Chief Prince confirmed that he place stipulations upon the use of the bicycles. He explained that he told the officers they could only ride the bikes if they did so while there was an overlap in shifts or, if it was happening at night, they had to keep their police car in close proximity so there would be no delay in response time. Acting Chief Prince expressed his opinion that the use of the bicycles has improved employee morale; and, noted that the officers enjoyed making contacts with the community. He advised that they were also patrolling in locations where they could not take a vehicle. Councilmember Snyder noted that this was the intent behind having the bicycles.

Councilmember Murdock noted that the officers could go those same places on foot. Acting Chief Prince explained that the officers could make better time patrolling on bike than on foot. He noted that they could also make better time getting back to their cars on bicycles than if they were walking.

Councilmember Shea noted that she talked to the officers about this. She advised that they were patrolling after heavy traffic hours and after pedestrians were not on the sidewalk. Ms. Shea noted that they could see into the shops' windows, could do so quickly and were only using the bicycles in the downtown area.

Councilmember Murdock advised that she was okay with the use of the bicycles as long as response times were not affected. Mayor Davis noted that the responses would be different as they were quicker.

Vice Mayor Kirk expressed concern about the time needed to secure the bike to the car when responding to a call. Town Administrator Semmes noted that the officer would leave the bicycle; and, simply get into his car.

Mayor Davis reminded Council that the officers walked the streets at night. She expressed her opinion that the patrol could be done quicker if the officer was on a bike.

Acting Police Chief Prince reiterated that he approved the use of the bicycles with some limits. He explained that the officers wanted to get out and explore on the bicycle; and, expressed his opinion that they were a good tool. Acting Chief Prince reiterated that he told the officers they could use the bicycles as long as they did not abuse their use. He further reiterated that he limited their use to overlapping shifts; and, if they rode them, they must use the police car with the rack so there would be no delay in response time. Acting Chief Prince advised Council that he was watching this closely; and, expressed his opinion that it offered more benefits than negatives.

Vice Mayor Kirk asked the Town Administrator about the Colandrea case. Town Administrator Semmes reported that Vice Mayor Kirk asked if she had a reaction to the Town Attorney's memorandum on the decade old case. She advised that she re-read the memo and talked with the Town Attorney, as she was not clear about the Town's options. Ms. Semmes reminded Council that the Town had land use insurance coverage through VML; and, noted that they would defend localities so they were not paying their local attorney to do so. She advised that she contacted VML to determine the Town's coverage related to this case. Ms. Semmes explained that it appeared that the Town's coverage for land use issues began in 2000; and, noted that a number of the Colandrea cases occurred after that date. She reported that VML was researching whether the Town was covered for those; and, advised that if it was, VML would assign an attorney to the case who could look at the Town's options. Ms. Semmes expressed her opinion that the Town would know what assistance VML could provide within the next few days.

Vice Mayor Kirk expressed concern that the property could be sold; and, the Town would have to go through the lawsuits again with a new owner. She advised that she would like to put a lien on the property. Town Administrator Semmes advised Council that the Town could file an injunction that would require notice to be put on the property for one hundred eighty days. She noted, however, that an injunction would be an offensive move; therefore, it would not be covered by the VML insurance. Ms. Semmes recommended the Town wait to hear VML's response.

Councilmember Murdock noted that she would not be available to attend the Council work session on August 8th.

Town Administrator Semmes reported that she would be on vacation on August 1st. She reminded Council that Chief Klugh would start his new job on August 1. Ms. Semmes noted that he would be sworn in on that day.

There being no further business, a motion was made to adjourn the meeting at 7:42 p.m.

APPROVED:

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Betsy A. Davis, MAYOR

ATTEST:

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Rhonda S. North, MMC, Town Clerk