



AGENDA
TOWN COUNCIL MEETING
TOWN COUNCIL CHAMBERS
6 E PENNSYLVANIA AVENUE
LOVETTSVILLE, VA 20180
THURSDAY, OCTOBER 8, 2026, AT 6:30PM
This meeting will be held through electronic means

This Meeting will be held at the Town Council Chambers at 6 E. Pennsylvania Avenue. The Mayor, Town Council Members, and Town staff will participate in attendance of the meeting.

Written comments regarding items on this agenda can be submitted to clerk@lovettsvilleva.gov by 3:00PM on the day of the meeting.

Members of the public may access and participate in this meeting in attendance at the stated location or electronically using the link or call-in number provided below:

Join Zoom Meeting:

<https://us02web.zoom.us/j/88485037595?pwd=bWZEqX4chD5bij7r028m0khNpm2bwn.1>

Webinar ID: 884 8503 7595 | Passcode: 284199 | Phone: (929) 205-6099 or (301) 715-8592

1. Call to Order/Pledge of Allegiance

Town Council Present:

Town Council Absent:

Town Staff Present:

2. Comments from the Public

To be read by the Town Council before Public Comment: Comments from the public are limited to three (3) minutes at the beginning of the Council meeting. A speaker representing a group or organization will be allowed up to five (5) minutes to present the position of the organization. Any member of the public speaking for an organization must submit a letter from the Board of that organization authorizing them to speak for the organization on that issue. Questions by the Mayor or Town Council Members will not be counted against the speaker's time. All speakers shall refrain from using vulgarities, profanities, and obscenities. Speakers shall address the Mayor and Town Council as a whole and not address their remarks toward any specific member of Town Council or Staff.

3. Committee Reports

4. Town Manager's Report



5. Additions/Deletions/Modifications to the Agenda

6. CONSENT AGENDA

THE FOLLOWING ITEMS ON THE COUNCIL AGENDA WHICH ARE CONSIDERED ROUTINE AND/OR NON-CONTROVERSIAL SHALL BE ACTED UPON BY A SINGLE ROLL CALL VOTE OF THE COUNCIL. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A MEMBER OF COUNCIL SO REQUESTS, IN WHICH EVENT THE MATTER SHALL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED **AT A LATER TIME**.

A. September 17, 2026, Town Council Meeting Minutes – Approval



Draft Motion: *I move to approve the Town Council Meeting Minutes of September 17, 2026, as included in the October 8, 2026, staff report.*

B. September 30, 2026, Town Council Special Meeting Minutes – Approval



Draft Motion: *I move to approve the Town Council Special Meeting Minutes of September 30, 2026, as included in the October 8, 2026, staff report.*

C. Supplemental Appropriation – 27 S. Church Street Zoning and Utility Fee Refund – Approval



Draft Motion: *I move to approve Resolution 2026-10-0002 to amend the Fiscal Year 2027 budget and approve a supplemental appropriation for fiscal year beginning July 1, 2026, and ending June 30, 2027, of \$40,952 deriving from \$35,250 of Utilities Availability Fee Reserve and \$5,702 of Utilities Fund Net Position to process a requested refund of zoning and utility fees paid by Colin and Caroline Thomas of 27 S Church Street.*

7. Public Hearing

To Be Read by Town Council Before Opening Public Hearings: *Comments from the public are limited to three (3) minutes. A speaker representing a group or organization will be allowed up to five (5) minutes to present the position of the organization. Any member of the public speaking for an organization must submit a letter from the Board of that organization authorizing them to speak for the organization on that issue. Questions by the Mayor or Town Council Members will not be counted against the speaker's time. The speaker shall limit his or her comments to only those pertaining to the item that is the subject of the Public Hearing.*

A. Fiscal Year 2027 Supplemental Appropriation – Approval



Informative Summary: To seek approval of a supplemental appropriation in Fiscal Year 2027 in the amount of \$10,473,701.22 comprised of: previous year capital project appropriation, approved supplemental appropriations to Fiscal Year 2027, state and federal awarded grant funding and carryover of Fiscal Year 2026 appropriation associated with



contractual encumbrances and unused project balance, which exceeds one percent of the total expenditures shown in the Fiscal Year 2027 adopted budget.

Draft Motion: *I move to approve Resolution 2026-10-0001 to amend the Fiscal Year 2026 budget and approve a supplemental appropriation totaling \$10,473,701.22 comprising of \$46,787.27 to the General Fund, \$7,986,260.22 to the General Government Capital Projects Fund, and \$2,440,653.73 to the Utilities Fund for fiscal year beginning July 1, 2026 and ending June 30, 2027 in order to re-appropriate previous year unused appropriations for capital projects, contractual encumbrances, and new appropriations associated with partially grant funded network improvements and the addition of enhanced surveillance security cameras at all Town facilities approved in Resolution 2026-09-0006, and replacement of a service water line for a commercial user on S. Church Street due to damage.*

8. Discussion Items

A. LOVE Winter Event Plan – Approval



Draft Motion: *I move to approve the proposed 2026 Love Winter Event Series plan and direct the Town Manager to proceed with the planning and coordination of the 2026 Love Winter events.*

B. Park Place Water Service Connection Replacement – Approval



Draft Motion: *I move to approve Resolution 2026-10-0003 to amend the Fiscal Year 2027 budget and approve a supplemental appropriation of \$35,189.70 for fiscal year beginning July 1, 2026, and ending June 30, 2027, deriving from Utilities Fund 3-R Reserve for replacement of water meter setter service connection hardware for 26 residences on Park Place in conjunction with the replacement of the watermain.*

C. LVCU 2026-0001, George Family Holdings LLC – Approval



Draft Motion: *I move to schedule a Public Hearing for consideration of LVCU 2026-0001 at the November 12, 2026, regular Town Council meeting.*

9. Closed Session

Draft Motion: *In accordance with Va. Code section 2.2-3711(A), subsections (1), (7), and (8), I move to convene in Closed Session for: (1) 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 any public body, relating the annual evaluation of the Town Manager, as well as discussion on the potential appointment, reappoint and/or contract(s) of one or more current or former town officers, (7) Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body relating to enforcement of Town Code related to utilities and renewal of franchise agreement, and (8) Consultation with legal counsel*



employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel related to potential appointment, reappoint and/or contract(s) of one or more current or former town officers. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Certification of Closed Session: *“Do you certify to the best of your knowledge that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Lovettsville Town Council?”*

When polled as to whether (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, the following members stated “Aye:”

10. Informational Items

A. Rules and Procedures Town Code Subdivision 2-II-2 – Informational



B. Standards of Conduct and Ethics – Informational



C. Preliminary 2027 General Assembly Legislative Agenda – Informational



11. Upcoming Meetings/Agenda Items

A. Upcoming Town Council Meetings – Preliminary Agendas – Informational



12. Comments/ Disclosures from the Mayor and Town Council

13. Adjournment



TO: Mayor and Town Council
FROM: Jason L. Cournoyer, Town Manager
DATE: October 8, 2026
SUBJECT: Fiscal Year 2027 Supplemental Appropriation Public Hearing

Purpose: Town Council to consider approving a supplemental appropriation for Fiscal Year 2027 for carryover of unused Fiscal Year 2026 open purchase orders, unused capital project appropriation and an appropriation associated with water service line repairs and the planned surveillance security cameras and network improvements.

Background: At the end of any given fiscal year, there are outstanding encumbrances and balances in capital project budgets. In order to carry forward the approved spending authority, a supplemental appropriation is required in the following fiscal year. Encumbrances are contractual obligations that remain outstanding due to the Town not receiving the services and/or assets by June 30, 2026. Many of the Town's capital projects are budgeted over several fiscal years and escrowed to fully fund the project. These unused appropriations must carry forward to the following fiscal year in order to have the aggregate appropriation to complete the project.

The anticipated supplemental appropriation will exceed 1% of the adopted Fiscal Year 2027 budget; therefore, a Public Hearing is required pursuant to Virginia Code section 15.2-2507.

The proposed carryover appropriation from Fiscal Year 2026 to Fiscal Year 2027 is calculated to total \$10,473,701.22 comprising of \$46,787.27 to the General Fund, \$7,986,260.22 to the General Government Capital Projects Fund, and \$2,440,653.73 to the Utilities Fund.

Discussion: There are three primary categories that will comprise the supplemental appropriation.

1. Encumbrances from Fiscal Year 2026, which are outstanding contractual obligations for which the services or assets were not received in Fiscal Year 2026: In order to carryover the associated appropriation to Fiscal Year 2027, a supplemental appropriation is required. The outstanding encumbrances from Fiscal Year 2026 total \$1,026,108.85 comprised of: \$17,759.50 in General Fund; \$752,917.92 in General Government Capital Projects Fund; and \$255,431.43 in the Utilities Fund.

2. Unused capital project appropriations that must carryforward in order to utilize and keep the project on schedule: For most of the Town's capital projects, the projects are funded via escrowed funding over multiple years. The year-end budget balances for each project need to carryforward. The project budget balances from Fiscal Year 2026 total \$9,230,471.35 comprised of: \$0.00 in General Fund; \$7,233,342.30 in General Government Capital Projects Fund; and \$1,997,129.05 in the Utilities Fund.
3. Supplemental Appropriations for Fiscal Year 2027 are supplemental appropriations associated with an appropriation associated with Resolution 2026-09-0006, which was approved at Town Council's September 17, 2026 meeting for necessary network improvements and the addition or enhanced surveillance security cameras at all Town facilities; and replacement of a service water line for a commercial user on S. Church Street due to damage for a total of \$217,121.02 inclusive of \$29,027.77 in the General Fund and \$188,093.25 in the Utilities Fund comprised of:

\$193,621.02 comprised of \$164,593.25 in the Utilities Fund deriving from \$112,817.61 of Utilities Fund – 3R Reserve; and \$51,775.64 of Source Water Protection Grant Funding; and \$29,027.77 in the General Fund deriving from General Fund Unassigned Fund Balance. The network improvements and surveillance cameras are included in the approved Resolution 2026-09-0006 presented at Town Council's September 17, 2026, meeting for necessary network improvements and the addition of enhanced surveillance security cameras at all Town facilities.

\$23,500 in the Utilities Fund associated with replacement of a service waterline for a commercial user on S. Church Street due to damage.

A matrix with further details on the amounts per these categories within the three funds is attached for reference.

Fiscal Impact: The approved Fiscal Year 2027 budget ordinance included authorization for the re-appropriation of encumbered funding and unused capital project funding.

In regard to the proposed incremental supplemental appropriations, there is sufficient General Fund Unassigned Fund Balance and Utilities 3-R Reserve beyond the Town's financial policy requirements.

As of May 1, 2026, the current balance of the Utilities Fund – 3R Reserve is \$930,964.98 or \$307,718.98 or 49.4 percent more than the required balance per the Town's Financial Policy of \$623,946.

As of May 1, 2026, the Town's General Fund Unassigned Fund Balance is \$1,643,448.69 or \$394,605.96 or 31.6 percent more than the required balance per the Town's Financial Policy of \$1,248,843.

Recommendation: Town staff recommends Town Council approve a supplemental appropriation for Fiscal Year 2027 for carryover of unused Fiscal Year 2026 unused appropriations for capital projects, contractual encumbrances, and new appropriations associated with partially grant funded network improvements and the addition of enhanced surveillance security cameras at all Town facilities approved in Resolution 2026-09-0006, and replacement of a service waterline for a commercial user on S. Church Street due to damage totaling: \$10,473,701.22 comprising of \$46,787.27 to the General Fund, \$7,986,260.22 to the General Government Capital Projects Fund, and \$2,440,653.73 to the Utilities Fund.

Draft Motion:

- 1) I move to approve Resolution 2026-10-0001 to amend the Fiscal Year 2026 budget and approve a supplemental appropriation totaling \$10,473,701.22 comprising of \$46,787.27 to the General Fund, \$7,986,260.22 to the General Government Capital Projects Fund, and \$2,440,653.73 to the Utilities Fund for fiscal year beginning July 1, 2026 and ending June 30, 2027 in order to re-appropriate previous year unused appropriations for capital projects, contractual encumbrances, and new appropriations associated with partially grant funded network improvements and the addition of enhanced surveillance security cameras at all Town facilities approved in Resolution 2026-09-0006, and replacement of a service water line for a commercial user on S. Church Street due to damage.

Or

- 2) I move an alternate motion.

Attachments:

- 1.) Draft Resolution 2026-10-0001
- 2.) Fiscal Year 2027 Supplemental Appropriation Matrix
- 3.) Public Hearing Advertisement

FISCAL YEAR 2027 CARRYOVER SUPPLEMENTAL APPROPRIATION

LINE ITEM AND PURCHASE ORDER DESCRIPTIONS		Purchase Orders	Encumbrances Subtotals	Project Carryover	Supplemental Appropriation
10-4230-2505	TOWN HALL REPAIRS		\$ 9,897.00		
	ALTA VISTA CONSTRUCTION (PO# 58) - TOWN HALL RENOVATION	\$ 9,897.00			
	ALTA VISTA CONSTRUCTION - TOWN HALL RENOVATION CHANGE ORDER	\$ 2,700.00			
10-4230-2507	BEAUTIFICATION/SIGNAGE		\$ 7,862.50		
	QUAIL RUN SIGNS (PO #27) - SQUIRKLE BOARDS	\$ 1,237.50			
	QUAIL RUN SIGNS (PO #28) - SQUIRKLE BOARDS	\$ 645.00			
	QUAIL RUN SIGNS (PO #52) - STREET SIGN ASSEMBLY	\$ 3,980.00			
	QUAIL RUN SIGNS (PO #53) - STREET POST BANNERS	\$ 2,000.00			
10-XXXX-XXXX	SECURITY AND NETWORK IMPROVEMENT				\$ 29,027.77
TOTAL GENERAL FUND (FUND 10)			\$ 17,759.50	\$ -	\$ 29,027.77

FUND 20	\$ 46,787.27
FUND 20	\$ 7,986,260.22
FUND 30	\$ 2,440,653.73
TOTAL	\$ 10,473,701.22

LINE ITEM AND PURCHASE ORDER DESCRIPTIONS		Purchase Orders	Encumbrances Subtotals	Project Carryover	Supplemental Appropriation
20-4100-0300	TOWN GREEN IMPROVEMENTS		\$ 73,054.26		
20-4100-0301	TOWN SQUARE IMPROVEMENTS		\$ 7,500.00		
20-4100-0303	MUSEUM EXPANSION/CHAMBER IMPROVEMENTS		\$ 2,500.00	\$ 83,005.00	
	ATAR DESIGN GROUP (PO #1) - CHAMBERS REMODEL	\$ 2,500.00			
20-4100-0350	BROAD WAY/N BERLIN INTERSECTION IMPROVEMENTS		\$ 298,064.78	\$ 902,386.42	
	KIMLEY-HORN (PO #21) - ADD. NEPA SUPPORT	\$ 15,000.00			
	KIMLEY-HORN (PO #41) - BROAD/BERLIN INTERSECTION	\$ 129,460.78			
	KIMLEY-HORN (PO #8) - BOARD/BERLIN INTERSECTION	\$ 153,604.00			
20-4100-0810	BROAD WAY 2A IMPROVEMENTS			\$ 410,013.76	
20-4100-0900	QUARTER BRANCH IMPROVEMENTS			\$ 75,500.00	
20-4100-1470	LOUDOUN/LOCUST IMPROVEMENTS			\$ 2,005,886.89	
20-4100-1500	S CHURCH ST IMPROVEMENTS			\$ 88,806.15	
20-4100-1706	E BROAD WAY SIDEWALK		\$ 126,426.56	\$ 218,002.20	
	J2 ENGINEERS INC (PO #2) E BROAD WAY SIDEWALK	\$ 126,426.56			
20-4100-1707	N BERLIN SHARED USE PATH			\$ 2,562,767.00	
20-4100-1708	S LOUDOUN SIDEWALK		\$ 232,101.34	\$ 812,205.17	
	J2 ENGINEERS INC (PO #14) S LOUDOUN SIDEWALK	\$ 232,101.34			
20-4100-2000	CLOCK TOWER REHAB			\$ 22,782.65	
20-4100-2005	ACCOUNTING SOFTWARE PURCHASE			\$ 23,373.42	
20-4100-2100	LOVETTSVILLE ENTRY SIGN		\$ 13,270.98	\$ 28,613.64	
	J2 ENGINEERS INC (PO #22) STREET WAYFINDING SIGNS	\$ 320.98			
	QUAIL RUN SIGNS (PO #28) - MONUMENT SIGN	\$ 12,950.00			
TOTAL GENERAL GOVERNMENT CAPITAL PROJECTS (FUND 20)			\$ 752,917.92	\$ 7,233,342.30	\$ -

LINE ITEM AND PURCHASE ORDER DESCRIPTIONS		Purchase Orders	Encumbrances Subtotals	Project Carryover	Supplemental Appropriation
30-6220-3001	OUTSIDE ENGINEERING		\$ 45,836.93		
	CLEAR CREEK ASSOCIATES (PO #11) - PFAS FUNDING	\$ 4,453.50			
	J2 ENGINEERS INC (PO #38) - ELEVATED WATER TANK	\$ 1,506.47			
	CLEAR CREEK ASSOCIATES (PO #40) - PFAS FUNDING	\$ 2,700.00			
	CTL ENGINEERING (PO #42) - WATERLIN REDUNDANCY	\$ 9,219.24			
	CTL ENGINEERING (PO #43) - EQUALIZATION BASIN	\$ 9,219.24			
	CTL ENGINEERING (PO #44) - SECOND WATER TANK	\$ 9,219.24			
	CTL ENGINEERING (PO #45) - SEWER MAIN INFLOW	\$ 9,519.24			
30-6230-2510	I&I MAINTENANCE & REPAIR		\$ 64,407.14		
30-6235-2500	WATER SYSTEM REPAIRS		\$ 49,102.90		
	VALLEY DRILLING (PO #55) - TOWN CENTER WELL	\$ 20,570.00			
	VALLEY DRILLING (PO #56) - TOWN CENTER WELL PUMP	\$ 28,790.50			
30-6235-2518	WATERLINE LEAK REPAIRS				\$ 23,500.00
30-6400-1049	LOVETTSVILLE LSL REPLACEMENT			\$ 66,788.51	
30-6400-1050	USE OF 3R - WTP IMPROVEMENTS			\$ 549,757.00	
30-6400-1051	USE OF 3R - WWTP UPGRADES			\$ 410,000.00	
30-6400-1052	USE OF 3R - QUARTER BRANCH WATERMAIN			\$ 110,000.00	
30-6400-1053	FEDERAL QUARTER BRANCH WATERMAIN		\$ 3,334.00	\$ 431,682.00	
	CTL ENGINEERING (PO #18) - QUARTER BRANCH WATERMAIN	\$ 3,334.00			
30-6400-1054	USE OF 3R - WATERMAIN REDUNDANCY		\$ 24,798.46	\$ 220,201.54	
	J2 ENGINEERS INC (PO #54) - WATERMAIN DESIGN	\$ 24,798.46			
30-6400-1055	PARK PLACE WATERMAIN		\$ 67,952.00		
	US HOME CORPORATION (PO #30) - PARK PL WATERMAIN	\$ 67,952.00			
30-6400-1057	USE OF 3R-UTILITIES ASSET REPLACEMENT			\$ 50,000.00	
30-6400-1064	PARK PL WTP PFAS PERs			\$ 4,350.00	
30-6400-1065	KINGSRIDGE WTP PFAS PERs			\$ 4,350.00	
30-6400-1067	USE OF 3R - BERLIN PIKE WATERMAIN			\$ 150,000.00	
30-XXXX-XXXX	SECURITY AND NETWORK IMPROVEMENTS				\$ 164,593.25
TOTAL UTILITIES FUND (FUND 30)			\$ 255,431.43	\$ 1,997,129.05	\$ 188,093.25

**TOWN OF LOVETTSVILLE
NOTICE OF PUBLIC HEARING
PURSUANT TO SECTION 15.2-2507 OF THE CODE OF VIRGINIA, 1950, AS
AMENDED, TO CONSIDER A SUPPLEMENTAL APPROPRIATION**

Pursuant to Section 15.2-2507 of the Code of Virginia, 1950, as amended, the **LOVETTSVILLE TOWN COUNCIL** will hold a public hearing on **Thursday, October 8, 2026 at 6:30 p.m.**, or as soon thereafter as it may be heard, in the Town Council Chamber, 6 E. Pennsylvania Avenue, Lovettsville, Virginia to consider the following budget amendment:

A supplemental appropriation in Fiscal Year 2027 in the amount of \$10,473,701.22 comprised of: previous year capital project appropriation, approved supplemental appropriations to Fiscal Year 2027, state and federal awarded grant funding and carryover of Fiscal Year 2026 appropriation associated with contractual encumbrances and unused project balance, which exceeds one percent of the total expenditures shown in the Fiscal Year 2027 adopted budget.

All persons desiring to speak will be given an opportunity to do so at this meeting. Written copies of statements are requested but not required.

Written comments regarding this item can be submitted to clerk@lovettsvilleva.gov by 3:00pm on the day of the meeting. Members of the public may access and participate in this meeting electronically. <https://www.lovettsvilleva.gov/town-hall-videos/>

A copy of any additional information regarding the proposed appropriation is available for review at the Town Hall between the hours of 8:30am and 4:30pm weekdays or by special appointment, holidays excepted. Call 540-822-5788 for more information or visit www.lovettsvilleva.gov. In the event the meeting is cancelled, the public hearing will be convened at the next regular scheduled meeting at the same time and place.

9/24, 10/1



TO: Mayor and Town Council

FROM: Jason L. Cournoyer, Town Manager

DATE: October 8, 2026

SUBJECT: Supplemental Appropriation – 27 S. Church Street Zoning and Utility Fee Refund

Purpose: To request that the Town Council approve a supplemental appropriation for Fiscal Year 2027 to process a requested refund of zoning and utility fees paid by Colin and Caroline Thomas of 27 S Church Street.

Background: On April 3, 2026, the Zoning Administrator approved a zoning permit submitted by Colin and Caroline Thomas for construction of a home at 27 S Church Street. The permit was submitted with the zoning and utility fees required at that time, including:

Utility Fees:

Water availability:	\$14,276
Sewer availability:	\$20,974
Water connection fees:	\$2,651
Sewer connection fee:	\$2,651
Meter:	\$250
New water and sewer account:	\$100
<u>Lateral inspection fee:</u>	<u>\$150</u>
Total Utility Fee:	\$41,052

Zoning Fees:

Zoning Permit:	\$150
<u>Occupancy permit fee:</u>	<u>\$75</u>
Total Zoning fee:	\$225

Total Paid:	\$41,277
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Discussion: On September 16, 2026, Carolyn Thomas wrote to advise Town staff that they were not proceeding with construction and requesting a refund of the utility and zoning fees paid with the permit application. Chapter 38, Utilities, Sec. 38-48(b) authorizes refund of utility fees. The Zoning Ordinance also requires the Town Council to set and administer zoning fees.

The Town did not incur the costs associated with any of the utility or zoning fees with the exception of the \$150 zoning permit fee. Chapter 38, Utilities also requires that the Town

retain a \$100 refund processing fee. As a result, the owed refund totals \$41,027 comprised of \$40,952 of utility fees and \$75 in zoning fees.

Fiscal Impact: The requested refund of zoning and utility fees are outside the fiscal year for which they were collected, therefore a supplemental appropriation is required to process the refund. The majority of the refund of \$35,250 will derive from the Utilities Fund Availability Fee Reserve and the remaining utility fees of \$5,702, inclusive of the refund processing fee, will derive from Fiscal Year 2026 Utilities Fund Net Position. No supplemental appropriation is required for the refund of the Occupancy Permit fee of \$75 from the General Fund.

Recommendation: Town staff recommends a supplemental appropriation for Fiscal Year 2027 of \$40,952 in the Utilities Fund to process a requested refund of zoning and utility fees totaling \$41,027 paid by Colin and Caroline Thomas of 27 S Church Street.

Motions:

- 1) I move to approve Resolution 2026-10-0002 to amend the Fiscal Year 2027 budget and approve a supplemental appropriation for fiscal year beginning July 1, 2026, and ending June 30, 2027, of \$40,952 deriving from \$35,250 of Utilities Availability Fee Reserve and \$5,702 of Utilities Fund Net Position to process a requested refund of zoning and utility fees paid by Colin and Caroline Thomas of 27 S Church Street.

Or

- 2) I move an alternate motion.

Attachments:

- 1) Resolution 2026-10-0002

Town Mayor
Christopher M. Hornbaker



Town Council
Vice Mayor Thomas Budnar
Council Member Ann Arena
Council Member David Earl
Council Member David Smith
Council Member Stuart Stahl

RESOLUTION: 2026-10-0002
SUPPLEMENTAL APPROPRIATION- 27 S CHURCH STREET
ZONING AND UTILITY FEE REFUND

MOTION:
SECOND:

WHEREAS, On April 3, 2026, the Zoning Administrator approved a zoning permit submitted by Colin and Caroline Thomas for construction of a home at 27 S Church Street. The permit was submitted with the zoning and utility fees required at that time, including:

Utility Fees:

Water availability:	\$14,276
Sewer availability:	\$20,974
Water connection fees:	\$2,651
Sewer connection fee:	\$2,651
Meter:	\$250
New water and sewer account:	\$100
Lateral inspection fee:	\$150
Total Utility Fee:	\$41,052

Zoning Fees:

Zoning Permit:	\$150
Occupancy permit fee:	\$75
Total Zoning fee:	\$225

Total Paid: \$41,277

WHEREAS, on September 16, 2026, Carolyn Thomas wrote to advise Town staff they were not proceeding with construction and requesting a refund of the utility and zoning fees paid with the permit application; and

WHEREAS, Chapter 38, Utilities, Sec. 38-48(b) authorizes refund of utility fees. The Zoning Ordinance also requires the Town Council to set and administer zoning fees; and

WHEREAS, the Town did not incur the costs associated with any of the utility or zoning fees with the exception of the \$150 zoning permit fee. Chapter 38, Utilities also requires the Town retain a \$100 refund processing fee. As a result, the total owed refund totals \$41,027 comprised of \$40,952 of utility fees and \$75 in zoning fees; and

WHEREAS, the requested refund of zoning and utility fees are outside the fiscal year for which they were collected, therefore a supplemental appropriation is required to process

the refund. The majority of the refund of \$35,250 will derive from the Utilities Fund Availability Fee Reserve and the remaining utility fees of \$5,702, inclusive of the refund processing fee, will derive from Fiscal Year 2026 Utilities Fund Net Position; and

WHEREAS, no supplemental appropriation is required for the refund of the occupancy permit fee of \$75 from the General Fund.

NOW, THEREFORE, BE IT RESOLVED, that the Lovettsville Town Council of Lovettsville, Virginia hereby amends the Fiscal Year 2027 budget and approves a supplemental appropriation for fiscal year beginning July 1, 2026, and ending June 30, 2027, of \$40,952 deriving from \$35,250 of Utilities Availability Fee Reserve and \$5,702 of Utilities Fund Net Position to process a requested refund of zoning and utility fees paid by Colin and Caroline Thomas of 27 S Church Street.

VOTE:

AYES:

NAYS:

ONE VACANCY

PASSED this 8th day of October, 2026

CHRISTOPHER M. HORNBAKER, MAYOR

ATTEST:

ELIZABETH R. FONTAINE, TOWN CLERK

Town Mayor
Christopher M. Hornbaker



Town Council
Vice Mayor Thomas Budnar
Council Member Ann Arena
Council Member David Earl
Council Member David Smith
Council Member Stuart Stahl

RESOLUTION: 2026-10-0001
FISCAL YEAR 2027 SUPPLEMENTAL APPROPRIATION

MOTION:
SECOND:

WHEREAS, at the end of any given fiscal year, there are outstanding encumbrances and balances in capital project budgets; and

WHEREAS, encumbrances are contractual obligations that remain outstanding due to the Town not receiving the services and/or assets by June 30, 2026. The outstanding encumbrances from Fiscal Year 2026 total \$1,026,108.85 comprised of: \$17,759.50 in General Fund; \$752,917.92 in General Government Capital Projects Fund; and \$255,431.43 in the Utilities Fund; and

WHEREAS, many of the Town's capital projects are budgeted over several fiscal years and are escrowed to fully fund the project. These unused appropriations must carry forward to the following fiscal year in order to have the aggregate appropriation to complete the project. The project budget balances from Fiscal Year 2026 total \$9,230,471.35 comprised of: \$0.00 in General Fund; \$7,233,342.30 in General Government Capital Projects Fund; and \$1,997,129.05 in the Utilities Fund; and

WHEREAS, the supplemental appropriation includes incremental appropriations not associated with project balances and encumbrances totaling \$217,121.02 inclusive of \$29,027.77 in the General Fund and \$188,093.25 in the Utilities Fund comprised of:

\$193,621.02 comprised of \$164,593.25 in the Utilities Fund deriving from \$112,817.61 of Utilities Fund – 3R Reserve; and \$51,775.64 of Source Water Protection Grant Funding; and \$29,027.77 in the General Fund deriving from General Fund Unassigned Fund Balance. The network improvements and surveillance cameras are included in the approved Resolution 2026-09-0006 presented at Town Council's September 17, 2026, meeting for necessary network improvements and the addition of enhanced surveillance security cameras at all Town facilities.

\$23,500 in the Utilities Fund associated with replacement of a service waterline for a commercial user on S. Church Street due to damage.

WHEREAS, in order to carry forward the approved spending authority, a supplemental appropriation is required in the following fiscal year; and

WHEREAS, the proposed supplemental appropriation exceeds 1% of the adopted Fiscal Year 2027 budget; therefore, a public hearing is required pursuant to Virginia Code section 15.2-2507; and

WHEREAS, the proposed supplemental appropriation for Fiscal Year 2026 totals \$10,473,701.22 comprising of \$46,787.27 to the General Fund, \$7,986,260.22 to the General Government Capital Projects Fund, and \$2,440,653.73 to the Utilities Fund; and

WHEREAS, the supplemental appropriation is comprised of carryover of encumbrances, unused capital project appropriations, and new appropriations associated with partially grant funded network improvements and the addition of enhanced surveillance security cameras at all Town facilities, and replacement of a service water line for a commercial user on S. Church Street due to damage.

NOW, THEREFORE, BE IT RESOLVED, that the Lovettsville Town Council of Lovettsville, Virginia hereby amends the Fiscal Year 2027 budget and approves a supplemental appropriation totaling \$10,473,701.22 comprising of \$46,787.27 to the General Fund, \$7,986,260.22 to the General Government Capital Projects Fund, and \$2,440,653.73 to the Utilities Fund for fiscal year beginning July 1, 2026 and ending June 30, 2027 in order to re-appropriate previous year unused appropriations for capital projects, contractual encumbrances, and new appropriations associated with partially grant funded network improvements and the addition of enhanced surveillance security cameras at all Town facilities approved in Resolution 2026-09-0006, and replacement of a service water line for a commercial user on S. Church Street due to damage.

VOTE:

AYES:

NAYS:

ONE VACANCY

PASSED this 8th day of October, 2026

CHRISTOPHER M. HORNBAKER, MAYOR

ATTEST:

ELIZABETH R. FONTAINE, TOWN CLERK



TO: Mayor and Town Council

FROM: Jason L. Cournoyer, Town Manager

DATE: October 8, 2026

SUBJECT: Park Place Water Service Connection Replacement

Purpose: Approve a change order for the replacement of water meter setter service connection hardware required as part of the Park Place watermain replacement project.

Background: The Lake View Community previously had a section of 6-inch transite concrete asbestos watermain on Park Place serving 26 residences that was believed to have been installed in the late 1960's early 1970's and in need of replacement with an 8-inch ductile iron main due to age and to provide the necessary water capacity for the new Chestnut Vale Development which is fed off of the main in Park Place.

Discussion: Replacing transite watermains is critically important for ensuring public health, infrastructure reliability, and environmental safety. The 6-inch transite watermain was replaced with an 8-inch ductile iron to not only remove the aged transite watermain but also to provide the necessary capacity for the Chestnut Vale Community.

After the new 8-inch watermain was installed and the new individual service line installations began, it was discovered that the meter setter service connection hardware were well beyond their lifespan with badly rusted yoke bars which would not only have slowed the project down by trying to reuse but would also be a failure point in the near future. In addition to the degraded yoke bars, it was recognized that many of the meter setters were out of compliance by not having the standard check valves which is a safety measure against back flow to the residence. It was also determined that many of the water meter crocks were damaged and should be replaced.

When shown the issues of the deficient meter setters, Town staff questioned the TDS Site Supervisor on whether the new equipment would result in additional costs to which the Supervisor was uncertain and said he would check with his superiors. Utility staff took pictures of the setters and immediately emailed the Town Manager and Project Manager about the setter conditions and the potential for possible added expenses of the new equipment. The existing water meter setter service connection hardware was beyond re-usable and required replacement, which is a betterment to the Town's overall water system. TDS were advised to continue the work by Utility staff with the expectations that the issue would be discussed by the Town and TDS management.

The water meter setter service connection hardware change order amount and the responsible party remained unresolved until the completion of the replacement of the watermain.



In total, TDS replaced the water meter setter service connection hardware for 26 residences. The overall cost is \$35,189.70 or approximately \$1,354 per residence. The replacement of the transite watermain with ductile iron and new service lines will add years of dependable water service and the new setters will be a much-needed improvement and bring them up to code.

Fiscal Impact: The change order requires Town Council approval and a supplemental appropriation of Utilities 3-R Reserve of \$35,189.70. As of May 1, 2026, the balance of the Utilities Fund – 3R Reserve was \$930,964.98 or \$307,718.98 or 49.4 percent more than the required balance per the Town's Financial Policy of \$623,946. The projected balance of the Town's 3-R Reserve following other requested supplemental appropriations to be considered by Town Council on October 8, 2026, is \$759,457.67 or \$135,511.67 over the Town's Financial Policy requirement.

Recommendation: Town staff recommends approval of the proposed expenditure associated with the replacement of the water main on Park Place and to amend the Fiscal Year 2027 budget and approve a supplemental appropriation of \$35,189.70 for fiscal year beginning July 1, 2026, and ending June 30, 2027, deriving from Utilities Fund – 3R Reserve.

Draft Motions:

- 1) I move to approve Resolution 2026-10-0003 to amend the Fiscal Year 2027 budget and approve a supplemental appropriation of \$35,189.70 for fiscal year beginning July 1, 2026, and ending June 30, 2027, deriving from Utilities Fund 3-R Reserve for replacement of water meter setter service connection hardware for 26 residences on Park Place in conjunction with the replacement of the watermain.

Or

- 2) I move an alternate motion.

Attachments:

- 1) Draft Resolution 2026-10-0003
- 2) TDS Change Order Calculation Worksheet

Town Mayor
Christopher M. Hornbaker



Town Council
Vice Mayor Thomas Budnar
Council Member Ann Arena
Council Member David Earl
Council Member David Smith
Council Member Stuart Stahl

RESOLUTION: 2026-10-0003
PARK PLACE WATER SERVICE CONNECTION REPLACEMENT

MOTION:
SECOND:

WHEREAS, the Lake View Community previously had a section of 6-inch transite concrete asbestos watermain on Park Place serving 26 residences that was believed to have been installed in the late 1960's early 1970's and in need of replacement with an 8-inch ductile iron main due to age and to provide the necessary water capacity for the new Chestnut Vale Development which is fed off of the main in Park Place; and

WHEREAS, replacing transite watermain is critically important for ensuring public health, infrastructure reliability, and environmental safety. The 6-inch transite watermain was replaced with an 8-inch ductile iron to not only remove the aged transite watermain but also to provide the necessary capacity for the Chestnut Vale Community; and

WHEREAS, after the new 8-inch watermain was installed and the new individual service line installations began, it was discovered that the meter setter service connection hardware were well beyond their lifespan with badly rusted yoke bars which would not only have slowed the project down by trying to reuse but would also be a failure point in the near future. In addition to the degraded yoke bars, it was recognized that many of the meter setters were out of compliance by not having the standard check valves which is a safety measure against back flow to the residence. It was also determined that many of the water meter crocks were damaged and should be replaced; and

WHEREAS, when shown the issues of the deficient meter setters, Town staff questioned the TDS Site Supervisor on whether the new equipment would result in additional costs to which the Supervisor was uncertain and said he would check with his superiors. Utility staff took pictures of the setters and immediately emailed the Town Manager and Project Manager about the setter conditions and the potential for possible added expenses of the new equipment; and

WHEREAS, the existing water meter setter service connection hardware was beyond re-usable and required replacement, which is a betterment to the Town's overall water system. TDS were advised to continue the work by Utility staff with the expectations that the issue would be discussed by the Town and TDS management; and

WHEREAS, TDS replaced the water meter setter service connection hardware for 26 residences. The overall cost is \$35,189.70 or approximately \$1,354 per residence. The replacement of the transite watermain with ductile iron and new service lines will add years of dependable water service and the new setters will be a much-needed improvement and bring them up to code; and

WHEREAS, the change order requires Town Council approval and a supplemental appropriation of Utilities 3-R Reserve of \$35,189.70.

WHEREAS, as of May 1, 2026, the balance of the Utilities Fund 3-R Reserve was \$930,964.98 or \$307,718.98 or 49.4 percent more than the required balance per the Town's Financial Policy of \$623,946. The projected balance of the Town's 3-R Reserve following other requested supplemental appropriations to be considered by Town Council on October 8, 2026, is \$759,457.67 or \$135,511.67 over the Town's Financial Policy requirement.

NOW, THEREFORE, BE IT RESOLVED, that the Lovettsville Town Council of Lovettsville, Virginia hereby amends the Fiscal Year 2027 budget for the Utilities Fund and the General Fund for fiscal year beginning July 1, 2026 and ending June 30, 2027 and approve a supplemental appropriation of \$35,189.70 for fiscal year beginning July 1, 2026, and ending June 30, 2027, deriving from Utilities Fund 3-R Reserve for replacement of water meter setter service connection hardware for 26 residences on Park Place in conjunction with the replacement of the watermain.

VOTE:

AYES:

NAYS:

ONE VACANCY

PASSED this 8th day of October, 2026

CHRISTOPHER M. HORNBAKER, MAYOR

ATTEST:

ELIZABETH R. FONTAINE, TOWN CLERK



Time & Material Worksheet

Job #: 22510
Job Name: Schoene Sec 2

Ticket #: 22510
Date: 8/21/2026

Work Description: Replace existing water services on Park Place. Inculdes houses 1-7, 27-38, 39-44, and 23 E Broad.

LABOR & EQUIPMENT

Description	Hours		Rate		Total Cost
	Regular	Overtime	Regular	Overtime	
Total Labor & Equipment:					\$0.00

MOVE CHARGES

Description	Rate	Cost
Total Move Charges:		\$0.00

MATERIALS

Description	Quan	Unit	Rate		Total Cost
1x3/4 Angle Valve	26	EA	\$	143.95	\$ 3,742.70
5/8x3/4 Iron Yoke Bar	26	EA	\$	20.35	\$ 529.10
5/8x3/4 Angle Dual Check Valve	26	EA	\$	176.15	\$ 4,579.90
18x22x30 Plastic Meter Box	26	EA	\$	94.50	\$ 2,457.00
Meter Box Frame	26	EA	\$	202.60	\$ 5,267.60
1" SS Insert Stiffener	104	EA	\$	2.75	\$ 286.00
1" Pack Joint Coupler	26	EA	\$	29.90	\$ 777.40
Total Material Charges:					\$17,639.70

SUBCONTRACTOR

Description	Quan	Unit	Rate		Total Cost
Tri Star Development	26	EA	\$	675.00	\$ 17,550.00
Total Subcontractor Charges:					\$17,550.00

TOTAL ALL COSTS: \$35,189.70

ARTICLE II TOWN COUNCIL

DIVISION 2. RULES AND PROCEDURES

Subdivision I. General

Sec. 2-40. - Biennial Review.

The provisions of this section shall be scheduled by the Town Manager for review by the Mayor and Town Council at least biennially. Changes in procedures may be made by majority vote of the Town Council at the meeting after the change in this division is proposed.

The Council may amend these rules of procedure to cover any situations that are not adequately addressed.

When Council's rules of procedure do not address a procedural issue, Council shall consult the most recent edition of *Robert's Rules of Order* for guidance. The failure of Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

(Rules of 4-15-2005, § IV)

Sec. 2-42. - Regular Meetings; Regular Work Sessions.

The Mayor and Town Council will normally meet at a regular Council meeting on the second and fourth Thursday of each month with a work session on the fourth Thursday of each month, if needed. The Mayor and Council may meet on other days where, in their judgment, an alternative day is either necessary or desirable. Notice of alternative meeting dates shall be provided in compliance with notice provisions outlined in the Town Charter. Alternative meeting dates shall be set by the Mayor or three members of the Council.

The Council shall sit as a "committee of the whole" in a Council work session, with the Chair presiding. The committee of the whole may consider such business as may come before it, for study purposes only. The Council Members may review upcoming agenda items, hear staff reports and public comment and take other non-legislative action as it deems necessary. Complex or controversial items that have been placed on the Council's agenda for public hearing will be normally scheduled for Council discussion at the next work session after the public hearing. No formal action shall be taken at the committee of the whole for work session. Notification shall be in compliance with the Code of Virginia.

(Rules of 4-15-2005, § II(A))

Sec. 2-43. - Annual Meeting Schedule.

The Mayor and Town Council shall approve and publish the annual meeting schedule at their first meeting in January of each year.

(Rules of 4-15-2005, § II(B))

Sec. 2-44. - Special Work Sessions.

The Mayor and Town Council may schedule special work sessions as required for items requiring substantial discussion upon the written request of either the Mayor or three Council Members. Every attempt will be made to schedule these meetings for Thursday nights when there is not a regular monthly meeting. Notice of special work sessions shall be given to the Mayor and each Council Member at least seventy-two (72) hours in advance of such special meeting and shall contain the purpose, date, time and place of such meeting.

(Rules of 4-15-2005, § II(C))

Sec. 2-45. - Special Mmeetings.

The Mmayor and Ttown Ceouncil may meet in special meetings upon written request to the Town Manager fromef either the Mmayor ~~accompanied by the concurrence of the Vice Mayor~~ or three members of the Ttown Ceouncil. Upon receipt of all necessary requests and concurrences, notice shall be provided to the Ttown Ceouncil promptly. Notice of special meetings shall be given to the Mmayor and each Ttown Ceouncil Mmember at least 72 hours in advance of such special meeting and shall contain the purpose, date, time and place of such meeting.

(Rules of 4-15-2005, § II(D))

Sec. 2-46. - Emergency meetings notice.

The Mmayor and Ttown Ceouncil may meet in emergency meetings upon the request to the Town Manager fromef either the Mmayor or two members of the Ttown Ceouncil for matters constituting a severe and imminent danger to the health, safety or welfare of the public. As much notice as is practicable shall be given to the Mmayor and each Ttown Ceouncil Mmember in advance of the meeting and shall contain the purpose, date, time and place of such meeting.

(Rules of 4-15-2005, § II(E))

Sec. 2-47. - Closed sessions.

The Mmayor and Ttown Ceouncil may meet in closed session (closed to the public) under the circumstances, conditions and reasons set forth in the Code of Virginia. If practicable, the Mmayor and Ttown Ceouncil ~~will relocate town council to~~ to a private meeting space for the closed session and return to the Ceouncil chamber to reconvene the regular meeting. If the Ceouncil chamber must be used for the closed session, the public will be notified when the closed session has concluded so they may return to the chamber for the continuation of the regular meeting. Confidential and Privileged Information Documents, information and discussions from a closed session, attorney-client privileged communication and other confidential information shall not be disclosed without the approval of the Council. In the council event confidential or privileged information is released or otherwise disclosed, without the consent of the Council, then the Ceouncilneil shall vote to either council to authorize the disclosure or reaffirm the confidentiality and/or claim of privilege. In addition, the Council may, in its discretion, ~~sanction councilion~~ or censure a member for improper disclosure of confidential or privileged information.

(Rules of 4-15-2005, § II(F))

~~Mayor Mayor~~

Sec. 2-49. - Place of meetings.

—All meetings of the Mmayor and Ttown Ceouncil, unless otherwise determined, shall be held in the ~~town hall Ceouncil Chambers~~ located at 6 East Pennsylvania Avenue, Lovettsville, Virginia. Notice of change in meeting place shall be prominently posted on the door of the regularly scheduled meeting place and shall be given by such other means, including a local newspaper (if able), -tposting on the Townown website, and Town social media. -or other available media, as may be feasible. Every attempt will be made to keep the meeting location within the corporate limits of the town.

(Rules of 4-15-2005, § II(H))

Sec. 2-50. - Meeting time.

The Mayor and Town Council shall approve and establish the meeting time at their first meeting in January of each year.

~~Meetings of the mayor and town council shall begin at 6:30 p.m., unless a different starting time is established by the mayor and town council and reasonable notice thereof provided to residents of the town.~~

(Rules of 4-15-2005, § II(I))

Sec. 2-51. - Public notice of meetings.

Proper notice of all meetings of the ~~M~~mayor and ~~T~~town ~~C~~council shall be provided to the public by the ~~T~~town ~~M~~anager and/or designated staff.

(Rules of 4-15-2005, § II(J))

State Law reference— Notice of public meetings, Code of Virginia, § 15.2-3707.

Sec. 2-52. - Quorum.

- (a) Definition. A majority of the ~~C~~council shall constitute a quorum for the transaction of business. Each member of the ~~C~~council shall have one vote. To conduct official business, a quorum must be present at all times. To be "present" is defined as being within the location in which the meeting is being held, as defined from time to time by the mayor and town council.
- (b) Change in quorum status. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the presiding officer or a ~~C~~council ~~M~~ember should bring this fact to the attention of the body. The meeting shall then be automatically temporarily recessed until a quorum is reestablished. Upon reestablishment of the quorum, the ~~M~~mayor and ~~T~~town ~~C~~council shall resume consideration of the matter before them at the time of the recess. If, in the opinion of the presiding officer, a quorum cannot be obtained within ~~an hour~~ reasonable period of time, the presiding officer shall declare the meeting adjourned until the next scheduled meeting; at that next meeting, after taking up the usual preliminary matters, the ~~M~~mayor and ~~T~~town ~~C~~council shall resume their consideration of the matter that was before them when they previously adjourned. This shall not prevent any ~~T~~town ~~C~~council ~~M~~ember from moving to table, defer, postpone or make any other appropriate motion with respect to any pending matter.
- (c) Reconvene as work session. In the event that a regularly scheduled meeting is adjourned due to a lack of a quorum, the ~~M~~mayor and ~~T~~town ~~C~~council may immediately convene into a work session to discuss ~~T~~town matters. No action will be taken.

(Rules of 4-15-2005, § II(K))

Sec. 2-53. - Meeting agendas.

- (a) Agenda schedule. The ~~T~~town ~~M~~anager and/or designated staff, in consultation with the ~~M~~mayor, shall prepare the agenda for all meetings of the ~~M~~mayor and ~~T~~town ~~C~~council. The agenda shall outline the established order of business. The ~~M~~mayor and ~~T~~town ~~C~~council during the scheduled meeting can reorder items on the agenda. Agenda items shall be submitted by ~~T~~town ~~C~~council no later than 12:00 ~~noon~~, 10:00 a.m. ~~calendar~~ business days preceding the meeting at which the matter is to be presented.

Agenda items submitted after the established deadlines may be considered if it is an emergency or if it is a time sensitive item, by consent of a simple majority of the ~~T~~town ~~C~~council present at the meeting.

- (b) Posting of agenda. The agenda shall be posted on AV Capture, the Town website, the Town Facebook page, and the Town bulletin board and any other locations where town notices are customarily posted.

~~(c) A located at Zoldes Square at places where town notices are customarily posted and shall be communicated to residents of the town through available media.~~

~~(e) Any material distributed at the Town Ceouncil meeting shall be distributed to the Town Clerk and Town Manager.~~

(d) *Consent agenda.* A consent agenda may be established for regular meetings, which consists of items determined by a unanimous vote of the Ttown Ceouncil to require action, but which do not require discussion. Upon request of any Ceouncil Mmember, an item shall be removed from the cConsent aAgenda. The item shall be considered separately after adoption of the cConsent aAgenda. The consent agenda shall include, by way of illustration but not limitation to the following:

1. Approval of minutes.
2. Ordinances or resolutions that are routine.
3. Ordinances or resolutions which received unanimous approval upon introduction at a previous meeting.
4. Any item believed by the MMmayor/Town Manager to be routine and not controversial in nature.

(e) ~~—~~ *Special work session agendas.* Special work session agendas shall be created with the intent that the work schedule can be reasonably accomplished within three hours. ~~_____~~

(f) *Session time limits.* The pace will be sped up after ~~940:00~~ 9:40:00 p.m. to complete any unfinished business. The Ttown Ceouncil will not initiate new items for consideration on its agenda after ~~9:3040:00PM p.m.~~ 9:3040:00PM p.m. on the night they started the session. All discussions on any item under discussion at the time must cease without exception by ~~10:0040:45PM p.m.~~ 10:0040:45PM p.m., and the Ttown Ceouncil is therefore considered adjourned. In the event that a majority of Ttown Ceouncil wishes to consider additional time for the item under discussion, they may do so by ~~a straw~~ a straw vote. Upon failure of the ~~straw~~ straw vote to carry by a simple majority, all Ttown Ceouncil activities will cease at ~~10:0040:45PM. p.m.~~ 10:0040:45PM. p.m.

(Rules of 4-15-2005, § II(L))

Sec. 2-54. - Agenda for special meetings.

The matter or matters to be considered at a special meeting of the Mmayor and Ttown Ceouncil shall be stated in the call to the meeting. No other matters shall be considered.

(Rules of 4-15-2005, § II(M))

Sec. 2-55. - Distribution of meeting materials.

The agenda and related materials will be provided to the Mmayor and mmembers of Ttown Ceouncil by the Ttown Mmanager and/or designated staff approximately five business days in advance of scheduled meetings. The Mmayor, and Ttown Ceouncil shall ~~communicate with use emails and telephone calls to~~ staff whenever possible to reduce the need for explanation and discussion. Meeting materials will be prepared by the Ttown Mmanager and/or designated staff and made available to members of the Ttown Ceouncil and the general public, except for materials which are legally privileged or confidential, no later than close of business on the Friday immediately preceding the meeting of the Mmayor and Ttown Ceouncil, at which time such matters are to be considered.

(Rules of 4-15-2005, § II(N))

Sec. 2-56. - Conduct of meeting.

(a) ~~—~~ *Presiding officer.* The Mmayor shall preside at all meetings of the Ttown eCouncil. The Vvice-mMayor shall preside at all meetings in the absence of the mMayor. In the absence of both the Mmayor

and the ~~V~~ice-~~M~~ayor, the ~~M~~ayor, or the ~~V~~ice-~~m~~Mayor, if the ~~M~~ayor is not available to do so, shall designate a member of the ~~T~~own ~~e~~Council to preside in their absence.

(b) ~~___~~—*Procedure.*

(1) ~~___~~—*Recognition.* The presiding officer shall recognize ~~e~~Council ~~m~~Members before speaking. Other persons at a meeting of the ~~M~~ayor and ~~t~~Town ~~e~~Council may speak only when called upon or authorized.

(2) ~~___~~—*Comments on agenda items.* The ~~T~~own ~~M~~anager or his designee shall introduce or present staff's position on all agenda items. When appropriate, the ~~T~~own ~~M~~anager shall make a recommendation to the ~~T~~own ~~C~~ouncil. The member of the ~~T~~own ~~e~~Council who initiates an agenda item for action, by the ~~M~~ayor and ~~t~~Town ~~e~~Council, may provide comments relating thereto. Comments by a ~~Council M~~ember ~~of the town council~~ who initiates an agenda item shall be limited to five minutes. The time it takes the ~~C~~ouncil ~~M~~ember to actually state the motion shall not be included in the five minutes. Following introduction and seconding of an agenda item, each member of the ~~T~~own ~~C~~ouncil may provide comments on the item and the presiding officer shall keep discussion germane to the subject. Each comment shall be limited to three minutes. Each agenda item will only be discussed for 30 minutes. After 30 minutes of discussion, the presiding officer or his designee will call for a vote on the item or a motion to table the item until a future council meeting.

~~___~~(3) ~~___~~—*Proclamations.* Proclamations shall only be considered granted and passed ~~where the~~ ~~___~~ ~~by a unanimous, affirmative vote of the members of the Town Council present and voting. unanimously approves such a proclamation. The reading of the Proclamation will dispense after the vote.~~

(c) ~~___~~—*Motions/resolutions in writing.* All motions pertaining to ordinances, resolutions, ~~C~~ouncil policies or other substantive proposals shall be made in writing by the Town Manager, ~~Town A~~ttorney or staff, prior to adoption.

(d) *Recording of Votes*

- (1) Each member of the ~~Town Council~~~~Council~~ who is present at a meeting shall be recorded on each vote upon all issues presented for decision. A member who wishes to ~~abstain-be excused from voting~~ shall state his or her reasons for abstaining.
- (2) If there is an abstention, it shall be the responsibility of the ~~Town~~ Clerk of ~~e~~Council to note the abstention and the reason for abstaining for the record.

(e) *Method of Voting*

- (1) After debate, the presiding officer shall ensure that the motion is clear and call for the vote.
- (2) All questions submitted to the ~~Town C~~ouncil shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
- (3) In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.
- (4) ~~Unless otherwise precluded, in the alternative, the Presiding Officer may, upon request and surveyance, simply ask of there are any objections by the Town Council in lieu of a vote. Where no objections are lodged, a vote may be recognized as unanimously in favor.~~
- (45) All questions submitted to the ~~Town C~~ouncil for decision shall be decided by ~~either~~ an oral vote of "aye," ~~"or"~~ "nay," ~~"or"~~ "abstain." Any member may request a roll call vote. In any case,

the presiding officer shall announce the results of the vote. Unless otherwise precluded, in the alternative, the presiding officer may, upon request and surveyance, simply ask if there are any objections by the Town Council in lieu of an oral vote. Where no objections or abstentions are lodged, a vote may be recognized as unanimously in favor.

(556) The Mayor has the ability to veto any actions taken by Town Council according to the Town Charter, Section 3.3 (A. 62.)

(f) Public participation. Members of the public may speak at public hearings and at the beginning of regular and ~~some~~ special meetings of the ~~M~~Mayor and Town Council, as well as provide written comment to the body in accordance with the procedures established by the ~~M~~Mayor and Town Council.

~~(1) Sign-up procedure. Cards or a sign-up sheet shall be placed in an accessible location in the meeting room for people to sign if they wish to speak. This will ensure that the minutes reflect the proper spelling of names and correct addresses.~~

~~(1) (2) Rules for public participation.~~ Before receiving any public comment during a public hearing or regular/special meeting, the presiding officer or ~~their~~his designee will read aloud the procedures established by the body to receive such comments. The presiding officer shall recognize members of the public who wish to speak. The member of the public shall provide their name and current address.

~~(23) Public comment.~~ Comments from the public are limited to three minutes at the beginning of the Council meeting. A speaker representing a group or organization will be allowed up to five minutes to present the position of the organization. Any member of the public speaking for an organization must submit a letter from the board of that organization authorizing them to speak for the organization on that issue. Questions by the ~~M~~Mayor or ~~town~~ Town Council Members will not be counted against the speaker's time.

~~(34) Public hearings.~~ Comments from the public are limited to three minutes. A speaker representing a group or organization will be allowed up to five minutes to present the position of the organization. Any member of the public speaking for an organization must submit a letter from the board of that organization authorizing them to speak for the organization on that issue. Questions by the ~~M~~Mayor or ~~town~~ Town Council Members will not be counted against the speaker's time. The speaker shall limit ~~his~~ comments to only those pertaining to the item that is the subject of the public hearing.

~~(45) Speakers' comments.~~ The speaker shall not deliver comments on anyone else's behalf. Notwithstanding any of the above, all speakers shall refrain from using vulgarities, profanities, or obscenities. Speakers shall address the ~~M~~Mayor and Town Council as a whole and not address their remarks toward any specific member of Town Council or staff.

~~(56) Written comments.~~ Written comments must be received by the Town ~~M~~anager or Town Clerk by 3:00PM ~~p.m.~~ the day of before the meeting to be distributed to the members of the body at the meeting. ~~Items received before the packet deadline (generally, 9:00 a.m. the Friday before the week of the meeting) will be included in the packet.~~ Written communications must contain the writer's name and physical address. Any member of the public submitting comments on behalf of an organization must also submit a letter from the board of that organization authorizing them to submitting written comments for the organization on that issue. Written comments meeting the above criteria and all other criteria established by the body will be distributed to the members by the Town Clerk. Minutes of the meeting will ~~not~~ include the submitted text as well as ~~but will include a section at the end of the minutes listing~~ the name and address of anyone submitting written comments distributed at the meeting. ~~or in the meeting packet.~~ Those comments will be kept on file at the Town Hall and will be made available to the public under normal Virginia Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq.) procedures.

(g) Town Manager's report. Along with a written report that is to be provided to the ~~m~~Mayor and Town Council monthly, the ~~M~~Mayor shall provide an opportunity at each meeting for the Town Manager to provide an oral report concerning items of Town business to the ~~M~~Mayor and Town Council. ~~Mayor~~

~~and Town Council comments or questions to the town manager shall be limited to matters raised in the town manager's oral or written report or those which require immediate action by Town Council. All other questions or comments for response by the town manager shall be deferred to the end of the meeting.~~

- (h) ~~—~~ *Planning Commission report.* A summary of applications pending before the ~~P~~lanning ~~C~~ommission may be presented to the ~~C~~ouncil by the ~~C~~hairperson of the ~~P~~lanning ~~C~~ommission or ~~their~~his designee once a month or as needed.
- (i) ~~—~~ *Mayor and Town Council disclosures.* ~~At the start of every Town Council meeting, the M~~ayor and ~~t~~Town ~~e~~Council ~~may are invited to~~ share any personal meetings or activities they feel may be of interest to fellow ~~C~~ouncil ~~M~~embers or citizens, especially those events that may relate to items on the agenda.
- (j) ~~—~~ *Mayor and Town Council comments.* During the time established for ~~M~~ayor and ~~t~~Town ~~e~~Council comments, ~~C~~ouncil ~~M~~embers may offer comments provided they are limited to ~~5~~five minutes. The ~~M~~ayor may offer comments provided they are limited to ~~10~~ten minutes.
- (k) ~~—~~ *Formal presentations.* Formal presentations shall be limited to a 15-minute presentation. The ~~M~~ayor and ~~T~~own ~~M~~anager shall confer on multiple presentation requests.

(Rules of 4-15-2005, § II(O))

Sec. 2-57. - Disorderly conduct.

The presiding officer shall call to order any person who disrupts the orderly conduct of business at meetings, including speaking without being recognized, exceeding designated time limits, failure to be germane to the issue being presented or use of vulgarities. If the disorderly conduct continues, the presiding officer shall recess the meeting, and the offending individual will be asked to leave ~~the meeting~~. Law enforcement will be called upon if necessary. The meeting shall reconvene when order is restored.

(Rules of 4-15-2005, § II(P))

Sec. 2-59. - Ordinances and policies.

- (a) ~~—~~ *Enactment.* Ordinances may be enacted pursuant to the provisions set forth in the Code of Virginia. All amendments to Town Code must be implemented after a minimum of 14 days of public notice via a public hearing as Virginia Code requires or after Town Council has considered the proposed amendment after two regular meetings. The first meeting shall be comprised of a presentation and discussion of the amendment under consideration and a second presentation of the proposed amendment at a proceeding second regular meeting, for which the proposed amendment will be eligible for Town Council passage; provided, that in the event a majority of the Town Council Members present at any given meeting concur that an emergency situation exists, an amendment to this Code can be implemented at the initial regular meeting.
- (b) ~~—~~ *Public hearing notice.* A public hearing shall be held on proposed ordinances following publication of the ordinance or a fair summary thereof in a local newspaper of general circulation as set forth in the Code of Virginia. Emergency ordinances shall also be considered pursuant to the Code of Virginia.
- (c) ~~—~~ *Notice regarding modification of an ordinance.* Where a modification to an ordinance is proposed, but proposed but does not otherwise qualify for public hearing or comment in order to consider or enact such an ordinance, the modification shall be advertised in accordance with Section 2-59(b), notwithstanding invitation for public comment or input obligations.
- (~~d~~e) ~~—~~ *Majority vote.* The affirmative vote of a simple majority of the members of the Town Council present and voting shall be required for the enactment of ordinances, except as otherwise required by law.

(ed) —Adoption. Ordinances shall become effective immediately following Town eCouncil approval unless the Town Council declares otherwise or the Mayor yvetoes the Ordinance within eight (8) calendar days from which the Ordinance was voted affirmative.

(Rules of 4-15-2005, § II(R); Rules of 7-11-2013, § II(R)4)

State Law reference— Ordinances and other actions by governing bodies, Code of Virginia, § 15.2-1425 et seq.

Sec. 2-60. - Parliamentary authority.

Robert's Rules of Order, Newly Revised, shall govern all questions of procedure not otherwise provided for in these rules or by state or federal law. The Town Attorney shall be the parliamentarian. If the Town Attorney is absent, the Town Manager shall be the parliamentarian. The parliamentarian is an advisor of the rules of procedures to the presiding officer.

(Rules of 4-15-2005, § II(S)) ...

Secs. 2-61—2-78. - Reserved.

Subdivision II. - Town Cecouncil Appointments and Conduct

Sec. 2-79. - Appointment.

- (a) —Within ten days of learning of a vacancy or of the occurrence of a vacancy, whichever is later, the Town will advertise the opening. Advertising will consist of an ad in a local newspaper to run two consecutive weeks, public posting at Town hall, and other outlets such as the Town website and the Mayor'sweekly email updates. The Town shall receive applications for no less than 15 days. Fifteen days after the first newspaper advertisement or once the Town receives one application, whichever comes last, the Town Manager shall work with the Mayor and Town Council to schedule interviews with the applicants. The Mayor and Town Council shall conduct a private interview with each applicant to determine the suitability of the candidate for the temporary Council position. Once all interviews have been conducted, the Town Council may make an appointment at their next Council meeting.
- (b) —Any member of the Town Council who is contemplating resignation is encouraged to coordinate the effective date of resignation so as to permit compliance with law as to any temporary appointment by the remaining Council Members and applicable special election requirements.

(Rules of 4-15-2005, § III(A))

Sec. 2-80. - Conduct.

- (a) —Conduct unbecoming. If the Mayor or any member of the Town Council engages in any language or conduct unbecoming to the office, the member shall be called to order by the presiding officer or a Council Member, and in such case, the offending member shall lose the floor and shall not proceed without the approval of the majority of members present. The Mayor and Town Council may, by vote of all members of the Council present, expel the Mayor or any member of the Town Council from a meeting for disorderly conduct or violation of the rules and procedures.
- (b) —Conflict of interest. Council Members are subject to the requirements of the State and Local Government Conflict of Interests Act (Code of Virginia, § 2.2-3100 et seq.) and are required to familiarize themselves with its provisions prior to assuming office.
- (c) —Representation. When the Mayor or a town—Town Council Member appears before any other governmental agency, organization or media to give a statement on an issue affecting the Town, the

Mayor or ~~town~~ Town Council Member shall first identify the adopted position of the body with respect to that subject, if any. Thereafter, the Mayor or ~~town~~ Town Council Member may provide a statement of personal opinion or comment (including a minority or opposing viewpoint) provided the ~~town~~ Town Council Member expressly acknowledges that such statements do not represent the position of the town.

(d) —All members of Council and the Mayor shall complete FOIA and COIA training within the second month that they have been sworn in and once every two years while in office.

(e) —All members of Council and the Mayor should complete an approved Virginia Land Use course within two years of their first appointment or election unless previously completed prior to being sworn in.

Sec. 2-81 Committees.

(a) Definitions

- i. At Large – individuals in this position may be appointed from all residents in Lovettsville and its surrounding areas.
- ii. Membership of Advisory Committees shall be made up of seven members including:
 1. Chair [Town Council]
 2. ~~Vice Chair [At Large]~~ 3 members At Large
 3. Town Council Representative [~~Town Council~~]
 4. Planning Commission Representative [Planning Commissioner]
 5. Three Members At Large
- iii. Membership of ~~Advisory~~ Sub-Committees (comprised of Love America, MayFest, Love Summer, Oktoberfest, and Love Winter) will be made up of seven members unless altered by the Town Council:
 1. ~~One of which~~ shall be a Town Council member and one shall be a Planning Commissioner.
- iv. The Vice Chair of the Advisory Committees shall be elected by its members from its members on an annual basis. The Chair and Vice Chair of the Sub-Committees shall be elected by its members from its members on an annual basis.
- v. The Mayor may serve as a non-voting Ex-Officio member on any committee. By request to the Town Council, the Mayor may be appointed to serve as an At Large member to any committee or sub-committee.

(b) Process

- i. Appointment
 1. Pursuant to the Town Charter (Section 3.3.A.3), the Mayor shall appoint all members of the Advisory Committees and Sub-Committees. ~~to a two-year term bi-annually not coinciding with town General elections.~~ All appointees shall be confirmed by the Town Council at their next meeting and serve at the pleasure of the Town Council.
 2. All terms shall expire at the end of the calendar year. Pursuant to the Town Charter (Section 3.3.A.3), any reappointments shall be renewed at the first annual meeting in January.
 3. The Mayor may remove any member of the Advisory Committees and Sub-Committees. Removal of members shall be confirmed by the Town Council at their next meeting. Subsequently, the Mayor shall notify the member of the Council decision.

43. The Chair of the Planning Commission shall recommend to the ~~Mm~~Mayor, members of the Commission for appointment to the Advisory Committees and Sub-Committees.
54. The Chairs of the Advisory Committees and Sub-Committees (once established) shall recommend to the ~~Mm~~Mayor, members for appointment to their committee.
65. Citizens wishing to be appointed to an Advisory Committee and Sub-Committee shall submit an "Application for Town Service".

ii. Advisory Committees and Sub-Committee Structure

1. The Town Council may, by majority vote, alter the size and makeup of the Advisory Committees and Sub-Committees.

- iii. All ~~Aa~~Advisory ~~Ce~~ommittees, ~~and Ss~~ub-~~Ce~~ommittees, ~~and members therein shall~~must comply to all policies, rules and procedures established by the Town Council where applicable.

(Rules of 4-15-2005, § III(B))



Town of Lovettsville
Standards of Conduct and Ethics for Town Government
Adopted May 22, 2025

Purpose:

Having been vested with fiduciary obligations and public trust to execute the business of the Town of Lovettsville ("Town"), it is of utmost importance that the Lovettsville Town Government act with the utmost ethical and transparent behavior. In order to uphold trust in government and provide assurance for constituents that the Lovettsville Town Government is committed to transparent and fair dealings, as well as comity, the following Standards of Conduct and Ethics for Town Government ("Standards") are hereby adopted.

Scope:

These rules govern the expectations and ethical obligations of members of the Lovettsville Town Government, defined as the Town Council, appointed members of committee, commissions, and boards Vice Mayor, and Mayor. Members of town staff are governed separately by the Employee Policies and Procedures Manual. These Standards are intended to guide the behavior of the Lovettsville Town Government and set the expectations for executing their oath of office in a way that reflects the dignity of the Town of Lovettsville and sets a standard for the ideals set forth for public representatives as passed down from the US Constitution, Virginia Constitution, and Town Charter.

1. Execution of Duties

- a. No member of the Lovettsville Town Government shall be authorized or otherwise eligible to take part in substantive motions, decisions, or the allocation of town resources without having completed all requisite obligations to assuming office. Such requisite obligations include (i) filing all necessary campaign paperwork, including but not limited to financial disclosures and campaign reports, with the Commonwealth of Virginia; (ii) having completed their swearing in by the Clerk of Loudoun County; and (iii) completion of any required training prior to assuming duties.
- b. All members of the Lovettsville Town Government shall execute their oath of office within their fiduciary obligations as a good faith actor on behalf of the Town of Lovettsville.
- c. Members of the Lovettsville Town Government shall, in observation of their obligation to steward Town resources, ensure that all financial resources and decisions shall be used solely for the furtherance of Town business purposes.
- d. As an essential aspect of the obligations conferred upon Town Council representatives, all elected officials shall avoid dereliction of duty and shall commit to the regular and routine attendance of Town Council meetings and any applicable committee assignments.

- i. Members who fail to attend three (3) consecutive Town Council meetings or four (4) Town Council Meetings over a two-month period (Measured from the first absence), absent good cause, shall be considered to have abdicated their duties. Such members shall agree to forfeit any entitlements, such as stipends, for the quarter in which this policy is violated, and may be subject to censure, or stripped of committee assignments, in the interest of the proper execution of the duties and obligations conferred upon the Town Council.
 - ii. Members who fail to attend three (3) consecutive obligatory committee meetings (defined as Committee assignment meetings and measured from the date of first absence), absent good cause, shall be considered to have abdicated their duties. Such members may be subject to censure and stripped of committee assignments in the interest of the proper execution of the duties and obligations conferred upon the Town Council.
- e. Members of the Lovettsville Town Government shall, to the maximum extent practicable, respect the separation of powers and authorities that exist between the discharge of Town Government duties and Town Administration and operations, vested with the Town Manager.
 - i. Both Parties shall, to the maximum extent possible, engage in the collaborative process necessary to fully and faithfully discharge their duties in the best interest of the Town.

2. Transparency and Fair Dealing

- a. All members of the Lovettsville Town Government shall be bound and obligated to comply with the Virginia Freedom of Information Act (Va Code § 2.2-3700, *et seq*) and the Virginia State and Local Government Conflicts of Interest Act (Va Code § 2.2-3100, *et seq*).
 - i. Where a member of the Lovettsville Town Government believes that they have a conflict of interest, said member shall disclose this conflict to the Mayor, the Town Attorney, and the Town Manager. A recess may be called to meet and confer on the nature and materiality of the conflict of interest and whether the member must recuse themselves from any further action touching upon the potential conflict of interest.
- b. No member of the Lovettsville Town Government shall leverage, utilize, or otherwise improperly dispose of town resources through direct appropriation or the procurement process for personal gain.
 - i. Personal gain is defined as an individual, familial, or business pecuniary or proprietary interest.
- c. Members of the Lovettsville Town Government should avoid the formation of relationships which would create the appearance of improper influence or stewardship of Town resources or obligations.

- d. Members of the Lovettsville Town Government shall not leverage, utilize, or otherwise act upon confidential or non-public information received in the execution of their duties to further their personal gain.
 - i. Personal gain is defined as an individual, familial, or business pecuniary or proprietary interest.

3. Dignity of the Office

- a. At all times, the Members of the Lovettsville Town Government, in the discharge of their public duties, shall adhere to decorum and behavior reflecting the ideals of the Town and the spirit of comity.
 - i. Members of the Lovettsville Town Government should abstain from behavior which would call into question or otherwise tarnish the reputation of the Town via baseless derogatory behavior towards the Town, its citizens, and its seal.
 - ii. All members of the Lovettsville Town Government shall engage with and approach all issues brought before them on the merits and conduct all negotiations and debates in good faith.
- b. The Lovettsville Town Government, as a legal entity within Loudoun County, Virginia, remains committed to an open and inclusive Town which confers no unfair or improper advantage to any individual on account of race, sex, religion, ethnicity, sexual orientation, gender identity.

Town of Lovettsville 2027 Legislative Priorities

Local Governance

1. Jurisdiction Control of Speed Limits

Summary: The Town of Lovettsville is a major corridor for commuters between the boundaries of Loudoun County and the State of Maryland, which causes speeding traffic in the central business district and cut-through traffic along town wide roadways. Furthermore, Lovettsville has contacted the Virginia Department of Transportation repeatedly for implementation of traffic calming measures without resolve.

Legislative Agenda Item Position: To maintain the safety of all residents in Town, Lovettsville requests amending State Code Section 46.2-1300 to give smaller municipalities, that do not maintain the street system, the authority to set jurisdiction Speed Limits by vote of the Council and Public Ordinance.

“Powers of local authorities generally; erection of signs and markers; traffic speed, penalties: The Town Council requests changes to Section 46.2-1300, which authorizes municipalities that maintain local streets to regulate the operation of vehicles on the highways within their borders. Council requests that smaller municipalities, such as Lovettsville, that do not maintain the street system be allowed a larger role in setting speed limits and traffic control within the Town and that speed limits be based on factors beyond the prescribed traffic speed analysis to include existing and planned development patterns, pedestrian activity, or other matters affecting local health, safety, and welfare.”

2. Oppose Any Reduction of Local Land Use Authority:

Position: The Town Council opposes legislation that weakens local authority to plan and regulate land use, zoning, and property maintenance. This authority should remain with local governing bodies.

The Town Council supports existing local authority to accept cash and in-kind proffers from developers to assist localities in financing the capital facilities and infrastructure needed to serve new development and opposes legislation to eliminate or restrict that authority.

Localities must maintain control of local land use decisions. Neither the state nor the federal government should usurp or pre-empt a locality's authority to make such decisions; nor should they impose requirements that weaken planning and land use functions. This includes all types of housing including but not limited to short-term rentals.

3. Accessory Dwelling Units (ADUs):

Position: Localities should retain local land use control when regulating accessory dwelling units.

4. Local Authority for Religious and Nonprofit Housing Developments:

Position: The Town Council opposes the legislation that was included in SB388 (McPike) during the 2026 Session that bypasses essential local oversight, diminishes local authority to ensure safe and well-planned development, and allows projects that may strain public services.

5. Wireless Communication Facility Placement

Position: The Town Council opposes any legislation that limits the Town's authority to regulate the placement of wireless communication facilities in Town right-of way and on Town-owned facilities, and rental and permit fees related to such equipment.

6. Legal Notice Publication Summary

Summary: The Town budget includes approximately \$8,000 a year for advertisements and public notices in newspapers. Today, the average consumer searches for information via the internet and social media. It is time for the General Assembly to update policies that meet the technological preferences or habits of constituents.

Position: The Town requests legislation that would give localities the authority to post legal notices on websites as a substitute for publishing legal notices in print newspapers.

7. Rights to Share Customer Account Information:

Position: The Town Council opposes any legislation that would restrict the sharing of customer contact information, exclusive of consumption data, between governmental bodies for the purpose of tax collection.

8. Bills of Financial Impact to The Town

Position: Reinstate the requirement that bills resulting in a net expenditure and/or net decrease in revenue for local governments be filed on or before the first day the legislature convenes.

9. Memorandums of Agreement with Loudoun County

Summary: The Town agrees with surrounding localities that alleviating burdens and service loopholes is necessary to ensure the quality of life for all residents. These burdens are often attributed to agreements and services for residents within incorporated Towns.

Position: The Town Council requests an amendment to the Code of Virginia (Sec. 15.2-3231) to remove the mandate for agreements between counties and incorporated towns to provide services to residents on equal parity with county residents.

10. Local Referenda, Land Use, and Revenue Authority Regarding Cannabis Retail Sales

Position: The Town Council supports a local referendum opt-out process, which is independent of any county referendum result or action. Town Council urges the Virginia General Assembly to authorize local governments - cities, towns, and counties - to regulate land use and zoning for the production, manufacturing, and distribution of wholesale and retail cannabis, hold a referendum on retail sales, and tax recreational cannabis retailers and wholesalers.

Marijuana Sales Tax; While legal, the Town Council supports the Commonwealth of Virginia centrally collecting taxes on marijuana sales and distributing the tax on a monthly basis to each jurisdiction.

The German Settlement

6. E. Pennsylvania Ave., Post Office Box 209 Lovettsville, Virginia Phone: 540-822-5788 Fax: 540-755-3077

www.lovettsvilleva.gov

11. Local Excise Taxes

Position: Town Council supports statewide authority for local governments to establish an excise tax on the sale of vaping products. VML also supports the statewide authority for local governments to establish an excise tax on the sale of cannabis products.

12. Designation of Public Highways for Golf Cart and Utility Vehicle Operation

Position: Add the Town of Lovettsville to Virginia Code Section § 46.2-916.2(C) as one of the listed Towns with the authority to allow golf cart and utility vehicle operation without an established Police Department.

13. Local Authority for Regulation of Short-Term Rentals:

Position: The Town Council requests the repeal of SB544 (Bagby) (Code of Virginia Section 15.2-983-D) that prevents localities from requiring a special exception, special use, or conditional use permit be obtained for the use of a residential dwelling as a short-term rental where the dwelling unit is also legally occupied by the property owner as their primary residence.

The Town Council requests the repeal of Code of Virginia Section 15.2-983-B(2) in order to require that all persons register short-term rentals within a locality. The Code currently provides a registration exemption for individuals who are licensed by the Real Estate Board or a property owner who is represented by a real estate licensee.

14. Virginia ABC License/ Permit Process:

Position: The Town Council requests that local governments have a separate dedicated process that is consistent and streamlined for obtaining the necessary permits and licenses from Virginia ABC for Town operated community events.

15. Artificial Intelligence Freedom of Information Act (FOIA) Disclosure:

Position: The Town Council requests legislation that would require FOIA requests to include a certification that states the request is not AI generated and is being submitted by a resident of the Commonwealth of Virginia.

16. Aggregation of Freedom of Information Act (FOIA) Requests:

Position: The Town Council requests an amendment to allow localities to aggregate multiple FOIA requests submitted by the same individual, entity, or digital agent within a defined period of time for the purpose of determining billable thresholds.

Position: Virginia FOIA (Code of Virginia Section 2.2-3700, et al.) allows public bodies to charge actual, reasonable costs to access, duplicate, supply, or search for requested records that are estimated to exceed \$200.

Fiscal Sustainability

17. Capital Funding: Capital and Infrastructure Improvements

Summary: The Town has approved priorities in its Transportation Master Plan and an Interconnectivity Project Plan which will enhance the lives of residents throughout the Town by connecting multi-modal transportation improvements and pedestrian infrastructure capital projects throughout the Town.

Position: Lovettsville requests continued state funding for increasing multi-modal transportation and infrastructure improvement priorities, including:

- North Berlin Turnpike Shared Use Path
- Berlin Turnpike and South Loudoun Street Intersection Improvements

18. Virginia Department of Transportation Cost Estimates

Summary: The Town Council supports state policy changes to mandate further refinement of VDOT cost estimates for transportation projects in an effort to improve accuracy. When there are excess funds on a specific project, allow those funds to be reallocated to other transportation projects more efficiently.

19. State Funding for School Resource Officers

Position: The Town Council supports legislation that would provide state funding for school resource officers at all public elementary, middle, and high schools.

20. Funding for Critical Community Infrastructure

Position: Set aside funding for critical community water and wastewater system improvements or repairs in towns under 3,500.

21. Business License Taxes:

Position: The Town Council opposes any legislation that would eliminate the BPOL tax, unless current revenue from the BPOL tax is replaced with new local revenue that is distributed directly to each locality based on point of sale. Further, the Town Council requests that if the BPOL tax is eliminated, localities be granted the authority to issue an annual license to businesses physically located within the locality for a nominal fee to recover administrative costs necessary for the collection of requisite information for other business processes and state mandated reporting.

22. Oppose Any Unfunded Mandates

Summary: Localities are the first point of contact for residential needs and services, and their budgets can be impacted by any sudden fluctuations in the economy or pressures from state and federal entities.

Position: The Town Council opposes any new state mandates that are not fully funded by the Commonwealth and opposes the shifting of fiscal responsibility from the state to localities for existing programs.

Position: Town Council supports legislation that decreases costs for administrative processes mandated by state programs.

23. State-mandated Tax Policy Changes and Local Revenues

Position: The Town agrees with surrounding localities that any reduction in local taxing authority could increase the burden of maintaining quality services to residents. Town Council understands the needs of their community as well as the burden of taxation on their constituents. The Commonwealth should refrain from encroaching upon the responsibility of local officials by imposing additional exemptions from locally generated revenues or imposing additional red tape that make it more difficult to raise revenue in their communities.

The Town Council opposes any reduction or narrowing of the taxing authority of local governments, including but not limited to business, professional and occupational license tax, transient occupancy taxes, and meals tax. Further, the General Assembly should not take action to restrict the use of current local revenue sources from fees or permits. Further, Town Council opposes any state-mandated exemptions to the local option sales tax unless the General Assembly can establish a viable revenue replacement to local governments.

24. Rights to Share Customer Account Information

Position: The Town agrees with surrounding localities that the sharing of contact information increases collaboration between localities for collection purposes and enhances efficiencies in service to residents. The Town Council opposes any legislation that would restrict the sharing of customer contact information, exclusive of consumption data, between governmental bodies for the purpose of tax collection.

25. Access to Broadband

Summary: The Town agrees that technological advancements are important to provide workplace options and reducing traffic on local and regional roads, increasing economic development, access to education, information sharing, and services to residents in all communities.

Position: The Town Council supports state efforts to bring broadband access to all communities in Virginia.

26. Refinement of VDOT Cost Estimates/ State Oversight

Position: The Town Council supports state policy changes to mandate further refinement of VDOT cost estimates for transportation projects in an effort to improve accuracy.

27. Expansion of Funding for Community Service Boards and Behavioral Health Authorities

Position: The Town Council supports increased state funding to build an improved network of community-based services that assist state hospitals with their vital mission. Funding should be incremental, sufficient, and sustainable.

28. Sales Tax for School Construction and Renovation

Position: The Town Council supports statewide authority for local governments to impose a one-cent sales tax to help raise critically needed funds for school construction and renovation.

29. Support for HB4 Plastic Bag Tax; Distribution to Towns

Position: The Town Council supports to Code of Virginia Section 58.1-1745 to allow Any town located within a county that has imposed a disposable plastic bag tax under this section shall receive from the county a distribution of the total tax collected by the county based on the local sales tax distribution formula provided by subsections G and H of Code of Virginia Section 58.1-605.

30. Population Thresholds for Virginia Department of Transportation Services

Summary: Current Virginia law requires localities with a population in excess of 3,500 people be responsible for their own road maintenance and public safety. This trigger confers a disproportionate tax burden on localities that are at their maximum capacity.

Position: The Town of Lovettsville requests Virginia Department of Transportation (VDOT) support for road safety and maintenance to localities beyond the 3,500-population threshold.

Utilities

31. Mitigation of Lead and Copper in Drinking Water

Summary: As a result of the Environmental Protection Agency's recently revised Lead and Copper Rule, the Town Council urges the Commonwealth of Virginia to provide adequate funding including grants for any possible future lead surveys and abatement projects for water systems. If abatement work is required, the Town asks that the state adopt a realistic timeline for work to be completed. All private property lead abatement should be the responsibility of the property owner and not the water service provider.

Position: Town Council supports the availability of adequate funding for local governments and private property owners to compile with any future lead survey and abatement projects.

32. Water Quality Funding

Summary: The Town agrees with surrounding localities that all mandates from the state and federal government shall be fully funded. This includes any mandates for water quality capital improvements and sewage treatment plants in years that extend beyond ARPA funding.

Position: The Town Council urges the federal government and the Commonwealth of Virginia to provide adequate funding for localities to implement state and federally mandated capital improvements for sewage treatment plants, Total Maximum Daily Loads (TMDLs) requirements, and other storm water systems.

33. Municipal Utility Exemption

Summary: The Town Council urges the Commonwealth of Virginia to exempt municipal utility operations from state fines and penalties when water or wastewater plants experience significant treatment impacts that are outside of the control or authority of the municipality, so long as the locality is fully communicating with state regulatory agencies and working in good faith to rectify the situation.

Position: Town Council supports the ability to work in good faith and in full communication with state regulatory agencies to rectify any water treatment impacts outside of the control of the municipality while not incurring state fines and penalties.

34. Polyfluoroalkyl Substances (PFAS):

Position: In support of other Loudoun County Towns, the Town Council urges the Commonwealth of Virginia to not set a maximum containment level (MCL) for Polyfluoroalkyl Substances (PFAS) until sufficient study and research has been conducted and provide adequate funding to enable municipal water and wastewater systems to upgrade plants to meet State and Federal mandates.

35. **Treatment Plant Funding:** The Town Council supports the development of a state financing program that would equitably share water and sewer plant costs between the state and localities for upgrades, expansion, or to comply with new regulations.

Environmental Conservation

36. Tree Save Efforts

Summary: The Town realizes the importance of a healthy natural environment and aims to limit any impact to native trees in all areas of construction and development, to the extent feasible.

Position: Town Council supports efforts that would strengthen localities' ability to require private new construction projects to save existing native trees.

37. Continued Funding for Stormwater Local Assistance Fund

Position: Town Council urges the General Assembly to continue to fund the Stormwater Local Assistance Fund at \$50 million, which provides grants to local governments to make improvements to better manage stormwater-related problems.



TO: Mayor and Town Council
FROM: Jason L. Cournoyer, Town Manager
DATE: October 8, 2026
SUBJECT: Love Winter 2026 Event Plan

Purpose: Town Council consideration of the proposed planning and coordination plan for Love Winter Event Plan 2026, including event scopes, programming, vendor participation, and recommended operational changes.

Background: Lovettsville's Love Winter Events are family-friendly holiday celebrations held on Zoldos Square/the "Squirkle," Town Council Chambers, and in surrounding local businesses. Designed to highlight the Town's strong sense of community and small-town charm, the events provide an opportunity for residents to come together to celebrate the holiday season while engaging with local businesses and civic organizations, participate in fun neighborly competitions, and continue to gather as a community during the cold winter months.

Activities include the Town's annual events to include: Cocoa Crawl, Wintertainmentfest/Tree Lighting, Menorah Lighting Ceremony, Light Up Lovettsville Judging, Light Up Lovettsville Awards Ceremony, and Berserkle on the Squirkle.

Discussion: In 2025, the Town held Wintertainmentfest on the same evening as Cocoa Crawl allowing Cocoa Crawl guests to complete a passport for a chance to win a prize at that evening's Wintertainmentfest. In August, in coordination with the Lovettsville Community Center for their upcoming Activity Guide showcasing their Lantern Workshop ahead of the Tree Lighting Ceremony, it was suggested by Town staff to move this year's Tree Lighting Ceremony from Friday, December 4th to Saturday, December 5th at 6:30 p.m. Through individual discussions with Town Council, there was no objection to this change. As the schedule stands, the current cadence includes: Cocoa Crawl on Saturday, December 5th, from noon to 6:30 p.m., and Wintertainmentfest/Tree Lighting at 6:30pm; and Menorah Lighting Ceremony on Sunday, December 6th.

Town staff propose the following schedule:

Saturday, December 5

Cocoa Crawl – 11:00am –6:00pm

Wintertainmentfest/Tree Lighting – 6:30pm

Sunday, December 6

6:30PM – Menorah Lighting Ceremony

Sunday, December 13

Light Up Lovettsville Judging

Thursday, December 17

Light Up Lovettsville Awards Ceremony

Friday, January 1

Berserkle in the Squirkle

Fiscal Impact: None. Funding for Love Winter events are included in the Town's Fiscal Year 2027 Budget and is funded with General Fund interfund transfer totaling \$1,800. Additional revenue may be generated through potential sponsorship opportunities.

Recommendation: Town Staff recommend that Town Council approve the proposed 2026 Love Winter Event Series plan and provide direction regarding the proposed event details and marketing efforts, sponsorship challenges, as well as limited staff availability challenges for Light Up Lovettsville Judging, Light Up Lovettsville Awards Ceremony, and Berserkle on the Squirkle.

Draft Motions:

- 1) I move to approve the proposed 2026 Love Winter Event Series plan and direct the Town Manager to proceed with the planning and coordination of the 2026 Love Winter events.

Or

- 2) I move an alternate motion.

Attachments:

- 1) Love Winter 2026 Event Plan

2026 Love Winter Event Plan

Event Information

Event Coordinator: Sarah Moseley
 Dates: December 5, 2026, through January 1, 2027
 Time: Varies
 Location: Zoldos Square/the “Squirkle” and Town-wide (Cocoa Crawl/Light Up Lovettsville)

General Approach

Lovettsville’s Love Winter events series that brings neighbors together during the winter holiday season is designed to highlight the Town’s strong sense of community and small-town charm. The series features live entertainment, holiday traditional ceremonies, holiday shopping, and engaging activities for residents.

Budget Summary

FY 2027 Budget Revenues:

ACCOUNT	ACCOUNT TITLE	FY 2025 ACTUALS	FY 2026 ADOPTED BUDGET	FY 2027 ADOPTED BUDGET	VARIANCE FY 26 vs. FY 27 \$ %	LINE-ITEM DESCRIPTION
50.7300.0200	LOVE WINTER GENERAL FUND DONATION	-	2,500	1,800	(700) -%	
7200	(LOVE WINTER REVENUE) SUBTOTAL	\$ -	\$ 2,500	\$ 1,800	(700) -28.0%	

FY 2027 Budget Expenses:

ACCOUNT	ACCOUNT TITLE	FY 2025 ACTUALS	FY 2026 ADOPTED BUDGET	FY 2027 ADOPTED BUDGET	VARIANCE FY 26 vs. FY 27 \$ %	LINE-ITEM DESCRIPTION
50.8340.0800	LOVE WINTER EVENT PROGRAMS		250	-	(250) -100.0%	
50.8340.0803	LOVE WINTER CHRISTMAS DECORATIONS		500	-	(500) -100.0%	
50.8340.0806	LOVE WINTER SHIRTS/BLANKETS/HANDOUTS		500	-	(500) -100.0%	
50.8340.0809	LOVE WINTER MISCELLANEOUS	345	1,250	-	(1,250) -100.0%	
50.8340.0810	LOVE WINTER MENORAH LIGHTING			300	300 -%	Decorations, Food & Drinks, Rabbi Donation
50.8340.0811	LOVE WINTER TREE LIGHTING			400	400 -%	Decorations, Food & Drinks
50.8340.0812	LOVE WINTER LIGHT UP CONTEST	120	-	700	700 -%	Awards, Signs, Food & Drinks
50.8340.0815	LOVE WINTER BERSERKLE	214	-	400	400 -%	Awards/Board Games, Misc. Supplies, Food & Drinks
8340	(LOVE WINTER EXPENSE) SUBTOTAL	\$ 679	\$ 2,500	\$ 1,800	\$ (700) -28.0%	

Financial

The following shows estimated revenue and expenses for the 2026 Love Winter events series. The budgeted numbers were approved as part of the Town’s Fiscal Year 2027 Budget.

Anticipated Revenue:

Category	Estimated Revenue
General Fund Transfer	\$1,800.00
Sponsorship/ Donations	\$0.00
Total Revenues	Estimated Total: \$1,800.00

Anticipated FY2027 Expenses:

Category	Items Needed	Estimated Total Cost
Cocoa Crawl	Passports/ Maps/ Flyers	\$225.00
Cocoa Crawl Gifts	Passport Gifts	\$125.00
Cocoa Crawl Mugs	75 cups	\$425.00
Menorah Lighting	Serve Latkes, hot chocolate, and jelly donuts Provide Dreidels for participants Rabbi to emcee event (donation)	\$200.00
Light Up Lovettsville	Yard Signs Certificates	\$225.00
Berserkle on the Squirkle	Gifts	\$200.00
Miscellaneous-	Repair of Town items, food/drink for event, etc.	\$400.00
Total Estimated Expenses		\$1,800.00

Proposed Events, Dates, Times and Locations:

Saturday, December 5th

- **11:00 a.m. to 6:00 p.m.: Cocoa Crawl** throughout Town Businesses
 - Marketing Materials - Flyers posted around Town, and Map
 - Passport and Gift (Mug)
 - Raffle Prize (winner announced at Tree Lighting)
- **5:15 to 6:00 p.m.: Lantern Decorating (Lovettsville Community Center)**
- **6:15 p.m.: Lantern Parade (Lovettsville Community Center)**
- **6:30 to 8:30 p.m.: Wintertainment/ Tree Lighting** at Zoldos Square/the “Squirkle”
 - Christmas Tree Lighting (trimming, repairs, light bulbs)
 - Local Scouts serving hot chocolate and snacks to enjoy
 - History of the traditional Christmas Pickle
 - Celtic Rhythm Dance Performance (*Emcee introduces and thanks performers*)
 - Reading of “Night Before Christmas” by the Lovettsville Oktoberfest King and Queen
 - Announcement of the 2026 Cocoa Crawl Raffle winner for the Town of Lovettsville gift basket
 - Lovettsville Elementary School Choir Performance
 - Santa Visit & Book Giveaway by the Lovettsville Library

Sunday, December 6th

- **6:30 to 8:00 p.m.: Menorah Lighting Ceremony** in Town Council Chambers
 - Serve Latkes, hot chocolate, and jelly donuts
 - Provide Dreidels for participants
 - Rabbi to emcee event

Sunday, December 13th

- **6:30 p.m.: Light Up Lovettsville Judging** throughout Town
 - Procure transportation for judging volunteers

Thursday, December 17th

- **6:30 p.m.: Light Up Lovettsville Awards Ceremony** at Town Council Chambers
 - Yard Signs for Winners
 - Certificates for Winners

Friday, January 1st

- **11:00 a.m. to 1:00 p.m.: Berserkle on the Squirkle** at Zoldos Square/the “Squirkle”
 - Serve snacks (in-kind donations)
 - Provide gifts for participants

Marketing

Most attendees are expected to be from the Lovettsville area, though some may travel from nearby communities such as Brunswick, Waterford, and Purcellville.

Marketing for the Love Winter events will be conducted through:

- The Town's Facebook page, newsletter, and website; and
- Promoted on the Town's electronic sign and the Squirkle information board.
- Town staff will also coordinate with local businesses and civic organizations (e.g., Lions Club, Ruritans, Scout Troops, Lovettsville Elementary School PTO, and local churches) to help promote the events.
- Town staff propose creating a flyer highlighting all Love Winter events to be displayed at local businesses and establishments.
- Coordinate with local newspapers of Love Winter events schedule to share with the public.

Partnerships

Town staff will coordinate with all businesses, prior partners, and potential partners in the local area. Town staff will seek to partner with local businesses, civic organizations, churches, and other entities that may be identified. This will include but not be limited to such organizations as: the Lovettsville Lions Club, the Lovettsville-Waterford Ruritans, Scout BSA Troop 962B, Scouts BSA Troop 962G, Cub Scout Pack 962, the Lovettsville Game Club, the Girl Scouts, the American Legion, the American Legion Auxiliary, the Masons, Mt. Pleasant United Methodist Church, Lovettsville Baptist Church, and the Lovettsville Elementary School PTO.

Town Council and Town staff will promote sponsorship and attract in-kind donations to help support Love Winter events.

Staffing

Town staff will support each event.

Potential Challenges

Sponsorships present a challenge for all events. The sponsorship opportunity will be shared with all prior sponsors of Love Winter to see if they are able to continue their support. In addition, in-kind donations will be accepted from local businesses and grocery stores. The hope is that the Town will receive several sponsors to provide Light Up Lovettsville awards, which are not included in the proposed spending plan; but the event plan can be executed without any sponsorship funding.

Town Staff Availability propose a challenge with known staff conflicts for Light Up Lovettsville Judging, Light Up Lovettsville Awards Ceremony, and Berserkle on the Squirkle. Town staff will be limited in ability to support and attend.



TO: Mayor and Town Council

FROM: John Merrithew, Planning and Zoning Administrator

DATE: October 8, 2026

SUBJECT: LVCU 2026-0001, George Family Holdings LLC

Purpose: To request that the Town Council schedule a Public Hearing to consider LVCU 2026-0001, a request to operate a package and parcel service on the first floor of 1 South Loudoun Street.

Background: The property is situated at the corner of South Loudoun Street and Pennsylvania Avenue. The proposed business would occupy a ground floor area of 1,600 square feet. Three residential apartments occupy the second and third floors of the building. The 0.37-acre parcel also houses a restaurant and church in an adjacent building. The conditional use permit applies only to 1 South Loudoun Street.

Package and parcel services are defined in the Zoning Ordinance as *a facility for the receipt, transfer, short-term storage, and dispatching of goods transported by truck. Included in the use type would be express and other mail and package distribution facilities, including such facilities operated by the U.S. Postal Service.* In addition to the package and parcel service, the business would offer related shipping and mail products for sale, and printing, copying, fax, and notary services.

Discussion: The Planning Commission is expected to act on the application at its meeting on October 7, 2026. Town staff is requesting that Town Council schedule a Public Hearing for November 12, 2026. Town staff will not be available for a December meeting and would like to avoid a 2-month delay in processing the application.

Fiscal Impact: None, however, a new business should have a positive revenue impact on the Town.

Recommendation: Town staff recommends Town Council schedule a Public Hearing for their November 12, 2026, meeting to consider LVCU 2026-0001, George Family Holdings LLC application.

Draft Motions:

1) I move to schedule a Public Hearing for consideration of LVCU 2026-0001 at the November 12, 2026, regular Town Council meeting.

Or

2) I move an alternate motion.



MINUTES FOR APPROVAL

TOWN COUNCIL SPECIAL MEETING

TOWN COUNCIL CHAMBERS

6 E PENNSYLVANIA AVENUE

LOVETTSVILLE, VA 20180

WEDNESDAY, SEPTEMBER 30, 2026, AT 6:00PM

The meeting was held at the Town Council Chambers at 6 E. Pennsylvania Avenue. The Mayor, Town Council Members, and Town staff participated in attendance at the meeting.

1. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:00PM with Mayor Christopher Hornbaker presiding. The Pledge of Allegiance was recited by all.

Town Council Present:

Mayor Christopher Hornbaker
Vice Mayor Thomas Budnar
Council Member Ann Arena
Council Member David Earl
Council Member Stuart Stahl
Council Member David Smith
One Vacancy

Town Council Absent:

None

Town Staff Present:

Town Manager Jason Cournoyer
Town Clerk Lizzy Fontaine

2. Comments from the Public

Vice Mayor Budnar read the Rules for Public Comment.

Dr. Megan Cox, 43A South Loudoun Street, Lovettsville, VA 20180

Dr. Cox spoke regarding the 2027 Event Planning Workshop. She emphasized the importance of volunteerism to Lovettsville's sense of community and expressed concern about declining volunteer participation in Town events, particularly Mayfest and Oktoberfest. She suggested expanding volunteer opportunities through the Town newsletter, increasing social media engagement, and providing additional recognition and appreciation for community volunteers.

Council Member Stahl asked for suggestions on how the Town could attract more volunteers.

48 **Dr. Cox** discussed opportunities for residents to contribute specialized skills, participate in Town
49 communications, engage through social media, and receive recognition for volunteer service.
50

51 **3. Discussion Items**

52 **A. 2027 Event Planning Workshop**

53 **Vice Mayor Thomas Budnar made the following motion:** I move to suspend the rules and
54 remove item 3, 2027 Event Planning Workshop, to be rescheduled to a future meeting.
55

56 Second: Smith
57

58 Discussion: None
59

60 Vote to Suspend the Rules and Remove the 2027 Event Planning Workshop:
61

62 Ayes: Arena, Earl, Stahl, Smith, Budnar
63

64 Nays: None
65

66 One Vacancy
67

68 The motion carried unanimously, 5-0.
69

70 **4. Closed Session**

71 **Vice Mayor Thomas Budnar made the following motion:** In accordance with Va. Code
72 Section 2.2-3711(A)(1), I move to convene in Closed Session for discussion, consideration, or
73 interviews of prospective candidates for employment; assignment, appointment, promotion,
74 performance, demotion, salaries, disciplining, or resignation of specific public officers,
75 appointees, or employees of any public body, relating to input from one or more former or current
76 Town officers for the annual evaluation of the Town Manager.
77

78 Second: Smith
79

80 Discussion: None
81

82 Vote to Enter Closed Session:
83

84 Ayes: Arena, Earl, Stahl, Smith, Budnar
85

86 Nays: None
87

88 One Vacancy
89

90 The motion carried unanimously, 5-0.
91

92 **The Town Council entered Closed Session at 6:09 PM.**
93

94 **The Town Council returned to the Open Meeting at 10:26 PM.**
95

96 **Certification of Closed Session:**

97 **Mayor Hornbaker** asked each member to certify that only public business matters lawfully
98 exempted from open meeting requirements and identified in the motion convening the Closed
Session were heard, discussed, or considered.

Council Member Ann Arena: I do so certify.

99 **Council Member Stuart Stahl:** I do so certify.
100 **Council Member David Smith:** I do so certify.
101 **Council Member David Earl:** I do so certify.
102 **Vice Mayor Thomas Budnar:** I do so certify.
103 **Mayor Christopher Hornbaker:** I do so certify.
104
105 No motions were made as a result of the Closed Session.
106
107 **Vice Mayor Thomas Budnar made the following motion:** I move to suspend the rules to
108 complete Items 5 and 6 on the agenda.
109
110 Second: Smith
111
112 Discussion: There was brief discussion regarding the procedural effect of the motion.
113
114 Vote to Suspend the Rules to Complete Items 5 and 6:
115 Ayes: Arena, Earl, Stahl, Smith, Budnar
116 Nays: None
117 One Vacancy
118
119 The motion carried unanimously, 5-0.
120
121 **5. Comments/Disclosures from Mayor and Town Council**
122
123 **Council Member Ann Arena:** No comments.
124
125 **Council Member David Earl:** No comments.
126
127 **Council Member Stuart Stahl:** No comments.
128
129 **Council Member David Smith:** No comments.
130
131 **Vice Mayor Thomas Budnar:** No comments.
132
133 **Mayor Christopher Hornbaker** thanked Town staff, particularly Community Engagement and
134 Economic Development Coordinator Sarah Moseley, for her work on Lovettsville Oktoberfest
135 2026. He also encouraged participation and volunteering for the upcoming Walk for Mountains
136 event supporting the fight against breast cancer.
137
138 **6. Adjournment**
139
140 **Vice Mayor Thomas Budnar made the following motion:** I move to adjourn.
141
142 Second: Arena
143
144 Discussion: None
145
146 Vote to Adjourn:
147 Ayes: Arena, Earl, Stahl, Smith, Budnar
148 Nays: None
149 One Vacancy

150
151 The motion carried unanimously, 5-0.
152
153 **The Town Council meeting was adjourned at 10:31 PM.**
154
155
156 Submitted by:
157 *Lizzy Fontaine*
158 Lovettsville Town Clerk



MINUTES FOR APPROVAL

TOWN COUNCIL MEETING

TOWN COUNCIL CHAMBERS

6 E PENNSYLVANIA AVENUE

LOVETTSVILLE, VA 20180

THURSDAY, SEPTEMBER 17, 2026, AT 6:30 PM

The meeting was held at the Town Council Chambers at 6 E. Pennsylvania Avenue. The Mayor, Town Council Members, and Town staff participated in attendance at the meeting.

1. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:30PM with Mayor Christopher Hornbaker presiding. The Pledge of Allegiance was recited by all.

Town Council Present:

Mayor Christopher Hornbaker

Vice Mayor Thomas Budnar

Council Member Ann Arena

Council Member David Earl

Council Member Stuart Stahl

Council Member David Smith

One Vacancy

Town Council Absent:

None

Town Staff Present:

Town Manager Jason Cournoyer

Town Clerk Lizzy Fontaine

Town Treasurer Tanya George

Planning/Zoning Administrator John Merrithew

Project Manager Bob Kowalski

Town Attorney Robert Sproul

Community Engagement and Economic Development (CEED) Coordinator Sarah Moseley

2. Proclamations

A. John L. Fuog Day – Approval

44 **Mayor Hornbaker** offered condolences to the family of John L. Fuog and recognized his
45 longstanding contributions to Lovettsville, including the Walker Pavilion, Town Barn at Quarter
46 Branch Park, and Town Administration Building.

47
48 **Vice Mayor Budnar made the following motion:** I move to approve Proclamation 2026-09-0007
49 proclaiming October 4, 2026, as John L. Fuog Day.

50
51 Second: Council Member Smith

52
53 Discussion: None

54
55 Vote to Approve Proclamation 2026-09-0007:

56 Ayes: Arena, Earl, Smith, Stahl, Budnar.

57 Nays: None

58 One Vacancy

59
60 The motion carried unanimously, 5-0.

61
62 Proclamation 2026-09-0007 was read into the record. Mrs. Vicky Fuog thanked the Town Council
63 for recognizing her husband and spoke briefly about his enjoyment of working with the Town and
64 his lasting involvement in the community.

65
66 **B. Lovettsville Oktoberfest 2026 Distinguished Citizens – Approval**

67
68 The Town Council considered Proclamations 2026-09-0001 through 2026-09-0005 recognizing
69 Carolyn and John Payne, Catherine and Jerry Keller, Denise Dant, Frank Heskett, and Sue
70 Cangemi as Lovettsville Oktoberfest 2026 Distinguished Resident honorees.

71
72 **Vice Mayor Budnar made the following motion:** I move to approve Proclamations 2026-09-
73 0001, 2026-09-0002, 2026-09-0003, 2026-09-0004, and 2026-09-0005 recognizing Lovettsville
74 Oktoberfest's 2026 Distinguished Resident honorees.

75
76 Second: Smith

77
78 Discussion: The Town Council thanked the honorees for their service to the community.

79
80 Vote to Approve Proclamations 2026-09-0001 through 2026-09-0005:

81 Ayes: Arena, Earl, Smith, Stahl, Budnar.

82 Nays: None

83 One Vacancy

84
85 The motion carried unanimously, 5-0.

86
87 The proclamations were read, and the honorees were recognized. Formal presentations are
88 scheduled for the Lovettsville Elementary School PTO breakfast during Oktoberfest.

Mayor Hornbaker requested a short recess to execute the Proclamations and take photos. There was no objection.

The Town Council took a short recess at 7:15 PM.

The Town Council reconvened at 7:32 PM.

3. Comments from the Public

The following Public Comment was submitted ahead of the meeting:

Cadence Caldon – 33 Stocks Street, Lovettsville, VA 20180

No members of the public signed up to provide Public Comments in person or electronically.

4. Presentation

A. Introduction to the Virginia Cannabis Control Act

Town Attorney Rob Sproul provided a high-level overview of the Virginia Cannabis Control Act, including the state licensing framework and the Town's available zoning and regulatory tools. He explained that the Town may not prohibit state-authorized marijuana establishments and reviewed local land-use, taxation, and enforcement considerations.

The Town Council discussed cannabis-related uses in relation to agricultural, retail, manufacturing, and distribution provisions, potential separation requirements, local zoning authority, state licensing, enforcement, and the schedule for Planning Commission review.

Vice Mayor Budnar made the following motion: I move to refer the Virginia Cannabis Control Act to the Planning Commission to provide recommendations to include all cannabis-related uses and all zoning-related ordinances back to the Town Council by November 10, 2026. Furthermore, I move to direct Town staff to inform the Planning Commission that cannabis needs to be specifically called out to not be included as part of agricultural ordinances.

Second: Earl

Discussion: The Town Council discussed the compressed schedule. Planning/Zoning Administrator Merrithew stated the Planning Commission could consider the matter October 7 and November 2, although doing so would likely delay Comprehensive Plan work by approximately one month.

Vote to Refer the Virginia Cannabis Control Act to the Planning Commission:

Ayes: Arena, Earl, Smith, Stahl, Budnar

Nays: None

133 One Vacancy

134

135 The motion carried unanimously, 5-0.

136

137 **5. Committee Reports**

138

139 **Council Member Smith** reported that the Infrastructure Committee met September 8, 2026,
140 unanimously recommended forwarding the Memorial Policy draft to the Town Council, and
141 discussed current and potential future utility capital improvement projects.

142

143 **Council Member Smith made the following motion:** I move that the Town Council approve a
144 plaque on an existing Town bench as a memorial for Liliana Schwartz.

145

146 Second: Earl

147

148 Discussion: The Town Council discussed contacting the family regarding whether a Proclamation
149 would also be appropriate.

150

151 Vote to Approve Memorial Plaque for Liliana Schwartz:

152 Ayes: Arena, Earl, Smith, Stahl, Budnar

153 Nays: None

154 One Vacancy

155

156 The motion carried unanimously, 5-0.

157

158 **Council Member Earl** reported that the Commerce and Business Development Committee met
159 on September 10, 2026. Directional signage and the welcome sign project were substantially
160 complete, additional Town brochures had been ordered for Oktoberfest, Committee members
161 planned to assist Town businesses with DORA activities during Oktoberfest, two Committee
162 vacancies remained, and the next meeting was scheduled for October 15, 2026.

163

164 **6. Town Manager's Report**

165

166 **Town Manager Cournoyer** reported on the Town welcome sign, Quarter Branch water main
167 replacement procurement, Town Center well rehabilitation, completion of the Park Place water
168 main replacement, Veterans Memorial pavers, the Lovettsville Recycling Center, the Fiscal Year
169 2026 audit, water conservation and groundwater monitoring, tall-grass enforcement, Oktoberfest
170 preparations, and planned Town-wide street sweeping.

171

172 **Town Manager Cournoyer** reported that approximately 60 vendors were expected for
173 Oktoberfest and that Loudoun County Transit would provide a sponsored shuttle from the
174 Lovettsville Community Park. Town staff were preparing road-closure, parking, detour, and public-
175 information materials.

176

177 **Council Member Stahl** asked about tall-grass enforcement. Town staff explained that complaints
178 are researched for applicability under the Town Code, notices are issued when violations are
179 confirmed, and follow-up enforcement is pursued where compliance has not occurred.

180
181 **7. Additions/Deletions/Modifications to the Agenda**

182
183 The Town Council discussed moving Discussion Items 9A and 9B to the Consent Agenda. After
184 an initial action, the Town Council reconsidered the motion to correct the agenda numbering.

185
186 **Vice Mayor Budnar made the following motion:** I move to reconsider the previous motion.

187
188 Second: Council Member Arena

189
190 Discussion: None

191
192 Vote to Reconsider the Previous Motion:

193 Ayes: Arena, Earl, Smith, Stahl, Budnar

194 Nays: None

195 One Vacancy

196
197 The motion carried unanimously, 5-0.

198
199 **Vice Mayor Budnar made the following motion:** I move to move Items 9A and 9B to the
200 Consent Agenda as Items 8D and 8E and adopt the agenda as amended.

201
202 Second: Arena

203
204 Discussion: None

205
206 Vote to Adopt the Agenda as Amended:

207 Ayes: Arena, Earl, Smith, Stahl, Budnar

208 Nays: None

209 One Vacancy

210
211 The motion carried unanimously, 5-0.

212
213 **8. CONSENT AGENDA**

214
215 **A. August 27, 2026, Town Council Meeting Minutes – Approval**

216
217 **Draft Motion:** *I move to approve the Town Council Meeting Minutes of August 27, 2026, as*
218 *included in the September 17, 2026, staff report.*

219
220 **B. Fiscal Year 2026 Carryover Supplemental Appropriation Public Hearing Request –**
221 Approval

Draft Motion: *I move to schedule a Public Hearing for October 8, 2026, to consider a supplemental appropriation for Fiscal Year 2027 to carryforward outstanding Fiscal Year 2026 encumbrances, unused capital project appropriation, an appropriation associated with water service line repairs, and the planned surveillance security cameras and network improvements.*

C. Surveillance Security Cameras and Network Improvements – Approval

Draft Motion: *I move to approve Resolution 2026-09-0006 to amend the Fiscal Year 2027 budget and approve a supplemental appropriation to be included as part of the planned Carryover Supplemental Appropriation Public Hearing on October 8, 2026, totaling \$193,621.02 for the fiscal year beginning July 1, 2026, and ending June 30, 2027, comprised of \$164,593.25 in the Utilities Fund deriving from \$112,817.61 of Utilities Fund – 3R Reserve and \$51,775.64 of Source Water Protection Grant Funding, and \$29,027.77 in the General Fund deriving from General Fund Unassigned Fund Balance for associated network improvements and upgrades and the addition of surveillance cameras at all eight planned Town facilities.*

D. Request for Public Hearing – Annexation Policy Amendment – Approval

Draft Motion: *I move to schedule a Public Hearing at the October 22, 2026, regular Town Council meeting to consider amending the Town of Lovettsville Annexation Policy and Zoning Ordinance.*

E. Rules and Procedures Town Code Subdivision 2-II-2 – Review

Draft Motion: *I move to include the proposed revisions to Town Code Subdivision 2-II-2 Rules and Procedures as an agenda item to consider approval in the Town Council meeting agenda for October 22, 2026.*

Council Member Smith made the following motion: I move to adopt the Consent Agenda as amended.

Second: Arena

Discussion: None

Vote to Adopt the Consent Agenda as Amended:

Ayes: Arena, Earl, Smith, Stahl, Budnar

Nays: None

One Vacancy

The motion carried unanimously, 5-0.

9. Discussion Items

266 Items 9A and 9B were moved to the Consent Agenda as Items 8D and 8E, therefore, no separate
267 Discussion Items remained.

268

269 **10. Closed Session**

270

271 **Vice Mayor Budnar made the following motion:** In accordance with Virginia Code Section 2.2-
272 3711(A)(1) and (7), I move to convene in Closed Session for discussion relating to the annual
273 evaluation of the Town Manager and consultation with legal counsel pertaining to actual or
274 probable litigation relating to enforcement of Town Code related to utilities and renewal of the
275 franchise agreement.

276

277 Second: Smith

278

279 Discussion: None

280

281 Vote to Enter Closed Session:

282 Ayes: Arena, Earl, Smith, Stahl, Budnar

283 Nays: None

284 Abstentions: None

285 One Vacancy

286

287 The motion carried unanimously, 5-0.

288

289 **The Town Council entered Closed Session at 8:52 PM.**

290

291 **The Town Council returned to the Open Meeting at 9:39 PM.**

292

293 **Certification of Closed Session:**

294 **Council Member Ann Arena:** I do so certify.

295 **Council Member David Earl:** I do so certify.

296 **Vice Mayor Thomas Budnar:** I do so certify.

297 **Council Member David Smith:** I do so certify.

298 **Council Member Stuart Stahl:** I do so certify.

299 **Mayor Christopher Hornbaker:** I do so certify.

300

301 No action was taken as a result of the Closed Session.

302

303 **11. Informational Items**

304

305 **A. CEED Coordinator's Report** – Informational

306 **B. Utilities Report** – Informational

307 **C. Zoning Administrator's Report** – Informational

308 **D. Capital Projects Report** – Informational

309 **E. Public Works Report** – Informational

310

311 **Vice Mayor Budnar made the following motion:** I move to suspend the rules to move forward
312 with Items 12, 13, and 14.

313

314 Second: Smith

315

316 Discussion: None

317

318 Vote to Suspend the Rules:

319 Ayes: Arena, Earl, Smith, Stahl, Budnar

320 Nays: None

321 Abstentions: None

322 One Vacancy

323

324 The motion carried unanimously, 5-0.

325

326 **12. Upcoming Meetings/Agenda Items**

327

328 **Mayor Hornbaker called for a Special Meeting** on September 30, 2026, at 6:00PM in the Town
329 Council Chambers. The meeting will include a 2027 Event Planning Workshop and a Closed
330 Session for the continuation of the Town Manager's performance review.

331

332 Town staff announced a design Public Hearing for the South Loudoun Street School Trail at
333 5:00PM on October 22, 2026, before the regular Town Council meeting.

334

335 **13. Comments/Disclosures from the Mayor and Town Council**

336

337 **Council Member Arena** offered condolences to the Fuog family, congratulated the Distinguished
338 Resident honorees, thanked Town staff for Oktoberfest preparations, and expressed hope for
339 good weather.

340

341 **Council Member Earl** echoed condolences and congratulations and thanked Town staff, the
342 Mayor, and the Town Council Members for their work.

343

344 **Council Member Stahl** echoed the condolences and congratulations.

345

346 **Council Member Smith** offered condolences to the Fuog family; thanked participants and Town
347 staff for the Patriot Day ceremony and flag setup, thanked the Mayor, Town Council candidates,
348 former Mayor Nate Fontaine, and local newspaper representatives for the recent candidate
349 debate, and noted the strong online audience for the event. He also expressed enthusiasm for
350 Oktoberfest.

351

352 **Vice Mayor Budnar** offered condolences to the Fuog family, congratulated the Distinguished
353 Resident honorees, thanked the Town Council candidates for participating in the debate, thanked
354 Lovettsville residents who attended the Loudoun County Board of Supervisors meeting regarding

the Valley North transmission line and data centers, and thanked Town staff, particularly Jason Cournoyer, Sarah Moseley, and Lizzy Fontaine, for Oktoberfest preparations.

Mayor Christopher Hornbaker offered condolences to the Fuog family and encouraged attendance at the October 4, 2026 memorial, congratulated the Distinguished Resident honorees, thanked the PTO, nonprofit organizations, businesses, and Town staff supporting Oktoberfest, discussed recent public and intergovernmental engagement concerning the Valley Link/Valley North transmission-line proposal, thanked state and local officials, and Lovettsville-area residents for their participation, and encouraged attendance at Oktoberfest.

14. Adjournment

Vice Mayor Budnar made the following motion: I move to adjourn.

Second: Smith

Discussion: None

Vote to Adjourn:

There was no objection.

The motion carried unanimously, 5-0.

The Town Council meeting was adjourned at 9:57 PM.

Submitted by:

Lizzy Fontaine

Lovettsville Town Clerk



TO: Mayor and Town Council

FROM: Jason L. Cournoyer, Town Manager

DATE: October 8, 2026

SUBJECT: Upcoming Town Council Meetings – Preliminary Agendas

Purpose: The following reflect the upcoming Town Council meeting dates and the associated preliminary agendas. This is an informational memo for Town Council's consideration for the upcoming meeting agendas. At the request of the Town Council, any addition, deletion, or modification to the tentative schedule can be made.

October 22, 2026 at 5:00PM

A. Project Design Public Hearing: S Loudoun Street School Trail Project

October 22, 2026

- A. Proclamation:** 2026 Dedication of Veterans Pavers and Hometown Heroes Banners
- B. Public Hearing:** Annexation Policy and Zoning Ordinance
- C. Leaf Collection Facility for Waste Water Treatment Plant Basins Contract Award – Approval**
- D. Public Hearing Request – Amendment to Town Code (Tentative) – Approval**
- E. 2027 Legislative Agenda – Review**
- F. Water and Sewer Master Plan Update – Approval**
- G. Memorial Policy – Review**
- H. Review of Town Code Subdivision 2-II-2: Rules and Procedures – Approval**
- I. Standards of Conduct and Ethics - Review**
- J. Events Guidance Document – Review**
- K. Employee Policies and Procedures Manual – Review**
- L. Town Manager's Report – Informational**
- M. CEED Coordinator's Report – Informational**
- N. July and August 2026 Financial Report – Informational (Tentative)**
- O. September 2026 Financial Report – Informational**
- P. Zoning Administrator's Report – Informational**
- Q. Utilities Report – Informational**
- R. Capital Projects Report – Informational**
- S. Public Works Report – Informational**

November 12, 2026 at 5:00PM

A. Town Council Open Forum

November 12, 2026

- A. Committee Reports
- B. Town Manager's Report – Informational
- C. **Public Hearing:** Telecommunications Conduit Facilities Construction Franchise (Tentative)
- D. Water Treatment Plants Media Replacement – Approval
- E. Telecommunications Conduit Facilities Construction Franchise Invitation-for-Bid and Public Hearing Request – Approval
- F. Enhancements to Financial System – Approval
- G. 2027 Landscaping Contract – Approval

December 10, 2026

- A. Light Up Lovettsville Awards (Tentative)
- B. Committee Reports
- C. Town Manager's Report – Informational
- D. CEED Coordinator's Report – Informational
- E. October 2026 Financial Report – Informational
- F. November 2026 Financial Report – Informational
- G. Zoning Administrator's Report – Informational
- H. Utilities Report – Informational
- I. Capital Projects Report – Informational
- J. Public Works Report – Informational



TO: Mayor and Town Council
FROM: Jason L. Cournoyer, Town Manager
DATE: October 8, 2026
SUBJECT: Town Manager's Report

- 1) **Quarter Branch Watermain Replacement** – The Town is completing the last phase of review from the EPA of the Invitation-for-Bid documents that will be published in seeking a contractor for the planned replacement of the transite watermain on Quarter Branch. This project is funded with grant funding from the EPA that funds 80% of construction costs. The project is anticipated to be out for bid in the next quarter, dependent on EPA's approval.
- 2) **Town Center Well Rehabilitation** – The rehabilitation project is complete. Landscaping will be completed in the coming weeks.
- 3) **Administrative Building Renovation:** Construction continues at the Administrative Building of the Sam A. Finz Municipal Complex to relocate the existing kitchenette to create a new office space for Town staff. Substantial completion of construction has been implemented, and final inspections have been approved. Miscellaneous items such as trim work are now in progress.
- 4) **Veteran Pavers** – The Town is processing 19 veteran pavers in anticipation for installation at the Lovettsville Veterans Memorial ahead of their dedication at this year's Veterans Day Ceremony on Wednesday, November 11th, 2026.
- 5) **Lovettsville Recycling Center** – The construction of the new recycling center near the Milltown Road entrance of the Lovettsville Community Park is underway with groundwork progressing and stormwater facilities being installed. The Recycling Center is located on Lovettsville Park Drive. During construction, access to a segment of the park's equestrian/natural surface trail will be limited. Access will be restored in early 2027 when construction of the recycling center is expected to be complete. There are no anticipated impacts affecting access to Lovettsville Park Drive or to other trails, which will remain open to park users throughout the construction.
- 6) **Conservation of Water** – The Town continues to be under a drought warning, and further voluntary water conservation is needed to avoid further restrictions or interventions by Utility staff.
- 7) **2026 Lovettsville Community Survey** – The Planning Commission is conducting a community survey in conjunction with their review of the Town's Comprehensive Plan. The survey is accessible at:
<https://docs.google.com/forms/d/e/1FAIpQLScV9an1YoTYot3HVOLyUlzvSMD9sicRlaRxX7qt3TvxIVTfrQ/viewform>

- 8) **Oktoberfest 2026** – Three surveys were conducted that were posted on the Town's social media or emailed directly for soliciting feedback from patrons of the festival, the vendors that contributed to the festival, and Town businesses. The CEED Coordinator is currently compiling the results of the survey and will provide a summary of the survey results in the near future.
- 9) **Street Sweeping Scheduled for October** – The annual Town-wide street sweeping is planned for October 22nd and 23rd. Notifications have been sent to HOAs, included in the weekly newsletter, will be posted on electronic message boards, will be sent via AlertLoudoun closer to the planned date, and will be provided to the public in coordination of removing as many vehicles off the streets as possible to ensure the street sweeping is comprehensive and effective.
- 10) **Town Staff Update** – John Merrithew will be transitioning into retirement in the coming months, and a full-time Planning and Zoning Administrator position has been posted to facilitate the transition. John plans to remain on board through at least the Comprehensive Plan review process that is anticipated to last into the next calendar year.
- 11) **Accounting Department Update** – Town Administrative Offices will be closed on Monday, October 12th. Due to scheduled leave, the accounting department will remain closed Tuesday, October 13th through Friday, October 16th. As always, payments made be made online 24/7 at <https://www.invoicecloud.com/lovettsvilleva> using your account number, however, any payments made in-person, via mail, or through the drive-by drop box, will not be processed until Monday, October 19th. If making a payment in-person, please know your amount due. Thank you for your patience. Town Administrative Offices remain open this week for payments as usual from 8:30AM to 4:30PM.