

**DUMFRIES TOWN COUNCIL  
WORK SESSION  
TUESDAY, APRIL 20, 2010  
7:00 PM**

Present: Mayor Yohey, Vice-Mayor Washington, Council Lady West, Councilman Toney, Council Lady Cornell, Council Lady Barr, Councilman Brewer

Also Present: Kimberly Alexander, Town Manager; Kristi Caturano, Town Attorney; Cathy Holtzlander, Assistant Town Manager; Greg Tkac, Director of Public Works; Yolanda Hipski, Director of Community Development; Retta Ladd, Treasurer; Donna Johnson, Town Clerk; 7 citizens

Mayor Yohey called the meeting to order at 7:00 PM. He asked if there were any amendments to the agenda. The following items were added:

Mrs. West – she wished to discuss some Codes Compliance issues.  
Mr. Toney – wished to discuss a couple of concerns that he had.  
Ms. Alexander – said she would like to make a couple of announcements after the Town Attorney's report.

Mayor Yohey said an ordinance was introduced in October of 2000, and that Town Ordinance is now referred to as 2-83 which is the Duties and Responsibilities of the Town Manager. He said everyone seeking election should familiarize themselves with this ordinance. The Mayor also asked if everyone was going to be present on Thursday, at 7:00 PM for the forum for the candidates sponsored by the NAACP.

He stated that there would also be a candidates forum on Tuesday, April 27<sup>th</sup> at 1:00 PM in the Council Chambers, sponsored by the Dumfries Business Association.

### **Boards & Commissions/Committee/Staff/Town Attorney Reports**

#### **Architectural Review Board**

Mr. Little reported that this was the first meeting held since the fall as there had been nothing going on. At the November, 2009 meeting the joint ARB/Planning

Commission meeting, the ARB and the Planning Commission agreed to work in a sub-Committee or "task force" along with the members of the Dumfries Business Association to work on the drafting of an Entrance Corridor Overlay District. Three members were needed from each group. Mr. Little, Mr. Kszanrak and Ms. Stringfellow agreed to represent the ARB on the Task Force.

Another issue discussed was the dates of the meetings between the Town Council and the ARB. The following dates were proposed:

- June 8<sup>th</sup> and November 9<sup>th</sup> at 7:30 PM

Also discussed was an illuminated sign at Dumfries Charter House Furniture. Ms. Stringfellow noted to the Board and Ms. Hipski that the sign on the north facade of the building has recently been illuminated internally on numerous nights. Internal illumination is in violation of the C.O.A. for this particular sign. CA 07-07 specifies that the sign may not be illuminated internally, that it may only be externally lighted by a board approved light source. Mrs. Hipski said she would address this matter.

The next meeting is scheduled for Tuesday, May 11, 2010

### **Planning Commission**

The report for the Planning Commission was given by Mr. W. O'Kelly Russell.

The Planning Commission held its regular meeting on April 12<sup>th</sup>. This was the first meeting for the Commission since December 7<sup>th</sup>, 2009.

Issues of the temporary trailers for Dumfries Elementary School came before the Commission again. The trailers are on site but due to budget issues a new request for the amount of time that they could be on site was requested. The Commission recommends that Town Council approve the requested modification to condition 3 of the original conditions by stating that the temporary trailers shall not be placed on site longer than November 4, 2015.

The Commission deferred action on CUP 01-10 requested by M. Elahi Mouhassel for 17321 Jefferson Davis Highway until the applicant could be present for questions.

The Director of Community Development asked for volunteers from the Planning Commission to be on the Economic Development Committee. David Lee, Chris Padberg and William O'Kelly Russell volunteered for the committee.

Another issue discussed was updating the Comprehensive Plan for the Town of Dumfries. This update is going to be fairly substantial. Ms. Hipski stated that she and her office should be able to do a lot of the updates. However, there are some costs associated with the update. The Commission is asking the Town Council if they will budget for the update to the Plan. The Comprehensive Plan is the blue print for economic development, quality of life, transportation and the basis for the CIP. The Commission is requesting that the Town Council budget for this upgrade in the amount of \$40,000.00. Ms. Hipski will also look for grants to assist in the update.

The following dates were chosen by the Planning Commission to meet jointly with the Town Council:

- July 19, 2010 at 7:30 as the primary date with an alternate date of July 26, 2010
- January 24, 2011 for the second meeting with an alternate date of January 31, 2011

The next regular meeting of the Planning Commission will be on May 10, 2010 at 7:00 PM.

### **Board of Zoning Appeals**

There was no report from the BZA but they are scheduled to meet on April 21, 2010.

### **Historic Dumfries**

Claudia Smith presented the report for Historic Dumfries. She began by thanking Ms. Barr, Nancy & Gary West, Mayor Yohey and the Town Manager, Ms. Alexander for supporting and attending the Pasta Dinner & Silent Auction at the Montclair Country Club.

Mrs. Smith reported that Charter Day will be held on May 8<sup>th</sup>. She said she is working on obtaining a special use permit. She said on Charter Day, everything will be 18<sup>th</sup> Century, including the entertainment. Mrs. Smith also stated that HDV

is very concerned about the budget. She said they are still having problems with rotting wood at the Museum and she wanted to know if the funds to repair this would be included in the 2011 budget.

She also reported on the following:

- Emma Young left Historic Dumfries
- They have hired Joanne Baron, who is a great grant writer. She will do a great job
- They are also still looking for a part-time accountant

### **Dumfries Business Association**

There was no one present from the Dumfries Business Association. The Mayor said he would speak on their behalf. He commented that there was one issue that needed to be addressed and he would get with the Town Manager regarding this issue.

### **Treasurer's Report**

Mr. Toney asked Mrs. Ladd, the treasurer if there were any spending trends that needed to be brought to the attention of the Council. She told him that the purchase of decals (revenue) was included as was the bond money that was paid out.

Mrs. Ladd provided the following report:

#### **Schedule of Receipts and Expenditures** **For the Month of March, 2010**

Old Balance	\$ 522,627.95
Plus Receipts	412,780.85
Minus Transfer of Funds From General Checking to Payroll for March, 2010	93,742.26

Minus Elect Transfer	
- FICA	19,701.06
- FWT	12,720.56
Minus Expenditures	334,639.43
New Balance	\$ 474,605.49

### **Town Attorney's Report**

Ms. Katurano presented her report to Council. She reported on the following:

- Assisted the Town Manager with various issues within the Police Department
- Responded to FOIA requests
- Assisted the Town Manager with various personnel issues
- Assisted the Town Manager and other staff with various questions and issues that have come up on a day to day basis; sat in on and participated in various other meetings.
- Criminal Prosecutions – she made court appearances in Juvenile, General District and Circuit Court, filed motions, received discovery requests and filed responses.

Mayor Yohey asked about the status of sanitation collections. Ms. Katurano stated that she is working with an individual on one case. She was hoping to have the money by April 15<sup>th</sup> but it did not happen.

Mr. Toney wanted to know what the juvenile offenses were. Ms. Caturano told him they included theft, marijuana charges, assault and battery, curfew violations, and traffic offenses. The most significant charge was dismissed as the person had performed community service.

### **Town Manager's Comments**

Ms. Alexander told the Council that the Candidate Forum being held by the NAACP on April 22, 2010 at 7:00 PM would be televised.

Ms. Alexander also wanted to let Council know that she had done an amended narrative on the budget. She said she did cut a few more things and will keep it updated.

Ms. Alexander reported that the soccer program headed up by Mr. Guevara has grown from 17 participants to 110 youth. She said a lot is being done with the program. She said she would like an officer to come and talk with the kids about drug use, etc.

Ms. Alexander also reported that Major Colgan was not present for tonight's meeting as he teaches at Northern Virginia Community College on Tuesday evenings.

In addition, Ms. Alexander reported that the \$270,000 CDGB grant should be going before the Prince William County Board of Supervisors at their May meeting.

Ms. Alexander also commented that Officer Brian Fields does a lot with the youth in the Dumfries Community.

### **Consider Participation in 2010 VML Green Government**

The VML Green Government is an annual challenge for adopting certain policies. Ms. Barr said they have good ideas that could be saving the Town money. She also stated that every community around Dumfries participates in the program.

Mr. Toney said Ms. Barr did offer a very comprehensive plan last year and he would be willing to support this issue.

Mr. Brewer wanted to know about the cost to the Town and Ms. Alexander told him there was no cost.

Ms. Barr said the citizens just needed to be made aware of the program.

Mr. Toney said it was worth pursuing and it was also important to the future.

Mrs. West said if we do not start we will never finish and she fully supports the program.

Ms. Barr made a motion to support VML's Green Government with a second by Mr. Washington. Ayes: Brewer, Barr, Cornell, Toney, West, Washington, Yohey. Motion carried.

## **Approval of Update on Dumfries Elementary School**

Mrs. Hipski went over her report and the letter she had sent to Wayne French, of Prince William County Public Schools.

Mr. Toney said he had an issue with re-locating the basketball court. He said if Council does not address this issue it will never be addressed. The Town Manager said there needed to be conditions added as to where the basketball court and play area will be moved and a date that this is to be done needs to be added as well. She also suggested that the term "will relocate" be put in the wording instead of using the word shall. She said it had to be more definitive that it be moved by a certain date. It should read "The applicant **will** relocate, if possible, the play area and basket ball court; prior to construction of the bus loop."

Mrs. West made a motion to approve the update on Dumfries Elementary School as amended. The motion was seconded by Mr. Washington. Ayes: Brewer, Barr, Cornell, Toney, West, Washington, Yohey. Motion carried.

## **Boards, Commission & Committees Proposed Meeting Schedule**

Mrs. Holtzlander provided a breakdown of the available dates the various Town Boards, Commission, and Committees were able and willing to meet with the Council, in an effort to keep the lines of communication open. The dates are as follows:

- Planning Commission – July 12<sup>th</sup> and again on Monday January 24, 2011 at 7:30 PM.
- The Architectural Review would like to meet on Tuesday, June 8<sup>th</sup> and Tuesday, November 9<sup>th</sup> at 7:30 PM.
- Williamstown home Owners' Association wanted to meet prior to their scheduled monthly meeting in May, but Town elections were being held on May 4<sup>th</sup> and the regular Council meeting on Wednesday, May 5<sup>th</sup>. Council asked to delay this meeting until the first Thursday in June due to the election.
- South Cove Home Owner's Association recently elected a new Board of Directors and would like to meet one evening in May. Mr. Bob Price will confirm the exact date and provide the information next week.
- Council recently met with the Port of Dumfries on Thursday, April 8<sup>th</sup>.

- Historic Dumfries would prefer to meet on a Thursday evening. HDV is available to meet with Council on Thursday, May 20 at 7:30pm.

Mrs. Holtzlander reported that she had been unable to contact the Dumfries Business Association to confirm a meeting date and time but she will forward their request to Council by the next regular Council meeting in May.

The Council has not held a quarterly meeting with PWC since Wednesday, June 10<sup>th</sup>, 2009. Mrs. Holtzlander said she would be happy to arrange a future meeting with the County at Council's request.

The Council briefly discussed meeting with the County and the Mayor stated that in the past Council used to meet with Mrs. Caddigan and the staff the 3<sup>rd</sup> Wednesday of every quarter. Mr. Toney said that it is our charge and responsibility to see that we do meet.

Ms. Alexander said she would schedule the meetings between Mrs. Caddigan and the Council. She said she would give Mrs. Caddigan a call.

### **FY 2011 Budget Discussion and Consideration of Date for Budget Work Session**

Ms. Alexander said she had made some minor changes to the budget as follows and had some comments:

- Added line item 10-324-0410 – blighted property
- 599 fund – there will be no deduction based on the size of the town
- Line item 10-412-0302 Va. Unemployment Tax changed from \$550.00 to \$1,540.00.
- Community Development – Mr. O'Flinn is leaving and there are no plans to fill his position.
- 10-442-6200 – this amount is for site plan review and the comprehensive plan – Ms. Hipski said she would not recommend out sourcing all of the Comprehensive Plan. She said the State Code said it had to be reviewed every five years.
- Debt Service – Ms. Alexander said she will provide an explanation at a later date.

Ms. Alexander said she would like to have an Economic Development person on staff as soon as possible. She said this would make all the difference in the world

for the Town. She said, "count the number of for sale and rent signs now and then do the same thing in a year."

Mrs. West made a motion to approve hiring an Economic Development staff person, with a second by Ms. Barr. Ayes: Washington, West, Toney, Cornell, Barr, Brewer, Yohey. Motion carried.

Ms. Alexander thanked everyone for their approval. She said this will be the biggest improvement to the Town.

Mr. Toney said that the acquisition of grant money for proposed recreation, more than made up for Ms. Alexander's salary. He said he does appreciate what she has done.

Mr. Toney also said he had a minor concern and asked what the Town's requirements were for sex offenders that live in the Town.

Ms. Katurano said she would check on this. She said she knew they were on the state list of sex offenders and you could go online and check your area to see who they were and where they lived by entering a zip code.

Mr. Toney also stated that he had encountered a young man in the Town who was trying to bring about a grand opening for his business and he was not very complimentary about the way he was treated by particular staff members.

Ms. Hipski went on to explain the entire situation to the Council.

Mr. Toney said he hopes there is a report on this at the next meeting.

Mrs. West said she had been out and about in the town and several things caught her eye that she felt needed attention and also needed to be brought to the attention of the code enforcement department.

On the other side of the property located at 17882 & 17884 Main Street there were trailers in the back. She said there was also a garage at the back of the lot. She said there must be 17 junk vehicles there. She said there was a truck covered with a blue tarp and junk cars. She said a roll back came in and unloaded another one as she watched. She said there were 2 cars with no tags right beside the road.

She also said the car wash is open 24 hours with no supervision.

She said she hopes these issues will be looked at and then taken care of.

Mr. Brewer said behind Liberty Village there is a building that caved in during the snow.

He was told that this had been addressed.

Mayor Yohey said that signs are another problem. He stated that usually at least once a week he gets some kind of complaint regarding signs. He also stated that Croppers is another place where the cars are almost parked out in the street. This should be addressed as well.

### **Closed Session**

Mrs. West made a motion to enter closed session citing Virginia Code §2.2-3707 under Virginia Code §2.2-3711 A (1) Personnel. The motion was seconded by Ms. Barr. Ayes: Washington, West, Toney, Cornell, Barr, Brewer, Yohey. Motion carried.

Council entered closed session at 9:40 PM.

### **Return To Open Session**

Council returned to open session at 11:35 PM.

Ms. Barr made a motion to approve the proposed new contract for the Town Manager, basically extending her term for an additional 2 years. Mrs. Cornell seconded the motion. Ayes: Barr, Cornell, Toney, West, Washington, Yohey. Nay: Brewer. Motion carried.

A motion to adjourn was made by Ms. Barr with a second by Mr. Toney. On roll call the vote was unanimous.

The meeting adjourned at 11:38 PM.

Submitted by:

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Donna A. Johnson, CMC  
Town Clerk

Approved by:

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Fred E. Yohey, Jr.  
Mayor