

**MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, SEPTEMBER 14<sup>th</sup>, 2021, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**Call to Order:**

**Mayor Boies** called the meeting to order.

**Pledge of Allegiance:** **Council Member Monahan** led all in the Pledge of Allegiance.

**Invocation:**

**Rev. Todd Gess**, Pastor of the Mt. Zion United Methodist Church, offered the invocation.

**Roll Call:**

**ROLL Called with the following members present:** Mayor Boies, Vice Mayor Cherrix and Council Members Hooser, Massoud, Monahan, Nicholson, Reynolds, and Weaver. Absent:

**Public Hearings:**

- 1.) **To receive public comment and to consider the adoption of a proposed Resolution authorizing the Town's issuance of a not to exceed \$3,550,000 Town of Strasburg, Virginia General Obligation Bond, Series 2021 (the "Bond") to Virginia Resources Authority ("VRA") in one or more series, all as the Town may deem advisable. The bond is to be used for improvements to Borden Mowery Drive in the Northern Shenandoah Business Park.**

**The Public Hearing opened at 7:04 p.m. and with no speakers, the Public Hearing closed immediately.**

**Introduction and Recognition of Visitors and Guests:**

- **Cheryl Metz – Strasburg Community Library**

**Ms. Metz** said she is delighted to be the Town librarian. She pointed out that only half of the Council Members have a library card. She passed out information on the library. They were able to hold the Summer Reading Program again, and this was the first year they had a program for teens. Gift cards and gift baskets were given out. They tried to do outside story times and the participation was not great. They have once again started having preschool story time. They are using teen volunteers, and currently, they only have two. They have created a treasure hunt to help the volunteers learn the many dimensions of the library. They have books on CD and four computers for use. They also have a printer for public use and only charge 15¢ per sheet. They are doing some repair work to the building at a cost of \$22,000. They are working hard on the project. They are also using Amazon Smile to help raise money.

**Council Member Hooser** asked if was possible to give money to help with the cost of printing for those who might need assistance in paying the fee and **Ms. Metz** said they do have a donation box for this.

**Ms. Metz** said the library used to have four bag sales per year for fundraising but had to stop because of COVID. The basement has now been transformed into a small selling area.

**Ms. Boies** thanked **Ms. Metz** for all she has done for the library. **Ms. Metz** said former **Town Manager Pearson** and the town crew helped greatly in getting them ready to re-open from COVID.

**Mayor's Comments:**

**Mayor Boies** said a beautiful event was held by American Legion Post 77 on 9-11. She thanked the Legion for hosting this and all those who participated or attended. A moment of silence was held to remember the lives lost on that day and the first responders.

**Mayor Boies** encouraged all to come out for CareFest which will be held on Saturday, September 18<sup>th</sup>. This has never been done in Strasburg. **David Woodson** and **Mr. Kent Cammack** are spearheading this event. Both are very passionate about helping people get help they might need and also showing people how they can help others. The event will bring together many of the groups where people can go for assistance. The town is partnering with this event this year.

**Citizen Comments:**

**Action Items:**

**1.) Approval of Minutes: August 10<sup>th</sup>, 2021, Town Council Regular Meeting**  
**The minutes of the August 10<sup>th</sup>, 2021, Regular Council Meeting were approved as presented.**

**2.) Virginia Resource Authority General Obligation Bond Issuance– Northern Shenandoah Business Park**

*Description: To consider the adoption of a proposed Resolution authorizing the Town's issuance of a not to exceed \$3,550,000 Town of Strasburg, Virginia General Obligation Bond, Series 2021 (the "Bond") to Virginia Resources Authority ("VRA") in one or more series, all as the Town may deem advisable. The bond is to be used for improvements to Borden Mowery Drive in the Northern Shenandoah Business Park.*

**Town Manager Coggsdale** said a public hearing was held for this item. This project was previously approved by Council. The resolution being considered has set a "Not to Exceed" amount of \$3.55 million. The resolution does not commit the Town to the funding at this time. The paperwork is due to VRA by Friday, September 17<sup>th</sup>. There will still be time to consider other funding options such as ARPA for the infrastructure, water, and sewer. This action will just keep the Town eligible for the borrowing.

The construction budget for the road was shown, and the total cost of the road project is \$3,373,744. The town received a VDOT revenue sharing grant for \$1,146,762 which leaves a remaining balance of \$2,226,982 which is why the main part of the borrowing is necessary. In addition to this, the water line project which has a cost of \$700,000 to \$1 million. At the beginning of discussions of this project, a sewer line was discussed, but this was pushed off, but if that is necessary, staff could work toward this, outside funds could be used.

Council is being asked for the consideration of the resolution for the borrowing.

**Council Member Nicholson** moved that the Strasburg Town Council adopt (i) the proposed Resolution Providing for the Issuance and Sale of a Taxable General Obligation Public Improvement Bond, Series 2021, in a Principal Amount Not to Exceed \$3,550,000 pending any further legal revisions from the Town Attorney or the Town's Bond Counsel; second by **Council Member Hooser**.

**The motion passed with no discussion on a roll call vote with the following results:**

<b>Vice Mayor Cherrix</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Massoud</b>	<b>Aye</b>

<b>Council Member Monahan</b>	<b>Aye</b>
<b>Council Member Nicholson</b>	<b>Aye</b>
<b>Council Member Reynolds</b>	<b>Aye</b>
<b>Council Member Ricard</b>	<b>Aye</b>
<b>Council Member Weaver</b>	<b>Aye</b>

**3.) Change of Election Month of Mayor and Council Members**

*Description: Changing the month of the election of the Mayor and Council Members from May to November pursuant to actions by the Virginia General Assembly as set forth in the Code of Virginia, Section 15.1-1400*

**Town Manager Coggsdale** said the Virginia General Assembly amended Section 15.2-1400 of the Code of Virginia, 1950, as amended, to require municipalities who currently hold general elections in May to move their elections to November. He stated that the terms cannot be shortened, so current Council Members with a term that expires June 30, 2022, would now serve until December 31, 2022. Town Council public informational hearings were held on August 10<sup>th</sup> and August 16<sup>th</sup> with no comments being received.

**Vice Mayor Cherrix** asked if Council can legally say no and **Town Attorney Miller** said you can say no, but it will have to happen.

**Council Member Massoud** asked **Town Attorney Miller** that in the bizarre chance any member of this Council or a group of Council Members decided they wanted to extend their terms to up to another year because they do not like the particular year the election fell, would they have the legal right to do so.

**Town Attorney Miller** said they would not. The State statute specifically states you must move the election to the next fall election. It would be in violation of the State statute to extend more than this amount.

**Council Member Massoud** said another locality tried to extend their election from 2022 to 2023, but it was killed by City Council of the locality.

**Council Member Reynolds** moved that the Strasburg Town Council approve the moving of the Town elections to the November general election date, as required by General Assembly action; second by Council Member Massoud.

With no further discussion, the motion passed on a roll call vote with the following results:

<b>Council Member Nicholson</b>	<b>Aye</b>
<b>Council Member Weaver</b>	<b>Aye</b>
<b>Council Member Massoud</b>	<b>Aye</b>
<b>Council Member Ricard</b>	<b>Aye</b>
<b>Vice Mayor Cherrix</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Reynolds</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Aye</b>

#### **4.) Woodson Fundraiser Special Event Permit**

*Description: Special events with an anticipated attendance of 250+ people must have Town Council approval.*

**P&Z Administrator Pambid** said this is a special event permit that requires Council review and decision because of the UDO. This was reviewed at the Work Session on September 7<sup>th</sup> with a decision to be made on September 14<sup>th</sup>. The event will be on October 16. They are expecting more than 500 people, and they are asking for a street closure of North and South Holliday Street between Queen and Washington Streets; they will not be closing down the main intersection of King and Queen Streets. This event will consist of a car show, a DJ, and a food tent which will only have snack items and drinks, no hot food.

**P&Z Administrator Pambid** said this application has been reviewed by all agencies and approval was recommended. Written acknowledgement from impacted property owners was presented to staff yesterday (9-13-21). Previously, Staff recommended approval with three conditions, but #3 has already been met by the applicant (*Applicant must provide, prior to Council decision on Tuesday 9/14, insurance naming the Town as additionally insured, and written acknowledgement by properties impacted by the street closure*).

**Vice Mayor Cherrix** asked what the difference is between someone doing something like this and Box Office doing this on a regular basis. **P&Z Administrator Pambid** said with an event like this, they are impacting traffic. If Box Office were doing regular business, they would not affect traffic flow.

**Vice Mayor Cherrix** asked if this really needs to be in the UDO and also could advertising be held off until the permit is approved. **P&Z Administrator Pambid**, regarding advertising, said this could be in the questionnaire. As far as the approval of Council, this would require a UDO amendment. Different things could be looked at as far as amending this.

**Mayor Boies** said we can work together to adjust this.

**Council Member Massoud** said he does not think this should be a Council vote. It should be done by staff with notification to Council. For time's sake, this could negate someone having an event in a short period of time. He hopes it will be looked at.

**Council Member Nicholson** moved that the Strasburg Town Council approve the special event permit and the proposed street closure for "Fighting with David" on Saturday, October 16 between 10 a.m. and 6 p.m., with the staff's recommended conditions which include:

- 1. BB&T access on South Holliday Street must remain open during the event.**
- 2. Streets must be returned to their previous state/ condition immediately after the event.**

**Council Member Massoud** offered the second to the motion.

**Ms. Metz**, Strasburg Community Library, asked if she would have to get a permit to have a Wine and Cheese Event and **P&Z Administrator Pambid** said there are protocols to follow. The wine part would need to go through the ABC Board.

**On a roll call vote, the motion passed with the following results:**

<b>Council Member Reynolds</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Aye</b>
<b>Council Member Massoud</b>	<b>Aye</b>
<b>Council Member Ricard</b>	<b>Aye</b>
<b>Vice Mayor Cherrix</b>	<b>Aye</b>
<b>Council Member Weaver</b>	<b>Aye</b>
<b>Council Member Nicholson</b>	<b>Aye</b>

**Town Manager Coggsdale** asked if it was the consensus of Council to work on this section of the UDO and bring it back to Council. **Council Member Monahan** likes Council having to review/approve at this number of attendees and is not interested in doing this.

**Council Member Reynolds** agreed with **Council Member Monahan**. She would like to see more planning for a large event coming into town. This is the first time we have had to do this so if it continues to happen, then we might want to look closer at it.

**Vice Mayor Cherrix** said he can see there are times we would need it as far as road closures, but he is not sure about an event at the park. If staff has time to do this, then he does not know why we need to look at that.

**Mayor Boies** said that in looking at the cost of events to the town and how to get the departments reimbursed for it, do we wait until it is a problem or do we get ahead of it?

**Council Member Massoud** said an organization he is paired with wanted to put on an event, but this requirement killed the event.

**Mayor Boies** said we will keep conversations open.

#### **Presentation in Memory of Gloria Stickley:**

**Mayor Boies** thanked all family and friends in attendance for coming to honor the memory of **Gloria Stickley**. She said we lost an angel of citizenship on August 31. **Mrs. Stickley** was a graduate of Strasburg High School, Lord Fairfax Community College, and Shepherd College, now Shepherd University. She was a Library Media Specialist at Toms Brook Elementary and Strasburg High School. In 1999, she was awarded the “Regional Media Specialist of the Year” by the Virginia Educational Media Association. She was an active member of the St. Paul Lutheran Church, the Strasburg Heritage Association, and served many years as the president of the Strasburg Museum. She authored two books and was awarded the “Best Community Volunteer” by the Northern Virginia Daly’s 2021 Best of Awards poll for Shenandoah County for her work with the Strasburg Museum.

**Mayor Boies** said that during her first year as Mayor, **Mrs. Stickley** helped her welcome citizens from Strasbourg, France. Volunteers will be working at the Strasburg Museum for Day of Caring and **Gloria** will be missed greatly. She knew how to get things done in a kind and organized manner. We are all so grateful for the time we had with her.

**Council Member Monahan** said **Gloria** could get you to do almost anything in such a kind way. She met her through her own husband. **Gloria** asked if she had ever considered being a docent, but **Council Member Monahan** said she did not have time to do this. **Mrs. Stickley** asked if she knew anything about the internet and told her they needed to get on the internet; **Council Member Monahan** helped get the Museum on the internet. She has left a legacy in this town, and she hopes

all will keep her legacy going.

**Council Member Weaver** said he worked alongside **Gloria** at Strasburg High School. He was new to high school teaching. She greeted him with warmth and kindness and then he found out he was not special because she treated everybody that way, no matter what you looked like. He ate lunch with her regularly and each time he ate with her, she told him something about Strasburg. You could see her love for Strasburg. She was committed to service. She did not serve to draw attention to herself or to promote her agenda. Service was her agenda, and she did it without fanfare. He will miss her.

**Council Member Reynolds** said she met **Mrs. Stickley** while in high school. She was a good student, but not interested in the library. She could tell there was something different about **Mrs. Stickley** and it was her kindness, but also her pride. **Council Member Reynolds** was asked to be on the Library Museum Board, and she was excited to learn from **Gloria**. She did not get the opportunity in the way she thought she would. **Mrs. Stickley's** passion and influence live on and **Council Member Reynolds** will continue to be influenced by her passion and leadership and example.

**Poet Laurate Rich Follette** read an original poem in memory of **Gloria Stickley** (*attached hereto*). **Mr. Follette** said **Gloria** was very important to him.

**Town Officer Reports:**

**Town Manager Coggsdale:** Reported **Interim Community Development Director Hilton** is on vacation and **Chief Sager** is sick. Departmental reports the project list has been presented to all and he will answer any questions from these.

**Clerk of Council Keller:** Council was reminded of the required Conflict of Interest training. Please, contact **Clerk of Council Keller** if members have trouble accessing the training.

**Director of Finance Fletcher:** Staff continues to work on annual year-end activities. The audit field work was conducted remotely on September 9<sup>th</sup> and 10<sup>th</sup>. Our annual audit reviews have gone well and without issues and the final audit fieldwork visit is scheduled for October 18<sup>th</sup> -20<sup>th</sup>. The findings will likely be presented in either November or December.

The second half tax billings will be sent out by the end of October. The bills will be due on Monday, December 6<sup>th</sup>.

The Town is still working with Dollar Energy. The total amount of assistance to-date has been \$13, 889.62. This program will be closing out in December.

**Town Attorney Miller:** Stated he has represented this town long enough now that he has had to educate four town managers. **Mr. Coggsdale** is a fast learner.

Said he has been working with Comcast on getting the franchise agreement for the Town. Comcast is on a time frame and would like to get the Public Hearing done quickly.

**Vice Mayor Cherrix** asked when the Comcast thing came about as he has not heard about it. It was noted that Comcast approached the town a few months ago. **Town Attorney Miller** said if a company wants to bring services such as this into the town, they have to get a franchise agreement

approved with the town. This is outlined in State Code. They are in the process of developing the contract. Competition such as this is good for the town. They are awaiting the town in getting a date for advertising the Public Hearing. He thinks Comcast has included everything that has been asked for so it will probably be October before a vote.

**Planning and Zoning Administrator Pambid:** Reported that 11 zoning permits were issued during the past month; two single family dwellings, six additions/accessory, two subdivisions/BLAs, and one temporary use. The total cost of the projects is estimated at \$262,068 with a fiscal year-to-date total on projects being estimated at \$312,469.

The BZA did not meet in August. The Planning Commission met on Tuesday, August 24. They met **Town Manager Coggsdale** and placed the proposed Short Term Rental ordinance on its September 28<sup>th</sup> meeting agenda for a public hearing. The ARB met on Thursday, August 26. They, too, met **Mr. Coggsdale**, and they also received information on the Pifer House.

**Vice Mayor Cherrix** asked about the Pifer House. **P&Z Administrator Pambid** said it is a wooden structure which is one of the oldest examples of Germanic architecture. It is located on the Cedar Springs Estates property, but you cannot see the building now because of vegetation. Proffers were made with the approval on this property.

**Council Member Monahan** asked that if they finish the development and then say no to the rehab of the house, what is our recourse. **P&Z Administrator Pambid** said the town is holding a bond. This is also a Planned Development that includes housing and commercial. If they ask for the zoning on the commercial, we can hold the reigns on this. If they are not far enough along with the Pifer House, the bond can be held.

**Vice Mayor Cherrix** asked if anything is going on with the Hi Neighbor building since it has been three years since work has been done. Do we have any recourse on this? **P&Z Administrator Pambid** said he does not have any information on this as it was set in motion before he arrived. **Vice Mayor Cherrix** said there is still plywood up on the windows and siding is falling off. It has been sitting there for years, untouched.

**Council Member Monahan** said with the issue of the Pifer House and Vesper Hall, where is it mentioned. **P&Z Administrator Pambid** said they are in the proffer agreement. The proffer agreement amendment that was approved as far as the number of dwellings that could be built only changed that part of the agreement; all the other proffers remain in effect.

**Council Member Monahan** said she read an article about all that was to be done with Vesper Hall and the Pifer House. There was no timeline attached to this. Council approved this in 2004 and it is almost like they are allowing them to fall down so they can be condemned.

**Town Attorney Miller** said we can slow down the development process. **P&Z Administrator Pambid** said the proffers do not afford any triggers, but Vesper Hall and the Pifer House sit on a commercial pad and when they come in to develop this, we would have the authority to mention this to them. **Council Member Monahan** does not think they are interested in bringing in a commercial property soon, and in years to come, there will be no structures. **P&Z Administrator Pambid** said the Pifer House was in questionable shape when he got here. He visited the property a couple of weeks ago and then set up a meeting with **Mr. William Aikens**. Once the leaves have fallen, they are going to go in and cut some trees and access the house at that time.

**Council Member Nicholson** said she was on Council when this first came up. There were a lot of people who spoke about preserving these two sites. It was put in a proffer to talk about later, not knowing later would be 16 years later. Council listened and wanted to do the right thing.

**P&Z Administrator Pambid** said moving forward, it is important to get the proffers right.

**Vice Mayor Cherrix** said we might have to wait another 16 years for more development on the property.

**P&Z Administrator Pambid** said all discussions he has had shown that they seem to be willing to work on the project. **Mr. Aikens** is willing to talk to an advocacy group to help with this project.

**Council Member Nicholson** asked if something should be put on paper that we are watching and do something respectful. **Town Attorney Miller** thinks this is a good idea. He will look at the proffers and work with **P&Z Administrator Pambid** to come up with a timeframe for getting something done.

**Vice Mayor Cherrix** said the proffers and SUP on the Hi Neighbor need to be looked at and we need to have a timeframe on this, too.

**Mayor Boies** said she had discussed this with **former Town Manager Pearson** and with Covid, it had been put on the back burner.

**P&Z Administrator Pambid** said Proffers 8.1 and 8.2 on the Aikens/Claytor property deal with Vespar Hall and the Pifer House.

*Chief Sager*: absent (written report was given to Council).

*Interim Director of Community Development Hilton*: absent (written report was given to Council).

*Director of Public Works McKinley*: With cooler weather, the street trees are scheduled for installation on September 13<sup>th</sup> with a final inspection scheduled for the 20<sup>th</sup>. Thanks to recent rains, two areas not draining as expected were detected and these will be added to the final punch list. One section of sidewalk that did not meet ADA standards will also be added to the punch list. Also, the named, decorative bricks have finally shipped and will be installed upon arrival.

The Jalisco Storm Drain project will have storm drainage put in through to Acton Place. Lantz Construction will be handling this, and this will start as soon as the materials are received.

**Mayor Boies** asked if the trash cans are going to be put out along the streetscape and the same type of trash cans and benches will be placed after the entire project is complete.

**Council Member Massoud** asked about the dog park. **Director of Public Works McKinley** said it is substantially complete.

**Council Member Hooser** asked when Acton Street will be opened, and **Director of Public Works McKinley** will check with Valley Milk.



**Council Member Monahan** said there are some dead trees on Phase I and II and **Director of Public Works McKinley** said they are waiting for the right weather to swap out the trees.

**Standing Committee Reports:**

**Finance and Personnel Committee:** **Chairperson Nicholson** said the committee will be meeting on September 27<sup>th</sup> at 7 p.m.

**Infrastructure Committee:** **Chairperson Weaver** said the committee will be meeting on September 21<sup>st</sup> at 7 p.m.

**Public Safety and Ordinance Committee:** **Chairperson Reynolds** said the committee did not meet since the last Council meeting. As the Council representative to the Planning Commission, she had nothing to add to the report given by **P&Z Administrator Pambid**. The Commission did another review of the most recent changes to the proposed Short Term Rental Ordinance.

**Council Member Hooser** asked about the Bike Ordinance, and it will be added to the next agenda.

**Recreation/Parks/Trails Committee:** **Vice Mayor Cherrix** said the committee did not meet. He would like to meet in the next month to look at the Master Park Plan.

**Mayor Boies** said the new playground equipment is amazing and thanked all involved for making this happen.

**Special Committee Reports:**

**Northern Shenandoah Valley Regional Commission:** **Council Member Weaver** said the group did not meet in August and will meet on September 23<sup>rd</sup>.

**Outreach Council:** A meeting will be held on Thursday, September 14<sup>th</sup> with **Wendy Pangle** regarding the Veterans Day Parade.

**Old/Unfinished Business:** **Mayor Boies** said the next Work Session will be on October 5<sup>th</sup> due to the VML Conference. The work session on the September 20<sup>th</sup> is cancelled due to the timing of items.

**Council Member Nicholson** asked **Town Manager Coggsdale** about the trash service issues experienced during Labor Day Week. The town did a phenomenal job is advertising the change of collection days, but then the contractor did not do their part. There is always an excuse. It was also noted that the company is coming and picking up trash before 5 a.m.

**Town Manager Coggsdale** said he was very disappointed in the level of service last week. He and **Director of Public Works McKinley** will be meeting with the local representative and the head of the company. He feels the contract could be a bit more robust. There are repercussions in not providing better service.

**Council Member Massoud** asked what would trigger canceling this contract or rebidding. **Town Manager Coggsdale** said there is a process outlined in the contract to do this. This was the only bidder, so it is hard to get rid of your only provider. If you are only going to come up with one provider who provides poor service, who is going to pick up the garbage? We will be working with the current provider and put them on notice that this service is not acceptable. The meeting

will probably be held by the middle of next week.

**Council Member Nicholson** thinks there needs to be a penalty for providing poor service. **Town Manager Coggsdale** said it will be a very strong meeting. He will do some exploration to see if there is any other company willing to do this service.

**Council Member Massoud** understands this was the only company, but we need to explore other areas.

**Vice Mayor Cherrix** asked if **Town Manager Coggsdale** had talked to Toms Brook, Woodstock, and Mt. Jackson to see if they are having the same problems. **Town Manager Coggsdale** said he will reach out to the others; this could be a regional meeting.

**Council Member Weaver** said NSVRC has been exploring the feasibility of municipalities collecting their own trash or having a regional provider do this. He said if we could do it cheaper ourselves, we would. Recycling has also been discussed.

**Vice Mayor Cherrix** asked if there is more guidance on ARPA spending and **Town Manager Coggsdale** said the final ruling is not out. **Mayor Boies** said she will bring back information from the VML Conference on this.

**Mayor Boies** reminded all to keep their thoughts and prayers with all businesses who are struggling to find workers. We have to find a way to be patient and work through this.

**New Business:**

**Being no further business, the meeting adjourned at 8:39 p.m.**