

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
April 15, 2010**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA on Thursday, April 15, 2010.

**COUNCIL PRESENT**

John Heyner, Mayor  
Mary Anne Graham, Vice Mayor  
Janet Heston  
Scott Ramsey  
Mike Hummel  
R. Daniel Botsch

**STAFF PRESENT**

John Barkley, Town Administrator  
Betty Wolford, Treasurer  
Alan Wolverton, Utilities Supervisor  
Marty Feltner, Utilities  
Susanne Kahler, Recording Secretary

**Absent**

Chris Prack

**Others Present**

Holly Loving, Realtor  
Deputy Matt Bressler, L.C. Sheriff's Dept.

**Attachments**

1. Agenda, April 15, 2010
2. Letter requesting action on sewer tap fee application
3. Tower Site Lease Agreement
4. Contract for trash collection and disposal
5. BZA candidate, members and terms
6. Brothers Paving proposal
7. Draft Capital Improvement Budget
  - a. Utility service planning worksheet
8. Peed & Bortz water survey results
9. Town Planner & Zoning Administrator's Report April 8, 2010
10. Town Administrator's Weekly Report
  - b. March 22, 2010
  - c. March 29, 2010
  - d. April 5, 2010

**IN RE: CALL TO ORDER**

Mayor Heyner called the meeting to order at 7:39 p.m.

**IN RE: PLEDGE OF ALLEGIANCE**

Vice Mayor Graham led those present in the Pledge of Allegiance

**IN RE: COMMUNITY POLICING**

Deputy Matt Bressler reported that there were 6 calls for service within the town limits, 27 traffic stops and 7 incidents which were self-generated by deputies. Outside the town there were 15 calls for service, some involving vehicle larcenies in the Evening Star area all on the same

evening, 23 traffic stops and 10 self-generated incidents. Deputy Bressler reminded people to lock their car and keep all valuables out of sight and in the house at night. In Lake Pointe there were 5 calls for service, 1 traffic stop and 14 self-generated incidents. He reported that as of yet, there were no leads in the robbery of the Airmont Store although there is a picture of the suspect. A Smart trailer was in place at Lake Pointe and will be set up on West Loudoun Street shortly. Community policing will be helping with the town cleanup day, May 1<sup>st</sup>. To aid in eliminating graffiti, it has been proposed to paint the walls of the pedestrian tunnel. Estimated cost of the paint is \$600 with \$200 to be the town's share. Councilperson Heston suggested a mural be done in its place. Mayor Heyner reported that he had requested that VDOT install lighting in the tunnel as a safety issue when the trail plan is completed. Vice Mayor Mary Anne Graham asked Deputy Bressler about the policy and paperwork needed to do a ride-along with a Deputy.

#### **IN RE: PUBLIC COMMENT**

**Holly Loving**, a realtor from Prudential in Hamilton, requested that the Town Council review the April 12th letter she had submitted and noted the matter was of a highly time sensitive nature; and while not on the official agenda, she urged the council's prompt action. Ms. Loving explained that in doing her due diligence when listing a piece of property on Turnberry Drive for sale recently she had made inquiries about the status of the property with town office personnel and was misinformed that the sewer tap had been paid for while the water tap had not when in actuality it was the other way around, leaving the seller liable for the difference (\$8,805) between the two as the contract had been written with regard to payment of such fees and the seller had included conveyance of said sewer tap in his now-ratified contract.. The Town Council agreed to take the matter under review as soon as possible, considering that the parties wish to go to settlement on the second week of May. The Town Attorney will be consulted for an opinion as to how they should proceed to resolve the situation.

#### **IN RE: APPROVAL OF AGENDA**

It was agreed to float the agenda item of the T-Mobile contract while awaiting the arrival of the Town's attorney for this discussion.

Councilperson Hummel commented that SPEX-2007-01, the Round Hill United Methodist Church SPEX Application & Plat was unavailable for review so that item should be deleted from the agenda.

**Vice Mayor Graham moved that with these changes the agenda be approved.**

**Councilperson Ramsay seconded her motion.**

**The motion carried unanimously 5-0-1, Councilman Prack being absent for the vote.**

#### **IN RE: BUSINESS FY 2011 DRAFT BUDGET - UTILITY OPERATING AND CAPITAL FUND**

Alan Wolverton, Utilities Supervisor, and Marty Feltner, Assistant Utilities Supervisor, were on hand to discuss their recommendations for the Utility Operating and Capital Improvement Fund Budgets for the FY2011. Town Administrator John Barkley noted that tonight was the last night on the Town's budget review schedule before going to advertisement. He noted that there was a 2 week cushion that could be used to make further adjustments if needed until the advertisement deadline. The draft presented to the council this evening showed revisions to the operating

budget made based on the council's comments at the last work session. Town Administrator Barkley noted that the capital improvement budget had been kept to a "barebones" level with no new water projects introduced and the wastewater treatment plant upgrade expenditures spread out over a two year period – \$875,000+ in this current year's budget and \$925,000 allocated for next year.

The transfer to CD line item reflected a "reserve fund" for future projects that might occur. Town Treasurer Wolford noted the absence of funding for drug-testing. Councilperson Heston commented on the deletion of this line item for funds directed towards the random drug-testing of employees, stating that per personnel policy it needed to be included. Additional changes to the spreadsheet need to be made before other line items could be discussed so the Council floated the discussion to other business at this time.

### **IN RE: FY 2011 TRASH COLLECTION AND DISPOSAL CONTRACT - RENEWAL PROVISIONS**

Vice Mayor Graham noted that the original contract had been signed on July 1, 2004 by Kelly Yost, former Town Administrator, and asked if the Town Attorney had looked at the contract and questioned whether, now that it is 2010, the terms should remain the same as originally presented.

Councilperson Ramsey commented that the contract was way below the typical market rate (\$41,000 per year for an estimated 230 households). Councilperson Hummel agreed that it was a great price and Councilperson Heston added that she had never experienced a problem with their service.

Town Administrator Barkley said that American Disposal did provide a quarterly recycling report, however it was not broken down into what category of items the figures were based on. He also added that with Purcellville considering doing their own trash pickup in the future, that could change the dynamics and there could very well be changes ahead.

**Councilperson Hummel moved that the Town extend the contract with American Disposal. Councilperson Ramsey seconded his motion. The motion passed unanimously of the members present, 5-0-1, Councilperson Prack being absent for the vote.**

### **IN RE: BOARD OF ZONING APPEALS: APPOINTMENT OF TWO NEW MEMBERS TO FILL VACANCIES - FIVE YEAR TERMS**

There were two applicants to fill the BZA vacancies. It was also noted that in addition to the vacancies, Jenny McMahon's current term also ended April 30, 2010.

**Vice Mayor Mary Anne Graham moved that the Town Council reappoint Jenny McMahon to fill a 5 year term expiring April 30, 2015. Councilperson Ramsey seconded the motion. The motion passed unanimously by voice vote of the members present, 5-0-1, Councilperson Prack being absent for the vote.**

**Councilperson Heston moved that the Town appoint Kathleen Cherry to a five year term expiring April 10, 2015. Councilperson Botsch seconded the motion. The motion passed with a voice vote of 4-0-1-1, Vice Mayor Graham abstaining and Councilperson Prack absent for the vote.**

**Councilperson Ramsey moved that the town appoint Robert Field to fill the remaining vacancy, with a five year term expiring April 10, 2015. Councilperson Heston seconded the motion. The motion passed by unanimous voice vote of the council present, 5-0-1, Councilperson Prack absent for the vote.**

### **IN RE: PROPOSAL FOR LOCUST STREET SIDEWALK IMPROVEMENTS**

Councilperson Hummel disclosed that he maintained a part-ownership in the company Brothers Paving and Concrete Corporation, who had provided the estimate for the removal and replacement of 3,063 square feet of sidewalk at the cost of \$19,705.00. Councilperson Hummel explained this estimate was given for budgetary purposes alone and included \$2,300 to "color" the concrete to give it the appearance of aged material so as to blend in better with the Town's existing sidewalks. North Locust Street was the initial target area but the need for replacement on High Street and Mulberry Street was also noted. Vice Mayor Graham suggested that the sidewalks in front of the Baptist Church were crumbling and in need of repair. Councilperson Hummel agreed to come back to the Town Council with a phasing plan for replacing sidewalks within the town, working around the Master Planned Stormwater Improvements and avoiding any sidewalks that would be impacted by the RH Methodist Church's proposed expansion project. He was tasked with identifying \$20,000 in sidewalk repairs to be funded by the current fiscal year's budget. Councilperson Hummel noted that the savings from NOT coloring the concrete would equate to an additional 10 percent more sidewalks that could be repaired. The Council came to agreement that coloring was not necessary. Councilperson Hummel agreed to put together a plan for possible review at the next Land Use Committee Meeting Thursday, April 22nd at 7 p.m. Town Administrator Barkley explained that as long as the funds were encumbered by June 30th, 2010 they could carry over to the next fiscal period. He also suggested that the Town may wish to make use of the engineering services available to them. Mayor Heyner suggested that the town needed to do less engineering and more building. Councilperson Ramsey said that engineering services could certainly be used for areas where they were needed for storm water drainage plans.

### **IN RE: RETURN TO DRAFT FY 2011 UTILITY OPERATING BUDGET**

Utility Supervisor Wolverton and Asst. Utility Supervisor Feltner explained the changes in taking fund amounts from line items shown under Operating Expenses for Water/Sewer/PW and distributing them to items under Sewer Operating Expenses and Water Operating Expenses. Vice Mayor Graham questioned Line item 56 - Overtime. Treasurer Wolford responded that she could not find reference to any policy regarding compensation time in the employee manual. Town Administrator Barkley said he would review the compensation chapter - he believed overtime was addressed but not comp time. Treasurer Wolford said the Town policy needed to be in compliance the Federal Fair Labor Law. She continued to state that the employees used to have a choice whether to work overtime or take comp time. Councilperson Ramsey suggested that the Town budget for FY 2011 show no overtime giving the Town the ability to clarify the issue and have the correct policy in place by June 30th. Councilperson Heston questioned line item 71 - Safety. It was decided that the total amount be reallocated to separate line items under Wastewater, Water and Water/Sewer/PW. Vice Mayor Graham noted that there were no salary increases shown. Councilperson Ramsey said that this issue had been discussed at previous budget meetings with the result being no salary increases. Vice Mayor Graham said that the one position that was left unfilled still remained in the budget. Town Administrator Barkley stated that there were not any figures given for any salary increases whatsoever. Treasurer Wolford said that the salary for the unfilled position was not included in the budgetary amounts for FY 2011. Utility Supervisor Wolverton said that one employee had been promised an increase at the time of his hire and that had not happened to date. Mayor Heyner suggested that the cost savings

from this year be moved to fund the increase. Town Administrator Barkley said that there were no written guarantees or promises made to the employee for an upgrade. He said that he would speak to Mr. Wolverton and see if they could get something accomplished during the current fiscal year. Councilperson Ramsey suggested that the Town Administrator program an increase for this specific case into this year's budget. Vice Mayor Mary Anne Graham dissented, arguing that there should be additional money built-in for FY 2011 for ALL utility staff members, especially in light of the superior performance they did this past winter. She said there was talk at the last meeting about a bonus fund being established. Councilperson Ramsey said that he was more comfortable with that option rather than a raise across the board. He said that they put money in a merit pool after they funded a COLA but this year there wasn't even going to be a COLA. Councilperson Botsch suggested that things wouldn't be good for local governments for several years to come and that the CPI used to establish a COLA was less than 1 percent. Mayor Heyner said that we were definitely in a downward economy and needed to be advised by the staff if they were able to continue to perform their jobs at the current level of pay. He felt that people understood what circumstances were this year and the Town did offer a good benefits package. Councilperson Heston said that the Town employees had understood the situation and, from Mr. Wolverton's remarks, seemed to be okay with it. Councilperson Ramsey said the Town did a salary review 5 years ago and found that the Town was indeed behind in comparison to going market rates and made the effort to catch employees up to the market rate within 2 years and may very well have to follow that process again. Utility Supervisor Wolverton said the market wasn't open right now but the new hires didn't come out of a vacuum, he couldn't hire a trainee for these types of positions - he required experienced employees. He noted Woodstock's current growth and recent hire of 6 additional people to their staff. For the single employee in question, Town Administrator Barkley reiterated that they needed to make the increase built-in to the budget next year. Council agreed that in this case, a FY 2010 salary adjustment was appropriate rather than a bonus. Mr. Wolverton and the Town Administrator will come up with a recommendation and make the appropriate increase to this year's salary; this salary would be the salary for FY 2011.

Councilperson Heston asked about money being in the budget for the inspection of the water tower. Utility Supervisor Wolverton said he had a contact to perform the inspection and a verbal quote was given for a 22 page report at \$950.00. Painting would be about \$12K. There was debate within the council that some of the money from the cell services should go towards accruing money for these sort of repairs. All cell phone revenue currently is deposited into the general fund according to Town Attorney's advice. Utilities Supervisor Wolverton said that painting was not necessary this year but the town needed to start putting in a reserve for this expense. Treasurer Wolford suggested money from the general fund be set aside in a CD or some form of separate savings fund. Councilperson Heston said that Verizon had been giving the Town money to go towards maintenance and that this portion should go into this painting fund. Utility Supervisor Wolverton said that the inspection they will have done will tell them what is necessary. Slight algae growth may necessitate it being painted a darker blue. He noted that there were no rust streaks on tank, only a couple pockmarks where someone might have shot at it but that was about the only extent of damage to the tower to date; nothing unsightly except algae growth, which will reappear after cleaning anyway and is merely aesthetically displeasing. If there is a structural issue the Council will know before this budget year is up, due to the inspection. Councilperson Ramsay suggested they continue to follow their current system of financial practice. Mayor Heyner noted that a project of this estimated amount (\$12K) should be

in capital reserve account and projected 5-10 years in the future in general anyway.

**IN RE: DRAFT FY 2011 UTILITIES CAPITAL IMPROVEMENTS BUDGET**

Utility Supervisor Wolverton said that the projects mentioned in his recommendation were for FY 2012 and included an asphalt recap at the Wastewater Treatment Plant of \$13,700; resealing the Town Parking lot at \$7000 for patch/seal/restripe or \$11,800 to resurface the entire lot; small reservoir demolition and fill-in with dirt estimated at \$10K. The contract for the small reservoir was inclusive of finding a place to dispose of excess dirt. Reference was made to line 53 -small reservoir maintenance in the Utility Operating Draft Budget for \$10,000. Treasurer Wolford remarked that if the estimate given is over the \$5K mark, the project should be included in the Capital Improvement Budget, not the Operating Budget. Town Administrator Barkley said they would move the existing \$5K amount budgeted in Line 53 to salary if that sounded reasonable. Utility Supervisor Wolverton continued to explain that fencing at wells 21NA, 21NB, 12 and 22a were an estimated \$8K per site. The estimate was given by Long Fence at \$28,740 total for all four wells, however, due to lag time, price increases and site variations may be encountered. Councilperson Ramsey said the fences were an optional security item; the Town was not required to fence the wells. Fences would be a deterrent to petty vandalism but do little to prevent a serious threat. The cost for security cameras was a single camera at \$2500 which could be rotated. Councilperson Heston felt the camera could at least provide some tangible evidence to be utilized in court, should the need arise. Councilperson Ramsey questioned the use of motion-activated lighting but given all the deer and wildlife movement at night, it was deemed not a practical option. Utility Supervisor Wolverton stated that there already was existing signage on wells, making it clear it is a federal offense to tamper with the facilities. There was a general consensus within the Council to add the cost of the fencing to the FY 2011 budget. Ramsey questioned the Stoneleigh tank project- Utility Supervisor Wolverton said it was on permanent hold. Councilperson Ramsey felt that line #12 – Well Improvements did not need to be included in the budget because the well has been turned off, and for that price a new well could be established. Utility Supervisor Wolverton explained that it would be advantageous to keep funds in there without earmarking them - just calling it well improvement. It was agreed to wait until the engineering report came back.

On Availability fees, Councilperson Ramsey said there were no additional expected connections. Treasurer Wolford confirmed the recommended increase in availability fees and a 1 percent increase on the Consent Decree's sewer availability fees. Councilperson Ramsey suggested that although the chances for the Town to gain additional revenue through availability fees was greater this coming year, if the Town continued to budget for zero, anything over that amount would be gravy. Town Administrator Barkley noted that the Town's debt service payments were now considerably less. Councilperson Heston questioned the line item included for on-line bill payment (line 35). Treasurer Wolford explained that this was the estimate given the Town by PNC Bank should the Town want to pursue establishing an online payment system.

**IN RE: T-MOBILE DRAFT LEASE AGREEMENT**

Mayor Heyner noted that Maureen Gilmore, the Town Attorney, appeared to be in absentia for the evening.

Town Administrator Barkley said that the exact same tenants would apply as in the current contract with Verizon.

T-Mobile endorsed the draft contract - the figures were derived directly from the Verizon

contract and did include an escalation section. The guidelines given to the Town Administrator by the Town Council were to seek a similar agreement. Councilperson Heston suggested that escalated fee amount that currently pertains to Verizon should be used as a starting point for the T-Mobile contract. According to Councilperson Ramsey, the amount for 2 escalations would add an additional \$360. Councilperson Hummel suggested that some of the language and terminology be cleared up, with reference to the "Department of Public Works" and employee position titles.

**Councilperson Ramsey made the motion to request that the Town Council authorize the Town Administrator to execute the contract with T-Mobile with the amendments that the escalation amounts be included. Vice Mayor Graham seconded the motion, adding that in addition the contract be approved by the Town Attorney. Councilperson Ramsey accepted her changes.**

**The motion to authorize execution of the T-Mobile contract was approved by unanimous voice vote of the council present 5-0-1, Councilperson Prack absent for the vote.**

#### **IN RE: APPROVAL OF MINUTES FROM MARCH 18TH MEETING**

**Vice Mayor Graham moved that the minutes be approved with the following changes: Page 2 - 3rd Line should read "Milligan's store." Typographical error 3 lines further down, "continued to "be" instead of "me"; same section – further down, insertion of a period after "action funds to do so." Lastly, on page 4 under Utilities Operations, it should read that "Vice Mayor Graham reported that the committee did not meet in February or March and delete the line about the April meeting being cancelled. The Council agreed to the changes. Councilperson Ramsey seconded her motion.**

**The motion to approve the March 18, 2010 Town Council Minutes failed by voice vote 2-0-3-1, with Councilpersons Botsch, Hummel and Ramsey abstaining due to their absence at the March 18th meeting and Councilperson Prack being absent for the vote.**

#### **IN RE: TOWN ADMINISTRATOR REPORT**

Town Administrator Barkley is still working to get an update from L.C. Parks and Recreation for the Franklin Park trail initiative. The plans are currently in their engineers hands - redrafting entrance to Round Hill Auto and Lakepoint access easements

Important dates coming up include the town cleanup day May 1st and the Hometown Festival Saturday, May 29th. The Town is currently undergoing the process of obtaining permits for road closures necessary for the Festival Day. The Town is also accepting payments online through PayPal for race registration. The t-shirt contest is underway.

It was duly noted that Vice Mayor Graham won the award for the Woman of the Year, 2010 from the Virginia Rural Water Association at their recent conference for her dedication to utility service within the Town over the years and her reign as "Sewer Queen" of Loudoun County. Round Hill won two out of the nine awards. The Maintenance Technician of the Year was awarded to Rick Wolverton, Public Works Operator.

In reference to the existing building at 15 W Loudoun, a certified letter was sent to the residence by the Virginia Department of Health, however it is up to the Town to enforce any ordinance provisions and the Town does not have any in effect which pertain to this type of situation. Councilperson Heston asked Administrator Barkley if the necessary VDOT permits were in place for the entrance signs because she had a person who could put up these signs next week. 3

permits and 3 “Miss Utilities” submissions need to be done first. Councilperson Heston had not received any bids on the monument sign but said it should be done by July 1<sup>st</sup>. Councilperson Ramsey said that the designer was showing the sign at 6’ but considering clearance, the proximity to a residence and plantings, a 5’ height would be more appropriate. Council members present agreed upon the 5’ height.

#### **IN RE: TOWN PLANNING AND ZONING ADMINISTRATOR’S REPORT**

A written report had been submitted by Rob Kinsley. Mayor Heyner noted the upcoming hearing on the gas station next week. Town Administrator John Barkley agreed to add all upcoming meetings to his future reports. Councilperson Hummel noted that there will be a Loudoun County Public Hearing on the Western Loudoun Sheriff’s Substation on April 28<sup>th</sup> at 6 p.m. at the County Government Building.

Councilperson Ramsey asked Mayor Heyner if he was planning in speaking at the Hearing. Mayor Heyner said he needed direction in that regard as to what was needed. Discussion continued in Mayor’s Report.

#### **IN RE: MAYOR’S REPORT**

Mayor Heyner noted that in reference to the previous discussion on the Sheriff’s Substation, there was a public input session earlier in the week that he attended. He reported that the purpose was mainly concerning project design and that the County appeared to be working with residents as much as possible to allay their concerns and receive input regarding their needs in relation to landscaping materials, buffering, screening, etc.; however, there were no requirements other than that the Substation be in compliance with local zoning ordinances. Mayor Heyner felt that they were doing their best to work with residents on a design that blended in to the community better. The position of the Town remains that the site was not a good location for a public facility in a residential community, and included programs and services that were not necessary and a gym with over one hundred lockers which seems excessive. This plan, according to Heyner, was designed by the BOS 5-6 years ago and they continued to fund these ridiculously expensive buildings and programs even given the current fiscal realities. Vice Mayor Graham reiterated that the original contract had a contingency requiring the approval of the Town of Round Hill. Mayor Heyner pointed out that the Town was never a party to the contract and the issue was now a moot point. Councilperson Hummel said that he was going to present a two page letter at the Hearing where he details where it is not factually in compliance with the County’s General Plan, the Round Hill Zoning plan and the Zoning District. Town Attorney Maureen Gilmore, who arrived during the discussion, suggested that Councilperson Hummel make sure to make his statement part of the Public Record. Councilperson Ramsey said that the facility had holding cells and was designed for a role as a criminal service center, which was definitely incongruent with a residential setting and was definitely designed with an optimal cost: benefit scenario in mind. He noted that with a 150 space parking lot, it had more of a “Park N Ride” aspect. Councilperson Ramsey noted that according to Planning Commission member Kathleen Luckard, the County did perform a traffic study; however it was based on the number of deputies currently working in the facility upstairs from the Town Office, not the actual expected number. There was also no provision for a left-hand turn lane into the facility. Planning Commission member Luckard has arranged for a site visit April 23<sup>rd</sup> at 10 a.m. with Loudoun County Planning Commissioners. There will be one additional Special Exception Public Hearing in June according to Mayor Heyner.

**IN RE: UTILITY COMMITTEE**

Members are going to work with the engineer's guidance to do a rate study. A citizen's survey was done concerning water quality and although sediment appeared to be the overwhelming concern of residents, results as to pinpointing locations were rather random. Vice Mayor Graham said that doing additional flushing and taking off the 719 well may help generate a more positive opinion.

**IN RE: ADMINISTRATIVE COMMITTEE REPORT**

The originally scheduled meeting was pushed to next week.

**IN RE: LAND USE COMMITTEE**

Councilperson Hummel said that the monument sign had been discussed earlier in tonight's meeting and the scheduled meeting with the RH Methodist Church design members was pushed to April 22<sup>nd</sup>, at 7 p.m. to continue to address the bullet list that they felt required the applicant's attention.

**IN RE: COUNCIL COMMENTS**

Vice Mayor Graham said that she did not receive a 2010 Census Form. Councilperson said that the census was not sent to residents with Post Office boxes. The government cannot know that the PO Box is related to a specific address.

Councilperson Ramsey noted that the Town Newsletter will be out early next week and the commendations to the Town employees will be featured. Councilperson Ramsey he would be out of the country between May 4-15<sup>th</sup>. Mayor Heyner noted that there would be an upcoming fundraiser for the Round Hill Arts Center.

The Town took this time to consult with the Town Attorney, Maureen Gilmore concerning the previous matter presented during the Public Commentary that evening by Ms. Holly Loving, Realtor with Prudential Carruthers in Hamilton. Attorney Gilmore stated that the first step would be for her to review the existing purchase contract. Councilperson Ramsey asked Attorney Gilmore to determine what was necessary to resolve the issue with a goal towards protecting the Town's interests, limitation of liability/legal exposure and seek a rational solution to the problem that would benefit both parties, the Town itself not being a party to the actual contract. Attorney Gilmore will consult with Town Administrator concerning an appropriate resolution.

Attorney Gilmore said that she had reviewed the T-Mobile contract and found it acceptable, as long as the physical requirements for the project were met; which the mechanical engineers have reviewed and found adequate. She was directed to update the language of the contract and amend its provisions to include the escalation rates discussed and approved earlier in the evening.

**IN RE: ADJOURNMENT**

With no other business presented, Mayor Heyner adjourned the meeting at 11:50 p.m.

Respectfully Submitted,

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John Heyner Mayor

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Susanne Kahler, Recording Secretary