



TOWN COUNCIL REGULAR MEETING
18 Court Street, Old Town Hall Building
Tuesday, November 14, 2023 at 9:00 AM
MINUTES

**AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS
HELD ON NOVEMBER 14th, 2023, AT 9:00 A.M**

Regular Meeting

Work Session

PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

**ATTENDING
ELECTRONICALLY**

Mr. William Semple

ABSENT

Mr. Jay Heroux

Regular Meeting

PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

**ATTENDING
ELECTRONICALLY**

Mr. William Semple

ABSENT

Mr. Jay Heroux

I. WORKSESSION - 9:00 AM

The Mayor Called the meeting to order at 9:00am. A quorum was present, and business could be conducted.

Mayor Nevill explained that Mr. Jay Heroux would be absent from the meeting due to work requirements.

Mayor Nevill added that Mr. Semple would be attending electronically.

Mr. Semple stated that he was at his residence, 319 Falmouth St, and would be attending remotely due to a medical condition.

Once Mr. Semple was acknowledged Mayor Nevill introduced the first topic.

1. Community Development Department Overview

Mr. Rob Walton, Director of Community Development presented to the Town Council. He explained that Community Development is broken into three divisions. Zoning, planning, and Building, with all three divisions working closely on each application. The Zoning division handles among other things site plan administration, zoning permit processing, and administrative development application processing. The Planning division handles most legislative applications as well as special projects such as the Septic Remediation Committee and Historic District Survey that's currently undergoing. The Building division handles a number of building permit plan reviews, inspections that go along with those permits, as well as fire and building inspections and property maintenance enforcement.

Community development staff provide support to boards and commissions, which include the Planning Commission, Board of Zoning Appeals, Architectural Review Board, and Local Board of Building Code Appeals. In addition, staff provides support to the Tree Board, Septic Remediation Committee, the Warrenton Arts Commission, oversight of the Farmers market, oversight of the visitor center, transportation projects, and the Special Events Committee.

Mr. Walton stated that there was a report attached to the Agenda Packet that provided a high-level overview of the number of applications currently under review. The Zoning Division is currently reviewing two "as built," five bond reduction release requests, five plats, ten site development plans, and processing twenty-nine enforcement cases. The Planning division is handling five SUPs, monthly COA applications and special projects. Finally, the Building Division is working through two hundred and one active building permit applications, which include plan review and inspections and processing thirty enforcement cases. He explained that those are building enforcement as well as property maintenance cases.

Mr. Walton laid out the larger upcoming projects planned for this year to include the Zoning Ordinance Revision and the creation of standard rating procedures for fire safety inspections for non-residential uses.

Mr. Walton concluded his presentation and opened the floor to questions.

Councilmen Semple stated that the included report in the agenda packet answered many of his questions, but that he still had more questions.

Councilmen Semple inquired about the redacted portions of the Amazon Site Development Plan submission. He expressed that his primary concern was not that they would not have the right to redact under the law, but that staff comments and responses have also been redacted. He stated a concern that the Council would not be able to enforce requirements and determine if they are being met.

Mr. Walton explained that as part of the site plan review for the data center, staff reviews an unredacted version of that site plan. As with any application that goes through a special use process, rezoning that has proffers tied to it, staff reviews those conditions, those proffers to

make sure that what's proposed is meeting those, criteria that were set forth as part of the legislative process. He further explained that Staff see the entire unredacted version of the site plan and are asking for more detailed information, to make sure that the site plan is compliant and that the site will meet all of those, conditions or proffers.

Councilmen Semple confirmed that staff could view the entire document without the redactions and that there was nothing they could not see.

Mr. Walton confirmed.

Councilmen Semple inquired as to why staff comments back to the applicant were being redacted.

Mr. Walton explained that when staff provide a comment letter, it's a comment letter that we have to post for the public to see as well. Any of the comments that we make on redacted sheets, we want to keep those redacted as well. He continued that staff are sending a full comment letter to the applicant, to make sure that they address all the comments.

Vice Mayor Hartman inquired as to the 29 enforcement cases and requested a high-level overview of what that means.

Mr. Walton explained that there were multiple types of enforcement: Proactive enforcement- if staff are out and about doing, building inspections. He added that if staff sees somebody working on a home or anything, they will call back and check to see if there's been permits pulled. If not, staff will stop in and talk to the property owner or the contractor, letting them know that they may need permits, stop by, apply, and then staff will do inspections. Other types of cases occur if staff receive complaints from neighbors, not necessarily just neighbors, but other residents of the town. Staff will follow up with them and talk to the property owners, make sure they get their permits. He continued that if there was something like a fence installed without permits. Staff would want to take a look at it to make sure that it meets the fence height requirements, not exceeding those just to try to save them some money.

Vice Mayor Hartman asked what the next steps would be for someone not cooperating as they should and if Mr. Walton knew the number of Notice of Violations that had been issued currently.

Mr. Walton explained that every case followed the same process. First staff will start off by stopping and talking to the property owner, the contractor, and let them know that we have received a complaint or that they need permits to do the work they are doing. If nothing has been corrected staff can follow up with a courtesy letter that states actions taken and requests that those in violation stop by Town Hall and apply for a permit within the next five to ten days. If nothing happens at that point Staff will follow up with a Notice of Violation which gives them an appeal period which is typically thirty days for zoning. If nothing happens within thirty days, staff will reach out to the Town Attorney or Legal representation which would typically follow with a demand letter. If nothing happens at that point, then we approach the courts.

Mr. Walton explained that these are Town-wide, and staff has made an attempt to let the Town Council Ward Representative know if there's a notice of violation that goes out within that ward.

Councilmen Mooney stated that his question may be for Mr. Crim, Town Attorney, or Mr. Cassidy, Interim Town Manager. He questioned if there was a level of spending or an upper limit that it would just not be worth pursuing.

Mr. Walton explained that the Town will pursue a violation until it's resolved.

Mr. Crim added that the purpose of the zoning enforcement and any other code enforcement is public health, safety and welfare. To the extent that we have a public health, safety, or welfare risk, we look into that in terms of prioritizing which cases we're going to spend the most time and effort on and do first. But there is no de minimis violation. It's about either a violation or it's not.

Mr. Cassidy expanded on Mr. Crim's input and added that the objective is voluntary compliance. in most cost-effective way to try to get compliance is through voluntary compliance.

He expounded that this means that the responsibility is on that property owner to bring that property in compliance, which is the ultimate goal. He elaborated stating If staff have to step in with some abatement procedures, then staff would have to come back to the Council with some kind of cost estimate. He added that, and staff try to avoid that and use it as a last resort.

He stated that the only exception would be mowing. Staff does factor in lot mowing. If it's a violation of, of an over grown property, staff can get either get a contractor or enlist the assistance of our public work staff to go in there and clean that up.

Mr. Cassidy explained the longer process through the court system to address major property or structural maintenance issues including seeing permission to enter the property. He reminded Council that the issues before them were private property violations and that entails a complicated legal process thus why staff works hard to pursue voluntary compliance. He stated that another issue was that staff were trying to establish and reestablish a consistent manner of enforcement that it is based on. He briefly spoke on certain more complex cases that needed additional care due to their history.

He reminded Council of a building that Mr. Walton's team was able to bring back into compliance as a community effort earlier this year and highlighted that it was a more cost-effective manner of enforcement.

Mr. Mooney stated that he wanted to know if there was an upper limit of if the Town was just going to spend what it costs to do. He added that he understands you have to have that level of, of the law for people to follow, and you can't just give up on somebody, but called out that there was also the consideration of the taxpayer's dollar.

Mr. Cassidy acknowledged that it was a challenge and that we try to be the best stewards of the taxpayer's dollar as possible, but a violation was a violation, and government can't just walk away from a violation. He explained that we are not in a position as a government entity to just walk away from a violation if staff see it, especially when it falls into life safety, health, safety welfare, kind of status, we can't just walk away.

Mr. Mooney continued, he requested that Mr. Walton talk a little bit more about fire safety, and inspections for the nonresidential buildings. He stated that he didn't think the situation he was familiar with was handled correctly.

Mr. Walton explained that the Town recently hired another building code enforcement inspector who has experience with fire safety inspections from Prince William County. He explained that typically, the Town will do a fire safety inspection before we issue a business to a new business. But the Town is trying to get into the habit of going around and doing a yearly inspection of all the all the nonresidential buildings. Staff needs to lay that process out and map out how to get to the building every year to make sure it's safe.

Mr. Semple inquired if the enforcement of bushes overgrowing sidewalks was part of Mr. Walton's department.

Mr. Walton stated that he would work with the Public Works Department to make sure they get trimmed back if Mr. Semple would help identify where they are.

Mr. Cassidy stated that it was two-fold as Mr. Walton is doing a better job at training the public works department to recognize what the violations are. He explained that that creates more eyes and ears in the field, for those kinds of violations. They're recognizing that they're building this collaborative effort here to go after and try to enforce these ordinances better on all sides. Mr. Cassidy commended Mr. Walton and his team on those efforts.

The Mayor thanked Mr. Walton for his presentation.

2. Town of Warrenton Parks and Recreation Department Overview

The Mayor introduced Ms. Kelly Koernig, the Parks and Recreation Director.

Ms. Koernig provided an overview of the Parks and Recreation Department. She provided a description of the goals of the department and mentioned some recent staffing changes. She highlighted the addition of a Special Events and recreation program coordinator and some key vacancies including the assistant director role and fitness supervisor position. She added that a complete breakdown of current positions was included in the staff report.

Ms. Koernig highlighted the benefits of the hiring of the special events coordinator including better communication with outside agencies and the streamlining of the special events process.

Ms. Koernig continued highlighting upcoming and in progress projects including the walkway at the WARF that was damaged by a water leak, inspections of the sprinkler system, pool pump refurbishment, and transitioning the recreation software to CivicRec. She explained that the staff were currently working with the implementation team in order to go live with the new site in December or January. She stated that she was excited about the software program because it will allow our department to function more effectively because CivicRec was specifically designed for municipal governments. It will allow staff and customers to interact with our civic, civic plus website, platform, as part of the civic engaged system.

She continued to describe projects undertaken by the department including modernization of the lighting system in the WARF parking lots as well as the lobby areas and leisure pool.

Ms. Koernig highlighted the collaboration between the Parks and Rec department and the Facilities and Public Works teams to tackle maintenance issues and work requests by the staff and public and prioritize them in order of safety.

Looking towards the Future, Ms. Koernig described upcoming projects like the Parks and Rec Master plan, Phase 1 of the Eva Walker Master plan, and the use of ARPA funds on playground improvements.

Ms. Koernig spoke of upcoming events and the success of the Halloween events. She foreshadowed the upcoming holiday events and the work to come on those.

The presentation was concluded with discussions on revenue for the department and explanations of the handouts.

Mayor Nevill inquired about the public facing component of CivicRec.

Ms. Koernig explained that if patrons already have an account with our Civic Plus website they'll be able to access civic rec as well and vice versa. She stated that if they have a civic rec account, they'll be able to interact with a web site too.

Mayor Nevill asked about the terms of operational costs versus the revenue. He specified and asked what the target for a facility like the WARE, for recreational facility in terms of where we should be in cost vs. revenue.

Ms. Koernig explained that the previous director, Mr. Tommy Cureton, explained to the Council previously that the department was doing better than other parks and recreation departments in the state, but those specifics would be more determined based on the Parks and Rec Master Plan and based on community size, with the department currently offers, cost recovery, recommendations. She stated that the department was in a good zone right now because it was slightly better than average departments.

Councilmen McGuire asked if it was anticipated that the improvements made would increase profitability.

Ms. Koernig answered that those calculations were before her time as director, but she could provide those answers to the Council shortly.

Mr. Semple inquired if the Parks and Rec department was back to where it was before the COVID-19 Pandemic.

Ms. Koernig answered that comparing the first quarter of FY20 to now, the department is about 60K below where it was pre-COVID. But with the addition of the special events and recreation program, coordinator, the department can offer more programming and more opportunities, for

revenue that way, as well as just continued outreach, for, our fitness classes and memberships and different things like that. The department will track how it trends.

Councilmen Semple asked if the department had a breakdown of what percentage of the activities are provided by our local residents, town residents, and what percentage are provided by people who live in, either the county or elsewhere.

Ms. Koernig stated that she did not have that in front of her but would be able to provide it.

Mr. McGuire stated that it was his understanding that the soccer fields at the WARF were leased out and inquired as to when the last time the rates were raised on that rental.

Ms. Koernig answered that soccer fields at the WARF are run by the Warrenton Field Association, Northern Piedmont sports club. She added that the Town parks and rec department doesn't have anything to do with those rates.

Councilmen McGuire asked when the agreement would expire or be reviewed.

Ms. Koernig said that it would expire in a few years.

Councilmen Mooney added that if the Town were to take back over the fields, the cost of maintain the fields would need to be addressed.

Councilmen McGuire said that right now no citizens could not really use the fields, and if the Town paid for them, their citizens should be able to use them.

Councilmen Mooney inquired about the sponsorships or ads and inquired about the ability to advertise at the WARF.

Ms. Koernig stated that the advertising program was not a new program and was restarted last year. The department received their first sponsorship request a couple months ago, and just received a second one in just a few weeks ago as well. The program has banner spaces in the competition pool and the leisure pool areas.

Mr. Mooney asked Ms. Koernig to discuss a recent event where parking was an issue and patrons were ticketed for parking on the grass.

Councilwoman Sutphin added that it was the event was the weekend of trunk or treat and that multiple events overlapped impacted parking.

Mr. Cassidy added that he wasn't aware of a targeted enforcement but there was a large number of events happening around the same time and that the addition of a special events coordinator should hopefully alleviate that in the future. He stated that he will look into the situation.

Vice Mayor Hartman inquired about the annual debt service amount for the WARF and when that would be paid in full.

Mr. Cassidy answered that he would get those numbers for the Council and that it would be paid off in 2039.

3. 18 Court Street Building Update

Mr. Cassidy introduced the topic, stating that it may be more experiential than originally planned with the meeting occurring at 18 Court Street. He explained that the staff had a vision of repurposing this building to make it functional and that he believes they succeeded.

Mr. Cassidy offered a huge shoutout to the IT Department for the temporary infrastructure they were able to institute as staff had to move in and occupy the space.

Mr. Cassidy continued explaining the plan for the building as a multi-use space to include space for the VFW, office space for Town Staff, moving the farmers market from the back parking lot to this building, and more. He highlighted that the County was looking at the ability to utilize the space and that it could be scheduled for meetings, training, professional development and emergency management opportunities.

He welcomed back those who had been to this building before, and welcomed those who had not been here to celebrate The Old Town Hall.

Councilmen Hamby inquired as to the monthly expenses for operating the building.

Mr. Cassidy responded that the Staff was still working to calculate the exact numbers on occupying the space. Those figures would be included in any shared use agreements moving forward.

Mr. Semple added that the technology used to set up the meeting for remote access was working extremely well and was extremely clear. He congratulated Mr. Stephen Bruck, the audio-visual specialist, on the hard work done to facilitate this meeting.

Mr. Cassidy thanked Mr. Semple and let him know that staff were working on this process up until 4pm the day prior to the meeting to get the equipment set. He explained that the equipment used to set up the space was temporary and a rental.

Mayor Nevill inquired if the county was assisting with manpower or financially with the creation of this shared space.

Mr. Cassidy answered that the Town will be working with the County to explore costs and options of the shared space moving forward. He said that the details of the agreement have not yet been fully developed.

Mayor Nevill asked if this was all operating within the bounds of the current existing budget.

Mr. Cassidy answered that it was operating within the bounds of the current existing budget.

4. 21 Main Street Remediation Update

Mr. Cassidy introduced the topic. He began with a brief history of the Asbestos remediation at 21 Main Street prior to taking occupancy back in 2019.

He explained that the way asbestos is handled is that it is remediated if you are going to disturb it and if it's in sight. At the time, anything that was in sight and or was going to be disturbed with any of our build-out was remediated. The Town had a second time when asbestos became an issue at 21 Main Street when we remodeled the bathroom the back of the older section. He elaborated that the older section is the part of the building that has the council meeting room and the newer section is that three story tower with the elevator. When we redid the bathrooms in the ADA, because we were disturbing things. We had some asbestos that discovered it during that, and that was remedied.

To the present situation, the HVAC were recognized as needing updates before the Town moved into 21 Main Street. Mr. Switzer and his team have been working with contractors trying to get that system up and running. Once the blowers came on, materials started being blown out of the vents. The HVAC Contractor advised that the Town should get the debris checked due to the age of the systems and a series of tests were conducted including wipe tests and others. Out of the initial 18 tests, only 4 came back positive for asbestos. In the interest of health and safety of our staff and the public 21 main street was closed down to identify the extent of the proliferation of asbestos. After conducting additional tests, more was found, and the first-floor reception area was closed so remediation could begin. As the remediation project started to grow, staff including Mr. Johnny Switzer, the Fleet and Facilities Manager, began to ask the "whys" of the project.

Mr. Cassidy commended his actions during this event.

Mr. Cassidy explained that the project scope began to expand and quickly turned into a month-long and expensive project. Mr. Switzer brought in a third-party Asbestos Expert Consulting Group who performed extensive additional testing and reevaluated the work already done. The Consultants brought the building down to negative pressure and ran extensive air tests. The findings of that third party group were that the problem was not as extensive as originally feared and staff were able to clear the building for reoccupancy. After the buildings were clear, working with the IT Team the building had to be put back together. Thanks to the IT Team, the staff are targeting the 20th to reopen the building. The reception area will be open this week, and there is still a minor delay as the ducts are cleaned. The HVAC Systems for that part of the building need to be replaced. That has gone to bid. Mr. Cassidy is expecting a quick turnaround on that project.

Mr. Cassidy continued stating that there was good news from this event as it showed no loss in continuity of Government with no break to the public services. He explained that the teams

were able to execute alternatives and set up to work quickly and that there was good messaging to the community about this event.

Mr. Cassidy highlighted the great effort on the Department heads, the Department Leaders, the IT team, and the staff. He explained that VRSA, the Town's insurance, was involved and being reported to.

Mr. Cassidy stated that he was proud of how the team pulled together and that the Town was on the way to get back into 21 Main in weeks now, not months.

Mayor Nevill asked if the Town Staff were seeking remedy from the first company to recoup some of the costs associated with this event.

Mr. Cassidy answered that staff were still assessing the situation and that he had a meeting scheduled with the third-party company to get the exact accounts of what occurred during the remediation.

Councilmen Semple questioned why this issue was not discovered when the building was purchased. He Congratulated Mr. Cassidy and the Town's response to this situation.

Mr. Cassidy answered that the HVAC systems were determined to need replacement across the board which led us to this situation. Originally there was asbestos remediation done at 21 Main Street but on what was to be disturbed and what was in sight. He explained the general procedures for asbestos identification and when action would be taken. The Town would not have done extensive testing in the ductwork as it would be addressed when the necessary repairs were made to HVAC that would disturb what was in the ducts.

Councilwoman Sutphin added that in her experience as a realtor, anytime you buy a property that was originally built before 1975 there exists a chance that asbestos was used. She added that there was a waiver that was signed when you bought the property acknowledging that. She praised Mr. Cassidy's response in taking care of this. She added that if you're not disturbing asbestos, it's not dangerous for us.

Councilmen McGuire added that the acquisition of Town Hall came before a previous Council and that the questions may have been better suited at that time. He stated his appreciation for Mr. Cassidy for his efforts and added that it's how you react to something that's the true testament to your character.

Mayor Nevill stated that the standard protocols were followed and that any asbestos that was to be disturbed or visible would be what would be abated. From his understanding the standards were met, and this situation was not unusual to be faced.

Mr. Cassidy added that he commended Mr. Switzer and his team as this was a proactive effort made before the cleaning of the ducts to ensure that the situation would not be worse. He outlined the additional steps being taken to ensure that the Town does not find themselves in this situation again.

Mr. Switzer added that in 2019 the Town did not have a facilities department or team so through the years it's been putting together the records to paint the story. He described the process of

destructive testing which involves taking samples of areas to identify asbestos. He explained how you would want to test the duct work prior to extensive disturbance to not aerosolize the materials through the building. He outlined the steps being taken by the Facilities team to equip staff and vendors alike with guidance to not create another emergency incident.

Mayor Nevill stated that Mr. Switzer brought up a good point that in 2019 the Town did not have a facilities department, and the Town did not even have the structural capacity or administrative capacity to address everything was sort of interdepartmental transfers. He continued stating that this also shows the efficiencies and improvements in addressing the health, safety and general welfare of the entire Town being able to address Town-wide issues, but also internal staff and our public facilities to make them a safer place having a department looking out for these things. He expressed how far we've come from the building at 18 Court Street to where we are now. He added that it was a good reminder that we sit in our retro Tuesday location.

5. Agenda Review

Mr. Cassidy reviewed the agenda with the Town Council.

He stated that the biggest item on the agenda would be the public hearing identifying an additional deferral request from St. John's the Evangelist Catholic Church.

Mr. Crim outlined the options for the Council on the Public hearing item.

The options he outlined were 1) grant the deferral to the December meeting. 2) to refer this matter to the planning commission because the applicant has requested extensive changes to the terms of the SUP. 3) or to take some other actions such as approval of the SUP as recommended by the planning commission.

Mr. Crim explained that typically, the Town would have a situation where the applicant is in agreement with terms as proposed by staff and the planning commission, he added that we don't have that here today, and that this was still a legislative decision for the Council.

Mr. McGuire asked if there was a representative of the applicant here today to discuss what they would like to do.

Mr. Roy Francis, a representative of the applicant, came forward to speak with the Council.

Mr. Francis thanked the Council for the opportunity to discuss this request. He outlined some aspects of the request and stated that the applicant would not like to return to the Planning Commission.

Mr. McGuire said that his discussion would influence his vote, and that the Town should work to resolve this.

Mr. Cassidy continued reviewing the agenda. He highlighted the exceptional job done by Mr. Clough to standardize the format and form of the quarterly reports, refining them to the intimation that we need to have on these forms. The departments as well have cooperated in

trying to get this new format. Mr. Cassidy requested feedback to allow staff to refine the reports for the council and the citizens. He emphasized that they may still need some work but like the other forms and formats the Town is trying to standardize the templates used.

Mayor Nevill thanked Mr. Cassidy and Mr. Clough for their efforts to standardize these reports. He added that the counsel's request time and time again has been how we tell our story. Noting that sometimes the Council gets tunnel vision staring at our data before us and the previous reports reflected that. He continued that bringing the reports into a narrative that explains and tells the story makes access to what our town is doing on behalf of the residents clearer and easier to understand. He stated that this change helps humanize what is going on within these walls and makes it more relevant so that if someone is unable to attend a Town Council Meeting, they can pull up the reports and see and understand how their tax dollars are being put to use and the outcomes and focus on the strategic goals tied to them. He again thanked Mr. Cassidy and Mr. Clough for their efforts.

Mr. Cassidy thanked the Mayor and called out the new reports that had been added as well, Fleet and Facilities, Human Capital, Emergency services and Risk Management.

Mr. Semple inquired about the status of the Horse Show Grounds item.

Mr. Cassidy explained that the negotiations fell apart at the height of the Horse Show Ground shows. The Town is currently waiting for a response from the organization and Mr. Cassidy hopes to have a final answer by January.

Mr. McGuire added that if you put a time limit on anything you can force an issue and expressed that he believes a solution can be found.

The Mayor stated that if negotiations did not proceed then the Council would enter into a session to discuss what the next steps forward would be.

Councilmen Semple asked about the status for the intersection of Main Street and Court House Square.

Mr. Cassidy stated that the latest meeting with the department of emergency services to make sure they didn't have any concerns or adjustments with the left turn. He added that the Town was ready to start with the trial period, however there is a struggle right now with the intersection of 211 and Waterloo as the synchronization of lights has become a problem. Additional concerns were the school buses and sending more traffic down Waterloo before the light was fixed. He stated that we were still on schedule to conduct a trial period in the beginning of December. The Town is working through the checkboxes to make sure that by fixing this intersection, they're not creating additional problems anywhere else.

Vice Mayor Hartman inquired about the issues with the traffic light.

Mr. Cassidy explained the issues with the traffic light at the intersection. He explained that the issues were due to an integrated timing system with the cameras. He stated that the previous cameras have unexpectedly failed and were at the end of life for support, so it was replaced by a new technology which was assisting with timing of traffic at the intersection. He explained that

the new system was unable to interface with the older system at the lights that feed into the 211 & Waterloo lights and the expense to upgrade them is prohibitive.

Mr. Cassidy expanded on the light adding that it was evident there was also going to be a capacity problem at that intersection due to increased construction in Culpeper County. He explained that VDOT and the Town were beginning traffic studies now to address these issues.

Councilmember McGuire highlighted that these solutions would take time, and that no immediate solutions would fix this. He stated that solving these problems will take a while.

The Mayor thanked the Council and Interim Town Manager.

With no further business, this meeting was adjourned at 10:11am. on Tuesday, November 14th, 2023.

II. REGULAR MEETING - 6:30 PM

The Mayor Called the meeting to order at 6:30 p.m. A quorum was present, and business could be conducted.

The mayor Stated that Mr. Heroux was stuck in protest traffic in Downtown DC and would not be joining and that Mr. Semple would be attending remotely. The Mayor Called the meeting to order with the Quorum present as Mr. Semple was experiencing technical difficulties and would be read in when available.

INVOCATION.

Pastor Dwane Brown, Lead Pastor of the First Baptist Church of Warrenton, led the invocation.

PLEDGE OF ALLEGIANCE.

Mayor Carter Nevill led the Pledge of Allegiance.

PROCLAMATIONS AND RECOGNITIONS.

Interim Town Manager Frank Cassidy said there were several staff members they would recognize this evening.

Mr. Cassidy announced the Town's new hires: For the Public Utilities Department James McGee, utility line, locator for. Brian Jenkins, Operator Trainee at the Wastewater Plant.

In the Parks and Recreation Department Jerry Pickford, Fred Gordon, and Caden Bosley are newly hired lifeguards. Travis Rapella was a new Hire Head Guard at the WARF. Don Mueller is a new hire for Manager on Duty, and Gary Hyde was recently promoted to head guard at the Warf.

Mr. Cassidy introduced the next two awards as an interdepartmental award named after Richard J. Wines. Richard J. Wines was an employee of the Town in the Public Works Departments until a few years ago. He left a huge impact on the staff out at Public Works and Town Wide. Through his impact, Public Works and Utilities got together and created a departmental award that recognizes the outstanding employee for each department. Public Works and Public Utilities.

This year's recipients were Christopher Willow for the utilities side as a Meter Supervisor. He was presented with his award by Seth Canonier who won the award last year as its first recipient. Mr. Paul Ashby, the Cemetery caretaker, won on the public works side. He was handed his award by Mr. John Ward who won the previous year.

Mr. Cassidy recognized Town Clerk Stephen Clough for being Recognized by the International Institute for Municipal Clerks as a new member of the Paul Craig Athenian Leadership Society and for Achieving the Certified Municipal Clerk Designation through IIMC.

Mr. Cassidy recognized Ms. Stephanie Miller for completing the 2023 Women's Virginia Municipal League Institute through VRSA. He also complimented the Finance department for their first year in achieving the Distinguished Budget Presentation Award for the Town's Current budget fiscal cycle 2023-2024.

Mayor Nevill congratulated staff on their recent achievements.

Mr. Semple was able to connect to the meeting electronically.

Mr. Semple stated that he was at his residence, 319 Falmouth St, and would be attending remotely due to a medical condition.

CITIZEN'S TIME.

The Mayor introduced the agenda item and explained the facilities to those who wished to participate.

Citizen's time Sign in Town Council Regular Meeting: November 14 th , 2023,		
Name	Address	Topic
Renard Carlos	54 E. Shirley Ave.	Housing Projects

Renard Calos spoke requesting that the Council consider not moving forward on the acquisition of the Horse Show Grounds and instead reallocate the funding for affordable housing projects within the Town.

APPROVAL OF THE AGENDA.

Mayor Nevill sought a motion for approval of the agenda.

Motion put forth by Councilmen Hamby was to approve the Agenda as presented.

Seconded by Councilmember Mooney

The vote was as follows:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. David McGuire; Mr. Paul Mooney.

Nays:

Abstention:

Absent:

The motion passed unanimously; the Agenda was approved.

PUBLIC HEARINGS.

DEFERRAL REQUEST Special Use Permit (SUP) 2023-01 St. John the Evangelist Catholic Church – the Applicant, St. John the Evangelist Catholic Church, and the Owner, the Catholic Diocese of Arlington, seeks to amend a June 3, 1986, SUP approval to allow for the demolition of an existing building and the construction of a new 13,000 square foot office building. The subject parcel is located in the Residential (R-10) District of the Town of Warrenton Zoning Ordinance and is designated as Live/Work on the Future Land Use Map. The subject parcel (GPIN 6984-36-7135-000) is located at 271 Winchester Street on approximately 11.0664 acres. ***The Applicant is requesting a deferral to the December Town Council meeting.***

Mayor Nevill opened the public hearing at 6:43 PM.

No one spoke on the topic. The Mayor held open the public hearing until the December Meeting.

The applicants request to defer the item until the December meeting was granted by the Town Council.

CONSENT AGENDA.

Budget Amendment to accept \$4,000 of the ICAC Funds from Virginia State Police

BOND-23-6- Bond Reduction Request for O'Reilly Auto Parts

Budget Amendment to accept \$4,680 of Grant Funds from The Virginia Risk Sharing Association

Approval of Council Minutes

April 25th, 2023.

DEPARTMENT REPORTS.

Finance and Procurement Quarterly Report

Parks and Recreation Department Report

Police Department Report

Community Development Report

Public Works and Utilities Department Report

Fleet and Facilities Management Quarterly Report

Human Capital Report

Emergency Services and Risk Management Quarterly Report

Mayor Nevill sought a motion on the item.

Motion put forth by Vice Mayor Hartman was to approve the Consent Agenda as presented.

Seconded by Councilmember Hamby.

The vote was as follows:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. David McGuire; Mr. Paul Mooney.

Nays:

Abstention:

Absent:

The motion passed unanimously; the Consent Agenda was approved.

Mr. McGuire requested a hard copy of the soccer field agreement.

Mr. Cassidy said that it would be supplied to the Council.

Mayor Nevill encouraged all to review the new departmental quarterly reports to get a good in-depth dive as to the work the Town is doing on the citizens' behalf.

NEW BUSINESS.

There was no new business.

UNFINISHED BUSINESS.

There was no unfinished business.

TOWN ATTORNEY'S REPORT.

Mr. Crim instructed council that Fauquier County had approved a rezoning with proffers adjacent to the Town Boundaries called Arrington Farms. He explained the proffers provided three possible configurations, two of which would require the property to enter the Town through some type of annexation. He stated that the applicant has indicated through their legal counsel that they plan to file a citizen-initiated annexation and have provided a draft resolution for the council's consideration to express support. Mr. Crim stated that he would ask the Council for their consideration of that resolution at the December meeting.

The Mayor thanked Mr. Crim for his report.

TOWN MANAGER'S REPORT.

Mr. Cassidy thanked the Council for all that the Town has been able to accomplish in the last six months since he has been appointed as the interim Town Manager. He said that he appreciated the confidence that Council had shown in him. He thanked the staff for their dedication and encouraged all to look at the new Departmental Quarterly reports that highlight the actions staff are taking because of the support of the Mayor and Council. He thanked the community for their support as well and said that it was an exciting time to be a part of the Town.

Mr. Cassidy called attention to the upcoming Christmas parade on December 1st, this year.

Mr. Cassidy highlighted the continuing Town Talks Program which will be at 18 Court Stret on December 6th, 2023, to discuss winter operations, snow emergency routs, and when the Town responds to snow events. He stated that the Town Talks have been productive.

COUNCILMEMBERS TIME.

Councilmember Mooney- Mr. Mooney welcomed the new members of staff and congratulated public works, Ms. Miller, and Mr. Clough, on their achievements. He called attention to the quarterly reports that Mr. Clough had worked on and thanked him for his work in standardizing them. He said that if you watched the work session this morning, the current team is working on it and have a plan to move forward and rectify the situation.

Councilwoman Sutphin- Ms. Sutphin Congratulated the new hires and those who received special recognition this evening. She said that she always says we have the best of the best that work for our Town. They do a great job and so many of them wear so many different hats, especially to turn the building they're in now into what it is today. She reminded all that the Christmas parade was coming up and encouraged all to join. She asked to remember those who would work through the holidays, especially the Town's officers, the sheriff's department, hospital workers, and first responders that ensure we're all safe. She offered special thanks to all who would be working through the holidays. She also thanked the postal workers and wished everyone a happy Thanksgiving.

Councilmen Semple- Mr. Semple thanked Mr. Cassidy stating that he has filled in as the Interim Town Manager in an Exemplary way. He stated that the number of obvious things that are happening reflect his abilities and one example of which was the room at 18 Ct. Street that he was able to set up in such a way that Mr. Semple was able to participate remotely. He thanked Mr. Cassidy and stated that he could tell staff was energized and that communication between the Manager and Staff as well as the public was much improved. He Thanked Mr. Cassidy again and wished his fellow councilmembers a Happy Thanksgiving.

Vice Mayor Hartman- Mr. Hartman Congratulated the Town staff and praised the public works staff for the Richard Wines Award. He thanked those who would be working over the holidays and invited all to the Christmas parade. He praised the staff's efforts to move the meeting to the 18 Court Street building and the progress made to get 21 Main Street back up and running.

Councilmen Hamby- Mr. Hamby praised the staff's efforts to move the meeting to the 18 Court Street building and the progress made to get 21 Main Street back up and running. He wished everyone a happy thanksgiving.

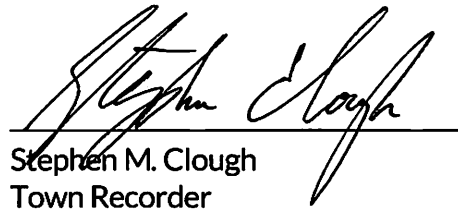
Councilmen McGuire- Mr. McGuire thanked Mr. Cassidy and the staff for all of their hard work keeping the meeting possible. He spoke on the election and defending democracy. He spoke of his independence from other coalitions and stated he was not in anyone's pocket. He asked all to be vigilant and thanked the first responders noting that it was a dangerous time in our world. He thanked the Veterans and honored them for Veteran's Day and wished all a happy Thanksgiving. He spoke of the origins of thanksgiving during the civil war being brought to unite the country and realize what we have here.

Mayor Nevill- Mr. Nevill thanked Mr. McGuire for his comments. He spoke about emerging from a divisive election cycle locally and nationally and hostility in congress. He asked that during this time of Thanksgiving to put aside what separates us and start putting what unities us first. He asked all to look outside of our own bubbles and look across the street to your neighbors. He spoke of being grateful for the beautiful town and beautiful county that we live in. He asked that all join together to celebrate the triumphs that outweigh the obstacles thrown in the way. He encouraged everyone to continue to get up in the morning and stand in the face of adversity and give some of your energy to those who are less fortunate. He spoke of the ability to compel change in this world and that it can be effected on a local scale is a grander scale is beyond your grasp. He thanked all for their kindness, thoughts, and care for the Town of Warrenton. He reminded all to be thankful and encouraged all to make tomorrow better, not just for ourselves, but for everyone.

ADJOURNMENT.

With no further business, this meeting was adjourned at 7:00 PM on Tuesday, November 14th, 2023.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on November 14th, 2023.


Stephen M. Clough
Town Recorder

Attachments:

- 1) Handouts to Council from Citizen's time. November 14th, 2023.
- 2) Citizen Comment Emails and form submissions.
- 3) Signed legislation.



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

November 14th, 2023 Regular Town Council Meeting **Minutes**

Attachment 1: Citizen Comment Emails and form **submissions.**

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: 12 Sep 2023 18:15:44 -0500
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Public Comment

Name	Erin Lynne McLaughlin
Address	132 Moser Road
City	Warrenton
State	VA
Zip Code	20186
Email Address	
Phone Number	
Committee, Board, or Commission Type	Town Council
Agenda Item	Hero's Bridge/Warrenton United Methodist
Comment	<p>I don't know if this is the right committee or if this is even on the agenda yet, but I am a town resident who is against the plan of Hero's Bridge and Warrenton UMC to build what is essentially a campground on the church's land. Our neighborhood has beautiful homes and the idea that these organizations are presenting will cheapen and devalue our area. I am not against helping our most vulnerable populations, but I feel that it can be done in a way that is more in line with the neighborhood aesthetic. A few large homes in line with what is already built around the neighborhood where several veterans can live together, supporting each other and where they can more easily receive care (medically, mentally, etc...). This would keep the current vibe of the neighborhood and still help those</p>

in need. Please don't let them build this campground shack city
in this beautiful part of town.

Email not displaying correctly? [View it in your browser.](#)

From: "Kristen Hylton" <[REDACTED]>
Sent: Wed, 13 Sep 2023 10:49:10 +0000 (UTC)
To: "citizencomment@warrentonva.gov"
<citizencomment@warrentonva.gov>
Subject: Reminder of Dog Owners of Cemetery Rules

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good morning –

I'm not sure if this is the proper forum to have this noted for the council but I live near the cemetery and sitting in my yard I see people daily walking dogs in the cemetery. There are signs clearly visible stating No Dogs Allowed but people continue to do so. I'm not sure how enforcement of this rule can take place, if at all, but if it is going to be posted, maybe a reminder to all should be noted via social media, etc, perhaps new signs or remove them if it's not a concern.

Being able to see the lovely wildlife that enjoys the cemetery daily (deer, squirrels, a fat groundhog and all the birds) is such a lovely thing and I believe that dogs in and out of there, besides the possibility of owners not picking up their waste, may also discourage some of these animals from roaming around the area. I'd also think that the Town staff who does such an amazing job of maintaining this beautiful place in town, would prefer to not have the potential of having to dodge dog waste either.

Thanks for your time – not trying to be a 'tattletale' but I think folks need to remember that the signs were posted for a reason, and they should not be walking dogs there with all the other available locations to walk dogs around our beautiful town.

Kristen Hylton
Old Town Warrenton Resident

From: "Ragan-Ott"
Sent: Fri, 29 Sep 2023 12:41:38 +0000
To: "citizencomment@warrentonva.gov"
<citizencomment@warrentonva.gov>
Subject: Light at Wawa intersection

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good Morning,
I work at Central Complex for FCPS. To go home, I drive to the Wawa and make a left onto 211. In the last couple of weeks, this light has become incredibly difficult to get through in a reasonable amount of time. I am sitting through up to 4 light rotations. It seems the amount of time the green LEFT arrow is lit has decreased to about 5 seconds. Traffic is backed up past the hospital and people trying to exit Wawa or turn into the shops on the corner are becoming aggressive in an attempt to get through or back into traffic.

Is there a reason for this change or a faulty system?

Thank you for your time.

Kristen Ott
(I live in Culpeper Co)

From: "towntraffic" <towntraffic@warrentonva.gov>
Sent: Wed, 4 Oct 2023 22:42:59 +0000
To: "citizencomment" <citizencomment@warrentonva.gov>
Subject: Re: Light at Wawa intersection

Good afternoon,

Thank you for forwarding this email.

We received a duplicate of this issue from the citizen through the town traffic email account, and have responded to their questions.

Thanks,

Johnny Switzer

Get [Outlook for iOS](#)

From: citizencomment <citizencomment@warrentonva.gov>
Sent: Wednesday, October 4, 2023 11:25:01 AM
To: towntraffic <towntraffic@warrentonva.gov>
Subject: FW: Light at Wawa intersection

FYSA. This came into citizen Comment.

Stephen Clough

Town Clerk, FOIA Officer
Town of Warrenton, VA



21 Main Street
Warrenton, VA 20186
M: (540)-714-9270
warrentonva.gov

CONFIDENTIALITY NOTICE: This electronic message is intended to be viewed only by the individual or entity to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any dissemination, distribution or copying of this communication is strictly prohibited without the permission of the sender. If the reader of this message is not the intended recipient, or if you have received this communication in error, please notify the sender immediately by return e-mail and delete the original message and any copies of it from your computer system.

From: Ragan-Ott, Kristen <[REDACTED]>
Sent: Friday, September 29, 2023 8:42 AM
To: citizencomment <citizencomment@warrentonva.gov>
Subject: Light at Wawa intersection

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good Morning,
I work at Central Complex for FCPS. To go home, I drive to the Wawa and make a left onto 211. In the last couple of weeks, this light has become incredibly difficult to get through in a reasonable amount of time. I am sitting through up to 4 light rotations. It seems the amount of time the green LEFT arrow is lit has decreased to about 5 seconds. Traffic is backed up past the hospital and people trying to exit Wawa or turn into the shops on the corner are becoming aggressive in an attempt to get through or back into traffic.

Is there a reason for this change or a faulty system?

Thank you for your time.

Kristen Ott
(I live in Culpeper Co)

From: "Anne Marie Wells" <[REDACTED]>
Sent: Mon, 30 Oct 2023 12:31:52 -0400
To: "citizencomment@warrentonva.gov"
<citizencomment@warrentonva.gov>
Subject: Town of Warrenton website navigation

You don't often get email from amwells.dc@gmail.com. [Learn why this is important](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi, I know this isn't the appropriate address to send this request, but I could not find any other avenue on the Town of Warrenton website, so I'm hoping you can forward my request to the appropriate person.

I'd like to request that the form for renters to set up new water-sewer services be added to the public utilities website here:

<https://www.warrentonva.gov/226/Public-Works-Utilities>

As you can see there is no available form on the site that most people would navigate to in order to set up water-sewer services. I had to go through incorrect people and forms in order to get to the correct form located here:

<https://www.warrentonva.gov/249/New-Account-Setup>

But there is no avenue to get to that site from the Public Works site even though it indicates it's under the Public Works tab.

It is very confusing and difficult to navigate. I only was able to find the correct form when I was emailed by Melanie Harrison with the correct information.

It would be helpful for future renters who need this information, if it was readily available on the Public Works and Utilities main page.

Thank you for making your website more easily accessible.

Anne Marie Wells

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: 7 Nov 2023 08:28:00 -0600
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

You don't often get email from noreply@civicplus.com. [Learn why this is important](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Public Comment

Name	Shella M Danvir
Address	5485 Scottsville Road, Jeffersonton, VA 22724
City	Jeffersonton
State	VA
Zip Code	22724
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	Traffic light
Comment	While I travel Waterloo Street to get on Route 211 to go home every day, I have noticed the traffic light changes quite quickly, only allowing 3 or 4 cars to go through, thereby backing up Waterloo and taking forever to get through the light. Why this change?

Email not displaying correctly? [View it in your browser.](#)



The Town of Warrenton
P.O. Box 341
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November 14th, 2023 Regular Town Council
Meeting Minutes

Attachment 2: Signed legislation

November 14, 2023
Town Council
Regular Meeting

RESOLUTION TO APPROVE BOND REDUCTION REQUEST BOND-23-6 FOR O'REILLY AUTO PARTS (SDP 2021-441)

WHEREAS, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

WHEREAS, a Site Development Plan for the O'Reilly Auto Parts Building, case number SDP 2021-441, was approved subject to the provision of a Public Improvements Bond placed on August 30, 2022 in the amount of \$230,895.77; and

WHEREAS, an As-Built Plan was submitted and subsequently approved on September 18, 2023 to demonstrate conformity with the approved site development plan and the ordinances and regulations of the Town of Warrenton as required by Section 10-9 of the Ordinance; and

WHEREAS, the Developer submitted a request on September 19, 2023 to reduce the Public Improvements Bond to the minimum required 15% maintenance bond to ensure installed landscaping survives for a period not to exceed one year; and

WHEREAS, the Warrenton Town Council may grant periodic partial releases of any bond, escrow, letter of credit or other performance guarantee required for the completion of improvements which are to be bonded as provided in Section 10-8.5 of the Town of Warrenton Zoning Ordinance; and

NOW THEREFORE BE IT RESOLVED, by the Warrenton Town Council that the Public Improvements Bond in the amount of \$230,895.77 is hereby reduced to 15%, or \$34,634.36.

Votes:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Paul Mooney; Mr. David McGuire.

Nays:

Absent from Meeting: Mr. Jay Heroux

For Information:

Community Development Director,
Town Attorney

ATTEST: _____



Town Recorder

November 14, 2023
Town Council
Regular Meeting

A RESOLUTION TO AMEND THE FISCAL YEAR 2024 ADOPTED BUDGET BY \$4,000

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 13, 2023, the Town Council adopted the Town of Warrenton Fiscal Year 2024 Budget; and

WHEREAS, during the fiscal year, certain events occur that necessitate amending the budget; and

WHEREAS, the Virginia State Police have notified the Town of an allocation from the Virginia Department of Criminal Justice Services in the amount of \$4,000 to be used for programming and equipment in support of the Northern Virginia / District of Columbia Internet Crimes Against Children Task Force; and

WHEREAS, no match of local funds is required; and

WHEREAS, the Town Council has reviewed and approved the acceptance of the funds; and

NOW, THEREFORE, BE IT RESOLVED, by the Warrenton Town Council this 14th day of November 2023, that the Fiscal Year 2024 Budget be, and is hereby, amended in the amount of \$4,000.

Votes:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Paul Mooney; Mr. David McGuire.

Nays:

Absent from Meeting: Mr. Jay Heroux

For Information:

Chief of Police

Budget Manager

ATTEST: _____



Town Recorder

November 14, 2023
Town Council
Regular Meeting

**A RESOLUTION TO AMEND THE FISCAL YEAR 2024 BUDGET
TO APPROPRIATE GRANT FUNDS**

WHEREAS the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 13, 2023, the Town Council adopted the Town of Warrenton Fiscal Year 2024 Budget; and

WHEREAS, during the fiscal year, events may occur that require a supplemental appropriation; and

WHEREAS, the Town's Property, Liability and Workers' Compensation insurance carrier, Virginia Risk Sharing Association (VRSA), awarded a grant to the Town in the amount of \$4,680 to cover the fee for the Director of Human Capital and Risk Management to attend the Leading, Educating, and Developing (LEAD) program at the Virginia Institute of Government; and

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Warrenton this November 14, 2023, that the Fiscal Year 2024 budget is hereby amended to appropriate \$4,680 in grant revenue to reimburse expenditures for Human Capital and Risk Management training and development.

Votes:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Paul Mooney; Mr. David McGuire.

Nays:

Absent from Meeting: Mr. Jay Heroux

For Information:

Director of Human Capital and Risk Management
Budget Manager

ATTEST: _____


Town Recorder

**A PROCLAMATION RECOGNIZING NOVEMBER 25, 2023 AS SMALL BUSINESS
SATURDAY IN THE TOWN OF WARRENTON, VIRGINIA**

WHEREAS, the Town of Warrenton celebrates and supports all our local small businesses and the contributions they make to our economy and our community; and

WHEREAS, according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 62% of net new jobs created since 1995; and

WHEREAS, the Saturday after Thanksgiving is one of the busiest shopping periods each year and an excellent time to shop and dine with any and all of our small businesses in; and

WHEREAS, Small Business Saturday was created in 2010 to recognize and support these companies by encouraging more customers to visit small businesses in our local community; and

WHEREAS, Supporting Small Business Saturday demonstrates a commitment to the community in which we live, creates goodwill among our residents and businesses and helps preserve the unique nature of our economic culture for both residents and visitors; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday; and

NOW, THEREFORE, BE IT PROCLAIMED we shall join in this initiative and show support for small business owners, recognizing their valuable role and contributions to our economy and our lives; November 25, 2023, shall be known as 'Small Business Saturday.'

BE IT PROCLAIMED FURTHER, the Town Council of the Town of Warrenton urges the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.



A handwritten signature in dark ink, appearing to read "H. E. Carter Nevill", is written over a horizontal line.

H. E. Carter Nevill
Mayor
Town of Warrenton