

Charter of the Town of Lovettsville Infrastructure and Facilities Committee

Background

Per § 4.2 of Chapter 520 of the Acts of Assembly of 1983, which provided a charter for the Town of Lovettsville, “the [town] council, in its discretion, may establish such committees, whether standing or ad hoc, as it may deem appropriate, to study and report to the council on those matters referred to such committees by the council. The report of any such committee shall not be binding upon the council, but shall be advisory only.” Per § 3.3 of Chapter 520 of the Acts of Assembly of 1983, “[e]xcept as otherwise provided herein or by law, the mayor shall have the authority to appoint such officers and committees as are necessary for the proper administration of the affairs of the Town, but shall report each appointment to the council for confirmation at the next meeting thereof following any such appointment.” As such, the Mayor and Council of the Town of Lovettsville have established a number of advisory and administrative committees to carry out the advisory and administrative functions of the Town, respectively.

Committee

The Infrastructure and Facilities Committee Chair shall be selected by the Town Council from among the members of the Council, and the committee shall include one additional Member of the Town Council who will serve as the Council’s representative. The Council shall appoint three Members at-large to conduct the business of the Committee. One representative from the Planning Commission shall be appointed to the Infrastructure and Facilities Committee by the Town Council. Additional, non-voting Members may be appointed by the Council. The Committee shall select an appointed Member to serve as Vice Chair.

Meetings

The Committee shall have the power to call meetings to discuss and recommend policies within its jurisdiction, and to receive testimony at public hearings called for the same purpose. All meetings and hearings shall abide by the open meeting requirements of the Town and Laws of the Commonwealth of Virginia.

Meetings shall be held on the second Tuesday of each month, provided there is business to address, with additional meetings subject to the call of the Chair or by request of a majority of the Members of the Committee. When coinciding with Federal holidays, meetings shall be automatically moved to the fourth Tuesday. Modifications to this schedule may be made by motion or informal discussion with a majority of the Members responding in the affirmative.

Quorum shall be comprised of a majority of the appointed, voting Members. Meetings shall adhere to Roberts Rules of Order and are subject to additional rules as may be imposed by the Council.

Jurisdiction

The jurisdiction of the various Town Council Committees shall include both the core policy areas that fall within its purview and topics and matters that logically align with the purpose of the Committee, provided such responsibilities do not interfere with or overlap the responsibilities of other standing Committees.

To the greatest extent possible, Committees should refrain from taking action on matters outside their jurisdiction, notwithstanding discussions involving broad issues which may be discussed by any Committee. All matters not within the jurisdiction of the Committee shall be reserved for the Town Council or other Committees as shall be appointed by the Town Council.

It shall be the jurisdiction of the Infrastructure and Facilities Committee to advise, as well as recommend and report to, the Town Council regarding all matters pertaining to public infrastructure and facilities policies, planning, design and implementation including, but not limited to:

- Public water, wastewater facilities and utilities currently or proposed to be owned and/or operated by the Town of Lovettsville,
- Public parks and recreational facilities, public properties and other public parcels of land currently or proposed to be owned, maintained, and/or utilized by the Town of Lovettsville or its citizens, including all man-made and green infrastructure located therein,
- Public streets and rights-of-way, and public improvements and facilities therein, located within the Town of Lovettsville, provided that the Town is or will be incurring expenses for the improvement, expansion, repair or maintenance thereof,
- Stormwater management and drainage improvements, facilities and best management practices owned, operated, maintained and/or regulated by the Town of Lovettsville,
- Solid waste and recycling collection services funded by the Town of Lovettsville, including contracts with private service providers,
- Capital improvements, equipment purchases or leases, procurement of services, and acquisitions of real property related to the provision of public services and operations of the Town of Lovettsville, and
- Serve as the designated Well Head Protection Advisory committee to meet the requirements of the Well Head Protect plan
- The following subcommittees and Boards shall report to this Committee:
 - Tree Advisory Board
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