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**HERNDON TOWN COUNCIL  
Work Session  
Tuesday, February 15, 2022**

At a regular meeting of the Town Council of the Town of Herndon, Virginia, held in the Herndon Police Department Community Room, 397 Herndon Parkway, Herndon, Virginia, on Tuesday, February 15, at 7:00 p.m., there were present:

- Mayor Sheila A. Olem, presiding;
- Vice Mayor Cesar del Aguila;
- Councilmember Pradip Dhakal;
- Councilmember Signe Friedrichs;
- Councilmember Sean M. Regan; and
- Councilmember Jasbinder Singh.
- Councilmember Naila Alam was absent.

Staff present during the meeting: William H. Ashton II, Town Manager; Lauri Sigler, Deputy Town Attorney; Chief of Police, Maggie DeBoard; Viki Wellershaus, Town Clerk; Robert Tang, Director of Finance; Elizabeth Gilleran, Director of Community Development; Page Kalapasev, Director of Information Technology; Cindy Roeder, Director of Parks and Recreation; Tammy Chastain, Deputy Director of Public Works; Maria Lee, Budget Manager; Dave Bracamonte, Systems Manager; and Amanda Kertz, Chief Deputy Town Clerk.

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## **CALL TO ORDER**

### **1. Roll Call & Determination of Quorum**

Mayor Olem called the public hearing to order at 7:00 p.m. and asked the Deputy Town Clerk to call the roll for attendance. She asked each member of Council to indicate they were present. Following the roll call for attendance, Mayor Olem confirmed there was a quorum present, with Councilmember Alam being absent.

Mayor Olem asked Council to observe meeting decorum by showing their hand to be recognized by the chair for comments and stating their last names before providing comments and when making or seconding motions. She reminded those participating to follow the town's Meeting Guidelines that were used for all government meetings to maintain good order, which included: refraining from participation unless and until recognized by the chair; being respectful in comments; refraining from threatening or intimidating language; profane, vulgar, obscene, or threatening remarks were not permitted; and attacks on the character, motive, or other harmful remarks against individual members of Council, town staff, or the public would not be tolerated.

## **AMEND THE AGENDA**

Mayor Olem stated the person who would have been the main contributor to one of the discussions of the Closed Meeting could not be present this evening. Accordingly, Mayor Olem asked for a motion from Council to reschedule the Closed Meeting regarding an attorney-client privileged communication relating to the Town Council Strategic Planning Initiative #14 recordation of closed meetings, and that the agenda be so amended.

On motion of Councilmember Friedrichs, seconded by Councilmember Regan, and carried by 5-1 roll vote, the agenda was amended Council to reschedule the Closed Meeting regarding an attorney-client privileged communication relating to the Town Council Strategic Planning Initiative #14 recordation of closed meetings. The vote was: Councilmembers Dhakal, Friedrichs, Regan, Singh, and Mayor Olem voting "Aye." Vice Mayor del Aguila voting "No." Councilmember Alam was absent.

Mayor Olem clarified that the Council would proceed with the Closed Meeting relative to appointments to boards and commissions, as scheduled.

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## **ANNOUNCEMENTS**

Mayor Olem stated as the Town Manager mentioned last week, the Town Council Strategic Planning Initiatives Meeting will be held on Thursday, March 24<sup>th</sup> at 6:00 p.m., in the Herndon Police Department Community Room. The meeting would be posted on Granicus when the recording becomes available for those that could not attend.

Mayor Olem reminded everyone that the town and its facilities would be open on Monday, February 21<sup>st</sup> and the trash and recycling would be collected as normal.

## **COMMENTS & DISCLOSURES**

Mayor Olem asked the Chief Deputy Town Clerk if there were any comments or disclosures for the record that evening. The Chief Deputy Clerk stated that comments were provided to council and entered into the record on item #2, proposed Resolution 22-G-16 to solicit public comment for consideration during the development of the Town Manager's proposed FY 2023 budget. The Clerk did not receive disclosures from Council on any item listed on the agenda that evening.

## **PUBLIC HEARINGS**

### **2. Resolution 22-G-16, to solicit public comment for consideration during the development of the Town Manager's proposed budget for Fiscal Year 2023.**

Mayor Olem called on the Town Manager, who provided comments on the FY 2023 budget.

The Town Manager stated the proposed resolution would signal to the public that staff is ready to take formal comments on the development of the budget. The public has already sent in comments, as the Chief Deputy Clerk announced earlier in the meeting. He indicated the Town Council can begin talking about the budget at tonight's work session and start soliciting comments from the public. Citizens could attend any public hearings during the month of March and speak during the "Comments from the Audience" portion of the public hearing. He stated there would be formal public hearings once the budget is released in April.

The Town Manager encouraged public comments and their participation during the budget process. This resolution would begin the process.

There were no questions from Council.

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Mayor Olem stated she would post information on her social media pages about the budget so that citizens know when to come forward.

**3. Ordinance 22-O-04, to amend the Fiscal Year (FY) 2022 Adopted Budget for the General Fund, Golf Fund, and Capital Projects Fund.**

Mayor Olem called on the Director of Finance, who presented the staff report, dated February 15 2022, which is on file in the Town Clerk's office.

He stated the proposed FY 2022 budget amendment serves the following purposes:

- To appropriate funding in the General Fund for replacement of playground equipment that could not be repaired. This would also fund uniforms and equipment for new personnel along with funding costs for Friday Night Live events for FY 2022.
- To appropriate funding in the Golf Fund for golf course maintenance. With increased traffic on the golf course, this has brought more usage in our equipment and more maintenance to keep the golf course on par. This would appropriate funding for necessary equipment for the golf course landscaping, irrigation, and stormwater cleaning. With supply chain delays, staff needs to get the replacement equipment before the peak period.
- To appropriate funding for the Capital Projects Funds on project costs that increased due to economic impacts, right of way and utility relocation costs, and bid estimate differences.
- To appropriate funding for a market rate adjustment of three percent for all of town staff to keep up with inflation rates, cost of living, and to be able to attract and retain employees.

The overall fiscal impact in the General Fund would be approximately \$248,359, with \$180,00 from vacancy savings to fund the three percent of the market rate adjustment for town employees. The expenditure appropriations would be offset with increase revenues in proceeds from sale of surplus equipment by \$50,000, insurance recoveries by \$2,745, and increase in newspaper sales by \$13,000. Grant expenditures will be offset by increasing grant revenue by \$2,614.

The Golf Fund has been exceeding budget revenues for green fees. Currently, green fees have been budgeted at \$1.094 million. The budgeted revenues would increase by \$280,000 which would allow for the appropriation of expenditures needed.

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The overall fiscal impact of the \$3.05 million appropriation in the Capital Project Funds would be using bond proceeds directly and would not affect any fund balance.

The Town Manager stated there was a typo in the under the Capitol Projects Fund that it should say "Expenses" not "Expense." The Director of Finance stated it would be corrected.

The Town Manager stated the funding was for the two Van Buren Street projects (Herndon Parkway/Van Buren Street and the Van Buren Complete Street) for bids and the increase costs in land acquisition. Both projects cost approximately \$1,500,000 per project. Staff recommended approval.

There was brief discussion amongst Council and staff on this item.

Councilmember Friedrichs asked the Director of Finance if his presentation could be changed to reflect the expenditures and revenues next to each other to better show where the funds come from at next week's public hearing. She stated the current format was difficult to understand.

The Director of Finance stated staff could change the format.

Councilmember Friedrichs inquired if the town was using the bond proceeds for the purpose for which the town received the bonds.

The Town Manager responded to Councilmember Friedrichs stating that in 2018 when the bond was issued, the town had approximately \$3.0 million budgeted for undergrounding the utilities in the downtown, and that project has not yet matured. The town has five years to spend them, which would be 2023. In 2019, the town amended the bond documentation, using legal counsel, to add in transportation projects as an acceptable use of those bond proceeds. He stated this was a legal use of bond proceeds since the town was issuing the funding for transportation projects. The town is trying to get that in play before the clock runs out to use the funds. The utility undergrounding in the downtown was not ready, but when it is, the town will have other means to fund that.

Councilmember Friedrichs inquired about the new funds that the town would need later, and she asked if the town would bond those out.

The Town Manager responded to Councilmember Friedrichs and stated not necessarily, because the town has been strengthening the Capital Reserve Fund and the Unassigned Fund Balance over the past several years. This happened knowing that there might be some cost overruns for upcoming projects ~ including Spring and Elden Streets improvements and undergrounding utilities. Staff wanted to make sure the town had funding for these project and may not have to bond. He

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stated that the Town Council could always choose to do so, which would be another conversation. He wanted to provide options to the Town Council.

Councilmember Friedrichs inquired if it were appropriate to use the American Rescue Plan (ARPA) monies for this purpose, or would the town need to spend that money faster.

The Town Manager responded to Councilmember Friedrichs and stated "no," it would certainly fit in ARPA, but it would go into the sub-pool of revenue replacement. Unfortunately, in the infrastructure portion of ARPA, they did not put transportation in the mix. He stated this would be a revenue replacement that would erode that pot down, which would keep the town from doing many things we would like to do. The town would like to get the bond proceeds in play by 2023, or we may have other problems.

Councilmember Singh inquired if the proposed ordinance was to modify this year's budget. The Town Manager stated "yes" this action is to modify this year's budget.

Councilmember Singh asked why the Council has to approve the Capital Projects Funds if the bonds were already issued and the proceeds were already there. He thought the town was already using the funds that were approved for this purpose.

The Town Manager responded to Councilmember Singh, stating that the staff could not unilaterally appropriate the money for a use and the Council must act to appropriate money. Staff was requesting the Council to take the bond proceeds that were in the bank and appropriate them to these projects.

Councilmember Singh inquired about the purpose of issuing the bonds and asked if it was for any public works projects. The Town Manager responded to Councilmember Singh stating that the original purpose was for utility undergrounding, and in 2019 through a legal process, the town amended the bond to include transportation projects as a use.

Councilmember Singh did not realize this it could be done after the fact. The Town Manager stated it was discovered that it could be done.

There was a brief question and answer session between Vice Mayor del Aguila and the Town Manager about the Golf Course Fund.

In response to queries from Vice Mayor del Aguila, the Town Manager stated that staff was requesting to increase appropriations for various things.

The Town Manager continued and stated that the Golf Course request was due to a continual need of maintenance expenses. He stated there was also an increase in usage, all of which was correlated. If the town does not appropriate the funds, then it would regain earnings and come back at the end of the year. The funds were

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already included into their accounting for this year. Staff was requesting to reallocate it instead of retaining the earnings at the end of the year.

Vice Mayor del Aguila's understanding was that this was not an additional hit to the budget this year.

The Town Manager stated the town has the revenues to cover the Golf Course Fund and they were requesting the funds to be used for maintenance instead of retained earnings.

Vice Mayor del Aguila stated he saw it on the first two items as it was laid out and he understood the bonds.

The Town Manager stated the increase to green fees was under the Golf Fund/Revenue Budget in the amount of \$280,000. He emphasized that staff was asking that the monies to be taken there instead of retained earnings.

In response to queries from Vice Mayor del Aguila, the Town Manager stated that the impact would depend on the projections and revenues for the next year. He stated the Golf Course Fund was driven by the usage and costs which were up and down. Staff anticipated there would be a slow down next year, noting that during COVID-19, the Golf Course was widely used.

There was brief question and answer session between Councilmember Friedrichs and the Town Manager about the Golf Course and revenue.

Councilmember Friedrichs stated when she read the increase to the green fees, she assumed the costs were being risen per individual.

The Town Manager stated it was the revenues and with clarification from the Director of Finance the amount was \$1.0894 million.

Councilmember Friedrichs suggested staff change next week's presentation to better express the golf fees. She stated there are very passionate and frugal golfers that could see the numbers and might be upset. The Director of Finance agreed to update the presentation to make it clearer.

The Town Manager agreed with Councilmember Friedrichs that the presentation should reflect the expenditures and revenues in two separate columns side by side, which would be easier to understand. The columns show what funds the town has received above what was expected.

Councilmember Friedrichs suggested that staff use the term "increase revenue" or another suitable term. She stated that the town should be clear if the fees do not have to increase.

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Responding to Councilmember Friedrichs, the Town Manager stated staff was not suggesting the golf fees be raised now.

Mayor Olem's understanding was that the maintenance fees increased due to the increased usage of the Golf Course.

The Town Manager agreed with Mayor Olem's comments. During his budget discussions with Council, he explained that staff noticed that the storm drainage improvements from several years ago were going to need additional maintenance. This was in part because when private golf courses were at full capacity, they were sending their members to our Golf Course to play. Therefore, the increase in play has led to increased maintenance.

**GENERAL**

**4. Resolution 22-G-17, to establish the Town of Herndon Diversity, Equity, and Inclusion Committee.**

Mayor Olem called on the Town Clerk, who presented the staff report dated February 15, 2022, which is on file in the Town Clerk's office.

The Town Clerk stated the Council first discussed the idea of forming a committee focused on diversity and equity in January 2021. Council held several in depth discussions over the next several months about how the committee should be formed, the composition, the goals, and the objectives.

The work session discussion and presentation in July 2021 highlighted additional Town Council input and direction that was needed before staff could proceed. Staff worked with Councilmember Dhakal to resolve the remaining elements.

Following discussions with Councilmember Dhakal, staff presented a draft resolution to establish the Herndon Diversity, Equity, and Inclusion Committee (HDEIC) for discussion at the February 1 work session. Staff was requested to move forward with placing the item on the agenda for consideration.

HDEIC would operate like other existing advisory committees. Once established, the chair and committee members would discuss the method of making recommendations to the Council and other logistics relative to the advisory committee's operation. The primary goal of the advisory committee was to reach out and listen to the community's concerns and use the information to make recommendations to enhance the delivery of services/events to the minority resident and business communities. Staff recommended approval.

There was brief discussion on this item.



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Councilmember Friedrichs inquired if the documents provided tonight would be the same documents that the Town Council would act on next week.

The Town Clerk confirmed that the documents would be the same. The Town Clerk stated unless the Town Council wanted to select a chair this evening, then the resolution would be updated to reflect that change for next week.

Councilmember Singh wanted to get started.

Vice del Aguila stated this was amazing and he was excited to get this going. He stated that he talked with the Town Manager about inclusion in events early on.

As a follow up to the Vice Mayor's comments, the Town Manager stated the idea that was brought to him was a food truck rodeo with multicultural food trucks. He then approached the Economic Development Manager, who had experience in doing food truck rodeos, and had begun an abstract with this idea in mind.

Vice Mayor del Aguila stated he was not sure if that was the spirit of outreach or something; but this was a foundation. He thanked Councilmember Dhakal for creating this plan in terms.

Councilmember Singh interrupted Vice Mayor del Aguila asking what exactly the idea for this was.

Responding to Councilmember Singh, Vice Mayor del Aguila stated that instead of having a formal and expensive festival, the town could do "one off" events. They could host a party in the parking lot or hold another type of event dedicated to outreach ~ like food or music ~ which the town could expand later.

Vice Mayor del Aguila was not sure if this was the appropriate place, but he thought it was a natural extension to reaching out to more communities. There are many different languages and foods celebrated in the town. He thought this was like what Councilmember Singh was talking about to provide services or events in the town. He noted he that there are towns that have zones or rope off certain roads and allow for the consumption of beers/wines. He was not sure that the town wants to promote that, but this could be a foundation to do smaller festivals more quickly and at a lower cost.

Responding to the discussion, the Town Manager thought that the food truck idea would be a low logistical burden and keeping alcohol out of it would keep the logistics even lower. He stated the town could do something like that as a trial or idea. As he mentioned earlier, he had spoken to the Economic Development Manager who had done this before and asked him to write an abstract.

Councilmember Dhakal expressed his appreciation to the Town Clerk, staff, and the Town Council for all their hard work and suggestions to bring forward the

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HDEIC. This is a great way to bring the community together. He has spoken to several residents who are excited and looking forward to serving on the committee. The next step was to approve the resolution at next week's meeting and to have the Chief Communications Officer proceed with outreach to the community to start collecting applications.

The Town Clerk stated if the Council has individuals that are interested in serving on the HDEIC to get her the names. She would submit the applications to the Council for consideration the next time there is a closed meeting to discuss appointments. She stated this does not need to be a formal type of application, as this is going to be a diverse committee, and so the town could get this started. As the Town Attorney mentioned at the February 1 work session, the members would serve two-year terms to coincide with election terms, with the first term extended to end with the subsequent Council's term on December 31, 2024.

The Town Clerk expressed her appreciation to the Amanda Kertz, Chief Deputy Town Clerk as she did a lot of the initial research, participated in the conference call with Councilmember Dhakal, and compiled the information/notes from the Council to have an outline to start the process.

Councilmember Dhakal agreed with Vice Mayor del Aguila's comments that diversity in music and food helps bring people together and about starting with smaller events. He stated that the minimal viable product (MVP), was starting with a food truck rodeo or musical event. One day, they could have a big multicultural festival. This was the first step to understand what the public wants and connect the community better.

Councilmember Singh inquired how the recommendations or suggestions would come from the committee and asked if it would be at the meeting or by other means. He stated this was the first time he had heard of this.

Councilmember Dhakal responded to Councilmember Singh and stated that when the committee is formed, they should have some sort of ownership and empowerment that they can discuss and provide different ideas. The Council would, in turn, communicate the mission, vision and purpose to the committee. He thought the Council should provide the committee with what type of activities they want to see. The HDEIC may have better ideas than the Council, and by empowering the committee, they could collaborate.

Councilmember Singh thanked Councilmember Dhakal for his explanation and expressed support.

Vice Mayor del Aguila stated this was a foundation that would be organic and provide guidance, and it was the Council's purpose to inspire them.

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Mayor Olem asked for the concurrence of Council to place this on the Consent agenda for next week's meeting.

Councilmembers Friedrichs did not want it on the Consent agenda and stated that people may want to comment on it.

Following Council discussion, Mayor Olem stated it would remain on General for next week's meeting.

Councilmember Regan announced that he would absent for next week's meeting.

**CONSENT**

**5. Resolution 22-G-18, to Award Contract IFB #21-12, Electrical Services.**

There were no questions from Council on this item.

**ROUNDTABLE**

- 1. Councilmember Regan:** Had the pleasure of talking with the consultant moderators that would be assisting during the Town Council Strategic Planning Initiatives Meeting on March 24.
- 2. Councilmember Friedrichs:** Had received a compliment from a resident on the most recent water bill insert.

Councilmember Friedrichs was frustrated about housing issues that could not be fixed right away and she understood there were other projects. She has spoken to Mayor Olem about her concerns. She stated there was a group called "Reston Strong" that was working with Fairfax County on short term housing solutions. She was interested in what they were doing, and she would provide information about the group to staff and the Council. She asked the town to send a letter supporting this group to the Fairfax County Board of Supervisors. She stated that the town needs short term housing while working on long term affordable housing.

- 3. Councilmember Dhakal:** Stated that he was looking forward to working with the consultant moderators and asked what the deadline was to submit his ideas to the consultants for the Town Council Strategic Planning Initiatives Meeting on March 24.

Mayor Olem stated that the facilitators have the ideas and are putting them in order.

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Councilmember Dhakal asked if the ideas that were submitted were the old ones being worked on or were the moderators soliciting new ideas.

The Town Manager stated the ideas that were agreed to be advanced by the Council were being worked on. At various stages, some of them have already been programmed into next year's budget and others were evolving. He stated there was a lot of ground to cover on March 24; however, he would discuss it with the facilitators and see how they could fit it in.

Councilmember Dhakal stated that he has two additional ideas that he would submit.

4. **Councilmember Singh:** Asked if he could submit ideas on how to prioritize to the facilitators before he has the interview, and if so, he requested their email addresses.

The Town Manager stated their email addresses were included on an email he sent to Council last week.

Councilmember Friedrichs stated in her meeting with the facilitators she suggested they review Councilmember Singh's prioritization of initiatives that were adopted on May 6, 2021.

The Town Manager stated they had not asked for it yet, but he would provide it with the materials.

5. **Vice Mayor del Aguila:** Had sent the Town Manager another email regarding the issue of speeding buses. He wanted to know if there was anything he could do to assist him in this matter. The Town Manager stated he had received his email.

Vice Mayor del Aguila asked if any processes had been posted on the town's website about appealing the charges for massage therapists.

The Director of Finance stated the business appeal process was posted on the town's website and that staff had sent emails to all the massage therapists about the process.

6. **Mayor Olem:** Announced that the "Great Backyard Bird Count" was this weekend, from Friday, February 18 through Monday, February 21, and that the town's "2022 Summer Camps Guide" was coming out.

Mayor Olem stated that the Herndon Festival would be Thursday, June 2 through Sunday, June 5, and to check the Festival's website for more information.

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She announced that the town's "Fishing Derby" would be on Saturday, March 19, behind the Herndon Police Department. She asked Chief DeBoard where the actual location was.

The Chief stated that the event would be at the Sugarland Run creek right behind the Police Department.

More information about these events was posted on the town's website.

**COMMENTS FROM THE TOWN MANAGER**

The Town Manager expressed his appreciation to the Town Council for getting the meetings scheduled with the facilitators with a short turn around. One of the facilitators was leaving the country for a couple of weeks and would not be back until just prior to the Town Council Strategic Planning Initiatives Meeting.

He stated he would leaving tomorrow morning to attend the Virginia Local Government Management Association Conference in Staunton and would not return until late Friday. The Director of Finance would be Acting Town Manager.

**CLOSED MEETING**

Mayor Olem stated that the Council had a need to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The Closed Meeting was held in the Herndon Police Department Community Room, 397 Herndon Parkway, Herndon, Virginia.

Mayor Olem stated earlier in the meeting, the Council amended the agenda to reschedule the portion of the closed meeting regarding attorney-client privileged communication relating to the Town Council Strategic Planning Initiative #14.

Mayor Olem stated, as a reminder, only public business matters lawfully exempted from open meeting requirements by Virginia law can be discussed by Council in closed meeting. These matters must be clearly stated in the motion to convene in the closed meeting.

On motion of Vice Mayor del Aguila, seconded by Councilmember Friedrichs, and carried by 6-0 roll call vote, the Herndon Town Council went into Closed Meeting at 7:50 p.m., under Section 2.2-3711(A)(1) of the Code of Virginia, for discussion of prospective candidates relative to appointments to boards & commissions.

Vote: Councilmembers Dhakal, Friedrichs, Regan, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Alam was absent.

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**RECESS**

At 7:50 p.m. Mayor Olem called a brief recess, and at 8:00 p.m., the closed meeting reconvened Herndon Police Department Community Room, all members present except for Councilmember Alam, and with Mayor Olem presiding.

**CLOSED MEETING (CONTINUED)**

On motion of Councilmember Friedrichs, seconded by Vice Mayor del Aguila, and carried by 6-0 vote, the Herndon Town Council reconvened in public session at 8:46 p.m.

Vote: Councilmembers Dhakal, Friedrichs, Regan, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Alam was absent.

On motion of Councilmember Dhakal seconded by Councilmember Friedrichs, and carried by 6-0 vote, the Herndon Town Council approved the following Certification of Closed Meeting.

Vote: Councilmembers Dhakal, Friedrichs, Regan, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Alam was absent.

**Certification of Closed Meeting**

**WHEREAS**, the Town Council of the Town of Herndon has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3711 of the Code of Virginia requires a certification by this Town Council that such Closed Meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Herndon hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council.

**VOTE:**

**Ayes – 6**

**Nays – 0**

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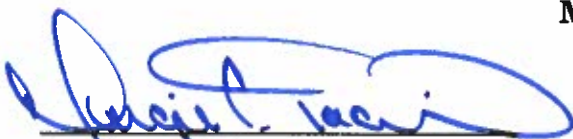
**ABSENT DURING VOTE: 1  
ABSENT DURING MEETING: 1**

**ADJOURNMENT**

On motion of Vice Mayor del Aguila, seconded by Councilmember Dhakal, and carried by 6-0 vote, the meeting of the February 15, 2022 work session was adjourned at 8:48 p.m. The vote was: Councilmembers Dhakal, Friedrichs, Regan, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Alam was absent.



**Sheila A. Olem  
Mayor**



**Margie C. Tacci  
Deputy Town Clerk**

**Minutes approved by Town Council: May 10, 2022.**

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***NOTE:***

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