

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES - SEPT. 11, 2024

1. CALL TO ORDER / ROLL CALL

Mayor Wernikoff called the Regular Meeting to order at 7:05 p.m. Roll call was taken.

Present: Councilmembers Jeff Aalfs, Craig Taylor, Mary Hufty, Vice Mayor Judith Hasko and Mayor Sarah Wernikoff

Absent: None

Others: Assistant Town Manager Corie Stocker, Town Attorney Catherine Engberg

Mayor Wernikoff asked for a moment of silence for the victims of the September 11, 2001 tragedy.

Town Attorney Engberg reported out from the Closed Session held prior to the regular meeting and reported that no action was taken by the Council.

2. PRESENTATIONS / PROCLAMATIONS

None.

3. TOWN MANAGER REPORT

Mayor Wernikoff announced Town Manager Etman was ill. Assistant Town Manager Stocker thanked the community for its patience during recent staffing shortages. She reported the town is now issuing timely building permits with the assistance of new staff.

4. ORAL COMMUNICATIONS

The following members of the public addressed the Town Council:

- Rita Comes
- Caroline Vertongen
- Kristi Corley

5. CONSENT AGENDA

Vice Mayor Hasko requested removal of Consent Agenda item 5.a., Minutes of May 22, 2024, to make a correction.

Councilmember Taylor moved approval of the Consent Agenda items b, c, d, e, f, and g, seconded by Councilmember Aalfs. Motion carried by unanimous roll call vote.

- a. Approve Regular Meeting Minutes of May 22, 2024

Vice Mayor Hasko requested a correction to the Minutes of May 22, 2024, on Page 2, Agenda item 7.A., paragraph 3, regarding recusing from the vote. Town Attorney Engberg recommended to correct the record, as follows:

“Town Attorney Engberg announced that Mayor Wernikoff would be recused from any votes regarding a mixed-use discussion for the properties of 4370 and 4394 Alpine Road, due to consistency with past practice. Vice Mayor Hasko would be recused from any votes regarding mixed-use discussion due to living within a 500-foot proximity to the properties of 4370 and 4394 Alpine Road, as recommended by the Fair Political Practices Commission.”

Councilmember Taylor moved approval of the Consent Agenda item 5.a, as corrected above, seconded by Councilmember Aalfs. Motion carried by unanimous roll call vote.

- b. Approve Special Meeting Minutes of May 29, 2024
- c. Approve Regular Meeting Minutes of June 12, 2024
- d. Approve Regular Meeting Minutes of June 26, 2024
- e. Approve Regular Meeting Minutes of July 24, 2024
- f. Approve Special Meeting Minutes of August 28, 2024
- g. Approve Special Meeting Minutes of September 4, 2024

6. REGULAR AGENDA

- a. Receive the State of the Town Presentation

This item was removed from the agenda.

- b. Approve and Discuss the Warrant List of September 11, 2024

Finance Director McFarlane discussed details related to the monthly Warrant List. He stated future Warrant Lists would include more detail for transparency. Councilmembers expressed appreciation to Mr. McFarlane.

The following members of the public provided comment:

- Karen Askey
- Caroline Vertongen
- Betsy M

- c. Receive and File the FY 2020-21 Annual Comprehensive Financial Report

Finance Director McFarlane reported the auditor’s unmodified opinion for the 2020-21 audit, noting that the corrections regarding internal controls have already been addressed. He stated four audits have been completed in the past 12 months.

The following members of the public provided comment:

- Rita Comes
- Kristi Corley

The item was continued to the next Town Council meeting.

d. Receive Post Housing Element Adoption Outreach Subcommittee Report

Councilmember Hufty and Vice Mayor Hasko reported out on the last meeting of the Outreach subcommittee and the outreach conducted to more than 40 contacts with specific criteria. Council questions were answered by the subcommittee members.

The following members of the public provided comment:

- Caroline Vertongen

Motion was made by Councilmember Taylor, seconded by Councilmember Aalfs, to receive the final report of the Post Housing Element Adoption Outreach subcommittee. Motion carried by unanimous roll call vote.

e. Direct ad hoc Evaluation Committee Formation

Vice Mayor Hasko explained the need to form an ad hoc Evaluation committee for the task of recruiting resident volunteers to assist the committee in the evaluation of additional potential sites for building future affordable housing, as required by the Housing Element and State mandate.

Motion was made by Councilmember Aalfs, seconded by Councilmember Taylor, to form an ad hoc Evaluation Committee consisting of Councilmembers Hufty and Vice Mayor Hasko, to begin the search of four qualified volunteer residents. Motion carried by unanimous roll call vote.

7. COLLEAGUES MEMO

a. Skyline Blvd. Shoulder Improvement

Councilmember Hufty stated the issue of needing a shoulder on Skyline arose out of the Bicycle, Pedestrian, Transportation and Safety Committee from Ted Salker, needing a letter in support to Caltrans for the project.

The following members of the public provided comment:

- Ted Salker
- Caroline Vertongen
- Kristi Corley

Councilmember Taylor moved to form a subcommittee regarding Skyline Blvd. Shoulder Improvement issue, seconded by Vice Mayor Hasko. Motion carried by unanimous roll call vote.

8. COUNCIL SUBCOMMITTEE, LIAISON COMMITTEE, AND REGIONAL AGENCIES REPORTS

Councilmember Taylor reported on a recent Finance Committee; Councilmember Hufty commented on the Conservation Committee, Bicycle, Transportation, Pedestrian Safety Committee and reported on attending the Association of Bay Area Government's (ABAG) and Metropolitan Transportation Commission (MTC) General Assembly meeting.

9. ADJOURNMENT

Mayor Wernikoff adjourned the meeting at 8:35 p.m.

/s/ Sarah Wernikoff, Mayor

/s/ Corie Stocker, Asst. Town Manager

Approved by the Town Council at its September 25, 2024 meeting.