

**ROUND HILL TOWN COUNCIL
PUBLIC INFORMATION SESSION
and
REGULAR MEETING MINUTES
September 19, 2019**

A Public Information Session and Regular Meeting was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, September 19, 2019, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Donald W. Allen
Melissa Hoffmann
Michael B. Hummel

Council Members Absent

Mary Anne Graham, Vice-Mayor
Amy E. Evers

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Rob Lohr, Project Specialist
Maureen Gilmore, Town Attorney

Others Present

Paula James
Jim Sinisgallo

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:34 p.m. Councilperson Hoffmann led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, with Councilpersons Allen, Hummel and Hoffmann, and himself present, a quorum was established. Mr. Ramsey noted that Vice-Mayor Graham and Councilperson Evers were absent.

IN RE: COMMUNITY POLICING REPORT

As the Community Policing officer was not in attendance, this report was not provided.

IN RE: PUBLIC INFORMATION SESSION (As Advertised in Loudoun Now)

1. Presentation on Round Hill Greenway Trail (Phase 3)

Mayor Ramsey explained that the presentation offered this evening is in accordance with the requirements for applying for grant funding for the project, which is associated with the upcoming Main Street Enhancement Project.

Project Specialist Lohr presented this item. A map of the area encompassed by Phase 3 of the project was provided to Council, with Mr. Lohr explaining how sidewalks/trails in the area will connect upon completion of the project. Project Specialist Lohr further explained that it was hoped that both Phases 2 and 3 of the project could be submitted at the same time; however, the cost for Phase 2 of the project exceeded the one-million dollar limit for grant funding, so the decision was made to proceed with Phase 3 at this time. Project Specialist Lohr stated that the cost of the project is estimated to be \$983,292.00, with Round Hill expected to provide twenty percent of the total funding. Mr. Lohr reiterated that conducting a Public Information Session is a requisite for applying for grant funding, and that the session was duly advertised in the newspaper *Loudoun Now*. Mr. Lohr further explained that the deadline for filing the application is September 30, 2019.

Project Specialist Lohr stated that the project should not require the acquisition of any permanent easements, however, construction easements will be needed. Discussion ensued regarding an existing trail and how it may be used in the project; there was also discussion of possible sidewalk/trail connections made to subdivisions on the south side of Round Hill. Finally, there was discussion of how to best reference this project, as Phase 3 is being undertaken prior to Phase 2, due to exacerbating issues with that phase of the entire Round Hill Greenway Trail Project.

2. Comments on Round Hill Greenway Trail (Phase 3)

Mayor Ramsey opened the floor to comments on the Round Hill Greenway Trail (Phase 3) project; there were no comments from members of the public in attendance. Councilperson Hoffmann thanked Staff for their work on the project.

IN RE: PUBLIC COMMENT

Ms. Paula James, of 4 Mystic Lane, Round Hill, spoke regarding the meter on the water line at her property. Ms. James noted that she is a sewer-only utility customer, as she has a private well at her home, and stated that she does not want a replacement meter on her well, due, in part, to previous problems with water leaks from the meter, which is located in the basement of her home. Ms. James asked for an exception to the 9,000-gallon basis for computation of sewer rates, noting that she usually uses 5,000 gallons, and stating that she would be willing to pay for 7,000 gallons. Additionally, Ms. James stated that she feels she should not be required to pay for the meter itself.

Mayor Ramsey stated that, upon consultation with Staff, it was determined that Ms. James is not responsible for paying for the meter. Mayor Ramsey noted that a new meter could be placed outside of the house, and explained that it should be placed inside a crock; Mr. Ramsey stated that

a new meter can be provided to the customer now. Mayor Ramsey further explained that the 9,000-gallon threshold is included in the Town's Water and Sewer Ordinance, and that the Council would need to amend the Ordinance in order to provide the exception sought. Mayor Ramsey summed up Ms. James' options: 1) to take the new meter; 2) to go with billing at the 9,000-gallon limit; or, 3) to request that Council amend the Ordinance.

There was discussion of the portion of Ms. James' property, which is inside the Town limits, with it being determined that the taxable portion of the property is inside the Town's boundary.

Ms. James thanked the Council.

Mr. Jim Sinisgallo, of 35761 Finn Valley Lane, Round Hill, spoke regarding the bill for \$1,100.00 he received for the first twenty-two days he has resided in his new home; Mr. Sinisgallo stated that he was watering sod during that time period. Mr. Sinisgallo asked if it would be possible to install two meters at the property, one of which would meter only outside water use; Mayor Ramsey stated that the Town does not install additional meters. Mr. Sinisgallo noted that a significant amount of the water used in this instance did not go into the sewage treatment system. Mayor Ramsey provided an explanation of the utility rate system, noting that it is designed to pay for itself and to "break even." Mr. Sinisgallo asked if the Town would consider instituting tiered rates; Mayor Ramsey noted, if that proposal were to be considered, it would be included in the next rate study, which is slated to be done three years from now. In response to a question from Mr. Sinisgallo, Mayor Ramsey provided the rationale for the higher out-of-town utility rates. Mr. Sinisgallo asked about the possibility of bringing the Brentwood Springs subdivision into the Town's limits, which would afford residents there the lower in-town rates; Mayor Ramsey explained that the Council is considering possible boundary line adjustments (BLA), and that the Brentwood Springs neighborhood could be considered in that effort. Mayor Ramsey explained how the boundary line adjustment process works, and how it would affect taxes paid by residents in an area being brought into the Town's limits. It was noted that the BLA is an active project. Mayor Ramsey explained that a reimbursement for water used prior to the date of closing on the purchase of the property may be requested of the builder. Mr. Sinisgallo thanked the Council and noted that he is glad to hear the boundary line adjustment project is moving forward. Mayor Ramsey welcomed Mr. Sinisgallo to Round Hill.

IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Town Administrator Hynes requested that the following items be added to the Agenda: 1) Apple House Carpentry Lease, and 2) tall grass violation; Mayor Ramsey noted that the Apple House lease will be included under *Action Items*, and the tall grass violation will be included under *Business Items*. Councilperson Hummel moved **that the Council adopt the Agenda, with the changes noted**; Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was then held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Absent
Amy E. Evers	Absent

IN RE: APPROVAL OF MINUTES

There were no Minutes for review, due to the cancellation of the August Town Council meetings.

IN RE: BUSINESS ITEMS

1. FY2020 Strategic Action Plan

Town Administrator Hynes presented this item, noting that the current Strategic Action Plan has been included in Council Members' packets, with additional updates provided this evening. Ms. Hynes also noted that Project Specialist Lohr will provide a report on Capital Improvement Projects at the next Town Council meeting. The FY2020-2022 Strategic Action Plan was reviewed, with the pre-bid meeting for the Main Street Enhancement Project, and plans for moving ahead with the Boundary Line Adjustment (BLA) project, discussed. Mayor Ramsey requested that the BLA project be set as an Agenda item for the next Council meeting, at which Council will consider which properties it wishes to include in the first phase. There was also discussion of the properties included in the Comprehensive Plan Amendment under consideration. Mayor Ramsey suggested that an amendment of the Town Ordinance, to address parks, be considered, as the number of parks under the auspices of the Town has grown in recent years. Numerous points included in the FY2020 Priorities and Projects list were discussed by Council and Staff; it was decided that further review and debate of these items will be included at the Strategic Planning Retreat scheduled for October 30, 2019.

2. Tall Grass Violation

Town Administrator Hynes presented this item, explaining where the violation has occurred; this was recognized as an ongoing issue. Ms. Hynes further noted that the time between Town Council meetings, during which authorization to address the issue may be sought, creates a delay in dealing with the problem. Mayor Ramsey and Town Attorney Gilmore explained that the Town Administrator has been authorized to notify the property owner of the violation, and to subsequently have the grass cut and bill the owner, if needed, in order to address the violation.

IN RE: ACTION ITEMS

2. Resolution 2019-12: Resolution for 20% Local Match for VDOT's TAP Grant (Round Hill Greenway Trail Phase 3)

Councilperson Allen moved **that the Town Council adopt Resolution 2019-12, committing the Town's 20% Local Match to the Round Hill Greenway Phase 3 grant application**; Councilperson Hummel seconded the motion. Mayor Ramsey clarified that,

if the motion is approved, the Town will be obligated to pay twenty percent of the cost of this project, if the grant is awarded. There was no further discussion of the motion. A voice vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Absent
Amy E. Evers	Absent

2. Apple House Contracting Lease Agreement

Mayor Ramsey presented this item, noting that the current tenant of the office space upstairs wishes to renew his lease, and wants to ensure that he will be allowed to park trailers used in his business in the Town Office lot, in the spaces designated for his use. Mayor Ramsey noted that the business owner has been a good tenant. Councilperson Hoffmann made a motion **to renew the lease for Apple House Contracting, for a two-year term, as presented;** Councilperson Hummel seconded the motion. Councilperson Allen asked to clarify which parking spaces are designated for Apple House's use, which Mayor Ramsey and Town Administrator Hynes did. A voice vote was then held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Absent
Amy E. Evers	Absent

Mayor Ramsey stated that Town Administrator Hynes is authorized to execute this lease.

IN RE: REPORTS

1. Town Administrator Report

Town Administrator Hynes reported on two new hires made in the Utility Department, and on a Utility Department employee who is on leave for six weeks. Ms. Hynes further reported that the vacant position of Town Planner will be posted next week. Town Administrator Hynes explained that Ms. Martha Mason Semmes is set to serve the Town as the Deputy Zoning Administrator, focusing on high-level planning and zoning. Finally, Town Administrator Hynes noted that additional steps are to be taken in an effort to fill the vacancies on both the Town Council and the Planning Commission.

2. Mayor's Report

Mayor Ramsey reported that the Coalition of Loudoun Towns (COLT) has been active, planning and facilitating debates for candidates running to serve on the Board of Supervisors in western Loudoun districts; the next debate, for the Blue Ridge District, will be held on October 3rd in Purcellville. The debate will begin at 7:00 p.m., and COLT hopes to live-stream the event. Mr. Ramsey noted that the Town Council approved a \$500.00 line item in the Town's budget for COLT activities; the debates are expected to cost the group approximately \$500.00, so this line item will likely be revisited during upcoming budget discussions. Finally, Mayor Ramsey reported that the final debate will be for the position of Chair of the Board of Supervisors.

IN RE: COUNCIL COMMENTS

Councilperson Hummel stated that he will be absent from the scheduled Joint Public Hearing to be held at the October 10th Town Council meeting, and asked Staff to ensure that a quorum for the Planning Commission will be in attendance.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:33p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary