



ROUND HILL TOWN COUNCIL WORK SESSION AGENDA

September 5, 2019

7:30 PM

- I. Call to Order & Pledge of Allegiance**
- II. Roll Call**
- III. Public Comment:**
 - a. *Visitors to the meeting may address the Council at this time. Each speaker is asked to state their name for the record and to please limit their presentation to five minutes. The speaker's item may be placed on the agenda for the next meeting.*
- IV. Adoption of Regular Meeting Agenda (Amendments & Deletions)**
- V. Monthly Reports from Committee & Special Project Chairs:**
 - a. Capital Projects & Parks
 - b. Utility Operations
 - c. Administration & Technology
- VI. Approval of Minutes**
 - a. Town Council Work Session Minutes July 11, 2019
 - b. Town Council Work Session Minutes July 25, 2019
- VII. Business Items:**
 - a. Council Vacancy
 - b. CPAM 2019-01: Extension of Water & Sewer Service Comprehensive Plan Amendment – Schedule Date for Joint Council/Planning Commission Public Hearing
 - c. Creekside at Round Hill, Phase 3 – Request for Bond Reduction
 - d. FY2021 County CIP Funding Request
 - e. Phase 2 Streetlight Installation Project
 - f. Council Strategic Planning Retreat & Annual Survey – Discussion
 - g. Employee Recognition Policies
 - h. Sewer-Only Billing Policy
 - i. Excess Water Usage Policy
- VIII. Special Action Items:**
 - a. Schedule Joint Council/Planning Commission Public Hearing on CPAM 2019-01
- IX. Town Council Comments**
- X. Closed Session**
 - a. Town Council Vacancy Application Review
- XI. Meeting Adjournment**

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
July 11, 2019**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, July 11, 2019, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Amy E. Evers
Melissa Hoffmann

Council Members Absent

Donald W. Allen
Michael B. Hummel

Staff Members Present

Martha Mason Semmes, Interim Town Administrator/Zoning Administrator
Rob Lohr, Project Specialist
Lauren Runyan, Town Planner
Maureen Gilmore, Town Attorney

Others Present

Gil Paist

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:40 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey noted that, with Councilpersons Evers and Hoffman, Vice-Mayor Graham, and himself present, a quorum is established. The Mayor also noted that Councilpersons Allen and Hummel are absent, and that Councilperson Lyne has resigned.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Vice-Mayor Graham made a motion to adopt the Agenda, with the following additions: under *Business Items*, add Item "b" – *Sleeter Lake Park Project*; and, for the *Closed Session*, add that the session is being held to discuss personnel matters, including *actions of a former employee, and recognition of a current employee*. Councilperson Evers then seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

IN RE: MONTHLY REPORTS FROM COMMITTEE & SPECIAL PROJECT CHAIRS

a. Capital Projects & Parks

As Councilperson Hummel was absent, this report was not presented.

b. Utility Operations

Vice-Mayor Graham reported that Utility Staff met this past Tuesday, and reviewed various items, including the Stoneleigh generator, which is slated for installation during the last week of July. Ms. Graham noted that the generator is being shipped from Brazil, and that it is hoped the shipment goes smoothly and the installation will take place on schedule. Vice-Mayor Graham reported that there was also discussion of a recent power outage which affected the Stoneleigh well; methods by which the Town may elicit a quicker response from Dominion Energy during these outages were examined. Project Specialist Lohr reported that he is compiling a critical inventory list, which delineates facilities to be considered at the same level of importance for restoration of power as hospitals and government facilities, and that he will provide this list to Dominion. Mr. Lohr noted that this has been done previously, but that the list needs to be updated and presented to Dominion every year or two, to ensure timely action on their part during outages.

Vice-Mayor Graham also reported on a problem with the restroom facility at Woodgrove Park; Utility Staff investigated the problem, and concluded that the design of the facility was faulty. Project Specialist Lohr reported that the Town did provide accurate data to the County prior to its purchase and installation of the system in use at the facility.

Vice-Mayor Graham noted that Utility Supervisor Feltner and Interim Town Administrator Semmes have been conducting interviews for the new Public Works Maintenance Technician position.

Finally, Vice-Mayor Graham reported that Staff and Town Engineer Lane continue work to address safety issues identified by the Virginia Municipal League (VML), at Town facilities, during its recent assessment.

c. Administration, Communication & Technology

Vice-Mayor Graham reported that Town Administrator Hynes is having some difficulty in having the Town's Personnel Manual returned to her from VML. Interim Town Administrator Semmes clarified that some confusion occurred in this process, due to the unexpectedly early start of Ms. Hynes' leave, and that a conference call between the VML representative and Interim Town Administrator Semmes, to discuss the recommended changes to the manual, will be held in the next week or two.

IN RE: APPROVAL OF MINUTES

1. Town Council Work Session Minutes of June 6, 2019

Vice-Mayor Graham provided the following corrections: on page seven, in line thirteen, it should be notated as a *straw vote*, rather than a *vote*, taken on the cigarette tax; additionally, on the same page, in line sixteen, a typographical error was noted, the word *was* should be *way*. There were no further corrections. Vice-Mayor Graham moved **that the minutes be approved, as corrected**; Councilperson Evers seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

a. Main Street Pedestrian Project Update

Project Specialist Lohr presented this item, noting that this has been a challenging project, but that there is "light at the end of the tunnel." Mr. Lohr highlighted the following:

- That the State/Federal funding for this project is not being pulled, as it is so far along in the process. Mr. Lohr noted that the Town will request that some of this funding be reallocated to Round Hill's project.
- Funding requested of the County, in its FY2020 budget, has been approved; this will provide \$500,000.00 in funding for the Main Street/Franklin Park Trail Project.
- VDOT has approved all construction plans and drawings, for the third time. Project Specialist Lohr reported that he has informed VDOT that the Town will not further address these plans and drawings, and that Round Hill plans to go to bid on the project. Mr. Lohr stated that the latest the Town should be able to go to bid is at

the end of September, with September 21st being the target date; the schedule for review of bid documents was provided to the Council. In response to a question from Mayor Ramsey, Project Specialist Lohr reported that the County is prepared to advertise as soon as VDOT approves the bid package; upon advertisement for bids, the Town will notify residents. Mr. Lohr stated that it is expected the approval process for award of the contract will be lengthy, as several entities are involved; however, it is expected that the project will begin construction in the spring of 2020.

Discussion ensued regarding future phases of this project, with Project Specialist Lohr noting that the Town's experiences with this first phase has better prepared Staff for proceeding with future phases. It was determined, in the discussion, that it would be best to forego the use of federal funding for these upcoming phases. It was noted by Staff that the pre-application for the southern portion of Phase 2 of the project has been filed; additionally, it was noted that the northern portion of this phase will be more complicated. Project Specialist Lohr stated that Staff will keep the Council updated on the progress of this effort.

b. Sleeter Lake Park Projects

Town Planner Runyan presented this item, beginning by providing a photograph of the new design for boat storage racks to Council for its review; Ms. Runyan reported that the cost, per storage unit, will be \$335.00, which includes both time and materials. It was decided to use wood construction for the racks, rather than metal, and to proceed with building one unit; following completion of the first unit, a decision will be made if the Town should proceed with building an additional unit.

Vice-Mayor Graham reported that an archaeologist from the State has visited the site of the ruins of the house at the park, and has indicated that the State would like to investigate the site further. Discussion ensued regarding how this would proceed, with the State requesting that the Town clear brush from the area, following which the archaeological team would spend one weekend investigating the site. It was noted that the fencing at the house is temporary, and that it should not be too difficult to move. It was decided that someone from the Town's staff should be present when the archaeological team is undertaking its work at the park. Interim Town Administrator Semmes reported that a waiver will be required, to protect the Town from any liability; additionally, it was determined that the archaeological team will be required to provide proof of insurance and bonding. Mayor Ramsey suggested that this project be done in November, following the closure of the park for the season.

Town Planner Runyan reported that the hours for closure of the gate to the park have been posted; additionally, she reported that several unclaimed boats have been confiscated, with three weeks' notice provided before the craft were impounded, and the means to contact the Town included in those notices.

IN RE: SPECIAL ACTION ITEMS

a. Reappoint BZA Member Robert Field

Interim Town Administrator Semmes presented this item, noting that Mr. Field has indicated his willingness to continue to serve on the Board of Zoning Appeals. Ms. Semmes recommended that the Council reappoint Mr. Field to another term, which will end on April 30, 2024. Vice-Mayor Graham then moved **that the Round Hill Town Council reappoint current Board of Zoning Appeals Member Robert Field to a new five-year term, ending April 30, 2024;** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Town Staff will notify Mr. Field of his reappointment to the BZA.

b. Special Elections for Town Council

Town Attorney Gilmore presented this item, noting that she sent information on this topic to Council Members via e-mail; the information provides various options for conducting this special election. Ms. Gilmore stated that she would be happy to take any questions Council may have. Town Attorney Gilmore also explained that, following the Council's decision on how to proceed with this election, she and the Town Administrator will file the necessary petitions with the circuit court; the information will then be provided to the State Board of Elections and the County Registrar. In response to a question from Council, Town Attorney Gilmore reported that she has been informed that holding this election in May 2020 will not pose any problem, and that the election to fill the vacant seat left by the resignation of Councilperson Frederick Lyne will still be considered a special election. It was decided by Council to proceed with *Option #1 – May 2020 Elections for Both Seats*. Councilperson Evers moved **that the Round Hill Town Council appoint Melissa Hoffmann to fill the entire term of the Town Council seat to which she was appointed, said seat to expire on June 30, 2020;** Vice-Mayor Graham seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Councilperson Hoffmann moved **that the Round Hill Town Council authorize the Town Attorney and the Town Administrator to file the necessary documents to schedule a special election in May 2020 for the Town Council seat vacated by Fred Lyne, said term to expire in May 2022, and a regular election for the Town Council seat currently held by Melissa Hoffmann, said seat to expire in June 2024;** Councilperson Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

It was decided to advertise the vacancy on the Council, with August 31st set as the deadline for submission of letters of interest; the process going forward to be determined at the Council's first meeting in September.

c. August Meeting Schedule

It was decided by the Town Council to cancel its regularly scheduled August meetings. It was noted that a special meeting may be called, if needed.

IN RE: COUNCIL COMMENTS

Councilperson Hoffmann reported that there is wine and cider remaining from the Hometown Festival; it was decided to keep this for use at next year's Festival.

Vice-Mayor Graham reported that she has identified a company which will produce fifty lapel pins, as requested by the Council. She will provide a sample pin at the next Town Council meeting.

Mayor Ramsey reported on a Coalition of Loudoun Towns (COLT) meeting, held yesterday, at which the situation which has arisen concerning Leesburg's JLMA was discussed. It was reported that Leesburg has decided to take legal action against the County, on public notice grounds; the Board of Supervisors accepted public comment regarding the proposed assumption by Loudoun Water of service to some customers in the affected area at only one meeting, followed by changes

made to the proposal by the Board, for which no public comment opportunity was provided. Mayor Ramsey further reported that Loudoun Water has stated that they were not notified of the changes, and that it could take up to two years for them to be able to provide service. COLT likely will support Leesburg's lawsuit; individual towns may file amicus briefs, as well. Mayor Ramsey noted that, if Round Hill were to consider filing such a brief, it would, of course, come before the Town Council prior to any action taking place.

Mayor Ramsey reported that, at the same COLT meeting, the County's Comprehensive Plan update was discussed; COLT will probably release a position statement regarding the Comprehensive Plan update, sometime in August.

Mayor Ramsey reported that COLT has stated it is willing to host a candidate forum for those seeking seats on the Board of Supervisors.

Mayor Ramsey reported that the Town of Hamilton has been approved to purchase two lighted signs, and two radar signs, using the Loudoun County CIP; additionally, Hillsboro is about to receive two signs as a result of its upcoming road construction project. Mayor Ramsey noted that each Loudoun town has been asked to compile an internal list of equipment which could be loaned to other towns; Interim Town Administrator Semmes and Project Specialist Lohr were asked to compile a list for Round Hill.

Finally, discussion took place at the COLT meeting regarding the towns seeking a joint contract for trash and recycling collection; most western towns are interested in pursuing a joint Request for Proposal (RFP), with Mr. Danny Davis to be the "point person" for gathering information for the joint RFP. A plan of acquisition would be presented to each Town Council prior to any action being taken.

Vice-Mayor Graham reported that the Appalachian Trail Festival Committee held a "wrap up" meeting, at which it was decided they would like to hold the festival again next year. It was reported that, in order for the grant funding to again be awarded, the event must cover a span of two days. Next year's festival will likely be held at BChord Brewing again, and will be scheduled for the second weekend in June.

IN RE: CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss personnel matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1), specifically a former employee's actions undertaken while still employed by the Town, and current employee recognition, with the Town Attorney and Interim Town Administrator in attendance.** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Council was in Closed Session, and called for a brief recess at 8:54 p.m.

IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its open meeting**; Councilperson Hoffmann seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Council was again in Open Session.

IN RE: CERTIFICATION OF CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council certify that, while in Closed Session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its Closed Session, and that were lawfully exempt from open meeting requirements.** Vice-Mayor Graham then moved **that the Round Hill Town Council adopt Resolution 2019-10, which states, NOW, THEREFORE, BE IT RESOLVED that the Round Hill Town Council does hereby certify that, to the best of each member's knowledge: 1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Session to which this certification applies; and, 2) only such public business matters as were identified in the motion by which the said Closed Session was convened were heard, discussed or considered by the Round Hill Town Council.** Councilperson Hoffmann seconded both motions. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

IN RE: ADDITIONAL TOWN COUNCIL BUSINESS

Town Attorney Gilmore reminded Council Members that the Conflict of Interest and Ethics module is now available on-line.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at ____ p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary

**ROUND HILL TOWN COUNCIL
MINUTES
of the
REGULAR MEETING
July 25, 2019**

A Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, July 25, 2019, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Amy E. Evers
Michael B. Hummel

Council Members Absent

Donald W. Allen
Melissa Hoffmann

Staff Members Present

Martha Mason Semmes, Interim Town Administrator/Zoning Administrator
Lauren Runyan, Town Planner
Maureen Gilmore, Town Attorney

Others Present

Matt Michlowitz
Stephen Gregg
Joshua Young
Fred Lyne
Juan Restrepo

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at ____ p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, with Councilpersons Hummel and Evers, Vice-Mayor Graham, and himself present a quorum was established. Mr. Ramsey recognized a special guest, former Councilperson Frederick Lyne.

IN RE: COMMUNITY POLICING REPORT

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

IN RE: PUBLIC COMMENT

Mr. Juan Restrepo, of 17243 Old Ingleside Drive, Round Hill, stated that he was in attendance to inquire about the water rates, noting that he has lived in other areas of Loudoun County and has done some comparison of utility rates. Mr. Restrepo asked if anyone on the Council could provide an explanation of the rates. Mayor Ramsey asked if Mr. Restrepo has reviewed the information regarding utility rates contained on the Town's website, noting that *Frequently Asked Questions* and the most recent *Water Rate Study* are both posted, and can help to provide information on how the rates are calculated. Mr. Ramsey explained that the rates are set so that the Town "breaks even" on the system, and that the costs are higher here than they are for Loudoun Water, as Loudoun Water operates on a much bigger scale with much denser development. Mayor Ramsey noted that the costs associated with Round Hill's system are comparable to other community systems, and, in fact, are lower than those in Purcellville, Middleburg, and Lovettsville. Mayor Ramsey provided his e-mail address, and invited Mr. Restrepo to direct his questions to him in that manner.

Mr. Stephen Gregg, of 17247 Old Ingleside Drive, Round Hill, spoke, noting that he, as Mr. Restrepo, just recently moved to the community, and stating that he is striving to understand various proposals, projects, and systems. Mr. Gregg also asked about the study being conducted regarding possible expansion of the Town limits, referencing an older article in a local newspaper, and asked if it is still ongoing. Mayor Ramsey explained that the boundary line adjustment project was placed on hold for a time, during the development and opening of Sleeter Lake Park, and the addressing of other issues, but that the proposal is still on the Council's Strategic Plan, with work on that item to again be undertaken. Mr. Ramsey further explained that his sense is that the Council favors bringing Mr. Gregg's neighborhood, Brentwood Springs, into the Town limits; this action would provide for the in-Town utility rate to be charged to residents, in addition to services such as trash collection to be provided by the Town. Councilperson Hummel noted that it would be helpful for residents of Mr. Gregg's neighborhood to inform the Council if they are interested in their development being incorporated into the Town, upon the boundary line adjustment effort being taken up again. Mayor Ramsey stated that residents should also inform the Board of Supervisors of their interest in this, as a boundary line adjustment depends upon a voluntary agreement between the Town and the County. Mayor Ramsey again provided his e-mail address for anyone who wishes to speak with him, and noted that residents may also come into the Town Office and speak with Town Staff regarding any questions they may have. Mayor Ramsey welcomed the new residents to Round Hill.

Former Councilperson Fred Lyne then spoke, noting that he served on the Town Council for the last five years, and stating that he wanted to apologize for his abrupt departure, which resulted from his house in Round Hill selling shortly after it was put on the market. Mr. Lyne stated that he appreciated all the help and support he received from the Mayor, Vice-Mayor and Council Members during his tenure on the Town Council, and noted that he is informing his former neighbors in Round Hill about the vacancy on the Council, and will continue to do so. Mr. Lyne

noted his feeling that all the Town Council Members' hearts are in the right place, and that it was a great experience working with everyone; Mr. Lyne echoed Councilperson Hummel's sentiment that the Council tries to work together in the right way and to come to good decisions for the betterment of Round Hill, and noted his feeling that the members of the Town Council do a great job. Mr. Lyne stated that he appreciated the time he spent on the Town Council, and also appreciates the time current Council Members continue to spend working on behalf of the Town. Mr. Lyne noted his sadness that he will not be serving on the Council "to see the first shovel of dirt turned over for Main Street," with Mayor Ramsey noting that he will definitely be invited when that event does occur. Finally, Mr. Lyne, based upon his recent experience, suggested that those with complaints about the water in Round Hill "taste-test" neighboring water supplies. Mr. Lyne again thanked everyone for their support, noting the amazing job Vice-Mayor Graham and Mayor Ramsey do, and stating that the amount of hours they spend carrying out their duties "blows me away;" Mr. Lyne noted that they are dedicated public servants and that he appreciates that. Mr. Lyne thanked the Council for the opportunity to speak. Councilperson Hummel stated that he will miss Mr. Lyne being part of the Council, and noted that he had a calm, logical approach to issues which was easy to listen to and think about; Mr. Hummel stated that he learned a lot watching Mr. Lyne's approach to his duties. Vice-Mayor Graham stated that she enjoyed hearing Mr. Lyne's input during Council sessions, in particular during strategy sessions, and noted his engagement in those issues. Ms. Graham stated, "we will miss you." Councilperson Evers thanked Mr. Lyne for his guidance, especially, she noted, as she is new to the Council; Ms. Evers stated that there are big shoes to fill due to Mr. Lyne leaving the Council. Mayor Ramsey noted that he has enjoyed serving on the Council with Mr. Lyne, as well as being a neighbor and friend. Mr. Ramsey stated that he did not recruit Mr. Lyne to serve on the Town Council, as he wants anyone who serves to do so for his or her own reasons and to be guided internally to that service; Mr. Lyne did so, Mr. Ramsey stated, due to his sense of public service and caring for the community. Mayor Ramsey noted that few people have that kind of public spirit, and that seeing Mr. Lyne energized about addressing issues pertinent to the Town help to energize him, as well. Mayor Ramsey stated, "Even though we had several issues that we disagreed on, or ended up compromising on, I always felt, afterwards, that, when I compromised with you I was doing the right thing, and that you were pulling me where I needed to go." Mr. Lyne stated that he felt the same way.

Mayor Ramsey then told of a situation which occurred during the yearly budget process, a number of years ago, during which, in discussing the *Town Administrator's Discretionary Fund*, a Council Member and long-time resident of Round Hill expressed concerns regarding the inclusion of this fund in the budget. Potential uses for the fund were put forth, such as sending flowers to a Council Member or Staff Member who had been hospitalized, or providing a turkey for a holiday dinner. The fund was, ultimately, included in the budget. Mayor Ramsey explained that, when the Council Member who expressed these concerns stepped down from the Council, he was provided with the parting gift of a turkey; this gift has subsequently been presented to each Council Member who has stepped down. Former Councilperson Lyne was then presented with this traditional parting gift, and thanked the Council for the remembrance.

Interim Town Administrator Semmes, speaking on behalf of Town Administrator Hynes and Town Staff, stated that everyone will miss Mr. Lyne's guidance, and that Staff respects everyone who serves in public office as they know how difficult that can be. Ms. Semmes noted that Town Staff has found this Council incredibly supportive, which helps both staff morale and the operation of local government. Mr. Lyne indicated his appreciation of this sentiment, and of the support of the Staff, as well. Town Attorney Gilmore stated that, in response to her request, Mr. Lyne promptly submitted his letter of resignation from the Town Council; Ms. Gilmore stated that she appreciated the alacrity with which he responded to her request. Town Attorney Gilmore further noted that Mr. Lyne served as a "fresh voice" on the Town Council, often presenting views which were animated, were different, and which gave Council Members and Staff the opportunity to research and discover if ideas would work; additionally, she noted, Mr. Lyne always saw the big picture and had a very commonsense approach to any challenges. Ms. Gilmore stated that she will miss his professionalism, particularly in the way he approached his role of Chairperson of the Administration Committee.

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

Vice-Mayor Graham moved to adopt the Agenda, with the following changes: postponement, due to the absence of some Council Members, of *Business Item #4 – Leak Adjustment Policy Amendment*, to a meeting in September; deletion of the *Closed Session*; and, under *Business Items*, the addition of *Item #4 – Sleeter Lake Park*, and *Item #5 – LED Lights*. Vice-Mayor Graham also asked if *Action Item #1 – Resolution of Appreciation for Robert W. Lohr, III*, should be heard first; it was determined that it should. Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was then held; the motion was approved 3-0, with Councilpersons Allen and Hoffmann absent. The vote is recorded as follows:

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

IN RE: ACTION ITEMS

1. Resolution of Appreciation for Robert W. Lohr, III

Vice-Mayor Graham, in making a motion, presented *Resolution 2019-11*, as follows:

***A RESOLUTION: EXPRESSING APPRECIATION TO PUBLIC
MANAGEMENT INTERN ROBERT W. LOHR, III***

WHEREAS, Robert (Bobby) W. Lohr, III, has served the Town for ten weeks this summer as a non-salaried public management intern; and

***WHEREAS**, Mr. Lohr has contributed to a variety of Town work projects over his internship, including, but not limited to a Town parking study, special events support, and Sleeter Lake Park projects; and*

***WHEREAS**, Mr. Lohr has been hard-working, dependable, flexible and creative in all of the tasks to which he has been assigned and has completed assignments in a timely and high-quality manner, contributing to the productivity of the Town; and*

***WHEREAS**, The Town Staff have greatly appreciated and enjoyed working with Mr. Lohr during his tenure as a public management intern and wish to join with the Town Council in recognizing Mr. Lohr's contributions to the Town; and*

***NOW THEREFORE**, be it resolved that the Round Hill Town Council hereby expresses its sincere appreciation to Robert W. Lohr, III, for his contributions to the betterment of the Town during his tenure as a Town intern and wishes him well in all his future endeavors.*

ADOPTED THIS 25TH DAY OF JULY 2019

Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hoffmann absent. The vote is recorded as follows:

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

Mayor Ramsey stated that *Resolution 2019-11* has been adopted; a copy of the Resolution and a gift were presented to Mr. Lohr. Vice-Mayor Graham stated that Mr. Lohr will be missed.

IN RE: APPROVAL OF MINUTES

1. Town Council Meeting of June 20, 2019

Vice-Mayor Graham referenced a report requested of Mr. Jeffrey Mitchell, CPA, during his quarterly report to the Council, and noted on page five of the minutes, asking if the report, consisting of a breakdown of proffers and escrow items, has yet been provided. Councilperson Hummel noted that he also had a question regarding that item, as he has not yet received information on the topic, and stated that he would address this during the *Council Comments* portion of the meeting. There were no corrections to the minutes. Vice-Mayor Graham then made a motion **to adopt the minutes, as presented**; Councilperson

Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0, with Councilpersons Allen and Hoffmann absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Public Parking at Town Office

Mayor Ramsey noted that this is in regard to overnight parking which is occurring at the Town Office, and stated that he sent an e-mail to Staff containing his comments about the issue; it was decided to place this on the Agenda for this evening's meeting so the entire Council could have an opportunity to discuss the matter. Mayor Ramsey advised Staff to post that no overnight parking is allowed on the lot, providing ample warning prior to towing being enforced. Councilperson Hummel, noting that he does not necessarily object to the Mayor's recommendation, asked if liability reasons are a factor; Mayor Ramsey noted that he does not object to the use of the Town Office lot to help provide for unmet commercial parking needs, but does have concerns regarding residential parking there. It was noted that the same car is consistently parked in the lot, and sometimes remains parked there for several days. Councilperson Hummel stated that, in light of these factors, he agrees with the Mayor's recommendation. Vice-Mayor Graham noted that the person parking there has never asked permission. Mayor Ramsey noted that, as a general rule, the Town Office parking lot is not to be used for general public parking. Interim Town Administrator Semmes explained that, often, the first four to five spaces in the lot are taken up by this long-term parking, making it more difficult for those coming into the Office to conduct business to find a place to park. Mayor Ramsey stated that, to his knowledge, there has been no arrangement made for this parking.

Staff was directed to post signs and begin enforcement of the no overnight parking policy, providing ample warning to those utilizing the lot in this manner prior to any cars being towed. Mr. Ramsey noted that it may be necessary to revisit this policy when construction on the Main Street Enhancement Project begins.

2. Lapel Pin Update

Vice-Mayor Graham reported that the company which indicated a willingness to produce a smaller number of pins (fifty) sent a sample; this was provided to Council for its review. Ms. Graham explained that she is awaiting receipt of the official logo, so that it may be imprinted on the pins.

3. Staff Appreciation Policy

Vice-Mayor Graham presented this item, noting that a draft document which provides recommendations for this program has been included in Council packets. Ms. Graham reported that she spoke with Town Attorney Gilmore regarding any potential tax consequences of financial awards; it was determined that there would not be liabilities, if the written plan providing for these awards were to be adopted by the Council. Information clarifying the difference between an award and a bonus was provided by the Vice-Mayor. In response to comments from Council, it was noted that the IRS does not always make these determinations based upon the income provided on an employee's W-2 Form. Town Attorney Gilmore explained that these types of monetary awards can be characterized as non-taxable income, if they comply with guidelines, including: 1) that they are provided under the auspices of an adopted, qualified program; and, 2) that monetary limitations governing the amount awarded which is non-taxable are followed. Vice-Mayor Graham asked that Council read and consider the document provided this evening, and hold a Closed Session during one of the Council's meetings in September, during which particular aspects of this proposal may be discussed, including dollar amounts for awards. It was determined that a Closed Session for that discussion would not be necessary. Vice-Mayor Graham stated that she will provide, in advance, suggested dollar amounts for discussion. Ms. Graham requested suggestions from Council regarding any changes members would like to make in the draft document provided. Town Attorney Gilmore suggested that Council determine, in its review of the document, if they wish these monetary gifts to be considered *bonuses* or *awards*, noting that the IRS deems awards not likely to be considered as compensation, but that bonuses are almost always considered to be compensation; Ms. Gilmore noted that IRS guidelines exist. Town Attorney Gilmore suggested that Council determine if it wishes to consider these awards as income, and if Council Members agree with the categories included in the draft document. Ms. Gilmore further explained that, if the program adopted includes longevity bonuses, these represent taxable income and would require the adoption of an ordinance for employee compensation programs.

Discussion ensued, with it being clarified that the dollar amount provided for awards/bonuses serves to determine if the award/bonus is considered taxable income; providing awards/bonuses which result in the employee receiving taxable income would require that an ordinance be adopted. Town Attorney Gilmore, in response to a question from Council, explained that adoption of the ordinance must be advertised, but that a public hearing for adoption of the ordinance is not required. Vice-Mayor Graham noted that an award for five years of service was not included in the draft document, and stated that she will include that category in the update to the document. Councilperson Hummel suggested that the *bonus* category be eliminated from the document, to avoid confusion and possible tax concerns; Town Attorney Gilmore agreed with this suggestion, noting that she removed the word *bonus* in her review of the draft document. Councilperson Hummel suggested additional changes to the document, including: changing the word *organization* to *Town Staff*, in the first section; and, ensuring that the term *Town Council* is used

throughout the document, to provide for consistency. There was also discussion regarding the form of these awards – if they should always be cash awards, or if some other way of recognizing service should be considered (such as providing a plaque, for example); it was noted that cash awards were a favored vehicle during early discussions of this possible program. It was also noted that items, such as gift cards, tickets to sporting events or theater productions, etc., with a value below \$100.00, are exempt from IRS reporting. Councilperson Hummel suggested that the final section of the document be entitled simply *Suggestion Award*. Additionally, Mr. Hummel asked to clarify if, upon adoption of the program, an employee who had already passed a length of service date (such as five years) would be retroactively provided with an award, or would not be recognized until meeting the next longevity award date; Vice-Mayor Graham stated that these awards would be provided retroactively, based upon the most recent award. Finally, Councilperson Hummel asked about possible implications of the last sentence of the document, under the heading *Suggestion Award*, dealing with the employees' retention of all rights and interests resulting from a suggestion made by the employee; Town Attorney Gilmore stated that she will research any potential implications of this statement. Mayor Ramsey noted his concerns with this section of the draft, as well, noting that determining ways to handle the business of the Town in a more cost-effective and/or streamlined way is part of each employee's job, and proposing that this portion of the draft document be deleted. The proposed *Spot Awards* were discussed, with concerns raised that providing these types of awards could engender resentments among staff members; it was suggested that this type of award could be structured in a different manner, and included in the *Project Award* portion of the document. Council decided to remove the proposal to provide employees with paid days off as any type of award. It was also decided to remove the *Suggestion Award* portion of the proposal.

Vice-Mayor Graham stated that she will make the changes to the document suggested this evening, and will return an updated document to Council Members, to be discussed at a September meeting.

4. Sleeter Lake Park

Vice-Mayor Graham presented this item, stating that, resultant from discussions with members of the Town Staff, it appears to her that running Sleeter Lake Park is too much for the Town; Ms. Graham suggested that perhaps the Town should consider putting the park under the auspices of the County, beginning next year. Vice-Mayor Graham stated that she and Staff members could site particular problems which have arisen, and noted that, in part, some of the problems are a result of the position of Lake Monitor not having been filled, as there have been no interested, qualified candidates. Vice-Mayor Graham noted that, this past Sunday, a vehicle was parked in a "No Parking" area; a member of the Utility Staff happened to be at the plant, informed the patron that he must move his car, and explained that further infractions would result in his car being towed. Ms. Graham noted that this situation may not have occurred if a lake monitor had been in place. Interim Town Administrator Semmes agreed with Vice-Mayor Graham that it has proven difficult

to find someone to fill the lake monitor position, and noted that Project Specialist Lohr has reached out to the County Department of Parks and Recreation in an effort to identify someone who may be interested in the position. Ms. Semmes also reported that the owner of a small, local security company contacted Town Staff and expressed an interest in providing this service; it is unknown, at this time, the cost which would be associated with this service. Interim Town Administrator Semmes explained that hiring a private company to provide this service could be another alternative, and stated that she would be happy to explore this option further. Ms. Semmes noted that the hiring of a private firm could be done for the remainder of this season, with the possibility of the County assuming responsibility for the park to begin next year, if the County expresses an interest in doing so. Mayor Ramsey reported that he has spoken with County representatives regularly regarding the possibility of taking over control of Sleeter Lake Park; Mr. Ramsey stated that they have not seemed leery of the proposal, and have seemed to be interested. Town Attorney Gilmore reported that version seven of the *Memorandum of Understanding for the Management, Maintenance and Operation of Sleeter Lake Park*, between the Town of Round Hill and Loudoun County does exist, and that the County Attorney's office has reviewed and made suggestions to this memorandum. Ms. Gilmore stated that, if Council would like to pursue this, she and Town Administrator Hynes, upon her return from leave, could revive the discussion of this memorandum with the County and determine where this stands. Mayor Ramsey noted that the Department of Parks and Recreation, at the staff level, seemed amenable to being the operators of the park. Mayor Ramsey stated that the transfer of the park to the County could be handled via a long-term lease, or as a Deed of Gift; additionally, Mr. Ramsey noted, it was assured that the agreement with the Round Hill Owners' Association is transferrable. Councilperson Evers asked if it is possible that the transfer of the facility to the County could result in increased traffic, noting that traffic and parking issues are already a concern at the park; Mayor Ramsey noted that there could be pluses and minuses to this arrangement, as the County will increase marketing of the park, which could result in increased traffic, but that transfer of the facility to the County would allow for the Sheriff's Office to enforce traffic and/or parking regulations. Mayor Ramsey stated his hope that assumption of control of the park by the County could occur over a period of time.

The concern was raised that residents of western Loudoun could have the provision of watercraft storage impinged upon by residents of other areas of the County, if control of the park were to be assumed by the County; options which could be pursued to avoid this situation were discussed.

Mayor Ramsey requested that Staff pursue increased County involvement in the operation of Sleeter Lake Park, by which the County would consider this to be operating under its Parks Ordinance, and the Sheriff's Office could write tickets for parking infractions occurring at the site. Project Specialist Lohr referenced recreation facilities for which the County has partnered with towns in the operation of the sites, and suggested that Council provide items they would be interested in highlighting in discussions with the County,

following which meetings could be set to discuss the possibility further. Mr. Lohr also noted that consideration must be given to budgetary requirements for both the County and the Town, as the opening of Sleeter Lake Park occurs close to the end of the fiscal year, and the operation of the facility for its season spans two fiscal years. Mayor Ramsey noted that he does not want to put a deadline on the possibility of the County assuming control of the park, and stated his belief that the discussion depends more upon what the County is willing to take on, rather than what the Town is willing to give up.

There was discussion of the need for additional parking at Sleeter Lake Park, including parking which is Americans with Disabilities Act (ADA) compliant. Requirements for ADA-compliant parking were discussed, as well.

Project Specialist Lohr reported that he and Interim Town Administrator Semmes have a meeting slated with representatives of the County, regarding the floating dock, and could ask some of the questions raised this evening at that meeting. Mr. Lohr noted that it would be more efficient to address any changes which would result in the requirement for a site plan amendment at one time, rather than making numerous site plan amendments. Various items related to the park were discussed by Council and Staff.

5. LED Lights

Project Specialist Lohr presented this item, noting the Dominion Energy (formerly Virginia Power) accelerated its schedule for installation of these fixtures and installed them on High Street and Locust Street late last week. Mr. Lohr stated that he believes the lights meet the objectives the Council put forth for them, and noted that he is happy with the lights which have been installed. Project Specialist Lohr stated that Dominion Energy will complete this initial phase of installation, and then will complete the installation of the remaining thirty-three fixtures when given permission by the Town; upon completion of this second phase, the new fixtures will have been installed on Main Street, Loudoun Street, Longstreet Avenue, New Cut Road, and in Hillwood Estates. It was noted that entities which have agreements with Dominion for lighting in their private parking areas are not, at present, participating in this LED lighting program; Project Specialist Lohr, at the request of the Mayor, will contact Dominion Energy to determine if these entities could participate, if interested in doing so. It was clarified that these entities would be the responsible parties for the cost of electricity to their fixtures, going forward, if they decide to participate; the goal would be to help support the Town's "dark sky" ordinance. Project Specialist Lohr reported that, as a result of this program, an internal audit of streetlights was conducted and proved to be helpful. Project Specialist Lohr asked Council for permission to order the remaining light fixtures, in an effort to lessen the months-long lead time encountered thus far in this program, noting that this item has already been included in the budget. Mayor Ramsey noted that Council opted to phase in this program in order to afford residents an opportunity to provide feedback, prior to completing the entire program, and asked if enough time has been provided for this to take place; Project Specialist Lohr noted that the first phase of installation is still to be completed, and that the second phase could be delayed

by a month or so, in order to provide this opportunity. It was determined to delay ordering the remaining lights until September 1st, in order to provide time for feedback by residents. There was brief discussion of the LED fixture at the corner of North Locust and High Streets, which contains a 100 watt bulb and will be replaced with an 80 watt bulb, and if the 100 watt bulb could be installed at Sleeter Lake Park; Project Specialist Lohr will check with Dominion regarding this request. It was decided to set September 5th as the deadline date for receiving community feedback, as a Town Council meeting is scheduled for that date and a review of community input may be held, if needed; if no complaints are received by September 5th, the project may move forward beginning on the following day.

IN RE: ACTION ITEM

2. Approval of Change Order #4 and Final Payment Request for Yatton Road Water Loop

Project Specialist Lohr presented this item, noting that it is rare that a Change Order is presented which provides a credit on a capital project; Mr. Lohr also acknowledged Fuog Interbuild, which did not charge the Town for three days of failed attempts by a firm associated with the project to bore under the creek at the site. Project Specialist Lohr stated that a large portion of this refund is due to that decision; additionally, Mr. Lohr noted, other bores required for the project went smoothly, and some valves which had been purchased were not needed, both of which are reflected in the refunded amount. Project Specialist Lohr provided a review of the budget for the project, and changes which occurred during the work, noting that the completed project came in at nearly \$157,000.00 under the budgeted amount. Mayor Ramsey stated that this project was the largest undertaken by the Town since the expansion of the wastewater treatment plant, and noted that this project went incredibly smoothly. Vice-Mayor Graham recognized the contributions of Staff in the successful completion of the project, with Councilperson Hummel recognizing Mr. Lohr for his leadership. Following this discussion, Vice-Mayor Graham moved that **the Town Council approve Change Order #4 to the Yatton Road Water Improvement Project in the amount of a \$23,230.00 decrease to the final contract and authorize Staff to complete all needed paperwork to close out this project;** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hoffmann absent. The vote was recorded as follows:

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

IN RE: REPORTS

1. Town Administrator Report

Interim Town Administrator Semmes presented this report, noting that she would be happy to take questions regarding her written report, and highlighting the following items:

- All background checks for George Mullis, Jr., have been completed. Mr. Mullis, who is currently working for the City of Winchester, will begin his duties as Round Hill's Public Works Maintenance Technician on August 6th. Mr. Mullis will perform duties in both Public Works and as a Water Technician.
- The possibility of using a contractor to provide a Lake Monitor at Sleeter Lake Park will be explored further, with information returned to Council at a future date.
- The third certified letter sent to the owner of the property at 11 New Cut Road, in reference to a waterfall constructed at the site, was successfully delivered. This letter served to inform the property owner that he has until July 31, 2019 to remove the feature. If the property owner does not remove the waterfall by the deadline, the Town may have it removed and send the bill to the property owner for that cost. It was noted that VDOT has sent a letter to the property owner, as well, as the feature is, at least partially, in the VDOT right-of-way; however, VDOT has not enforced the removal of the feature. There was discussion of the need of conducting a survey, to determine exactly how much of the feature is in the VDOT right-of-way, and of previous work done in the area which may serve as a guide to the portion of the feature located on public property. It was decided to conduct a survey, to mark the boundaries of the right-of-way and the setbacks, following which a contractor may be hired to remove the feature. Interim Town Administrator Semmes also noted that she will review the Zoning Ordinance to determine if a violation occurred at the site, as it seems a permit for building any portion of the feature located on private property was not secured. The homeowner is to be informed prior to any action taking place at the property. Ms. Semmes noted that she will keep Council informed regarding this issue. Mayor Ramsey stated that it should be ensured that the Town does not exceed its legal authority.
- At the request of the Council, Staff will send a new round of letters to the owners of the property at 51 Main Street, regarding the condition of the property; additional complaints about the property have been received by Town Staff from residents.

2. Town Planner Report

Town Planner Runyan presented this report. In reference to the Parking Study, Ms. Runyan reported that all parking spaces in Round Hill have been counted, all business owners have been contacted, and the parking spaces have been tabulated; the first setback map has been produced, and was provided to Council Members for their review. Town Planner Runyan reported that, to-date, only two businesses in the B-1 Business District have the minimum required number of parking spaces. Additional information regarding this report will be provided to Council at a September meeting. In response to a question from Mayor Ramsey, regarding feedback received from business owners, Ms. Runyan reported that

most business owners stated their belief that the Town Park was originally to be used to provide parking, and that confusion exists as to why the site was not used for that purpose. Additionally, Ms. Runyan noted that tensions presently exist between the owner of the diner and the landlord who provides parking in that area, that some business owners are giving donations to a nearby church so that customers may park in its lot, that traffic issues exist at businesses where vehicles are backing onto Loudoun Street, and that the intersection of Loudoun and Main Streets is sometimes congested and does not contain a crosswalk. Possible future solutions to some of these issues were discussed.

Town Planner Runyan further reported that a "Tree Walk" map is being compiled, with the assistance of private entities, and will be part of the Town's application for designation as a *Tree City*.

IN RE: COUNCIL COMMENTS

Councilperson Hummel asked about the status of the Town Treasurer; it was reported that she has returned to work following her accident and subsequent surgery. Councilperson Hummel asked when Town Administrator Hynes is scheduled to return to work, following her maternity leave; it was noted that she will be in-office during the last week of August, to prepare for the first September Town Council meeting, and will resume her regular duties around September 3rd. Councilperson Hummel provided a status report on the Comprehensive Plan Amendment currently before the Planning Commission, noting that it has been difficult to seat a quorum for Planning Commission meetings, and that, therefore, no progress has been made since the spring. It was reported that the vacancy on the Planning Commission has been advertised, but that no one has, as yet, indicated an interest in serving. Finally, Councilperson Hummel noted that he has been told that action is being taken to change the street names in the Hillwood Estates subdivision, with it being further noted that a petition is being circulated. The change of street names in this area would fall under the purview of the County. In response to a question from Councilperson Hummel, it was confirmed that September 5th is the date of the next Town Council meeting.

Vice-Mayor Graham reminded those in attendance of the Virginia Municipal League (VML) conference, slated for late September; Ms. Graham requested that anyone interested in attending inform her, so that registration can be completed. The Vice-Mayor stated that she will send an e-mail containing information about this conference to Council and Staff. Vice-Mayor Graham also noted, for the information of those attending this evening's meeting, that Supervisor Tony Buffington serves as a member of the Capitol Police Department. Project Specialist Lohr confirmed that the VML Conference is scheduled for October 6-8, 2019, to be held at the Hotel Roanoke and Conference Center, and that the registration fee is \$385.00. It was noted that hotel reservations have already been secured.

Councilperson Hummel requested that Town Attorney Gilmore verify that required FOIA training, provided electronically, has been successfully registered for those completing the course.

Mayor Ramsey noted that he sent an e-mail regarding candidate forums for positions on the Loudoun County Board of Supervisors, for the Blue Ridge District, the Catoctin District, and the At-Large Chair, sponsored by the Coalition of Loudoun Towns (COLT), *Loudoun Now*, and the *Loudoun Times-Mirror*; Mr. Ramsey stated that arrangements for these events are being completed, and reported that the forum for the candidates for the Blue Ridge District has been scheduled for Thursday, October 3, 2019. As this event will take place on the date of the regularly scheduled Town Council Work Session, it was decided by Council to reschedule its October meetings, so that those interested may attend the forum. It was decided to reschedule both Town Council meetings for that month for the second and fourth Thursdays, October 10th and 24th, contingent upon the seating of a quorum of members on October 24th. If there will not be a quorum on October 24th, the Regular Meeting will be held on its currently scheduled date of October 17th.

Mayor Ramsey asked to confirm that, at present, it is planned to cancel both Town Council meetings scheduled in August; a special meeting may be called, if needed.

There was discussion of a complaint which has been lodged by a resident of Brentwood Springs, regarding who bears the responsibility for mowing the VDOT right-of-way at Niels Poulsen Park; it was decided that the Town should assume responsibility for mowing that area.

Town Attorney Gilmore reported that the petition to hold a special election has been filed, however, the order has not yet been entered. Ms. Gilmore noted that she spoke with the County Registrar earlier this week regarding this election, which will be held in May 2020.

Mayor Ramsey reported that the vacancy on the Town Council has been advertised; Council will discuss, at its September 5th meeting, letters of interest/resumes which have been received, and will establish the process it wishes to undertake to fill the vacancy.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at _____ p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary

Mayor

Scott T. Ramsey

Council

Mary Anne Graham, Vice Mayor

Mike Hummel

Amy Evers

Donald Allen

Melissa Hoffmann



23 Main Street (Rt. 719-N)

PO Box 36

Round Hill, VA 20142-

0036

Tel (540) 338-7878

Fax: (540) 338-1680

Website: roundhillva.org

Town Administrator/Clerk

Melissa Hynes

STAFF REPORT – CPAM-2019-01

TO: Mayor and Town Council
DATE OF MEETING: September 5, 2019
STAFF CONTACTS: Lauren Runyan, Town Planner

Background

The Town Council adopted a Resolution directing the Planning Commission to prepare text amendment(s) to the 2017 Comprehensive Plan to consider the extension of water and sewer service to properties outside of Town limits that would help meet unmet housing needs.

At the August 6th meeting the Planning Commission voted to send the completed draft text amendment to the Town Council in order for them to set a public hearing date and requested Staff add it to the agenda for first Town Council meeting in September.

Recommendation

Staff recommends the Council move to hold a joint public hearing for CPAM-2019-01 to take public comments and review the text amendment.

Motions

"I move that we authorize staff to plan and advertise a joint public hearing for CPAM-2019-01."

Attachments

Draft Text Amendment CPAM 2019-01

Take Away Notes from August 6th PC meeting

Take-Aways from August 6th Planning Commission Meeting

May 28, 2019 Planning Commission Meeting

- Lauren is to follow-up with Town Attorney Gilmore regarding *Service Enriched Housing*.

CPAM-2019-01: Extension of Water & Sewer Service Amendment to Comprehensive Plan

- Under the subtitle "Uses," in Items #2 and #4, the term *infirm* is to be changed to *infirm*.
- Under the subtitle "Uses," Item #2 should read, *Residential housing that would address the unmet housing needs of the Greater Round Hill Area, specifically workforce housing, senior housing, or universal design housing, or that would provide supportive services for the aged, infirm, or disabled.*
- Under the subtitle "Conditions," in Item #3, it was decided to strike the second sentence (the item will read *Proposed use is not a townhouse development.*)

Amendment to R6 and R12 Chapters of the Zoning Ordinance Regarding Accessory Structure Setbacks

- Martha is to prepare an updated version of this amendment, per the recommendations made by the Planning Commission.
- Lauren is to determine properties which this amendment will affect.

Remote Participation by Electronic Means

- Staff is to provide State regulations governing this policy to Planning Commission members.
- This item is to be taken up again at the Planning Commission's September meeting.

Set CPAM Public Hearing Date

- Staff is to inform the Town Council of the vote/action of the Planning Commission, in which it was requested that the Town Council set a date for the public hearing; additionally, the item is to be added to the agenda for the first Town Council meeting in September.

Planning Commission Amendment to Comprehensive Plan

CPAM 2019-01 Draft #5

August 6, 2019

Amendment to Chapter 12 – Greater Round Hill Area:

Land Use Policy for Areas to Consider for Future Extension of Water & Sewer Service within the Greater Round Hill Area:

Uses: Town would consider the extension of the Town Water & Sewer Service Area to the described parcels for the following uses (subject to the Conditions described below):

1. A Town, County, or State-owned Public Facility or Community Facility that would address the unmet needs for recreation opportunities or public services.
2. Residential housing that would address the unmet housing needs of the Greater Round Hill Area, specifically workforce housing, senior housing, or universal design housing or that would provide supportive services for the aged, infirm, or disabled.
3. Nursing home, Residential Care Facility, or assisted living facility that would address the unmet needs of housing for the aged, infirm, or disabled and providing continuous services and care.

Conditions: Town would consider the extension of the Town Water & Sewer Service Area to the described parcels under the following conditions (subject to the Uses described above):

1. Proposed use complies with the goals, objectives, and strategies of the Round Hill Comprehensive Plan.
2. Proposed use shall not impact the integrity or authenticity of the historic character of the Town. Proposed use shall be compatible with the features, size, scale, and proportion of buildings in the Round Hill Historic District.
3. Proposed use is not a townhouse development.
4. Proposed use has made reasonable efforts to mitigate impacts of the use on surrounding properties and the Town.
5. The Town determines that there is sufficient water and sanitary sewer capacity for the intended use.

Locations: Town would consider the extension of the Town Water & Sewer Service Area

(subject to the Uses and Conditions described above) for the following parcels:

1. Specific Property Identification Numbers:

585-39-6152
585-39-2148
585-39-2030
555-28-5759
555-38-1231

2. Non-Specific Properties:

Town would support the extension of the Town Water & Sewer Service Area to a property adjacent to the Town Boundary or the Town JLMA, which is owned by the Town of Round Hill, Loudoun County, or the State of Virginia that has been designated as future public facilities or community facilities.

Amendment to Chapter 14 - Glossary:

1. **“Residential Care Facility”** - An adult and/or child caring facility licensed by the Virginia State Department of Behavioral Health and Developmental Services to provide residential services to individuals who are mentally or physically impaired, or developmentally disabled, or licensed by the Virginia State Department of Social Services to provide residential services to individuals who are aged, infirmed, or disabled.



Staff Report

TO: Mayor & Town Council

FROM: Martha Mason Semmes, Interim Town Administrator & Zoning Administrator

DATE: August 27, 2019

SUBJECT: Creekside at Round Hill, Phase 3 Utility Bond Reduction

PURPOSE:

The Town Council will consider a Water and Sewer Bond Reduction request made by Creekside Land, LLC for Creekside at Round Hill, Phase 3 (aka the Brentwood Springs neighborhood).

DISCUSSION:

The Water & Sewer Performance Bond for Creekside at Round Hill (Brentwood Springs) Phase 3 (#PB1069684) was accepted on September 6, 2018. This was bond was issued by Philadelphia Indemnity in the amount of \$342,102.00.

Keith Lane, P.E. of Peed & Bortz conducted a site inspection to review the status of the bonded improvements included in the Bond Reduction and has concluded that the work as indicated has been completed and the improvements are in beneficial use status. Mr. Lane submitted a recommendation for approval of the bond reduction on August 27, 2019. He recommended that the Town accept the bond reduction of 20% (\$68,420.00) and that the Town keep the bond until the entire development is complete (including final paving).

RECOMMENDATION:

Staff recommends approval of this Bond Reduction.

MOTIONS:

Draft Motion #1: I move that the Round Hill Town Council approve the Bond Reduction Request made by Creekside Land, LLC for Creekside at Round Hill Phase 3 for a Reduction of Bond #1069684 to 20% of the original bond (to \$68,420.00) and that the Town retain the bond until the entire development is complete (including final street paving) or the Town has accepted the final phase of the water and sewer utilities, whichever is later.

Draft Motion #2: I move that the Round Hill Town Council not approve the Bond Reduction Request made by Creekside Land, LLC for Creekside Phase 3.

ATTACHMENTS:

- Bond reduction request
- Recommendation for Approval of Bond Reduction by Keith Lane

H 2

LAND COMPANY

RECEIVED

AUG 14 2019
Town of Round Hill

August 16, 2019

Melissa Hynes
The Town of Round Hill
23 Main Street
Round Hill, VA 20141

RE: Creekside at Round Hill Phase 3 – Town of Round Hill Bond Reduction Request

Dear Melissa,

Please let this letter serve as a request for the Town of Round Hill to process a bond reduction for Bond No. 1069684 for the waterline and sanitary line installed at the above-mentioned project. The project has been inspected by the Town of Round Hill and is in beneficial use status. Enclosed is a completed Land Development Application.

With this request, we are requesting the bond amount to be reduced from the current amount of \$342,102.00 to 20% of the original bond amount which equals \$68,420.00.

Please let me know if you have any questions or if you require anything further. Thank you.

Sincerely,



Michelle Hummel
Development Manager



**TOWN OF ROUND HILL
LAND DEVELOPMENT APPLICATION**
23 MAIN STREET / PO BOX 36
ROUND HILL, VIRGINIA 20142
Phone (540) 338-7878 Fax (540) 338-1680

Aug 1-2019
Town of Round Hill

APP. # _____

Applicant: CreekSide Land, LLC Phone: 301-695-6614
Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703
Representative: H2 Land Company - Michelle Hummel Phone: 703-667-4593
Address: 204 Wirt Street SW, Suite 101, Leesburg, VA 20175
Property Owner: CreekSide Land, LLC Phone: _____
Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703
Correspondence to be sent to: ☐ applicant ☐ owner ☒ representative ☐ Other (specify):
michelle@h2land.com

Proposal request:

Bond reduction request for creekSide at Round Hill Phase 3,
reducing bond amount to 20%.

Project address _____

Name of Subdivision, Development or Business CreekSide at Round Hill Phase 3

APPLICANT/ REPRESENTATIVE: I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town, or authorized government agents, to enter the property and to make such investigations and tests as deemed necessary.

Applicant's Signature: _____

Date: 8/16/19

Owner's Signature: _____

Date: 8/16/19

PLEASE ATTACH PLAT OR SKETCH PLAN SHOWING DISTANCES FROM PROPERTY LINES

Tax Map/ Parcel	Existing Zoning	OFFICE USE ONLY		
		Proposed Zoning	No. of Lots	Acreage
_____	_____	_____	_____	_____

Fee _____

Date Application Received _____

Check Appropriate Review

☐ Zoning ☐ Rezoning ☐ Site Plan ☐ Subdivision Plat ☐ Other: _____

Departmental/ Agency Referrals

☐ Fire Marshall ☐ Health Department ☐ Planning Commission ☐ VDOT ☐ Technical Services ☐ Public Works

Date Out: _____ Comments Due: _____ Return to: _____

APPROVED: _____

ZONING ADMINISTRATOR

DATE: _____

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

August 27, 2019

Martha Mason Semmes
Interim Town Administrator & Zoning Administrator
Town of Round Hill
P.O. Box 36
Round Hill, VA 20142

Re: Creekside at Round Hill (Brentwood Springs)
Phase 3 Acceptance & Bond Reduction
(Bond #1069684, \$342,102)
(CPAR-2015-0010)

Dear Martha:

We understand that the Town has received a request for reduction of the performance bond for the Brentwood Springs (previously Creekside at Round Hill) Phase 3 water and sewer utilities. Based on our site visit, document review, and interview with Town inspection staff, we believe that the Phase 3 work is substantially complete and therefore recommend Town acceptance and bond reduction (to 20% of the original size, or \$68,420), subject to the developer providing the Town with suitable acceptance documentation and updated bond information in accordance with Town requirements. Additional notes and recommendations are provided below.

- Following proper flushing and disinfection, passing bacteriological samples were collected for the Phase 3 water system on December 3 & 4, 2018. Copies of the sample results were provided to Town staff. All samples received a passing “coliform absent” result.
- Town staff performed periodic site inspections and observations throughout the construction period. Peed & Bortz discussed the project with Town staff and understands that no outstanding issues or problems are known.
- Peed & Bortz performed a brief site review on March 20, 2019 to confirm the extent of work and to verify that no problems are apparent. No significant issues were noted.
- Due to a design change, the waterline connection to the existing Town main on Rt. 719 (Main Street) was not completed as part of Phase 3. The connection point was moved (with concurrence from Peed & Bortz and Town staff) such that the connection will be made to the existing Town main behind Roundleaf Court. This work will now be completed as part of Phase 4.
- Due to the locations of valves and temporary blowoffs, Lot #18 and #23 are not included in the Phase 3 service area. It is expected that these lots will now be included as part of the Phase 4 activities. (Note: As of the date of this letter, construction and testing of the Phase 4 utility systems are nearing completion.)
- Video inspections of the installed gravity sewer systems were performed by William A. Hazel in January 2019. Copies of the inspection reports and videos were provided to the Town on March 20.

Martha Mason Semmes

August 27, 2019

Page 2

- Since the development is being constructed in phases, final as-built drawings have not yet been provided. We understand that as-builts will be provided at the end of the project, prior to acceptance of Phase 4. We concur that this approach is appropriate.
- Peed & Bortz recommends that the 20% reduced bond be kept for a minimum period of 12 months or until the entire development is complete (including final street paving) and the Town has accepted the final phase of the water and sewer utilities, whichever is later. (Alternatively, once the development is complete the Town may consider a smaller maintenance bond to cover the 12 month warranty period.)

If you have any questions or concerns, please feel free to contact me at 540-394-3214 or by e-mail at keith@peed-bortz.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Lane', with a long horizontal flourish extending to the right.

Keith E. Lane, PE

Mayor
Scott T. Ramsey

Council
Mary Anne Graham, Vice Mayor
Mike Hummel
Amy Evers
Donald Allen
Melissa Hoffmann

Town Administrator/Clerk
Melissa Hynes



23 Main Street (Rt. 719-N)
PO Box 36
Round Hill, VA 20142-0036
Tel (540) 338-7878
Fax: (540) 338-1680

Website: roundhillva.org

STAFF REPORT

ACTION ITEM

TO: Mayor and Town Council

SUBJECT: FY 2021 CIP Funding Request to LoCo

DATE OF MEETING: September 5, 2019

STAFF CONTACTS: Melissa Hynes, Town Administrator
Robert W. Lohr, Jr., Project Support

Summary and Recommendations:

Each year, the County reaches out to the Towns to solicit funding request for CIP projects that meet one of two criteria:

1. Capital Improvements to facilities owned by the County or located within a Town, but run by the County; and
2. Local Pedestrian or transportation related improvements that benefit the County

The request requires TC approval and must be submitted before 9/30/19. In July, staff submitted the letter that is included under Attachment 1 to TC to begin developing a list of potential projects that could be considered. The Town received one suggestion from the Mayor.

Staff recommends that TC consider the following items for funding and pick one or two project(s) with a priority ranking:

- Ask to confirm carryover of \$500,00 from FY 2020 for Main Street and request any additional money needed for FY 2021 after the bids come in later this year.
- Fund the Town's matching 20% and project management for our new Pedestrian Linkage Grant connecting the Loudoun Street and Main Street Trail.
- (2) Transportation Variable Message Signs to advertise special programs and events.

Background:

About 8 years ago, the County under Tim Hemstreet's budget development process began helping the Towns with CIP projects that had regional value and impact. The support from Supervisor Clarke and Buffington has been positive. Supervisor Buffington secured two years of grant funding for Sleeter Lake Park and \$500,000 for our Main Street Project. Since the inception of this program, The Town has received over \$1.0 million dollars in commitments.

Issues:

The Town Council must identify projects for support and submit them to the County by 9/30/19.

Budget Impact:

Any support that we receive from the County reduces the burden to our small community tax base in the general fund.

Motion(s):

"I move that we direct staff to forward the following project(s) to the County for funding under the FY 2021 CIP Budget.

1. _____
2. _____

Attachments:

Attachment 1: July 23, 2019 Request of FY 2021 CIP Funding from Erin McLellan

ATTACHMENT 1



Loudoun County, Virginia
www.loudoun.gov

Department of Management and Budget
1 Harrison Street, S.E., 4th Floor
P.O. Box 7000
Leesburg, VA 20177-7000

July 23, 2019

Mayor Scott T. Ramsey
Town of Round Hill
23 Main St. (Rt. 719)
P.O. Box 36
Round Hill, VA 20142

RE: Requests for FY 2021 Capital Improvement Program Funding

Mayor Ramsey:

Annually, the County solicits requests for Capital Improvement Program (CIP) funding for capital projects located within the Towns. Requests for County CIP funding made by the Towns are generally limited to:

1. Capital improvements to facilities owned by the County or located within a Town, but operated by the County; and
2. Local pedestrian or transportation related improvements that benefit the County.

This letter serves as the County's official request to submit proposals for County CIP funding for Town capital projects. The County requests that the Town submit the following information as part of their funding request:

1. A signed letter from the Town Manager or Mayor officially requesting funding for a Town project;
2. A description of the project, project scope and benefit to the Town and County;
3. Cost estimate for the project used to determine the amount of CIP funding requested;
4. A description and proof of Town financial, or in-kind, resources dedicated to the project;
5. Any relevant backup documentation (studies, cost estimates, design documents) that would assist the County in determining the feasibility of the funding request and project details;
6. If possible, a formal copy teste from the Town Council endorsing the funding request to the County for CIP funding.

All correspondence should be sent to the following address and email **no later than September 30, 2019.**

Erin McLellan
Director
Loudoun County Department of Management and Budget
1 Harrison Street, SE, 4th Floor
PO Box 7000
Leesburg, VA 20177-7000
Erin.McLellan@loudoun.gov

The County will accept a formal copy teste from the Town Council endorsing the request for CIP funding from the County after September 30, 2019, if such formal action cannot be achieved by the Town Council prior to that date. It is preferred that such action be taken prior to the end of November 2019. This will ensure the County's Board of Supervisors that the request has been officially endorsed by the Town Council prior to the finalization of the County's Proposed Budget, and prior to the beginning of the Board's budget deliberations.

Capital project funding requests made by the Town are not guaranteed, but will be considered as part of the FY 2021 budget discussions based on available funding.

Please let me know if you have any questions regarding the process to request CIP funding from the County.

Sincerely,



Erin McLellan
Director, Department of Management and Budget

Cc: Melissa Hynes, Town Administrator, Town of Round Hill
Tim Hemstreet, County Administrator
Joe Kroboth, Director, Department of Transportation and Capital Infrastructure
Megan Bourke, Assistant Director, Department of Management and Budget

Mayor

Scott T. Ramsey

Council

Mary Anne Graham, Vice Mayor
Mike Hummel
Amy Evers
Donald Allen
Melissa Hoffmann

Town Administrator/Clerk

Melissa Hynes



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STAFF REPORT**ACTION ITEM**

TO: Mayor and Town Council

SUBJECT: Approval of Phase 2 of LED Streetlight Program

DATE OF MEETING: September 5, 2019

STAFF CONTACTS: Melissa Hynes, Town Administrator
Robert W. Lohr, Jr., Project Support

Summary and Recommendations:

The Town began an LED streetlight conversion last year based on the new LED light switch out program offered by Dominion Energy. The staff is now ready to have Town Council review the pilot program and Phase 1 installations to determine if you want to proceed with Phase 2. This final phase would involve installing 33 LED shoebox lights on the remaining streets of Main, Loudoun, New Cut and Mosby/Longstreet. The Phase 2 installation would complete the full conversion of all our existing streetlights to LED. Staff recommends moving forward with this phase based on the cost savings of electricity, less light pollution offsite, longer life expectancy of the light, less maintenance, better focused lighting of roadway/sidewalks and significant overall improvement in the street aesthetics.

Background:

Based on complaints from neighbors in and around Lake Ridge Estates, the Town began looking at a new program that Dominion Energy was rolling out and became the pilot for this program. Under the negotiated agreement, the Town could replace existing streetlights for a fixed fee that ranged from \$149 to \$400 depending on model of the lights. The Town was able to upgrade all of light for the nominal fee of \$149. To make sure we had the right fixture that is

best for the community while providing the needed street lighting, the Town did a pilot program where three LED lights were put up in Town and we ask for public feedback. During the pilot lighting project, two cut-off LED shoebox lights were put on poles at the intersection of Locust/High Street and on the pole in front of the Town Office. The cutoff decorative acorn light was put in the Lake Ridge Estates subdivision. All three of the pilot lights were LED lights with full cutoff and were 100 watts with 3000K. After reviewing the lights, it was the consensus of the Town Council and staff to reduce the wattage to 70.

With the authorization to move forward with Phase 1, the Town replaced the following lights with the new LED lights.

Location	Existing Lights	New LED Lights
Lake Ridge Estates	(12) 100W 8000 HPS Acorn	(12) 70W 3000K LED Acorn Cutoff
Old Section of Town (Various Streets)	(15) 100W 3300MV lights	(15) 70W 3000K LED Shoebox
Old Section of Town (Various Streets)	(4) 70w 5000K HPSV	(4) 70W 3000K LED Shoebox
Old Section of Town (Various Streets)	(4) 100W 8000K HPSV	(4) 70W 3000K LED Shoebox

The Town has monitored these lights since they were installed the week of July 22, 2019. During this period, the Town staff responded to one inquiry about the size and lumens of the lights being installed.

Issues:

The Town Council addressed a concern from a resident about the light being brighter than needed during the pilot phase by lowering the wattage from 100 to 70. This appears to have addressed any concerns. If the Town wants to proceed with finishing the project, we need to order the remaining lights and get on the list to begin the final install. Since we began the project as the first community in the state to change out all the lights, many of our larger neighbors to the east have implemented similar projects and some are looking to change out thousands of lights in a multi-year project. This will put more strain on the supply and delay installation crews, so we want to get in line to complete our project ASAP if that is the final decision of the community and TC.

Budget Impact:

The cost to complete the project for the remaining change out of 33 lights is \$4,917 and it is covered in our CIP budget for FY 20.

Motion(s):

“I move that we authorize staff to proceed with Phase 2 of the LED streetlight changeout program which involves installing the final 33 LED shoebox lights on Main, Loudoun, New Cut and Mosby/Longstreet.”

Attachments:

None

Town of Round Hill ~~Awards~~ Awards Program

Awards Programs

It is the policy of the Town to encourage its employees ~~(full time and part time)~~ to fully participate in providing the best service to our citizens. Providing recognition to employees for their loyal and dedicated service to the Town has a positive impact on morale and productivity. Employees who feel appreciated for their work have greater incentive to remain employed by the Town and to demonstrate excellence in public service. To achieve this, the Town will recognize individuals and teams who demonstrate exceptional customer service, continuous improvement, and/or teamwork.

The Town encourages its supervisors to recognize deserving employees throughout the year with a verbal and/or written thank you, including recognition during a Town Council meeting. In addition, other forms of recognition, as identified below, may be offered subject to the availability of funds and the adoption by Town Council of an ordinance authorizing such payments. The following guiding principles should be taken into consideration related to the granting of any performance award or bonus:

1. Recognition should never become an entitlement or expected compensation;
2. Both team and individual recognition are important;
3. Recognition of any type must be fairly and equitably considered throughout the ~~Town-staff~~Town staff.

Project Bonus

A project bonus may be provided to an employee(s) for the successful completion of an extraordinary project and/or team effort. There is no limit to the number of project and/or team bonuses for which an employee(s) may be nominated for or receive. Employees must have passed their initial review in order to be eligible to receive a project bonus.

The Town Administrator shall make recommendations to the Town Council regarding the award of a project bonus. All project bonuses (including the number and type of award) shall be at the discretion of the Town Council. The type and level of award may include, but is not limited to, cash awards ~~and/or days-off-with-pay~~.

Spot Bonus

~~Spot awards are small awards that can be given by the Town Administrator to an employee(s) who perform an outstanding act or service for the Town. The amount of the award shall be limited to \$?. An employee may receive no more than two spot awards in a given fiscal year.~~

Longevity Awards

The Town recognizes the value of the institutional knowledge created through long-term employees. As such, it desires to recognize and reward employees who have achieved significant anniversary milestones. On an employee's significant anniversary dates, as identified below, the Town Treasurer shall include an award in the amounts as identified below in the employee's payroll check for the date that coincides with said anniversary:

5 Year Anniversary Date: certificate + \$100
10 Year Anniversary Date: certificate + \$250
15 Year Anniversary Date: certificate + \$500
20 Year Anniversary Date: certificate + \$750
25 Year Anniversary Date: certificate + \$1,000
30 Year Anniversary Date: certificate + \$2,000

Suggestion Award Program Bonus

A suggestion award **bonus** may be awarded to an employee on a one-time basis in recognition of their contribution of a practical idea that results in monetary savings, increased effectiveness of public relations or service to the public and/or safer working conditions. All awards shall be ~~recommended by the Town Administrator~~ and approved at the discretion of the Town Council. The type and level of award may include, but is not limited to, days off with pay and/or cash awards.

Acceptance of an award constitutes a waiver of the employee's or the employee's heirs claim of rights against the Town for the Town's use of the suggestion. The employee will retain all rights and interests for the use of the suggestion in non-Town business to include pursuit of patents or royalties.

Mayor

Scott T. Ramsey

Council

Mary Anne Graham, Vice Mayor

Mike Hummel

Amy Evers

Donald Allen

Melissa Hoffman

Town Administrator/Clerk

Melissa Hynes



23 Main Street (Rt. 719-N)
PO Box 36
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Vice-Mayor Graham will provide updated report on the Sewer Only Billing Policy
next week

PROPOSED REVISIONS TO WATER LEAK/HIGH USAGE ADJUSTMENT POLICY

Leak/High Usage Adjustment Conditions:

- Customer's account must be in good standing
- Customer has not received a leak/high usage adjustment in the past 3 years
- The leak or high usage does not have to be unintentional or have occurred outside to qualify, however leaks or unintentional use must be corrected promptly upon discovery or notification by the Town.
- Adjustments are not available during periods of mandatory water conservation except in the case of underground leaks.
- An adjustment may only cover two billing cycles if the source of the leak or high usage could not have been reasonably discovered and fixed prior to the end of the first billing cycle.
- Customer has provided any documentation requested by the Town Administrator
- The total usage on the account for the billing period is at least 150% of normal usage, with normal usage being the average usage over the past calendar year, or as estimated by the Town Administrator.

Leak/High Usage Adjustment Amount:

- All wastewater charges above normal usage and up to an amount equal to 300% of normal usage may be credited to the customer's account at the discretion of the Town Administrator subject to the above conditions.

- ~~No water charges will be adjusted.~~

Credit beyond the normal usage may be given for leakage in the water line running to the building if the customer can provide proof he/she was unaware of the leak and took immediate action to rectify the leak ~~once detected.~~ Credit will only be given for one billing period.

- The Town Administrator makes the final determination, and may refuse an adjustment for not meeting the above conditions or for another reason at their discretion.
- For adjustments of charges beyond 300% of normal usage ('catastrophic'), the customer is required to submit their request to the Town Council for consideration. The Town Council will not consider any appeals for non-catastrophic leaks.