

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
April 16, 2015**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, April 16, 2015, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
R. Daniel Botsch  
Janet L. Heston  
Clarkson J. Klipple  
Frederick J. Lyne (arrived at 7:46 p.m.)  
Christopher J. Prack

**Staff Members Present**

Buster Nicholson, Town Administrator  
Melissa Hynes, Town Planner/Zoning Administrator

**Others Present**

Elizabeth Wolford, Town Treasurer  
Tony Derrow  
Clinton Chapman  
Deputy Boyer

**IN RE: CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:33 p.m. Roll call was held and it was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: COMMUNITY POLICING**

Deputy Boyer, of the Loudoun County Sheriff's Office presented this report. It was noted that the main item of note is the spray painting which occurred in Round Hill recently; in response to a question from Mayor Ramsey, Deputy Boyer explained that the investigation is going slowly, as

there are few leads. Councilperson Botsch asked what was spray painted; Deputy Boyer stated that several houses and several cars were the targets. It was also reported that this took place just outside of Town. Mayor Ramsey suggested that Facebook may be a source of leads for the investigation. Councilperson Heston asked where, specifically, this occurred; Deputy Boyer stated that this occurred in The Villages and in Lake Point, and that the perpetrators were likely juveniles. Vice-Mayor Graham asked about a recent incident on New Cut Road; Deputy Boyer explained that a search warrant was being conducted. Councilperson Prack commented on the recent apprehension, for possession, of a juvenile inside the Town limits, and thanked the Sheriff's Office for their work in protecting the community. There were no further comments or questions.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

**IN RE: APPROVAL OR AMENDMENT OF AGENDA**

Vice-Mayor Graham **moved that the Agenda be approved as submitted**; Councilperson Klipple seconded the motion. There was no discussion. A vote was held; the Agenda was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Absent

**IN RE: BUSINESS ITEMS**

**1. Community Garden**

Mr. Tony Derrow, a resident of The Villages, presented this topic, explaining that last year he served in a supervisory capacity, but this year is serving as a liaison to the Town and is working on-site at the garden. Mr. Derrow noted that last fall the Stocker family, leaders of the Community Garden, were asked if they want to continue providing garden plots to interested residents. The family prepared a letter of response; Mr. Derrow read a summary of that letter. It was reported that, this year, seven to eight gardeners are ready to go, and that conditions are just now becoming conducive to planting. Mr. Derrow explained that the leaders and gardeners would like to continue with the Community Garden for another year, if the Town consents. Mr. Derrow reported that the Mr. Lowry donates wood chips, but that more will be needed this year; he asked if it would be possible for a Town truck to be used to haul the chips. Mayor Ramsey asked Mr. Derrow to coordinate this with Town Administrator Nicholson. Following this discussion, Councilperson Botsch made a motion

**to approve the Round Hill Garden Club's continued use of the Town site, waiving the water usage fees for up to 15,000 gallons for the 2015 growing season; the Round Hill Garden Club will be responsible for any overages.** Vice-Mayor Graham seconded the motion. The motion was approved by a vote of 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Absent

Mr. Derrow thanked the Council.

## **2. Town Decals**

Mayor Ramsey stated that issues regarding the Town Decals arose during budget discussions, in regard to dates for collection of decal fees. Town Administrator Nicholson explained that discussion included: 1) if the date should be shown on the decal; 2) if the Town should have a decal at all; or, 3) if the Town should continue to handle this as it has previously. Mayor Ramsey noted that Council had previously determined to use the decals, but that it was not well understood that these would be permanent decals. Councilperson Prack asked how this fee would be enforced; Mayor Ramsey noted that it is already enforced through vehicle registration. Councilperson Prack asked how this would be affected by the two-year registration renewal allowed by the State; Town Treasurer Wolford explained that a stop may be placed on a renewal. Mayor Ramsey noted that the Sheriff's Office no longer enforces decal purchase/display, this is now handled by the Department of Motor Vehicles. Town Planner/Zoning Administrator Hynes explained issues with this which have arisen in Lovettsville. Mr. Ramsey noted that the decals do not actually serve an enforcement purpose; Councilperson Heston asked why, then, have the decals. Mayor Ramsey noted that it was determined last year by the Council to use the decals, but that these issues were raised again during budget discussions; he then restated the options which are available to the Council. Mr. Ramsey also asked if it would be possible to change the date this fee is due; Treasurer Wolford noted that it would be possible to do so, explaining that they could be sent out at such time that the fee would be due when taxes are due. Mrs. Wolford noted that the County's decal is due in November. Mayor Ramsey asked if this could be combined with the personal property tax statements; it was noted that these are due in December. Town Treasurer Wolford noted that a two-

year decal could be used. Mayor Ramsey stated that a primary concern is to limit the number of mailings required. Councilperson Heston asked if this could be mailed with the water bill; Town Treasurer Wolford explained that not everyone who receives a water bill is an in-town resident, therefore Staff would have to go through the bills in order to separate out in-town residents for inclusion of the decal statements. Councilpersons Botsch and Lyne suggested that Round Hill should go with either a permanent decal or no decal at all. Councilperson Heston stated that she does not like the idea of this bill coming due in December. Councilperson Klipple stated that he also prefers either no decal or a permanent decal; Vice-Mayor Graham stated that she favors a permanent decal. A straw vote was held, the majority of Council membership favored having no decal. Councilperson Klipple asked if the decal fee may be paid when residents pay their tax bills; Town Treasurer Wolford stated that it may, as the bill will be included in tax bills. Councilperson Prack stated his belief that residents will ask why they have to pay for a decal they will not receive; Town Treasurer Wolford explained that she has spoken to staff members of other municipalities, and that they have reported no problems with this. Council was then asked to determine if the billing for this should remain in the March/April time frame, or be moved to November/December. Councilperson Botsch asked how the initial billing would be handled, if the due date is changed; Town Treasurer Wolford explained that the bill amount would be prorated. It was noted that, if the November billing date is used, this could be included with tax bills; if the March/April time frame is used, sending another bill would be required. It was also noted that a change in the due date would require that a public hearing be held. It was the consensus of the Council to use the November/December billing date. Mayor Ramsey instructed Staff to work on the implementation of these changes.

### **3. Budget – General Fund**

Mayor Ramsey stated that items not covered at the last budget session will be discussed this evening; he also summarized the items discussed at the last budget session, for Council Members who were not present at that meeting. Town Administrator Nicholson noted that this evening's discussion would begin with Line Item 68. Mayor Ramsey noted that, under Insurance and Liability, there has been no change in coverage, but that costs would increase by 6%. Public Works/Maintenance was the next item for discussion; this item includes lawn care for the Town Office. Mayor Ramsey and Councilperson Heston questioned the \$3,000.00 cost for lawn care at the Town Office. Town Administrator Nicholson explained that a division was made between this item and park maintenance, and that care of sidewalks was included with Town Office lawn care. Mr. Nicholson also explained that, in projections for FY 2016, some of the funds from Line Item 78 were moved into Line Item 73. Town Treasurer Wolford noted a request was made for the provider of lawn maintenance to separate these costs. Town Administrator Nicholson reiterated that the provider, for the sum noted above, also will clean up sidewalks in Town twice per year. In

summary, the \$3,000.00 figure listed under lawn maintenance includes sidewalk clean up and maintenance at the Town Office. The figure provided for the cost of mowing at the Town Office is \$50.00 per mowing, which Council felt was expensive; Town Administrator Nicholson elaborated upon the bids he received last season for providing the mowing, and noted that the current provider's bid came in \$1,000.00 lower than the other two companies. Mr. Nicholson also explained that the two bids not accepted did not include mowing at the Town Office. There was brief discussion of lawn/landscape maintenance work needed at the Town Office; Town Administrator Nicholson will obtain bids for this work, and, if a bid is determined to be reasonable, the amount will be included in the budget. Street signs were then discussed; Town Administrator Nicholson reported that five or six signs require replacement. The cost noted in the budget is for the signs only; Town Staff will install the signs. Town Administrator Nicholson stated that finding a company who could cast the signs was difficult. Electric street lights were discussed, with it being noted that the amount of this item has increased due to increased development. Councilperson Klipple stated that he will look for lights which are no longer working, and will report those outages to Mr. Nicholson. Mayor Ramsey asked that the lights be more uniform in color; Councilperson Klipple will help with identification of these lights, as well. Mayor Ramsey noted that last week (on Friday) a delivery was made to the gas station at 2:30 a.m.; Town Administrator Nicholson stated that he will check into this issue. There was brief discussion of this issue among Council and Staff. The increase in Line Item 76 was then reviewed; houses which are slated to be brought into the Town are the reason for the increase in this line item. Providing recycling bins to new residents was discussed, as was a possible method for their distribution. Councilperson Lyne requested that rolling recycling bins be offered, as well; brief discussion ensued regarding how these could be provided. Mayor Ramsey then discussed the Town Park line items, specifically asking if anything should be done to the back portion of the park, or if vegetation there should just be allowed to grow; Town Administrator Nicholson stated that there are no plans to do anything to that section. Councilperson Botsch asked how the recently planted Christmas tree is progressing; Town Administrator Nicholson stated that it seems to be doing alright, and that the landscape provider will work with the tree. Councilperson Heston and Vice-Mayor Graham asked about the purpose of the \$6,000.00 figure noted under maintenance, which Council further discussed. Town Administrator Nicholson stated that he will investigate this and report back to the Council. Discussion of possible replacement of the benches at the Town Park, and issues regarding bee infestation in existing wooden benches, ensued. Town Administrator Nicholson will investigate this issue further. Town Treasurer Welford noted that funds in this line item were originally to be used for cushioning material under the playground equipment. Mr. Nicholson will follow-up on these issues and e-mail Council Members with his findings. Special Events were then discussed; Council and Staff briefly discussed events previously held in Round Hill (specifically for the Fourth of July) and any possibility of those events being reinstated.

It was noted that the Round Hill Junior Women's Club oversees events held at the Town Park, but that they have not put forth any plans to sponsor a July 4<sup>th</sup> event. Mayor Ramsey noted that, if such an event were to be held, another group would likely be the sponsor. The Town newsletter was discussed, with Vice-Mayor Graham noting that the number of newsletters per year was slated to be only two, but that more than that have been produced. It was determined that six are slated for production this year. Town Administrator Nicholson reported that the original plan was to produce the newsletters in-house; however, the quality was unsatisfactory. The decision was then made to take them to Mr. Print for production. There was discussion of the value of providing the newsletter electronically versus in print, with it being noted that the newsletter is provided electronically, but is widely read when in paper form and included with water bills. Council agreed that the newsletter is a great communication tool. Mayor Ramsey stated that Kim Ramsey would like to have a co-editor for the newsletter, and that help is needed with providing the articles. Vice-Mayor Graham asked about the difference between *Miscellaneous Expense* and *Emergency Fund*; Town Treasurer Wolford explained that, at the last work session, Council asked that *Staff Support* be changed to *Emergency Fund*. Mayor Ramsey further clarified that Council requested that this be included as the contingency. Vice-Mayor Graham asked for clarification of Miscellaneous Expense, which Town Treasurer Wolford provided. Mayor Ramsey also noted that this category includes Petty Cash. Town Administrator Nicholson explained that the Emergency Fund item was included in response to heavy storm damage which occurred at the Town Park last year. It was the Consensus of the Council to leave that line item in the budget. Mayor Ramsey asked if this also includes the twenty-hour and the part-time positions; Mr. Nicholson stated that it does. Town Planner/Zoning Administrator Hynes explained two conferences she has requested to attend, noting that one provides certification for her as the Zoning Administrator. Ms. Hynes also explained the rationale for bringing an intern on-board – chiefly for providing GIS support for the update of the Comprehensive Plan. It was noted that the candidate for this position has a Master's Degree in GIS. Discussion of hiring an intern ensued, with it being noted that Council believed the intern would be brought on-board at no cost; Council also stated that they are willing to reimburse expenses related to work provided for the Town. Councilperson Heston stated that the position should not be referred to as an intern; it was determined that the position is one of a volunteer. Mayor Ramsey further clarified reimbursement for expenses versus ordinary travel to and from work. Town Planner/Zoning Administrator Hynes stated that she will determine the particulars of the volunteer's work with Round Hill, in regards to travel, and will report back to Council with that information. There was brief discussion of the inclusion of costs for the previously noted conferences in this line item, with it being determined that this is the correct section of the budget for inclusion of these costs. Council then moved to discussion of the CIP. Mayor Ramsey explained that Revenue derives from Reserves or the surplus from the Operating Account. Mayor Ramsey asked to clarify that the

\$90,000.00 figure comes from the Lake Ridge development; it was noted that that is correct. Councilperson Botsch asked from where the funds derived which were transferred into row three; it was explained that that comes from the Money Market Account. Town Treasurer Wolford explained that Lines Four and Five derive from proffers from the Lake Ridge development. Mayor Ramsey asked if the numbers for the Main Street Enhancement Project are similar to the cost estimates reviewed by the Land Use Committee; Town Administrator Nicholson stated that they are, and explained that this estimate also includes overseeing construction for the Town. Councilperson Botsch asked if this covers costs through the projected end of the project; Town Administrator Nicholson explained that this will take the Town up to 100% of plans, and then through June for construction. Councilperson Botsch stated that the most recent figures show a cost to the Town of \$428,000.00; Mr. Botsch asked if the Town is still on track for that figure. Town Administrator Nicholson stated that the issue which could affect this cost is whether or not the Town hires an advocate/consultant to deal with the project. Mayor Ramsey explained the reasons for hiring an advocate/consultant for this project, noting that this person would be looking out for the Town's best interests in the execution of the project. It was the consensus of the Council that the hiring of an advocate would be a worthwhile expenditure. Vice-Mayor Graham asked about this issue in relation to the Franklin Park Trail Project; Mayor Ramsey stated that the Franklin Park Trail Project "is completely on the County's dime," but that it may be beneficial for the Town to have someone to look out for the best interests of residents who will be affected by the construction of the trail. Mr. Ramsey further stated that this would likely be done on an ad hoc basis. Councilperson Heston asked if pipes will be changed during the construction of the trail; it was noted that some will, and that if changes are made to the Town's utility infrastructure, the Utility Staff will handle those issues. Mayor Ramsey further stated that the Town has a very minor fiduciary interest in the construction of the Franklin Park Trail Project. Sidewalk Replacement was the next item discussed; it was noted that this is not in conjunction with the Main Street Enhancement Project. Town Administrator Nicholson briefly recapped previous discussions regarding storm water management issues and sidewalk replacement on Mulberry Street. Town Treasurer Wolford explained that the figure noted in the budget is not for the actual replacement of sidewalks, but instead covers the cost of engineering for that potential project. Town Administrator Nicholson stated that there is a large storm water problem on Mulberry Street, and that he feels it would be best to at least look at a possible correction for the problem in conjunction with construction on Main Street. Water draining from the bank parking lot, in sheets, onto Mulberry is also contributing to the problems on Mulberry. Councilperson Botsch asked to clarify that the \$8,000.00 figure pertains only to Mulberry Street; Town Administrator Nicholson stated that that is correct. Mayor Ramsey also noted that there are needed repairs to the crosswalk on the east entrance to Round Hill; Councilperson Lyne also pointed out an area on Main Street, just north of the old train station, where sidewalks repairs are badly needed. Town Administrator

Nicholson noted that the problems on Main Street could be included in Phase II of the Main Street Enhancement Project; however, it was also noted that that portion of the project may not take place for up to five years from now. Councilperson Klipple referenced a culvert on Bridge Street, and stated that it would be helpful to know if there is an easement there. Town Treasurer Wolford stated that those pipes were installed by a property owner, and that there is no easement in that area. Town Administrator Nicholson then stated that he is looking for direction in regards to the Sidewalks Line Item. There was discussion among Council members regarding work they feel is necessary, with the consensus being that the previously mentioned area on North Main Street should be addressed. Town Administrator Nicholson stated that he has held discussions with a VDOT representative regarding the grate in this area; the representative stated that VDOT would be replacing that grate in the late-May/early-June time frame. Mr. Nicholson stated that, subsequently, other issues have surfaced, and noted that he will bring these to the attention of VDOT. Several Council Members also spoke about the large hole at the end of the exit ramp from the westbound Route 7 Bypass; Mr. Nicholson stated that he will speak with VDOT regarding this, as well. It was the consensus of the Council to increase this line item to \$20,000.00. Mayor Ramsey directed that the issues on Mulberry Street be handled by the Land Use Committee. Council then discussed Sleeter Lake Park, with Town Planner/Zoning Administrator Hynes stating that what the future holds for Sleeter Lake still is unknown; therefore, Staff acted under the assumption that Round Hill is going to accept the grant funding. Ms. Hynes explained that a requirement of being provided the grant funding is that Phase I of the project be completed by October 6, 2016. Mayor Ramsey asked if the money spent by the Town in the initial stages of this project will be reimbursed; Town Planner/Zoning Administrator Hynes stated that funding will come from a combination of previously existing monies and the grant funding. Mayor Ramsey clarified that any portion of the \$100,000.00 which represents expenditures that are reimbursable should be included on the revenue side of the CIP. Town Treasurer Wolford noted that the grant funding would not be available to the Town until FY2017; Mayor Ramsey stated that that fact negates his previous clarification regarding reimbursable monies in the FY2016 budget being discussed. Councilperson Lyne asked how funds which carry over to the next fiscal year's budget are tracked; it was explained that the Town Treasurer keeps track of such items, and that they are tracked in Staff reports. Town Planner/Zoning Administrator Hynes stated that \$100,000.00 was budget last year for this project, and that it is her hope that that amount be retained, and that the additional \$75,000.00 be added to this line item. Councilperson Botsch asked if, based on previously done rough estimates, \$100,000.00 is more than enough to complete Phase I; Town Administrator Nicholson stated that it is, but that it will not cover the cost of the boat ramp. Town Planner/Zoning Administrator Hynes noted that the amount of this funding does not necessarily cover the cost of meeting County requirements for the project. In response to a further question from Councilperson Botsch, Town Administrator Nicholson stated that there is confidence that the project can go



forward for the \$100,000.00 currently budgeted. Mr. Nicholson also explained that the stone house on the property, previously slated for demolition, may be retained for its historical value and would be cleaned up; this would result in a cost savings. Town Planner/Zoning Administrator Hynes noted that she will meet with Mr. Lohr this week, and will update the cost numbers associated with this project. Discussion ensued regarding expenditures and the amount which will be reimbursable in undertaking this project. It was decided that all the numbers relating to this project will be provided for discussion at the upcoming Land Use Committee meetings. Streetscape Improvements was the next item discussed, with Town Planner/Zoning Administrator Hynes explaining what is included in this line item (such as banners, and trash cans, for a total of approximately ten items). It was noted that the Land Use Committee would decide, in October, how these funds would be used. Councilperson Botsch asked that a footnote be added to this line item, to facilitate future discussion regarding these funds. Town Office/Building and Grounds was the next item for discussion. Town Administrator Nicholson explained that \$2,000.00 was included in this line item, to be used for the completion of floor refinishing. Mr. Nicholson stated that the amount of this line item may be reduced, and that the repaving of the parking lot is included in this line item. Mayor Ramsey explained that, in response to a yearly letter sent by the County in reference to any capital improvement projects requested, Round Hill asked that assistance be given with the repaving of the Town Office parking lot. It was noted that the justification for this is that the Sheriff's Office parks their vehicles on the Town's lot. The County recently approved this project. Mayor Ramsey explained that Round Hill will undertake the work, and will be reimbursed for costs by the County. It was determined that \$25,000.00 should be notated on the income side of the budget, as the County CIP Grant. Computer Software Programs was the next topic for discussion. Town Administrator Nicholson stated that this covers both Southern Software, and hardware items noted in the following line item. There was brief discussion of items included in these line items (such as a replacement for the server). Mayor Ramsey then asked about unspent monies from the Lake Ridge development; Town Treasurer Wolford noted that the budget will require an increase for sidewalk replacement. Councilperson Heston asked about the amount listed for the computer software program; Town Treasurer Wolford explained that the numbers are split between Utility and General Fund. Mayor Ramsey stated that that completes the discussion of the General Fund, and noted that there is an updated Utility Fund document in Council Member's packets, but that it will not be discussed at this evening's meeting. Town Administrator Nicholson noted that it was included in case Council Members had any further questions regarding this side of the budget. Council indicated that they had no further questions.

#### **4. Water and Sewer Ordinance Amendments**

Vice-Mayor Graham presented this topic, explaining that the proposed amendments are included in each Council Member's packet. Ms. Graham noted that Town Attorney

Gilmore provided these amendments to Town Administrator Nicholson today; it was also noted that the Utility Committee discussed this at their meeting held earlier this week, and that the hope is to hold the required Public Hearing in conjunction with the Public Hearing being held in June for adoption of the budget. Vice-Mayor Graham asked that Council review these amendments, and that they be discussed at the May Town Council meeting. Vice-Mayor Graham highlighted the following substantial change: ensuring that Staff inspect all connections being made in subdivisions. In order to facilitate this change, Town Administrator Nicholson and Utility Staff are developing a SOP; however, it was determined that this should also be referenced in the Ordinance. In response to a question from Councilperson Lyne, Ms. Graham stated that an inspection will be conducted at every lot, rather than spot-checking being conducted, as is current practice. This is being done upon advice from the Town Attorney. A form for use in these inspections is being developed. Town Planner/Zoning Administrator Hynes clarified that there is a difference between inspection of the mains, and the laterals to the house. These inspections would be of the laterals, and the cost would be covered by the connection fee. Vice-Mayor Graham stated that it is believed this can be done in-house. Ms. Graham then highlighted a second substantial change: the addition of enforcement regulations to deal with the theft of water. It was explained that the fine for this has been raised, and that the developer is responsible for the payment of this fine; no further taps will be issued until the fine is paid. Vice-Mayor Graham again asked that Council Members review these changes, and provide their comments prior to the May Council meeting.

## **5. Fiscal Policy**

Councilperson Heston presented this topic, noting that a copy of the updated policy is included in each Council Member's packet. This updated policy contains changes previously requested. Councilperson Botsch suggested adding a provision which would set a percentage limit to the cap on borrowing, which would apply to both sides of the budget. Mayor Ramsey asked if this figure would be under the constitutional limit; Mr. Botsch stated that it would. Councilperson Botsch stated his concern that borrowing ability be available on the General Fund side of the budget, and not be consumed wholly by the Utility Fund side. Mayor Ramsey noted that the Utility Fund does not count toward the constitutional limit; Mr. Botsch noted his concerns regarding the ambiguity of the constitutional limit provisions. Mayor Ramsey summarized Section 10 of the State Constitution, which governs the debt limit, noting that there is an exclusion for water/sewer systems which are self-supporting. Councilperson Botsch asked if the Town is limited to using availability fees in order to repay debt. Mayor Ramsey stated that it is not, that rates may be raised to help pay off debt. Mr. Ramsey also explained that, currently, approximately 30% of the monthly bills go toward paying off debt. Mayor Ramsey further explained the auditor's stance on this issue, noting that the Utility Fund is a single fund, and there is no separating-out of which funds may go toward payment of which debts/costs. Councilperson Botsch reiterated that debt on the Utility side of the budget does not count toward the 10% limit; Mayor Ramsey noted that that is correct, explained the wording of

this issue in the State Constitution, and briefly touched on how neighboring communities handle this. Councilperson Botsch highlighted future General Fund projects for which the Town may want to take on debt. Mayor Ramsey explained how the debt issue is handled under this Fiscal Policy. There was no further discussion. Councilperson Lyne then moved **that the Town Council adopt the Round Hill Fiscal Policy, dated April 7, 2015;** Councilperson Heston seconded the motion. A vote was held; the motion was approved 6-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

#### IN RE: ACTION ITEMS

##### **1. Approval of Minutes: March 19, 2015 Town Council Meeting**

Vice-Mayor Graham noted a number of changes/corrections: on page three, the fifth line from the top, the sentence reads *Mr. Ramsey further clarified...Mayor Ramsey asked that the problems be handled...*, Ms. Graham stated that “Mr. Ramsey further clarified,” should be stricken; on page six, there are three references to *INI* which should read *I&I*; on page fourteen, under the topic “Hamlets of Blue Ridge,” the sentence regarding the drafting of a letter by Town Attorney Gilmore should read *Town Attorney Gilmore will draft a letter*, as the letter had not been drafted at that point; finally, on page nineteen, under Council Comments, the reference to S&S Heating and Cooling allowing parking during the Hometown Festival should read that the parking is for cars from the Round Hill Auto Service. Councilperson Botsch noted that, on page seventeen, the phrase should be *Consent Decree* not *Dissent Decree*. Vice-Mayor Graham then moved **that the minutes be approved as amended;** Councilperson Botsch seconded the motion. A vote was held; the minutes were approved 3-0-3, with Councilpersons Heston, Prack and Lyne abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
R. Daniel Botsch	Aye
Janet L. Heston	Abstain
Clarkson J. Klipple	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Abstain
Frederick J. Lyne	Abstain

## **2. Board of Zoning Appeals Reappointment**

Town Planner/Zoning Administrator Hynes presented this item, explaining that three members of the BZA have terms which expire this year, but that only one term should expire per year. Ms. Hynes explained that reappointments will be done beginning with the BZA member who has the shortest term, progressing to the BZA member who has the longest term, in order to correct the discrepancy. Vice-Mayor Graham asked how this happened; Town Planner/Zoning Administrator Hynes stated that it is uncertain how this occurred. Vice-Mayor Graham then moved **that the Town Council reappoint the current Board of Zoning Appeals Members, as presented by the Staff**; Councilperson Klipple seconded the motion. A voice vote was held; the motion was approved 6-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

Town Planner/Zoning Administrator Hynes will inform the members of the Board of Zoning Appeals of their terms. Ms. Hynes noted that new BZA members are needed. It was also reported that the General Assembly is considering legislation which would provide less stringent requirements for the granting of hardships.

## **IN RE: REPORTS**

### **1. Town Administrator's Report**

Town Administrator Nicholson noted that his report has been provided in written form, and is included in each Council Member's packet. Mr. Nicholson reported that he has been working with the Principal of Round Hill Elementary School in order to choose a logo to be displayed on the water tower. Mayor Ramsey asked if the company who will be

refurbishing the water tank has provided feedback regarding if the artwork under consideration is too difficult to reproduce; Mr. Nicholson noted that there does not seem to be concern regarding this. Town Administrator Nicholson stated that he will meet again with the provider. Vice-Mayor Graham asked if including this artwork will increase the cost of the work to be done on the water tower; it was noted that it will not. An informal poll was held, Council chose a design to move forward with for this project. Councilperson Lyne asked if anyone has looked further into issues, previously discussed, surrounding the large reservoir; it was reported that Town Attorney Gilmore has been asked to investigate the legal process necessary to sell the reservoir. Councilperson Prack asked about other Town-owned properties in that area; it was noted that a map produced by former Town Planner/Zoning Administrator Rhoades shows those other Town-owned properties. Councilperson Prack noted that the three acre parcel abuts another privately-owned property, and asked if the property owner should be contacted prior to the sale of the reservoir. Mayor Ramsey suggested that he be given the right of first refusal. Vice-Mayor Graham noted that some of the lots in this area contain springs; she suggested that the Town retain those springs. Discussion ensued regarding various parcels owned by the Town, as well as property previously sold which the County still shows the Town as owning. Mayor Ramsey reiterated that the Town should retain ownership of any springs in this area, but that the reservoir and the four-acre parcel should be sold; it should be ensured that easements are retained. There was discussion of the location of the parcels in question. It was also noted that confirmation of the Town's ownership of the four-acre parcel should be made. Vice-Mayor Graham asked to clarify the difference in the number of water connections between the March report and the April report; Town Administrator Nicholson stated that twelve taps were advanced to KHovnanian on the West Lake water treatment plant. Councilperson Botsch asked if Mr. Nicholson has received any further feedback regarding the Franklin Park Trail Project; Town Administrator Nicholson stated that Frank Etro is happy with the plans, that the "jog" is no longer needed for the easement in this area, and that it is uncertain that the County has yet spoken with the owner of the gas station. Mr. Nicholson stated that he has requested from the County a list of property owners with whom they've met; Mayor Ramsey directed Mr. Nicholson to follow-up with those property owners. Town Administrator Nicholson reported that a letter regarding this project has been sent to those affected, offering further information regarding the project and explaining that Town officials will meet with anyone wishing such a meeting.

## **2. Town Planner/Zoning Administrator Report**

Town Planner/Zoning Administrator Hynes noted that her report is in Council Member's packets; she asked that Council let her know if they have any questions. Ms. Hynes then briefly reported on the following current topics: 1) Habitat for Humanity will be building a house on Hayman Lane, and will begin looking for volunteers in approximately six weeks -- it is hoped that Town Staff will also volunteer on a specific day; 2) a letter will be sent

next week to property owners whose properties were staked recently, regarding the next steps in this process -- Town Administrator Nicholson reported that he spoke to Town Attorney Gilmore today regarding the packet prepared for affected property owners, and noted that this information (the existing packet plus Ms. Gilmore's recommendations) will be used as a template in the creation of the other needed packets; 3) work on scheduling a meeting among all the major entities involved in the Sleeter Lake Park project – a follow-up report will be provided to the Land Use Committee/Town Council; 4) conducting research on the Eastern Commercial District, which will be provided to the Land Use Committee for use in their discussions of this proposed development; 5) the house at 17 Bridge Street – Ms. Hynes will meet with Town Attorney Gilmore regarding the possible use of a maintenance code, and the possibility of entering into a MOU with the County; 6) a definition of historic buildings, for use in the Comprehensive Plan update; 7) the culvert at Greenwood and Main – pictures have been sent to the County, VDOT will check and clean the culvert, however, ultimately, a larger culvert is needed at this spot; and, 8) action on the Creekside development has been postponed by the County, due to the culvert issue. Mayor Ramsey suggested that this report be organized by topic rather than by date.

Town Administrator Nicholson noted that he omitted the Sleeter Lake MOU agreement, and elimination of the Round Hill zip code limitation, from his report.

### **3. Mayor's Report**

Mayor Ramsey reported that he attended two meetings – one with Mr. Chapman regarding the concept plan for, and discussion of, the Eastern Commercial District; and another, conducted via e-mail and telephone, with Loudoun Water in regards to discussions held with Allison Tinney. Mr. Ramsey noted that Ms. Tinney reached out to Loudoun Water, who then reached out to him. Mayor Ramsey informed Loudoun Water that the Town is not interested in working with them at this time. Mr. Ramsey explained that Loudoun Water supplies operators, and that Round Hill had, previously, worked with Loudoun Water; however, there was no cost savings to the Town from the arrangement. Mayor Ramsey also explained that Ms. Tinney had suggested that Loudoun Water take over the entire system, but that that is not allowed beyond the transition zone. Mayor Ramsey further explained how Loudoun Water interacts with various local systems, and that there are several rate pools under their system. Mr. Ramsey noted that he may meet again with Loudoun Water, at a later date. Mayor Ramsey also reported on the County's plan to construct reservoirs at the current site of quarries located on Belmont Ridge Road. Vice-Mayor Graham asked if Mr. Ramsey has heard from Ms. Tinney; Mr. Ramsey reported that he has not spoken with her since he spoke to the representative from Loudoun Water.

**4. Utility Committee**

Vice-Mayor Graham reported that the Utility Committee met this past Tuesday to review the Water/Sewer Ordinances, and will meet again on Tuesday, April 21<sup>st</sup>, regarding SCADA, inspections, and other topics.

**5. Administration, Communications & Technology Committee**

Councilperson Heston noted that this report is before Council Members, and that she would be glad to entertain questions. It was noted that the AC&T Committee will meet again on April 27, 2015, at 7:30 p.m.

**6. Land Use Committee**

Councilperson Botsch reported that he visited an Aldi store, and that he feels this business would be a good fit for the Eastern Commercial District; Mr. Botsch encouraged Council Members to visit, as well. Mayor Ramsey reported that he e-mailed Aldi's Director of Real Estate, to let them know that the Town is supportive of their interest in the site, and to encourage them to continue looking at the possibility of locating a store here. Councilperson Botsch also remarked that there are some very well done commercial developments, and that he will be providing photographs of some of them for review.

**IN RE: COUNCIL COMMENTS**

Councilperson Heston noted that she received a call yesterday from Keep Loudoun Beautiful – they are looking for volunteers to assist with the clean-up of Main Street. Vice-Mayor Graham reminded Council Members to contact Town Administrator Nicholson if they will not be in attendance at a Council Meeting. Mayor Ramsey commended Town Treasurer Wolford and Town Administrator Nicholson for their work on the budget. Mr. Ramsey also noted that the Hometown Festival will be held at the end of May, and encouraged Council Members to reach out to the committee if they can volunteer. It was also noted that Council will march in the parade. Town Treasurer Wolford noted that Councilperson Prack is correct, the Town does own the four acre parcel discussed earlier in the meeting. There were no further comments.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:24 p.m.

Respectfully submitted,

---

Scott T. Ramsey, Mayor

---

Debra McDonald, Recording Secretary

