

**ROUND HILL TOWN COUNCIL
MINUTES
of the
REGULAR MEETING
April 18, 2019**

A Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, April 18, 2019, at 7:30 p.m.

Council Members Present

Mary Anne Graham, Vice-Mayor
Melissa Hoffmann
Michael B. Hummel
Frederick J. Lyne

Council Members Absent

Scott T. Ramsey, Mayor
Donald W. Allen
Amy E. Evers

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Maureen Gilmore, Town Attorney

Others Present

There were no members of the public present.

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Vice-Mayor Graham called the meeting to order at 7:32 p.m. Councilperson Lyne led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Roll call was held; with Vice-Mayor Graham, and Councilpersons Hoffmann, Hummel and Lyne present, a quorum was established.

IN RE: COMMUNITY POLICING REPORT

There was no Community Policing Report.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Councilperson Lyne moved **to adopt the Agenda, with the deletion of the *Executive Session***; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was then held; the motion was approved 4-0, with Councilpersons Allen and Evers absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

1. Town Council Meeting of March 21, 2019

Councilperson Hummel noted that, on page eleven, under *Item #3 – Comments on Draft 2 FY2020 General Fund Operational Budget*, in the first paragraph, the word *personnel* should be added, so that the phrase reads *...information to Council Members regarding compensation for personnel...* Vice-Mayor Graham noted a punctuation error on page twelve. There were no further corrections. Councilperson Hoffmann made a motion **to approve the minutes, with the corrections noted**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was then held; the motion was approved 3-0-1, with Councilperson Lyne abstaining, and Councilpersons Allen and Evers absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Sleeter Lake Park Update

Town Administrator Hynes presented this update, highlighting the following items:

- The Round Hill Homeowners' Association (RHOA) has to approve the kayak storage, and changes required to be in compliance with the Americans With Disabilities Act.
- *No Parking* signs have been ordered for the kayak storage area.
- A stop sign has been ordered, to be placed at the gate.

- The job description for the position of *Lake Monitor* is being created; it must be approved by the RHOA. It is planned to hire three people for this position, in order that shifts may be rotated; the RHOA will share in this expense.
- The location in which to build the pavilion must be determined, then a contractor may be hired; it is hoped that this will be built during the months the park is closed.
- Town Staff and the Town Engineer are working to determine how water will be provided to the area designated for restrooms.
- It has been determined that different signs are needed at the boat storage area, to designate where to keep different types of boats.
- There is a large demand for boat storage; a lottery system may be needed to determine who may use these facilities.

There was discussion among Council Members of how additional storage may be provided. There was also discussion of giving Town residents priority in the distribution of this storage, with Councilpersons in attendance in favor of this approach; it was decided that this will be discussed further.

- The hiring of an engineer, who is to prepare four options for rehabilitation and/or use of the ruins of the stone house at the park, is in the budget. These options will be presented to Council at its Strategic Retreat, to be held in the fall.
- The inaugural presentation of gifts, to be given as a memorial or an honor, will be held in November; this will take place once per year, during the same timeframe, in the future.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: REPORTS

1. Planning Commission Report

Councilperson Hummel reported that the Planning Commission has begun its work on the Comprehensive Plan Intent to Amend, and will continue this work for its next two meetings.

2. Town Planner & Town Administrator Report

Town Administrator/Zoning Administrator Hynes reported that she is working to ensure that everything is in place prior to the beginning of her maternity leave, which is slated to start in mid-May; a meeting was held with Town Planner Runyan and Ms. Martha Mason-Semmes, who will serve as the Interim Town Administrator/Zoning Administrator in her absence, for planning purposes. Ms. Hynes also reported that Ms. Mason-Semmes will begin her duties on May 7th.

Town Administrator/Zoning Administrator Hynes reported that the "front page" of the new website is up and running at this time, with work to implement future stages of the website

redesign to take place on an on-going basis. Comments from Council regarding the website were requested. Discussion ensued regarding the use, by Council Members, of personal e-mail accounts for Town-related business, with it noted that Council Members may do so if they wish, but that it does open their personal e-mail to FOIA requests.

Town Administrator/Zoning Administrator Hynes reported that open job positions have been posted; additionally, Ms. Hynes noted that some of these responsibilities may be undertaken by current Staff, as a cost-saving measure. Ms. Hynes also noted that Project Specialist Lohr's son will serve as an intern during the summer months.

Town Administrator/Zoning Administrator Hynes reminded those in attendance of the opening ceremonies, and Arbor Day tree planting activity, to take place at Niels Poulsen Park on April 28th.

IN RE: COUNCIL COMMENTS

Councilperson Hoffmann thanked Staff for seeing to the repairs requested for Main Street, and noted that they were done quickly.

Vice-Mayor Graham reported that the floors in her home are to be replaced, and that she will be staying at a hotel in Leesburg for the two-week duration of this work.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Vice-Mayor Graham at 8:03 p.m.

Respectfully submitted,

Mary Anne Graham, Vice-Mayor

Debra McDonald, Recording Secretary