

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
April 19, 2018**

The Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, April 19, 2018, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Janet L. Heston (arrived at 7:41 p.m.)
Michael B. Hummel
Frederick J. Lyne
Michael K. Minshall

Council Members Absent

Mary Anne Graham, Vice-Mayor
Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator
Melissa Hynes, Town Planner/Zoning Administrator
Angela Fletcher, Town Treasurer
Robert Lohr, Project Specialist

Others Present

Deputy Moats, Loudoun County Sheriff's Office

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

IN RE: ROLL CALL

Mayor Ramsey stated that, with Councilpersons Hummel, Lyne, and Minshall, and himself present, a quorum was established.

IN RE: COMMUNITY POLICING

Deputy Moats reported that crime statistics in western Loudoun County are low. Deputy Moats also reported that the National Drug Take-Back Day will be held in April; this event, sponsored by the Drug Enforcement Agency, is held in conjunction with local authorities. The 2018 event

will be held at the Lovettsville Town Hall, on April 28th, from 10:00 a.m. to 1:30 p.m. Deputy Moats explained that the drugs collected are taken to Fairfax County and are incinerated.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Councilperson Lyne explained that he will leave the meeting at 8:30 p.m., for approximately one hour. Mr. Lyne then made a motion **to approve the Agenda, with the following amendment: move Action Items to be the first item for review**; Councilperson Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0, with Vice-Mayor Graham and Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Mary Anne Graham	Absent
Christopher J. Prack	Absent
Frederick J. Lyne	Aye

IN RE: ACTION ITEMS

1. Creekside Phase 1B Bond Release (Brentwood Springs)

Councilperson Hummel recused himself from any action on this matter.

Town Planner/Zoning Administrator Hynes presented this item, explaining that a bond release for the two phases of this project are on the Agenda for this evening, and that, although the mechanism for doing so is the same for both bonds, each must be voted upon separately. Ms. Hynes reported that Town Engineer Lane has performed all required reviews and inspections, and has worked with Utility Staff on this effort. Mr. Lane has recommended this bond release; a copy of his letter is included in Council packets. Town Planner/Zoning Administrator Hynes also noted that the Town Engineer recommends a maintenance bond in the amount of ten percent of the total bond be required; however, the Town Ordinance requires a five percent maintenance bond. Mayor Ramsey recommended that Staff present, at a future meeting, an “Intent to Amend” to the Council, regarding raising the required amount of a maintenance bond to ten percent. It is also recommended that the maintenance bond not be released until all construction has been completed.

Councilperson Hummel provided an explanation of how these bonds usually work, and pointed out inconsistencies in these bond releases compared to those from other developments. Mr. Hummel suggested that this issue be reviewed at the same time Council considers the amendment to the Town Ordinance.

Following this discussion, Town Planner/Zoning Administrator Hynes recommended that discussion/action on these bonds be tabled until she can determine the correct way to move forward. These bond reductions will be placed on the agenda for the Regular Town Council Meeting to be held in May. Town Planner/Zoning Administrator Hynes will inform the developer.

2. Creekside Phase 2 Bond Release (Brentwood Springs)

See Item #1 above.

IN RE: BUSINESS ITEMS

Town Administrator Nicholson requested that the FY2019 General Fund Budget be discussed first; the Mayor and Council agreed to this change.

1. Updates to FY2019 General Fund Budget

Town Treasurer Fletcher presented this item, leading Council in a review of the budget and proposed changes.

Expenditures

Town Treasurer Fletcher began this portion of the budget discussion by explaining how collection of real estate and personal property taxes are broken down, and by providing the total collected. Following that discussion, other line-items for which changes were requested were reviewed.

There was discussion of collection of rent for the office space on the second floor of the Town Office, with it being reported that the Town is using an invoice system, with the tenant paying rent and the Town paying for services provided by the tenant.

It was reported that Project Specialist Lohr's time is booked to the relevant project. This was reviewed by the Council, with discussion taking place regarding how his time is booked to either the CIP Budget or the Operational Budget.

The following line-items were then reviewed/discussed:

Line-Item 28 – Telephone

- This line was reduced to the actual cost of service, with the cost of equipment moved to a different line.
- Under the new telephone system, each incoming call will be answered by a person.
- An additional telephone line will be added.
- Currently, many Business Licenses are sent to the Town Office via fax; an effort is underway to encourage business owners to use e-mail for submission of this document.
- Town Treasurer Fletcher will determine why the amount of this line increased.

Line-Item 34 – Office Equipment & Furnishings (ORM)

- The proposals received regarding replacement of copier equipment were discussed, with differences between these proposals and the current contract highlighted.
- The new contract under consideration will be for a five-year period.
- Town Treasurer Fletcher is to determine if a buy-out for the current contract is available.
- It was noted that an attempt will be made to sell the two copiers currently in use in the Town Office.

Line-Item 41 – Other Celebrations

- Town Administrator Nicholson requested that expenses related to the Christmas light display at the Town Park be moved into the line.
- It was proposed that costs related to the rental of portable restrooms for the Town Park, to be used for two proposed summer movies, be included in this line.
- Council agreed upon a budget of \$3,500.00 for the Christmas Light Display at the Town Park; Town Staff will endeavor to enlist sponsors and volunteers to help defray expenses related to this project.
- Town Treasurer Fletcher will provide a breakdown of this line-item.

Line-Item 43- Community Outreach Programs

- Town Planner/Zoning Administrator Hynes presented information regarding the purchase of “branding” products, included in this line; it was noted that these would be particularly helpful in the promotion of Appalachian Trail Community activities.
- There was discussion among Council Members regarding the amount of interest in this program, as well as of the amount of funding which should be provided; Mayor Ramsey requested that the AT Committee provide a proposal to the Council regarding fund-raising activities, for use in more accurately gauging the need for additional Town funding.
- A budget of \$2,450.00 was agreed upon by the Council for this line-item.
- Town Staff is to provide a breakdown of the items in this line.

There was discussion of providing a once-yearly leaf collection to Town residents. It was reported that the Town of Purcellville will collect the leaves, providing their own truck and manpower. Town Administrator Nicholson is to determine what will be done if circumstances preclude the collection taking place as planned. It was decided to implement this program on a trial basis for one year; the Town Administrator will ensure that it is properly advertised.

Councilperson Lyne left the meeting at 8:30 p.m.

BPOL items were discussed, with Town Treasurer Fletcher stating her goal of consolidating these items, using a module which would tie into the current computer system. Discussion ensued regarding how the County collection of real estate and personal property taxes will affect

BPOL licenses, with Town Treasurer Fletcher providing an explanation of how the system will work, and of costs involved. Ms. Fletcher reported that there will be a one-time fee of \$3,000.00 for the module, which will be purchased from Southern Software. Town Treasurer Fletcher will provide an analysis of the man-hours required to process BPOL licenses. There was also discussion of potential changes to BPOL taxes. Mayor Ramsey directed that this item be included in the draft budget, with a cost/benefit analysis to be provided to Council prior to a decision on purchase of the module.

There was discussion of the possibility of Round Hill co-hosting a TANV meeting with the Town of Purcellville; it was noted that Vice-Mayor Graham requested \$1,000.00 be budgeted for this effort, to cover the cost of providing food for approximately thirty people in attendance at the meeting. It was decided to reduce the amount to \$350.00, and to place this in the *Miscellaneous Expense* line-item.

The schedule for review of the budget was presented; it was noted that a Public Hearing on the FY2019 Budget and Rates is scheduled for June 7, 2018.

In response to a question from the Mayor, Town Planner/Zoning Administrator Hynes noted that she is spending approximately ten hours per week working on utility-related issues; an updated Transfer Sheet, noting these hours, will be provided following revisions currently being made to the budget.

2. FY2019 General Fund CIP Budget

Town Administrator Nicholson presented this item, explaining that most of the projects contained in the CIP were generated during the fall Council Retreat. The following projects were reviewed:

Round Hill Pedestrian Improvements on Main Street (Main Street Enhancement Project)

Mr. Nicholson presented information from a recent meeting held with the County regarding this effort; the schedule in going forward on the project was included in Council packets. It was noted that both Mr. Nicholson and Project Specialist Lohr will review documentation related to the Main Street Project for completeness. A separate engineer will undertake inspections for the work done on this project. Mr. Lohr also noted that it has been made clear to the County that this must move forward. Both Supervisor Buffington and County Administrator Hemstreet support the project. There was brief discussion of signage, and a groundbreaking ceremony; it was decided that further discussion of these issues will take place following the award of the contract. There was also discussion of potential contingency plans to deal with costs, as current County contracts are coming in at notably higher rates than originally expected. Project Specialist Lohr stated that it is hoped local contractors will be utilized; he also stated his belief that the County will make-up differences in cost.

Street Light Replacement Program

Town Administrator began the discussion of this item, noting that it is believed a savings would result from the use of LED lights; however, the exact amount of savings is not yet known. Mr. Nicholson stated that the Town would like to test an LED light in the Lake Ridge Estates development, and would also like to test a cobra light in another location in Town, but not on Main Street. Project Specialist Lohr explained the items the \$7,800.00 currently budgeted for the project would cover; Mr. Lohr also explained that the Town can expect a pay-out for the lights to take approximately twelve months, following which the Town will realize a savings in the cost of lighting. The project being reviewed this evening does not include the cost of lighting on Main and Loudoun Streets; however, Council could decide to purchase the fixtures, with installation to take place at a later date. Town Administrator Nicholson stated that a quote from Dominion Energy for the cost of fixtures has not yet been received; however, it is expected they will be at a lower cost than fixtures purchased from a smaller firm. Three types of fixtures are being considered; the proposed test will allow both the Council and citizens to see the types of lights available, and to determine which type they like best. Project Specialist Lohr reported that the pilot program will cost less than \$500.00. Town Administrator Nicholson explained that, if the Town purchases fixtures from Dominion Energy, the company will maintain them; additionally, the Town can expect that costs will be considerably less. Mayor Ramsey requested that the costs for lighting related to the Main Street Enhancement Project be included in this CIP document; Councilperson Minshall also requested that costs be shown for the Main Street Project, and other areas of Town, separately. It was noted, in response to a question from Council, that lights and poles for the Main Street Enhancement Project are not included in the CIP; stub-outs will be installed, and are accounted for in the CIP.

Sleeter Lake Park

Town Planner/Zoning Administrator Hynes presented this item, reporting that it is hoped a soft opening for the park can be held on June 9, 2018; a firm date will be announced at the Hometown Festival. Ms. Hynes provided information on events slated to be held at Sleeter Lake Park, including the planting of native plants and trees, which will occur April 20 through 22. Local Boy Scout troops will provide signs for the planting event; additionally, Scouts will work on the construction of boat racks. Ms. Hynes reported on the following opportunities for the placement of memorials at Sleeter Lake Park: eight benches have been installed at the park upon which memorial plaques may be placed, this will be advertised after the park officially opens; trees may be donated as memorials; and, Frederick Block and Stone will provide bricks for memorials. Additionally, Ms. Hynes noted, donations may be made toward the outdoor classroom space.

There was discussion of the possibility of stabilizing the stone house; this issue will be discussed further at a Council work session, with the Town Planner/Zoning Administrator to provide information regarding the cost.

In response to a question from the Mayor, it was noted that the Town's investment, currently, in Sleeter Lake Park is \$60,000.00. For the upcoming year, the County will provide most of the funding for the operation of the park, with Round Hill covering approximately thirty-three percent of the cost. Town Planner/Zoning Administrator Hynes provided an overview of specific projects which will be undertaken at Sleeter Lake Park during FY2019; Mayor Ramsey requested that these items be prioritized. There was lengthy discussion regarding the installation of permanent restroom facilities at the park.

Upgrades to the Town Park

Town Administrator Nicholson presented this item, explaining that these upgrades will be undertaken in three phases, all in FY2019, as follows: an upgrade to the electrical system; installation of benches, at the rear portion of the park, which match those in the front portion of the Town Park and at Sleeter Lake Park; and, installation of a storage shed behind the Round Hill Auto Service building. There was discussion of these proposals, with Mayor Ramsey suggesting that Mr. Nicholson investigate installing a storage shed at the Town Office property, rather than at the Town Park; Mr. Ramsey agreed with the proposal for installation of benches. Councilperson Heston noted that the original benches placed at the Town Park were memorials, and stated that a partial list of these names exists; Ms. Heston suggested that those names be included on the new benches. Council declined to include funding in the FY2019 budget for electrical upgrades at the Town Park; however, it was requested that the item be included in the FY2020 budget, with additional detail provided. Town Administrator Nicholson and Project Specialist Lohr will investigate the viability of the existing conduit in the wall at the park. It was also noted that the installation of benches will be completed in phases, with the request made that more definite numbers be provided regarding the cost of this project. A design/layout for placement of benches at the Town Park is to be provided to Council.

New Website Design & Software

Town Planner/Zoning Administrator Hynes presented this item, explaining that the software under consideration for purchase would facilitate both the Town's website, and agenda management. Additionally, Ms. Hynes noted, the software would assist with minute-taking and records management. Town Administrator Nicholson stated that the impetus for inclusion of this item in the FY2019 budget was discussion which occurred at the Council's Fall Retreat. Town Planner/Zoning Administrator Hynes reported that the system under consideration can be completely implemented in approximately four months. Councilperson Minshall requested that additional research be done regarding other systems of this type, to ensure that the system purchased will provide commensurate value for the cost. The management fee included for the system being presented this evening was discussed; Ms. Hynes requested that the system be retained in the draft FY2019 budget while she obtains additional proposals. Mayor Ramsey requested a breakdown for the cost of the website and the cost of the agenda management

system, and further requested that the two be discussed separately. Mr. Ramsey stated that he, also, would like to know what services are included under the yearly management fee. Finally, Mr. Ramsey requested that it be determined how the cost of this proposed system would be split between the General Fund and the Utility Fund.

Zoning Ordinance Update

Town Planner/Zoning Administrator Hynes presented this item, explaining that, for FY2019, all the work required could be captured in a CIP fund. Mayor Ramsey and Councilperson Heston stated that this item should be included in the Operating Budget, rather than the CIP Budget.

Boundary Line Adjustment

Town Planner/Zoning Administrator Hynes presented this item, explaining that the total amount has been reduced, as the amount spent during the current fiscal year has been lower than expected.

Project Specialist Lohr reviewed the *Project Tracker* included in Council materials, highlighting requested changes made to the document. Mr. Lohr requested that Council provide him with any additional suggestions regarding this document. In response to a question from Mayor Ramsey, Mr. Lohr noted that this Project Tracker will be provided on a quarterly basis.

There was no further discussion of the draft FY2019 budget; Staff will send a final draft budget to Council Members via e-mail, and will prepare the advertisement for the Public Hearing based upon the budget as it now stands. The final draft budget will be sent on April 27, which will allow one week for review (prior to the May Work Session).

IN RE: DEPARTMENTAL REPORTS

1. Town Planner/Zoning Administrator Report

Town Planner/Zoning Administrator Hynes noted that her report is included in writing in Council packets. Ms. Hynes highlighted the scheduled planting event at Sleeter Lake Park, and the Appalachian Trail hike, and noted that a planning session will be held on the Saturday prior to the planting event to map out where trees/plants will be planted.

Ms. Hynes also reported that a meeting of property owners on Hayman Lane will be held on April 25; a representative of the Town is also invited, as the Town is a property owner. The purpose of the meeting is to begin conversation regarding repair of the road; it is expected more meetings will be held. The meeting of April 25 will begin at 7:00 p.m.

Town Administrator Nicholson noted that a letter from the **Round Hill Homeowners' Association** has been provided to Council for review. A meeting of **RHOA** and Town representatives will be held at the Town Office at a future date.

2. Town Administrator Report

Town Administrator Nicholson, in presenting his report, explained that Committee approval is needed for the \$30,000.00 expenditure for cleaning of the line from the Route 7 Lift Station, through Bridge and Cedar Streets, to Brentwood Springs. Quality Pipe Cleaning is the firm which has been chosen to provide this service. Mayor Ramsey asked if there have been any problems in this area; Mr. Nicholson stated that there have not. It was noted that this project was discussed at the Utility Staff meeting, with Mayor Ramsey noting that it seemed to "come out of nowhere." Mayor Ramsey requested that the cost be determined for a two-step process, in which a camera would be used to ascertain the condition of the line and the necessity, if any, of cleaning. Town Administrator Nicholson will provide additional information regarding this issue at the next Work Session.

3. Mayor's Report

Mayor Ramsey reported that he, the Town Administrator, and Vice-Mayor Graham met last week with leaders from Purcellville, to determine if any areas of congruence between the two towns exist. The Round Hill representatives met Purcellville's new Town Manager at this meeting, as well. There was continued discussion of the possibility of connecting the two towns' water systems, with it being agreed that this will not be undertaken in the near future. There was also discussion of the possibility of Round Hill sub-contracting services, such as police coverage, and equipment from Purcellville; under this arrangement Round Hill would subsidize the services sought from its neighboring town. Round Hill's Utility Staff will contact Purcellville's utility staff for further exploration of this potential arrangement. Mayor Ramsey noted that the meeting served to re-establish connections between leaders of the two towns.

Mayor Ramsey also reported that he will attend the upcoming **Round Hill Homeowners' Association** meeting on April 24, at which Sleeter Lake Park will be discussed.

Finally, Mayor Ramsey announced Dot Patterson's recent passing, stating that a memorial service will be held this upcoming Sunday at 2:00 p.m. at the Round Hill Baptist Church.

IN RE: COUNCIL COMMENTS

Councilperson Heston reported that a street light on Cedar Street is broken. Ms. Heston also expressed concern that all information is not in Council packets when they are provided to members, and that some reports are late. Councilperson Heston asked about the Bills for Payment report; Town Treasurer Fletcher stated that the report will be provided to Council Members tomorrow. Ms. Heston requested that recognition of Amanda Imthurn be added to the Agenda for the upcoming Council meeting. Finally, Councilperson Heston stated that the previously requested clean-up of sidewalks on Loudoun Street should be done prior to May and the Hometown Festival.

Councilperson Hummel requested that Town entry signs be cleaned, except for the sign on the east entrance to the Town **which is not in need of cleaning**.

Mayor Ramsey reminded those in attendance that the Town election will be held prior to the next Council meeting, and that there are still two empty spots on the ballot for Council; write-in candidates are allowed.

In keeping with this topic, Councilperson Hummel requested that the election be publicized by the Town; Mayor Ramsey requested that a notice be included on the Town's website, on the sign at the Town Park, and on the Town's Facebook page. Mr. Ramsey again noted the lack of candidates, reporting that only one candidate has filed for election to one of the three vacant seats; a write-in campaign may be undertaken, with anyone who is written-in being elected.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 11:06 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary