

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
December 18, 2014**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, December 18, 2014, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
R. Daniel Botsch (arrived at 7:31 p.m.)  
Janet L. Heston  
Clarkson J. Klipple  
Frederick J. Lyne

**Council Members Absent**

Christopher J. Prack

**Staff Members Present**

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

**Others Present**

LCSO Deputy Boyer

**IN RE: CALL TO ORDER**

The meeting was called to order at 7:30 p.m. by Mayor Ramsey.

**IN RE: PLEDGE OF ALLEGIANCE**

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

**IN RE: COMMUNITY POLICING**

Deputy Boyer noted that there was nothing new to report. Vice-Mayor Graham asked that officers be advised of the correct exit to use from the parking lot; Deputy Boyer stated that he would do so.

**IN RE: PUBLIC COMMENT**

There was no public comment.

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

Vice-Mayor Graham moved **that the Agenda be approved**; Councilperson Lyne seconded the motion. The Agenda was approved by a vote of 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

**IN RE: BUSINESS ITEMS**

**1. Comprehensive Plan - Economics**

Town Planner/Zoning Administrator Hynes asked Council Members who were present for the Historic Resources meeting held on December 16, 2014 to share information from that meeting. Councilpersons Lyne, Botsch and Graham provided feedback, noting that it was a great meeting and a good start; they felt the meeting was informative, and noted some “angst” among attendees regarding the topic of a historic district. It was noted that residents feel that they should be able to do as they see fit with their properties. Councilperson Botsch stated that the main takeaway for him was to provide a packet for every homeowner in the historic district regarding available tax credits, in order to provide incentives for improvements. Councilperson Lyne agreed with the assessment that providing incentives for property owners would be preferable to mandates. Councilperson Lyne explained that tax credits are provided by the state for residential properties, and that federal tax credits are provided for income-producing properties; Town Planner/Zoning Administrator Hynes affirmed that this is correct. Vice-Mayor Graham asked what the Town’s responsibility would be in this; it was explained that the Town’s main responsibility would be to educate citizens on resources which are available. Town Planner/Zoning Administrator Hynes briefly explained the requirements for the Town in order to access available grant money. Mayor Ramsey asked how historic preservation would be promoted by regulating new construction; Councilperson Lyne explained that the goal is to ensure that new construction blends in with historic properties, in order to maintain the character of the Town. Discussion of this ensued, with concerns being voiced that this could possibly be punitive to new residents. Town Planner/Zoning Administrator Hynes explained that the state/county representatives at the meeting came to understand the Town’s situation with infill building inside the Town limits, and focused more on explaining how homeowners may qualify for tax credits. Council Members discussed ways to educate residents on historic preservation and tax credits, in response to a question from Vice-Mayor Graham. Town Planner/Zoning Administrator Hynes explained that, in order to encourage historic preservation, the two tools available to the Town are rules or money. There was further discussion among Council Members of ways to encourage preservation, including the revival of an “Old-Timers’ Round Table” discussion.

Town Planner/Zoning Administrator Hynes explained other ways to encourage preservation, including holding a clinic, providing awards for renovations, and holding walking tours of historic houses. Councilperson Lyne explained that, as it was pointed out at the meeting, most houses in Round Hill would qualify as historic, as the age of a qualifying house is 50 years or older. Vice-Mayor Graham asked if there will be follow-up meetings, and what the next step will be; Ms. Hynes responded that the attendees are interested in holding another meeting, and that she is looking for direction from Council on how to pursue this. Mayor Ramsey referenced comments from the recently conducted survey regarding a desire among residents to know more of the history of the Town, and suggested that raising awareness of the Town's history would be a good starting point. Town Planner/Zoning Administrator Hynes asked if Council wants to institute a group which would meet regularly in order to promote these issues; Mayor Ramsey suggested adding a post to the Town's website in order to recruit volunteers for this effort. The consensus of the Council was to move forward with this project. Mayor Ramsey also spoke to trying to purchase more copies of Anne Thomas' book, to distribute as gifts to new residents. There was also discussion of Herbert Harwood's books, and keeping copies of these types of books at the Town Office for loan. Town Planner/Zoning Administrator Hynes then made a presentation on Economic Development/History in relation to the Comprehensive Plan update. A slide presentation on historic buildings was provided, the historic vacation industry was discussed (with it being noted that Round Hill is still providing that service, in ways), the historic commercial district was discussed, as were historic boarding houses and inns, a map of historic buildings was presented, the National Register of Historic Places designation was discussed (it was noted that this is honorary, with no regulations attached), the historic district map was provided, historic tax credits in relation to the Old Furniture Factory and the Potts' house were discussed, slides were presented showing houses with and without preservation efforts, and the 2014 Community Survey questions relevant to this topic were discussed. Vice-Mayor Graham expressed her opinion that a definition of what constitutes a façade improvement is needed. Councilperson Heston asked if tax credits are available for landscaping; Ms. Hynes noted that they are not from the state, but that the Town could provide one. Town Planner/Zoning Administrator Hynes provided a definition of cultural heritage, and asked how Round Hill will look in fifty years, for current citizens' children and grandchildren. Ms. Hynes provided these topics for future discussion: 1) Brand; 2) Identity; 3) Preserve Image; 4) Home Sweet Home; 5) Role in Loudoun County; 6) Role in Virginia; and 7) Economic Vision. It was noted that Round Hill is not a big city and is not trying to attract large commercial enterprises. For the future economic outlook, Ms. Hynes suggested that the Town focus on what is being done now and build on that. Town Planner/Zoning Administrator Hynes also presented many of the assets of Round Hill: proximity to Route 7; the mountains, Sleeter Lake and the Appalachian Trail being nearby; history and beautiful architecture; an artists community; the proximity to ten vineyards; the hometown feel; and the work being done to make Round Hill one of the most walkable towns in Loudoun County. Mayor Ramsey asked how this focus on the tourism industry would impact the future shopping center development; discussion ensued regarding businesses which may be preferable in the center. Town

Planner/Zoning Administrator Hynes discussed what attracts people to visit a town, and noted that towns like Round Hill may benefit most from an emphasis on the historic aspects. Vice-Mayor Graham asked how far along Mr. Chapman is in his plans for the proposed shopping center; discussion of this topic ensued, with Councilperson Botsch noting the Mr. Chapman is waiting for guidance from the Council. Town Planner/Zoning Administrator Hynes elaborated upon this, and noted that she is unsure when Mr. Chapman will provide a concept plan. There was discussion of the 12 acre parcel on the east side of Town, as well as destination restaurants/businesses in Town; there was also discussion of the costs to businesses of rents at shopping centers. Council also discussed the prominence of the gas station in the downtown area and if it should be relocated, or types of possible future development which could go around it. There was also discussion of the update of the Comprehensive Plan in relation to what is hoped for in the downtown area. Town Planner/Zoning Administrator Hynes raised the question of possible investment in a public parking lot, and of amendments to the Zoning Ordinance which would be required by this. Councilperson Botsch noted that the vision for the downtown area and for the 12 acre parcel will have large impacts on each other. Town Planner/Zoning Administrator Hynes discussed issues regarding regulations as related to the Comprehensive Plan. Ms. Hynes also stated that the Town and the Council need to have a vision for the Town. Councilperson Lyne suggested looking at the growth curve in Loudoun County in relation to tourism. Town Planner/Zoning Administrator Hynes explained how Loudoun County Economic Development can help guide the Town's economic development. Mayor Ramsey discussed the current Comprehensive Plan's vision of residential to commercial conversion in the present commercial district, and noted that a question before the Council is where to go with this. Councilperson Botsch noted that he hopes the discussions at this meeting help guide the Council's general vision for the future of the Town. Mayor Ramsey explained that the default mindset in Round Hill seems to be to keep everything as it is now, and noted that Council needs to be prepared to explain potential changes to those who may be opposed. Mayor Ramsey asked if the existing commercial area should be maintained, or be allowed to convert to residential; he also discussed how to encourage the types of uses desired. Discussion ensued of the failed residential to commercial development on Main Street, as well as where future commercial development could go. There was also discussion of types of possible future development, and current rules and regulations which can be prohibitive to that development. The consensus of the Council is that a decision is required for what the vision is for the Town, and then further decisions can be made as to how to get to that vision.

## **2. Utility Committee Member Request**

Mayor Ramsey noted that a copy of a letter from Andrea Brooks, in which she has requested a seat on the Utility Committee, is in each Council Member's packet. Mayor Ramsey noted that Ms. Brooks is a resident of The Villages. Mr. Ramsey noted that, in e-mail correspondence with Ms. Brooks, he explained the procedure for applying for membership, and suggested that she attend some meetings before doing

so. Mayor Ramsey has not had further correspondence with Ms. Brooks. Mr. Ramsey

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explained that he can appoint her, or request that she attend some meetings prior to appointment, and asked Council how he should proceed. Council recommended that Ms. Brooks be appointed to the committee; Mayor Ramsey stated that he will do so and will notify her of the appointment.

### **3. Creekside Proffers**

Town Planner/Zoning Administrator Hynes briefly summarized developments regarding the Creekside proffers. It was noted that this item is on the Loudoun County Planning Department's agenda for January, but it is not certain it will be discussed. Town Planner/Zoning Administrator Hynes reported that the developer (Wormald) has agreed to install a six inch water line under Greenwood Drive (which will terminate at the proposed park area), as well as a 200 amp electric service; they also have agreed to the expansion of Greenwood Drive prior to Phase III of construction. Mayor Ramsey explained the Town's concerns regarding Greenwood Drive and the possibility of construction traffic on Main Street. Town Planner/Zoning Administrator Hynes explained that there will be a gap in the proposed sidewalk at the three existing homes on Main Street; Wormald is willing to proffer \$25.00 per linear foot (a total of \$8,000.00) to go toward construction of sidewalks there. Ms. Hynes explained that the developer understands that the Town wants to install a raw water line when the water main is installed, in response to a question from Vice-Mayor Graham. The County will ask Creekside to complete the expansion of Evening Star Drive, and will use funds set aside by RHI toward the paving; the County is also in support of the proposed commuter lot. Town Planner/Zoning Administrator Hynes will ask the County to make a presentation to the Town early next year regarding the commuter lot. Mayor Ramsey explained the possible configurations of that lot, and possible scenarios regarding it, in response to a question from Councilperson Lyne. Town Planner/Zoning Administrator Hynes explained that any change regarding the lot would go through the special exception process. Brief discussion ensued regarding a tree-save area adjacent to the potential lot. Mayor Ramsey expressed concern that the owner of the residential property adjacent to those two lots be made aware of the commuter lot; he also noted that the County could possibly be motivated to purchase that adjacent property if it comes up for sale. Town Planner/Zoning Administrator Hynes presented reasons why the commuter lot is a good use of the land. Discussion ensued regarding residents of Round Hill who already use a nearby commuter lot and would potentially use this lot instead. Mayor Ramsey asked about placing a crosswalk at the intersection of Greenwood Drive and Evening Star Drive; Town Planner/Zoning Administrator Hynes explained how this request could be made. Mayor Ramsey also discussed another area where a crosswalk would be advantageous. Vice-Mayor Graham noted that, at the November Council Meeting, a question was raised regarding the placement of a hydrant; Mayor Ramsey explained that Keith Lane (Town Engineer) recommended it be placed at the terminal end of the main. Councilperson Botsch asked if the County presentation would be for the Land Use Committee or the Council; it was explained that the County will make that determination.

**IN RE: ACTION ITEMS**

**1. Approval of Minutes: November 20, 2014 Town Council Meeting**

Vice-Mayor Graham moved **that the minutes of the November 20, 2014 Town Council Meeting be approved**; Councilperson Botsch seconded the motion. The minutes were approved by a vote of 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

**2. Woodgrove PTSO Grad Night Donation**

Vice-Mayor Graham presented this item, explaining that the Town has made a donation for the past two years of \$200.00 per year; Mrs. Graham suggested that this be programmed into the budget in future years. Vice-Mayor Graham then made a motion **that the Town Council approve \$200.00 to be given to the Woodgrove High School Parent Teacher Student Organization, to be used for their graduation party**; Councilperson Lyne seconded the motion. Councilperson Heston asked if the amount of the donation should be increased; following discussion among Council Members, it was decided to increase the amount of the donation to \$250.00. Vice-Mayor Graham amended her original motion; Councilperson Lyne (second) agreed to the amendment. The motion was approved by a vote of 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

Town Administrator Nicholson will send the check to the PTSO.

**3. EGGI Proposal**

Vice-Mayor Graham presented this topic, noting that an e-mail regarding this had been sent to Council Members in the afternoon. It was explained that Emery & Garrett, and Keith Lane, have agreed that the Town should conduct testing of existing wells. The cost for this would be \$13,750.00 for the first two wells, and \$11,350.00

for the third well. In addition, Mr. Lane recommends that EGGI conduct exploratory drilling for other well sites. Councilpersons Lyne and Heston noted that they were not clear in their understanding of this; Vice-Mayor Graham explained the Utility Committee recommended that EGGI revisit existing wells and discern if it is feasible for them to be brought on-line (the funding for which is currently budgeted); they also discussed EGGI conducting some exploratory drilling. Mayor Ramsey explained that the further issue is if the Town needs to drill test wells during the current budget cycle. Town Administrator Nicholson explained that the exploration of potential new wells was to be handled during the next fiscal year, however the firm has arrived at this next logical step and money for it does exist in the current budget. Mayor Ramsey noted that, originally, the plan was just to lay the ground work for exploratory drilling; Town Administrator Nicholson explained that exploratory drilling has always been in the plan, and this is simply the next phase of the plan. The recommendation of the Utility Committee was discussed, as was the information included in the proposed Task Order. It was reported that the amount of \$49,850.00 covers everything to be done in this fiscal year. Following this discussion, Vice-Mayor Graham made a motion **that the Round Hill Town Council approve the Emery & Garrett Water Investigation Project in the amount of \$49,850.00;** Councilperson Klipple seconded the motion. Councilperson Lyne asked for clarification of this issue, particularly the budget changes associated with it; Town Administrator Nicholson explained that this does not require a change to the budget; that only the movement of line items is necessary, and that is an administrative function not requiring approval by the Council. Mayor Ramsey further explained the reason for Town Administrator Nicholson bringing items such as this to the Council, for their information. Town Administrator Nicholson and Mayor Ramsey additionally explained the total of the line item, and deductions made to it thus far, in response to a question from Councilperson Lyne. Vice-Mayor Graham and Mayor Ramsey explained what is planned for the next fiscal year's budget. Town Administrator Nicholson explained that the next phase of the plan was arrived at much sooner than expected. There was no further discussion. A vote was then held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

Mayor Ramsey directed Town Administrator Nicholson to execute the Task Order.

**4. Walraven Water and Sewer Utility Lines**  
**Lake Ridge Water and Sewer Utility Lines**

Town Planner/Zoning Administrator Hynes presented this topic, noting that this is usually an administrative procedure, but is being handled during the Council Meeting in order to ensure documentation. Town Administrator Nicholson reported that Mr. Lane has confirmed that these lines have all been tested and are ready to be accepted. In response to a question from Mayor Ramsey, Town Administrator Nicholson further explained that this is being handled via resolution because the auditors look to the minutes regarding any acquisitions/addition of assets. Mayor Ramsey noted his concern that, every time the Town wants to accept an asset a Council Meeting will be required, and that this will no longer be handled administratively. Town Administrator Nicholson explained that this deals with major assets only; discussion of the threshold value of the asset required, and the need to contact Jeff Mitchell regarding this, ensued. Mayor Ramsey suggested that the distinction should be for anything that's tangible, that carries a title or deed. There was further discussion among Council Member of this issue. Councilperson Klipple asked if a letter or conveyance would be acceptable to the auditor, as we haven't received one before. Mayor Ramsey explained that, when accepting deeded assets, he signs the deed, which provides the paper trail. Town Administrator Nicholson noted that this can still be handled administratively, and that this Agenda item could be tabled, as this was simply an idea of a way to keep track of these items. Mayor Ramsey explained that he doesn't want to create unnecessary pro forma motions, as he feels a very good line of communication between Council and Staff currently exists. Following this discussion it was decided by Council to continue to handle these items administratively.

## **IN RE: REPORTS**

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

Town Administrator Nicholson noted that he has added a Summary of Issues Dealt With on a Staff Level to his report, and hoped Council Members found it helpful. Vice-Mayor Graham asked if the Tap Summary could include the amount of change from month-to-month; Mayor Ramsey explained that that would be difficult, as the spreadsheet does not time-stamp; thus that would need to be done manually. Mayor Ramsey explained that a snap shot for a particular date for each month would be possible. Town Administrator Nicholson explained that the report also goes to RHI and KHovnanian, and stated that he will add the previous month's numbers to each report. Councilperson Botsch raised the issue of the Franklin Park Trail Project and obtaining the necessary easements, stating a concern that all residents have not yet been contacted by the County, and asking if there has been a problem with this at the gas station; Town Administrator Nicholson stated that he is not aware of a problem. Councilperson Botsch expressed concern regarding the submission of the 100% Design prior to the County obtaining all easements, as it seems that all Loudoun Street residents have not yet been contacted by the County. Mr. Botsch explained that this is not what the County told the Town they were going to do. Town Administrator Nicholson will contact the County representative (Mr. Kuhna) regarding this. Mayor Ramsey explained that any resident who doesn't approve of an acquisition could sink the whole Franklin Park Trail project, as well as the Main



Street Enhancement Project. Mayor Ramsey noted that Mr. Nicholson should speak to Mr. Brown or Mr. Kroboth (from the County); Town Administrator Nicholson stated that he will speak to Mr. Kroboth, and will ensure that either Mayor Ramsey or Councilperson Botsch will be in attendance at that meeting. Councilperson Botsch explained that the County states that everything is going well with the project, but that residents haven't been contacted. Mr. Botsch suggested that Mr. Nicholson speak to those residents prior to meeting with Mr. Kroboth; he also asked that Mr. Nicholson check on the County's time-line for the project. Town Administrator Nicholson stated that the Town needs to nail down the responsibilities among the entities involved, and that a communication loop is needed. Mayor Ramsey suggested that, for now, a meeting with Mr. Kroboth be set, in order to clear the air. Vice-Mayor Graham asked, in regards to the Main Street Enhancement Project, if anyone has spoken to Ellen Barnes or Jerry Slater; Town Planner/Zoning Administrator Hynes noted that this subject will be covered in her report.

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

Town Planner/Zoning Administrator Hynes asked if Council would prefer to hold a separate work session in the next two months, in order to "hash out" some of the bigger items in the Comprehensive Plan update. Councilperson Botsch suggested devoting a Land Use Committee meeting to that issue. Mayor Ramsey noted his concern that attendance may suffer if another separate session were to be held, and noted that, if held, everyone needs to commit to attendance. Council agreed to hold a separate work session on the Thursday two weeks following the January Town Council meeting. Town Planner/Zoning Administrator Hynes explained that not all Comprehensive Plan topics will require a separate meeting. It was decided to hold the work session at 7:30 p.m. on the day chosen (January 29<sup>th</sup>). Town Planner/Zoning Administrator Hynes reported that she will present an update at the next Town Council meeting. It was decided that a "micro" presentation will be given at both the Land Use Committee meeting and the Town Council meeting. Mayor Ramsey asked if the work session could be held jointly with the Planning Commission; Town Planner/Zoning Administrator Hynes stated that it could, and that her goal is to facilitate discussion. There was discussion among Council members about concerns that the Planning Commission and the Town Council will not be able to work together in a timely manner on this project. Town Planner/Zoning Administrator Hynes explained how a Comprehensive Plan update is customarily handled. Mayor Ramsey suggested that a joint meeting be held on January 29<sup>th</sup>, in order to see how that will go, and that holding joint meetings on a regular basis may be something Council will want to continue. Mayor Ramsey suggested a mixture of joint and separate meetings, noting that holding some joint meetings will help both entities to be in the same place in the process. Mayor Ramsey also noted that Ms. Hynes is facilitating conversation and helping with working together on this update. Town Planner/Zoning Administrator Hynes reviewed the highlights of her report: 1) recent progress at Lake Ridge Estates; 2) the sidewalk issue – a waiver was issued in 2006, thus the sidewalk will go through the asphalt driveway, there was discussion of the design detail for this, on which Ms. Hynes will check; 3) a meeting was held with Mr. Zeller regarding the Main Street Enhancement Project, with it being reported that the

project is on-track and another meeting will be held in January; 4) the County was contacted regarding the Albright Boundary Line Adjustment – a small portion of this parcel will still be in the County; 5) there is a potential purchaser for the property at 7 Main Street; 6) a meeting was held with a County representative regarding their Comprehensive Plan update – the representative offered the services of County Staff to help with our Comprehensive Plan update; 7) Staff consulted Michael Hummel on possible public parking lot scenarios near the Town Park. He is going to review the Staff preliminary proposals and provide feedback from a feasibility perspective; 8) Staff recommends a new driveway entrance for Ellen Barnes as part of the Main Street Enhancement Project. Council was in favor of the new entrance, which will be north of the Barnes' house and will be directly opposite of the outlet of High Street; this should be approved by VDOT. Mayor Ramsey further noted that, if there is still room on the street for one parking spot, it will be a Town parking spot.

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

Mayor Ramsey noted that December has been a slow month for him, and that there will not be a newsletter during the current billing cycle.

### **4. Utility Committee**

Vice-Mayor Graham noted that the report is included in each Council Member's packet. The committee discussed comments regarding assets, and discussed keeping foliage away from water meters. Due to these two issues, it was determined that the Committee should review the Town's ordinances; this will be on the Committee's January agenda. Any changes to the ordinances will require that a Public Hearing be held. Vice-Mayor Graham reported that some meters on hydrants in the Mountain View area were broken; it is uncertain if they are construction meters. Town Administrator Nicholson will check to see if this was reported to law enforcement.

### **4. Administration, Communications and Technology Committee**

Councilperson Heston noted that the report is included in each Council Member's packet. The committee will meet again on January 13, 2015. The committee discussed the proposed Fiscal Policy; it was noted that adoption of this is time sensitive, if applications are made for bond financing for the water tower. Town Administrator Nicholson reported that the earliest the water tower could be built is spring of 2017, due to regulations. Town Administrator Nicholson reported that the Treasurer in Berryville has rated Southern Software's billing system as the best; Ms. Wolford and Ms. McGaha will attend a presentation of this program with the Berryville Treasurer on January 6, 2015. There was discussion of other firms who have been contacted regarding this, as well as the possibility of obtaining a group rate. There was discussion of various localities in the area which use the same program, as this can provide a support system to those who use the program.

### **6. Land Use Committee**

Councilperson Botsch noted that the report is included in each Council Member's packet, and that most of the issues discussed have also been discussed at this evening's meeting. The next meeting will be held on January 7, 2015, with January

13<sup>th</sup> as a backup date. Councilperson Heston noted that both the ACT Committee and the Utility Committee will meet on that date.

**IN RE: COUNCIL COMMENTS**

Councilperson Botsch wished everyone a Merry Christmas and Happy New Year. Councilperson Heston stated that she hopes everyone has a very nice holiday. Councilperson Klipple echoed those sentiments. Vice-Mayor Graham wished everyone a Merry Christmas and Happy New Year, and noted that there will be a LCSO meeting at the end of January. Councilperson Lyne wished everyone Happy Holidays, and commended Town Planner/Zoning Administrator Hynes on the meeting she conducted on December 16<sup>th</sup>. Mayor Ramsey wished everyone a Merry Christmas, and stated that he hopes everyone has a safe and happy holiday.

**IN RE: MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 11:19 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary