

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
December 5, 2019**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, December 5, 2019, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Donald W. Allen  
Melissa Hoffmann (arrived at 7:34 p.m.)  
Michael B. Hummel  
Paula James

**Council Members Absent**

Amy E. Evers

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Danielle Gugger, Town Planner

**Others Present**

Jeffrey Mitchell, CPA, Mitchell & Co., PC

**IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Ramsey called the meeting to order at 7:33 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Mayor Ramsey stated that with Councilpersons Hummel, James, and Allen, Vice-Mayor Graham, and himself in attendance, a quorum was established.

**IN RE: PUBLIC COMMENT**

There was no public comment.

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

Vice-Mayor Graham made a motion to adopt the Agenda, with one change: moving the *Audit Presentation* item to be heard first, prior to the *Monthly Reports*. Town Administrator/Zoning Administrator Hynes requested that the *Appointment to the Planning Commission* and the *Reappointment to the Planning Commission* be added to the Agenda; Vice-Mayor Graham agreed

to this addition. Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson Evers absent. The vote is recorded as follows:

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

### **IN RE: BUSINESS ITEM**

#### **a. FY2019 Audit Presentation (Jeffrey Mitchell)**

Mr. Jeffrey Mitchell, of Mitchell & Co., PC, made this presentation, which, he explained, includes the annual audit through June 30, 2019 and the Quarterly Report. Mr. Mitchell provided printed materials to the Council, including a copy of the full Annual Audit report; this was in addition to materials included in Council Members' packets.

Mr. Mitchell then described the components of the annual audit, and conducted a review using the materials provided to Council; these components included: five years of information from the *General Fund Budget*; five years of information from the *Capital Improvements Budget*; information from the Town's two checking accounts, and from numerous Certificates of Deposit and Money Market Accounts. Mr. Mitchell noted that he has encouraged management to lower the number of these accounts held by the Town, as two accounts only would be sufficient; Town Administrator/Zoning Administrator Hynes reported that progress has been made on this effort.

In continuing his report, Mr. Mitchell explained recent changes seen in the *Real Estate Tax* component of the Town's finances, due to the assumption of collection of these taxes by Loudoun County. The issue of delinquent taxes was briefly discussed, with Mr. Mitchell noting that there has not been an increase in the number of property owners delinquent in the payment of these taxes; there was also discussion of methods by which Round Hill may pursue collection.

Information was then provided regarding *Water and Sewer Receivables*, and the impact on this item made by the bi-monthly collection date not corresponding to the end of the fiscal year. Information was also provided on *Overfunded Pensions*, *Fixed Assets*, *Liabilities*, the *Proffer Reserve*, *Long-Term Debt for the Utility Fund*, a *Note Payable*, the *General Governmental Fund*, the *Water and Sewer Fund*, *Ten-Year Historical Information*, *General Fund Budget-to-Actual*, *Budget Expense*, *Operating Utility Fund Budget-to-Actual*, and *General Fund Surplus*.

In closing the annual audit report, Mr. Mitchell noted that Round Hill's books and records are in good order, and reminded those present that he works for the Council, and would report any concerns promptly to the Council.

Mr. Mitchell then provided the *Quarterly Report*, which was for the period ending September 30, 2019. In this report, Mr. Mitchell explained how the *General Fund* and the *Utility Fund* are segregated, with cash balances and restrictions noted. Mr. Mitchell requested that any questions be provided to the Town Administrator, so that they may be addressed. Mayor Ramsey requested that Town Administrator/Zoning Administrator Hynes ensure the *Quarterly Reports* be made available on the Town's website.

Council thanked Mr. Mitchell for this report.

### **IN RE: MONTHLY REPORTS FROM COMMITTEE & SPECIAL PROJECT CHAIRS**

#### **a. Capital Projects & Parks**

Councilperson Hummel provided this report, noting that the Planning Commission will be working on compiling a *Parks Plan*.

Town Administrator/Zoning Administrator Hynes provided a brief explanation of the function of the Committees and the Chairs, with these discussed by Council.

#### **b. Utility Operations**

Vice-Mayor Graham stated that the main item to be included in this report is the installation of a generator at the Goose Creek Plant, which is included as an Agenda item this evening.

Ms. Graham also reported that Project Specialist Lohr has had signs made to replace the historic signs found on the steps to the second story of the Town Office building.

#### **c. Administration, Communication & Technology**

There was no report.

### **IN RE: APPROVAL OF MINUTES**

#### **a. October 10, 2019**

Councilperson Hummel provided the following corrections: 1) a correction to the list of *Planning Commission Members Present*, on page one; 2) a change to the fifth bullet-point on page three, so that it reads *service extension* rather than *inclusion in the Town*; 3) a correction to comments made by Mr. Van Huyck, which changes *40,000 ADUs* to *40,000 housing units*; 4) a notation, on page five, under *Adjournment of the Round Hill Planning Commission*, that Councilperson Hummel disconnected from the meeting at this time; 5) a correction under *Business Items "d,"* changing the phrase *both the Town and residents* to *both Town residents and in-coming residents*; and, 6) a correction in the *Council Comments* section, changing the word *unavailable* to *exhausted*, in discussion of 540 area code

Vice-Mayor Graham moved **that the minutes be approved as amended**; Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hummel abstaining and Councilperson Evers absent. The vote is recorded as follows:

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

### **IN RE: BUSINESS ITEMS**

#### **b. Council Meeting Calendar for 2020**

Town Administrator/Zoning Administrator Hynes presented a draft schedule for review by Council. Mayor Ramsey reminded Council Members that an Intent to Amend the Ordinance was passed at the last meeting, and will be advertised for the change in schedule to be effective in January 2020. Discussion ensued regarding the potential change in meeting days from Thursday to Wednesday, with a straw poll held; it was decided to hold meetings on the first and third Thursday for the months of January, February and March, and to change the meeting days to the first and third Wednesday for the remainder of the calendar year; The meeting of April 1, 2020 will be the first held under the revised schedule. It was noted that the Budget Sessions will be held on Thursdays. Town Administrator/Zoning Administrator Hynes will provide an updated schedule to the Council.

#### **c. FY2021 Budget Schedule**

Town Administrator/Zoning Administrator Hynes presented this item, beginning by providing a brief explanation of the structure of the budget sessions; the topic to be reviewed at each session was also provided. Mayor Ramsey requested that Council Members provide to Staff, in advance, any rates they would like to discuss. Mayor Ramsey noted that this schedule represents a starting date for budget discussions which is approximately two months ahead of the schedule followed in past years; Town Administrator/Zoning Administrator Hynes noted her goal of beginning discussions of the Capital Improvement Projects budget shortly after the Strategic Planning Meeting held each fall. Mayor Ramsey requested that Council Members inform Staff if they will not be able to attend a meeting. Town Administrator/Zoning Administrator Hynes noted that she will provide an updated schedule to Council.

#### **d. Sewer Policy Edit & Ordinance Amendment**

Vice-Mayor Graham introduced this topic, asking Council to provide any changes it wishes to see reflected in the documents. There was discussion regarding if these changes will

require that a Public Hearing be held; Town Administrator/Zoning Administrator Hynes will speak with Town Attorney Gilmore regarding this point. At this evening's meeting no changes were requested to the *Ordinance*; however, some changes to the *Policy* were made. Vice-Mayor Graham then asked to clarify if a motion is required; Mayor Ramsey stated that a motion is required which would **direct Staff to advertise the changes to the Sewer Ordinance, and to adopt the new Sewer-Only Meter Policy effective upon adoption of the Sewer Ordinance**; Vice-Mayor Graham **so moved**. Councilperson James seconded the motion. Mayor Ramsey restated the process which will be undertaken in order to move this forward. A vote was then held; the motion was approved 5-0, with Councilperson Evers absent. The vote is recorded as follows:

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

**e. Pedestrian Tunnel Implementation Plan & Updates**

Town Administrator/Zoning Administrator Hynes presented this item, providing a *Goal Sheet* to Council for review. Ms. Hynes highlighted the items included in the plan which have been implemented, including the purchase of motion-sensor cameras, which will be monitored by Utility Department Staff. Ms. Hynes reported that these cameras can also record photographs. Mayor Ramsey asked that Staff work with the Loudoun County Sheriff's Office to determine the best placement for the cameras. Town Administrator/Zoning Administrator Hynes reported that signs informing the public of the surveillance taking place have been ordered; additionally, a press release will be published to inform the public of the surveillance. Mayor Ramsey noted that a proposal and timeline for the Long-Term Plan for maintenance of the tunnel will be required for presentation to the County. Town Administrator/Zoning Administrator Hynes noted that she and Project Specialist Lohr will meet in the near future with Supervisor Buffington regarding this effort, and will emphasize the connection of the tunnel to the upcoming Franklin Park Trail Project.

There was discussion among Council Members regarding various sources of funding for this project. Mayor Ramsey also noted that the Round Hill Owners' Association (RHOA) has indicated its interest in assisting with the maintenance project.

**f. New Town Website Presentation**

Town Administrator Hynes led discussion of this item, providing a PowerPoint presentation which explained navigation on the new website, and provided information on items included on the website. Requests were taken from Council regarding additional

items to be included, with Town Administrator/Zoning Administrator Hynes asking that further comments related to the website be directed to her. Ms. Hynes also noted that materials will continue to be added to the archives, with Mayor Ramsey requesting that posting minutes from past meetings be given a high priority in that effort. Town Administrator/Zoning Administrator Hynes also noted that an additional goal is to have Agendas and Packets for each meeting available on the website prior to those meetings. Mayor Ramsey requested that it be ensured additional materials provided at meetings be included in the packet materials posted to the website. Town Administrator/Zoning Administrator Hynes noted that CivicPlus will provide support and training, and that the Town will serve as the host; additionally, it was noted that CivicPlus can provide instruction to Staff on how to undertake a special project, or can provide that service for a fee. Finally, Town Administrator/Zoning Administrator Hynes reported that she, Town Planner Gugger and Office Administrator Varner are the administrators for the website.

### **IN RE: SPECIAL ACTION ITEMS**

#### **a. Goose Creek Generator**

Vice-Mayor Graham presented this item, noting that the information included in Council Members' packets is self-explanatory. Ms. Graham asked if there were any question; there were none. Vice-Mayor Graham then made a motion **that we award the contract for \$105,018.84, to install a generator at the Route 7 Lift Station, and at the Goose Creek Water Treatment Plant, to the Carter Machinery Company, Inc. I further direct the Town Administrator to sign the attached quote, #CAB30680608.** Councilperson Hummel seconded the motion. Mayor Ramsey asked if installation of this equipment will enable the Town to retire the air-stripper, as its operation is costly, and may no longer be necessary; Vice-Mayor Graham stated that she will pose the question to Town Engineer Lane at the January Utility Department meeting. There was no further discussion. A voice vote was then held; the motion was approved 5-0, with Councilperson Evers absent. The vote is recorded as follows:

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

#### **b. Niels Poulsen Rules & Regulations**

Town Planner Gugger presented this item, explaining that the proposed *Rules & Regulations* are included in Council Members' packets, and noting that Staff recommends their adoption. Discussion of the Rules followed, with several changes made; there was also discussion of who has the responsibility to enforce the rules. Following this discussion, Councilperson Hummel moved **that the Round Hill Town Council approve**

**the Rules & Regulations for Niels Poulsen Park, as amended;** Councilperson Allen seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Evers absent. The vote is recorded as follows:

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

**c. Re-Appointment and Appointment of Planning Commission Members**

Town Planner Gugger presented this item, explaining that the first order of business is to re-appoint Planning Commission Member Beth Caseman. Councilperson Hummel, the Town Council representative to the Planning Commission, noted that Ms. Caseman is an asset to the Planning Commission. Councilperson Hummel then moved **that the Town Council re-appoint Beth Caseman to the Planning Commission, for a term ending December 31, 2023;** Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson Evers absent. The vote is recorded as follows:

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

Town Planner Gugger then noted that a vacancy has existed on the Planning Commission since July 2019; an application to fill this vacancy has been received from Mr. Todd Tschantz. Ms. Gugger noted that, if he is appointed, he would fill the remainder of the term of former Commissioner Reed Mayer. Councilperson Hummel then moved **that the Town Council appoint Todd Tschantz to the Planning Commission, for a term ending December 31, 2020;** Vice-Mayor Graham seconded the motion. Councilperson Hummel noted that he has been very involved in government and politics, and should be an asset to the Planning Commission. A vote was then held; the motion was approved 5-0, with Councilperson Evers absent. The vote is recorded as follows:

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

#### **IN RE: TOWN COUNCIL COMMENTS**

Councilperson Hummel reported that the recently taken drone footage of Round Hill is available for viewing in You-Tube. Mr. Hummel reminded everyone of the upcoming tree-lighting ceremony, with Town Planner Gugger noting that the tree-lighting will be this coming Saturday, from 4:00 to 5:00 p.m., with dinner at the Round Hill Volunteer Fire Department to follow. Ms. Gugger also reported that all lights at the Town Park are on dusk-to-dawn timers, with the tree to be on a timer following the ceremony. Town Administrator/Zoning Administrator Hynes noted that a new sliding board was recently installed at the Town Park.

Vice-Mayor Graham thanked the Staff for the Christmas decorations at the Town Office. Town Administrator/Zoning Administrator Hynes noted that, on December 13<sup>th</sup>, Christmas cookies will be available at the Town Office for Council and Staff to enjoy.

Town Administrator/Zoning Administrator Hynes reminded those in attendance that Utility Supervisor Feltner will be providing tours of Utility facilities on December 18<sup>th</sup> and January 8<sup>th</sup>.

#### **IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:40 p.m.

Respectfully submitted,

---

Scott T. Ramsey, Mayor

---

Debra McDonald, Recording Secretary