

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
February 16, 2012**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, February 16, 2012.

Council Present

Scott Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
R. Daniel Botsch
Janet Heston
Clarkson Klipple
Christopher Prack

Others Present

Deputy Anthony Cooper

Council Absent

Jennifer Grafton Theodore

Staff Present

John Barkley, Town Administrator
Robert Kinsley, Town Planner and Zoning Administrator

Attachments

- I. Agenda – February 16, 2012
- II. Round Hill Town Council Regular Meeting Minutes – January 19, 2012
- III. Town of Round Hill FY 2013 Budget Development and Approval Schedule
- IV. Round Hill Pavilion Preliminary Site Plan Drawings
- V. Town Administrator's Report –
 - a. February 10, 2012
 - b. February 3, 2012
 - c. January 27, 2012
- VI. Town of Round Hill Utility Committee Report – February 14, 2012
- VII. Town of Round Hill Administration and Communications Committee Report – February 13, 2012
- VIII. Town Planner and Zoning Administrator's Report – February 16, 2012
- IX. Town of Round Hill Board of Zoning Appeals 2011 Annual Report – January 25, 2012

X. Town of Round Hill Bills for Payment – February 10, 2012

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IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:35 p.m.

IN RE: PLEDGE OF ALLEGIANCE

Vice-Mayor Mary Anne Graham led council members and attendees in the Pledge of Allegiance.

IN RE: COMMUNITY POLICING

Deputy Cooper reported that the graffiti on the playground equipment at the Town Park has been painted over.

Deputy Cooper also reported on the break-in of an out-building at a residence on Paxson Road. It was noted that this was a targeted break-in, as copper wire was stolen.

Deputy Cooper reported that the Sheriff's Department Substation on West Loudoun Street has been approved, but with a smaller construction budget and at a smaller size. The budget has been reduced by \$2.5 million; and the size of the facility will now be between 9,000 – 10,000 square feet. This was approved by the Loudoun County Board of Supervisors at their February 14, 2012 meeting. The change in size of the facility will incur additional costs for the engineering firm to re-draw their plans. Mayor Ramsey noted the story in the Leesburg Today newspaper regarding a similar substation that is now in use in eastern Loudoun County.

Councilperson Heston asked Deputy Cooper if the missing letters on the town welcome signs have been reported as a crime. Deputy Cooper reported that this has not been reported as a crime.

Mayor Ramsey asked if there is any more information on a stray bullet that hit a home on/near Greenwood Drive. Deputy Cooper reported that, at this point, they can only

determine the caliber of the bullet; they are trying to determine from which direction it came. It is believed this was related to hunting activities.

Vice-Mayor Graham asked if the graffiti in the tunnel at the playground was gang-related. It was reported that it was not.

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IN RE: PUBLIC COMMENT

No comments were received.

IN RE: APPROVAL OF AGENDA

Town Administrator John Barkley requested moving the discussion of the Town Park Pavilion ahead of the other action items.

Motion to approve the agenda with the change noted was approved by unanimous voice vote of the council present 5-0-1 (Councilperson Theodore absent for the vote).

IN RE: BUSINESS

1. FY 2013 Budget Process Overview and Schedule

Town Administrator Barkley noted that he tried to tailor the Budget Development and Approval Schedule to coincide with regularly scheduled town meeting dates; and that he allotted extra time in March and April if there were a need to schedule extra meetings. It was noted that, in the past, each ensuing meeting was scheduled at that specific body's current meeting.

It was reported that property assessments are up by 4%.

Vice-Mayor Graham noted that, in the past, budget meetings were scheduled to begin at 7:00 p.m. Councilperson Heston asked if they should be at 7:30 p.m., beginning at 7:00 p.m. on Council Meeting nights.

Mayor Ramsey asked if the Council should provide different tax rate scenarios for budget planning.

Councilperson Heston asked about varied tax rates.

Discussion ensued regarding pay raises for Town Employees. It was noted that two years ago there was a pay freeze; one year ago employees received Cost of Living and merit increases. Vice-Mayor Graham asked Mr. Barkley to inquire as to what other

communities do regarding staff pay raises. Councilperson Heston also suggested comparing Round Hill to other communities regarding Utility Department staff, and asked if an Operational Staff Study would be in order. She also raised the subject of having a study done by a third party, and the related costs of said study, to determine how

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much staffing the town needs in that department. Vice-Mayor Graham felt that it wasn't necessary to pay for a third party assessment. Councilperson Heston noted that she was concerned that the town is understaffed; Vice-Mayor Graham stated that she didn't believe we are; Councilperson Heston noted that others think we may be. Vice-Mayor Graham stated that it is up to John (Barkley) and Alan (Wolverton) to determine if we need more help in the Utility Department. Vice-Mayor Graham noted that when the Westlake subdivision is brought on-line, we may need more staff. Mayor Ramsey noted the Virginia Department of Health is relaxed on staffing needs. Mr. Barkley suggested the Council pursue more discussion of the subject before drafting the utility side of the budget. Mayor Ramsey asked if, during that discussion, Alan will be present. It was noted that he will be. It was also suggested that the amount of vacation and compensatory time be studied to see if it is accruing. If not, is there a need for an additional staff person. Vice-Mayor Graham noted that, in the event of an emergency, Round Hill could call upon nearby towns or Loudoun Water for assistance. Councilperson Heston asked if this would cover an illness or injury involving a staff member. Mayor Ramsey noted that the town could call upon other entities for assistance. Councilperson Heston asked what would happen if an open position were left in the budget. Mayor Ramsey noted that it would not impact water/sewer rates. Vice-Mayor Graham suggested meeting prior to March 1st. Mayor Ramsey asked if there were any further discussion on the budget. Vice-Mayor Graham asked if the March 1st meeting would be held at 7:00 p.m.; it was noted that it would.

2. Western Loudoun Sheriff's Office Substation Project Update

Mayor Ramsey asked Town Administrator Barkley if a copy of the presentation had been sent to the Council; Mr. Barkley noted that it had not, as he had just received Supervisor Clarke's newsletter today. Vice-Mayor Graham asked about the size of the substation, prior to the down-sizing. Mayor Ramsey asked if the project consists of only one phase now; to which Deputy Cooper noted the plans will be left open for a second phase later. Deputy Cooper also noted that the project is in flux for the next four to six weeks while the engineering firm (Dewberry) reworks the plan to reflect the smaller size. It was noted that the substation was bonded as a Public Safety Facility, so it may be used for other applications. Deputy Cooper noted that the original design does not support adding fire/rescue services. Mayor Ramsey suggested putting fire/rescue back on the table during the reworking of the design. Tate noted that the budget is \$5.7 million, and that the county will need to build what they can for that amount. Mayor Ramsey stated that he believes a new site plan will need to be done to account for the reduction in size of the project, and that he will "make a pitch" for additional uses (fire/rescue) to be added later.

Deputy Cooper noted that the Dulles facility is actually two separate facilities with a common wall. Mayor Ramsey asked if the site can support two uses, and felt that, at 14 acres, it surely could. It was noted that the line between Phase I and Phase II has been moved. Deputy Cooper noted that it will be a full service facility, with sally ports and holding cells. Mayor Ramsey asked about the effort to provide a full service

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facility on a reduced budget. Deputy Cooper noted that it is the plan of the Sheriff's Department to provide a full service facility; that the services will be instated using a hierarchy of necessity, but that he is not sure how the monies will be used. Vice-Mayor Graham asked if the redesign will delay the opening of the facility. Deputy Cooper answered yes, but that that is not unusual for opening any new facility. Mr. Barkley noted that there is not, at present, a draft lease for the Sheriff's Office use of the upstairs of the Town Hall, but that it will be in place by March 1st. Mayor Ramsey asked if there was any further discussion. Mayor Ramsey suggested the Council members read the presentation from the Sheriff's Office. Vice-Mayor Graham asked about access via the by-pass. Mayor Ramsey noted that that will be handled as part of the site plan process.

IN RE: ACTION ITEMS

1. Approval of Minutes:

a. January 19, 2012 Town Council Meeting

Vice-Mayor Graham noted that corrections had been sent to Mrs. Betty Wolford. Councilperson Heston asked if, on Page 6, Resolution 2011-01 should be Resolution 2012-01.

On Page 2, Approval of Agenda (hear tape) goes to top of Business Items

Mayor Ramsey asked if there were any other changes. As there were not, it was moved by Vice-Mayor Graham that the minutes be approved; seconded by Councilman Botsch. The motion to approve the Town Council's January 19, 2012 Meeting Minutes as amended was approved by roll call vote of the council present by a vote of 5-0-1, the votes being recorded as shown below:

MEMBER

Dan Botsch
Jenny Theodore
Clark Klipple
Janet Heston
Mary Anne Graham
Chris Prack

VOTE

Aye
Absent
Aye
Aye
Aye
Aye

2. Town Park Pavilion – Construction Bids

Town Engineer Dave Bowers reported on the Pavilion for the Town Park. The specifications and plan were put together and sent to six local contractors; two responded. The bids are non-binding. As the bids were received on Wednesday, February 15th, they have not been reviewed as yet. Mr. Bowers hopes to review them within the next

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week or so. It should be possible to open the pavilion by the May 15th deadline, if Virginia Dominion Power cooperates – they need to move a power line. Vice-Mayor Graham asked how far the line needs to be moved. It was noted that there is also a town water line which will need to be relocated. Town Planner Kinsley reported that he received the site plan today, and has asked for an expedited review and for the report to be to him by February 24th. Councilperson Klipple noted that he was surprised only two responses were received. Mr. Bowers stated that they tried to keep those who were invited to bid local. Mayor Ramsey asked if there were any further questions. There were not. Mayor Ramsey thanked Mr. Bowers for “pushing” in order to have this completed by May 15th. He also asked if the Planning Commission will have a special meeting. Mr. Kinsley responded that they could if necessary.

IN RE: REPORTS

1. Town Administrator’s Report:

Mr. Barkley introduced the town’s new Recorder/Minute Taker, Debra McDonald.

It was reported that the Water Treatment Plant and wells 21SA and 21SB were inspected on February 2nd.

There were no requests to sign-off on any occupancy permits.

Ricoh has offered a \$500.00 buyout of the copier that is currently being leased by the Town and used by the Utility Department.

Verizon has requested five additional antennae on the water tower. The county was contacted regarding the special exception permit, with the question being if it needs to be amended, or if it will allow for the installation of the five antennae. An inspection climb was made of the water tank yesterday (February 15th); it was discovered there is a problem with the SCADA antenna. Vice-Mayor Graham asked what sort of problem there was; Mayor Ramsey reported there was physical damage believed to be caused by birds.

Mayor Ramsey asked if the lease agreement on the water tower specifies the number of antennae allowed. Mr. Barkley answered that it does; the addendum to the lease

agreement only pertains to the antennae that are presently there – there is not an allotment for five more. Mayor Ramsey stated that, even if they are covered by the Special Exception with the County, any company wanting to install an antenna will still need to contact the town for an amended lease.

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The Pavilion is moving along; Mr. Barkley is optimistic the project will be approved and constructed in time for the Hometown Festival.

The County Development Department has started a Rural Business Development Initiative at the Mason Enterprise Center, a business incubator center in Leesburg on Church Street. They are holding a kick-off meeting on February 28th, at the center, and have invited all the towns to participate in this small business development initiative. Mayor Ramsey asked if the lease agreement for the tower specifies the number of antennae. Mr. Barkley answered that it does not. The lease will need to be amended.

2. Town Planner and Zoning Administrator's Report:

Mr. Kinsley noted that each council member has a copy of the report in their packet.

It was reported that, in the Lake Ridge Estates subdivision, there is now an off-site trail agreement with one of the property owners (Bob Lowery); this needed to be done in order to include the easement, which was necessary because the trail crosses the road in front of his property. There are now easements on both sides of the street, so the utilities may now be run. Mayor Ramsey noted that the only two easements he has seen to date have been the Lowery ones; Mr. Kinsley responded that yes that is correct. Mayor Ramsey asked if there is an easement for the Muir property. It was reported that they need to provide evidence of all necessary easements before we sign-off on that easement.

Regarding coordinating with the County:

a) Does the County's property maintenance code apply to the towns; it does not, except for the Town of Leesburg with regard to overcrowding issues. In order to work with a property owner, the Town would need a Memorandum of Understanding with that property owner. Mayor Ramsey asked if Leesburg receives funding from the county for this; it was noted that they do.

b) The County demographer reported to Mr. Kinsley that there is a population of 3,085 in the Joint Land Management Area (JLMA); the population of the Town proper is 539. It was noted that the Census figures on the government website are an estimate; the actual 2010 Census information has not been posted to the website yet. There was discussion of how Round Hill's population would compare to Purcellville's if all of the Joint Land Management Area were incorporated. Mayor Ramsey noted that the population of Purcellville is now around 7,800, just in town.

3. Mayor's Report:

Mayor Ramsey noted that most of the issues he had to report at this meeting have already been discussed.

Mayor Ramsey reported that he attended the Board of Supervisors' meeting on January 31st and addressed the board for his allotted time (two minutes). All Loudoun mayors were there, except for Roger Vance. He addressed our support for the Franklin Park Trail; reiterated our points on the Western Loudoun Sheriff's Substation; and asked to remove the special exception requirement being levied on municipal wells.

4. Utility Committee Report:

Vice-Mayor Graham reported that their meeting time has been changed from 8:00 a.m. to 7:30 a.m., on an experimental basis.

The building on Route 7 Business is nearly complete. As was noted by Mr. Barkley, there is a punch list.

Well 6S has been capped and the electric lines have been pulled. It is now legitimately capped off.

The Committee discussed Hayman Lane; bids will be solicited in April. Also, bids will be solicited to replace the main to sewer plant. The request for bids will go out on the same day; conceivably the same company could do both jobs.

There was discussion on wells and lines for the Westlake subdivision, as the development company wants to start construction in the fall.

It was reported that the sludge pump is working better. Vice-Mayor Graham reported that Rick made a suggestion on how to improve this; his suggestion has gone back to the company, who will incorporate it for use with the Town's sludge press, and for others, too. It is commendable that he made this suggestion, which will help many.

5. Administration and Communications Committee:

Councilperson Heston reported that Town Attorney Gilmore is still working on getting the town's money back from the Virginia Employment Commission. The documentation for water and sewer billing will be returned to the Council next month (March); it includes a procedure for setting up a payment plan. The Committee meeting day has been changed to Monday at 7:30 p.m.; the next meeting will be March 12th at 7:30 p.m.

Mayor Ramsey asked if that is the same week as the Town Council meeting; it was noted that it is.

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6. Land Use Committee:

It was reported that there was no meeting held this month; but that the committee will try to meet twice regarding the B-1 Business District. A meeting tentatively will be held next Thursday (February 23rd) at 6:00 p.m., or on Friday (February 24th) in the morning, for one hour. When the meeting time has been set the members of the Council will be notified via e-mail. At that meeting the committee will make recommendations for changes in the regulations, before the next Town Council meeting.

IN RE: COUNCIL COMMENTS

Vice-Mayor Graham reported that she had asked Visit Loudoun if it would be possible to officially recognize those who have worked for the past ten years on the Hometown Festival; she has not heard from them yet. She also reported that she has filed for candidacy for membership on the Town Council.

Mayor Ramsey reported that the Hometown Festival Committee had their initial meeting, with a good turn-out, and that Toby Moriarity will again chair the committee this year. Vice-Mayor Graham reported that they are working on coming up with ideas to make the festival unique, as it is the tenth anniversary. Mayor Ramsey also reported that he, too, intends to file for re-election.

It was asked how the turn-out was for the Community Garden meeting this past Sunday (February 12th). There was no report on the number of people attending. It was also noted that plots are still available in the town garden.

IN RE: CLOSED SESSION

Vice-Mayor Graham made the motion that the Round Hill Town Council convene a closed session to discuss personnel matters, as required by the Virginia Code, Section 2.2-3711 A(7). The motion was seconded by Councilperson Heston. The motion carried by a vote of 5-0-1, the votes being recorded as shown below:

<u>MEMBER</u>	<u>VOTE</u>
Dan Botsch	Aye
Janet Heston	Aye
Clark Klipple	Aye

Mary Anne Graham	Aye
Chris Prack	Aye
Jennifer Theodore	Absent

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The attendees of executive session were the Council members and Mayor with (Council member Jennifer Grafton absent).

At 10:25 pm the following votes were taken and the meeting was subsequently adjourned.

Motion by Vice-Mayor Graham to conclude executive session, seconded by Dan Botsch. Approved 5-0.

<u>MEMBER</u>	<u>VOTE</u>
Dan Botsch	Aye
Janet Heston	Aye
Clark Klipple	Aye
Mary Anne Graham	Aye
Chris Prack	Aye
Jennifer Theodore	Absent

Motion by Vice-Mayer Graham to reconvene in open session, seconded by Dan Botsch. Approved 5-0.

<u>MEMBER</u>	<u>VOTE</u>
Dan Botsch	Aye
Janet Heston	Aye
Clark Klipple	Aye
Mary Anne Graham	Aye
Chris Prack	Aye
Jennifer Theodore	Absent

Motion by Vice-Mayer Graham to certify that only those matters lawfully exempted from an open meeting were discussed while in closed session, seconded by Dan Botsch. Approved 5-0.

<u>MEMBER</u>	<u>VOTE</u>
Dan Botsch	Aye
Janet Heston	Aye
Clark Klipple	Aye
Mary Anne Graham	Aye
Chris Prack	Aye

Jennifer Theodore

Absent

The Town Council reconvened its public meeting at 10:29 PM.

The Town Council adjourned at 10:30 PM.

Scott Ramsey, Mayor

Debra McDonald, Recording Secretary