

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
February 19, 2015**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, February 19, 2015, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Clarkson J. Klipple
Frederick J. Lyne (arrived at 8:16 p.m.)
Christopher J. Prack

Council Members Absent

R. Daniel Botsch

Staff Members Present

Buster Nicholson, Town Administrator

Staff Members Absent

Melissa Hynes, Town Planner/Zoning Administrator

Others Present

Maureen Gilmore, Town Attorney
Dick Hostelley
Lawrence Foreman

Mayor Ramsey explained that Town Planner/Zoning Administrator Hynes is not present as she is attending the Loudoun County Planning Commission's Public Hearing regarding the Creekside development.

IN RE: PUBLIC COMMENT

There was no Public Comment.

IN RE: APPROVAL OR AMENDMENT OF AGENDA

Vice-Mayor Graham **moved that the Agenda be approved.** Town Administrator Nicholson requested that Business Items #2 and #3 be stricken from the Agenda. Vice-Mayor Graham agreed with this amendment; Councilperson Prack also agreed with the amendment and then seconded the motion. There was no discussion. A vote was held; the Agenda was approved 4-0, with Councilpersons Botsch and Lyne absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. PATC – Appalachian Trail Presentation

Mr. Dick Hostelley, President of the Potomac Appalachian Trail Club, introduced himself. Mr. Hostelley explained that the PATC is a non-profit organization headquartered in Vienna, Virginia, and that the club was founded by Mr. Myron Avery, and others, in 1927. It was noted that the club has a membership of 7,500; 1,500 volunteer members care for approximately 1,000 miles of trails and several cabins in the mid-Atlantic area. These members also help to care for trails in several regional parks. Mr. Hostelley explained that the club will be meeting in the near future with representatives of the National Park Service regarding building new trails. Mr. Hostelley explained that the club also helps to care for the Blackburn Trail Center and the Bear's Den Hostel and Lodge, and that the manager at the lodge would be happy to provide a tour. It was explained that the hostel is provided for through hikers on the trail, and that there is a cabin available for rent to anyone who is interested. There are only six paid employees, all other work is done by volunteers. These volunteers include "ridge runners;" the ridge runners check on hikers on the trail, as well as provide training for beginning hikers and on building trails. Mr. Hostelley noted that he was asked to address how the Town and the club can work together; he asked what the Town is presently doing in relation to outdoor activities. Mr. Hostelley explained that the Appalachian Trail is solely dedicated to foot traffic, and that the PATC's efforts go toward helping to provide that type of trail. Mayor Ramsey asked about the Appalachian Trail Community Program. Mr. Hostelley explained that that program is overseen by the Appalachian Trail Conservancy, headquartered in Harper's Ferry, West Virginia; the Potomac Club could sponsor Round Hill if the Town would like to become an Appalachian Trail Community. If Round Hill does become an AT Community, it would receive signs and would be placed on the Appalachian Trail Conservancy website. Mr. Hostelley

explained that people come from all over the world to hike the trail, and look to this website for information regarding such things as the Appalachian Trail Passport program, and providers for food and other provisions, including showers and laundry facilities. It was noted that approximately 2,000 through hikers use the trail each season, and that a hiker can spend up to \$175.00 per day during stops in towns on their hike. Mr. Hostelley explained that his club is one of the original ambassadors for the Trail, and that communities which participate in Trail-related programs do benefit. Mr. Hostelley also explained the programs which exist for school-aged students, and noted that teachers for these programs are always needed. Mr. Hostelley provided information for the Town's review, and asked that the PATC be informed if there is any way they can be of assistance. Mayor Ramsey asked that the Town be contacted further regarding the school-affiliated programs. The Council thanked Mr. Hostelley for his presentation; Mr. Hostelley thanked the Council for their interest.

2. Fiscal Policy

Councilperson Heston presented this item, explaining that the Administration, Communications and Technology Committee has discussed this policy in depth for the last two months. The Committee feels that the State Constitution, Article 8, Section 10, has already created obligations for the General Fund, for a Town the size of Round Hill. Mayor Ramsey clarified that this is the 10% debt limit. Councilperson Heston explained that the Committee, upon their review and through discussions with the Town Attorney, found the Fiscal Policy more restrictive than, and duplicative of, the existing State Code policy. Ms. Heston noted that Section 1, Items 5 and 6, of the proposed Fiscal Policy require additional documentation; it was felt that there are reports and benchmarks included in this which the Town does not have at this point, and which would create more work for Staff. Councilperson Heston explained that the Committee felt that these items are good to have, but that the Town could "work up to" providing them. Ms. Heston also explained that another concern is that the benchmark in the policy deals only with the Utility side, which the Committee felt would not allow for concerns to be addressed on the General Fund side. Therefore, Councilperson Heston reported, the AC&T Committee does not recommend adoption of this policy, instead they recommend that Round Hill adhere to the State Constitution. Mayor Ramsey asked to clarify if their recommendation concerned debt only, or the entire Fiscal Policy; Ms. Heston responded that the recommendation concerns the entire policy. Mayor Ramsey responded that the role of a fiscal policy is to state how the finances of the Town will be structured, and that the policy may easily be changed. Mr. Ramsey also stated that having such a policy provides for institutional memory, and that the policy can guide decisions. Mayor Ramsey noted that, with no guidelines, determination of fiscal issues is completely arbitrary. Councilperson Heston noted that she disagrees with Mr. Ramsey's interpretation of the Committee's decision, and that the Committee feels that the Town is transparent in its handling of financial issues. Mayor

Ramsey stated that, presently, no written and set guidelines exist to govern the setting of the Town's yearly budget; Ms. Heston responded that she believes guidelines exist as set forth in the State Constitution. Mayor Ramsey explained that he found, when preparing the Rate Study, he had no basis for determining a fair rate with respect to reserve levels. Mr. Ramsey stated that he included a rate in the study which he felt was arbitrary, and that he wants the Town Council, as a whole, to adopt a policy governing this. Mayor Ramsey stated that he wants the Rate Study to flow from Town fiscal policies, rather than Town fiscal policies to flow from the Rate Study. Mayor Ramsey also explained that his goal was for the AC&T Committee to review the document he provided, and to amend it as they saw fit; however, he hoped they would not overturn the document wholly. Councilperson Heston explained that the Committee was uncomfortable that the Fiscal Policy seemed not to provide for issues on the General Fund side, and that they were uncertain how he devised the benchmarks used in the policy. Councilperson Prack stated that "the Town needs to be run like a business," therefore, a fiscal policy is needed. Vice-Mayor Graham voiced the concern that, if the policy needs to be changed frequently, it may not be a good policy. Mayor Ramsey stated that he would rather the Town have a policy which is amended when circumstances change, instead of no policy at all; Councilperson Heston stated that she would prefer the Town have a good policy which didn't require frequent amendment. Vice-Mayor Graham explained that she compared this policy with policies in place in Purcellville and Leesburg, and commended Mayor Ramsey for writing the policy; however, she stated, "Maybe we need something more specific." Mayor Ramsey explained that he deliberately made the language less specific, as he wants the specifics to come from the Committee/Council. Councilperson Klipple asked if the AC&T Committee has something different for Council review; it was noted that they do not. Discussion ensued which dealt with language included in State Code versus the Town providing its own Fiscal Policy. Town Attorney Gilmore stated that there are many statutes throughout Section 15.2 which do govern the Town's fiscal management. Ms. Gilmore suggested that Council Members review the policy document and forward comments to the AC&T Committee. Some Council Members expressed the opinion that the document has already had several months of review. Town Attorney Gilmore noted that the Town has "double-barrel" bonds, but that the Fiscal Policy states that money will not be available to service debt expenses. Mayor Ramsey asked what language in the Policy covers this issue; Ms. Gilmore read the passage governing this. Mayor Ramsey stated that he believes Ms. Gilmore misunderstood the policy, which states that the debt coverage ratio should be 150%. Mr. Ramsey further explained the debt coverage ratio. Mayor Ramsey stated that the policy is a "budget to cover your debt;" as of now, he stated, we don't have a policy regarding this. Councilperson Prack noted that the existing document is a draft and may be edited. Vice-Mayor Graham explained that discussions the Committee held with the Town Attorney guided their decision to simply follow State Code. Discussion ensued between Councilperson Heston and Mayor Ramsey as to how to move forward with this. Mayor

Ramsey and Vice-Mayor Graham discussed current General Fund reserves. Councilperson Heston again asked how the AC&T Committee should go forward with this; Mayor Ramsey suggested that the Committee investigate what similar communities do, and said that he is available to provide help. Mayor Ramsey and Councilperson Heston discussed figures provided in the policy, such as percentages of real property assessments, with it being clarified that this includes all households in the service area. Mayor Ramsey also explained that the General Fund has traditionally been pay-as-you-go. Mayor Ramsey stated that he is unhappy the Committee decided against adopting the policy, and asked that it be discussed and refined. Mr. Ramsey also noted that the 10% figure in State Code is not applicable to Utility debt, and that it doesn't cover much of what was in the proposed policy. Vice-Mayor Graham raised the issue of possible citizen complaints of the benchmarks included in the policy; Mayor Ramsey stated that the policy would provide an explanation of the benchmarks. Mayor Ramsey suggested the Council read through Purcellville's or Leesburg's budgets, in which their policies help to document the fiscal health of each town. Councilperson Heston stated that the AC&T Committee will revisit this policy document, but that she feels the document duplicates State Code. There was no further discussion.

3. Availability Fees

Mayor Ramsey presented this item in Town Planner/Zoning Administrator Hynes' absence. Mr. Ramsey explained the history of the existing ordinance, which states that availability fees are to be collected at the time of the submission of the preliminary plat. It was noted that this portion of the policy has rarely been enforced; the practice of the staff has been to collect availability fees when zoning permits are requested. Mayor Ramsey and Town Attorney Gilmore further explained 2009 changes in State rules which basically invalidated Round Hill's ordinance language. The Town amended its ordinance in 2009, but the ordinance has been essentially dormant since that point. It was explained that Town Planner/Zoning Administrator Hynes has operated under current practices used by other communities, but has received complaints regarding this from a builder. The Town's current ordinance states that the availability fees are levied at the submission of the final plat; however, collecting at the time of the issuance of the zoning permit has been the practice. Upon discovery of the discrepancy, Town Planner/Zoning Administrator Hynes sent letters to builders/developers affected, explaining that payments for all lots is required. Developers of large subdivisions are unhappy with this, as they are then forced to pay for all the lots in their development at the same time. Mayor Ramsey stated that Council needs to be apprised of this situation, and may want to put forth a way to address this. Letters of complaint from developers were included in the Council Members' packets; Council briefly reviewed those letters and Ms. Hynes' Staff Report. Vice-Mayor Graham then asked to clarify what is required of the Council. Mr. Lawrence Foreman of KHovnanian Company then spoke, noting that they have two communities under construction in the

Round Hill area. Mr. Foreman explained that Mr. David DeMarco wrote a letter expressing his observation that the ordinance, as written, is different from most localities. Mr. Foreman explained that this policy is not advantageous for homebuilders, as they are uncertain how many homes they will be able to sell. Mr. Foreman spoke to the costs of paying these fees up-front, and asked that the Council consider handling this as it is handled in other jurisdictions – most jurisdictions charge this fee at the time the meter is provided. Mr. Foreman noted that in addition to the difficulties of pre-paying, Round Hill does not lock in a rate. Vice-Mayor Graham asked, if the fee is collected when the zoning permit is issued, could the amount of the fee be changed during budget discussions. Town Attorney Gilmore explained a provision in the ordinance which provides for collecting any difference in the amount of the fee, if the hook-up to the system is not completed until later. Ms. Gilmore also discussed a possible addition to the ordinance, which would cover the possibility that the availability/capacity may no longer be present when the hook-up to the system is accomplished. Mayor Ramsey stated that language should be included which clarifies that no guarantee of capacity exists until the fee is collected. Town Attorney Gilmore suggested including a form, which the purchaser would sign, which would verify that no guarantee of capacity is provided until payment is made. Council discussed how to move forward with this. Vice-Mayor Graham suggested that Council discuss this further at their March meeting, following review at the March Utility Committee meeting; a Public Hearing regarding the change in the zoning ordinance could then be held in April. Town Attorney Gilmore asked if a change in rates and availability fees for this coming year is anticipated; it was noted that it is. Discussion ensued of when it would be best to hold the Public Hearings necessary for these items. Mayor Ramsey then stated that the actual rates/fees could be shown either in the ordinance or on a rate schedule. Town Attorney Gilmore explained State Code requirements in this area, and ways the Town could go about handling this issue. Mayor Ramsey then summarized: intent to amend language will be prepared, this will be brought before the Utility Committee, with subsequent discussion of the language at the March Council meeting. During the ensuing period Town Planner/Zoning Administrator Hynes will be directed to collect availability fees at the time the zoning permit is issued, pending amendment of the ordinance.

IN RE: ACTION ITEMS

1. Approval of Minutes: January 15, 2015 Town Council Meeting

Vice-Mayor Graham noted that Tony Buffington's name should be added to the list of *Others Present*. Vice-Mayor Graham then made a motion **that the minutes be approved as amended**; Councilperson Heston seconded the motion. A vote was then held; the minutes were approved 5-0, with Councilperson Botsch absent. The vote is recorded as follows:

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

2. Alder School Road Easements & Trail Relocation

Town Attorney Gilmore presented this item, noting that the information regarding this is included in Town Planner/Zoning Administrator Hynes' Staff Report. Ms. Gilmore stated that small errors exist in the last copy of the deed, which the County is in the process of correcting. The option exists for the Council to allow Mayor Ramsey to sign the final deed, if Council agrees with what is happening; e.g., road improvements on Alder School Road, which require the relocation of a trail for which the Town is a beneficiary. Councilperson Lyne asked for the location of the lots in question, which Mayor Ramsey pointed out on a map. Councilperson Prack then moved **that the Round Hill Town Council authorize the Mayor to sign the Deed of Dedication Easement Reservation, County File #ESMT2013-0024**; Councilperson Lyne seconded the motion. Vice-Mayor Graham asked that the motion include the wording *subject to Town Attorney approval*. This amendment was accepted by the motioner, but not by the second. Mayor Ramsey explained that the original motion must then be voted upon. A vote was held; the motion was approved 3-2, with Councilpersons Heston and Graham voting no, and Councilperson Botsch absent. The vote is recorded as follows:

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

3. Contract: Southern Software Financial Management System

Councilperson Heston presented this item, pointing out a letter included in Council Members' packets from Town Treasurer Wolford regarding the proposed system. Ms. Heston noted that the Town of Berryville has contracted with this firm, and that the Town Treasurer, Utility Staff and Town Administrator Nicholson have reviewed different programs, and felt that this system was the best fit for Round Hill. Councilperson Heston

reported that the program is broken into “modulars;” the municipality may choose the modular it feels best serves its needs. It was noted that the tax program “had a few bugs,” which have since been worked out. Ms. Heston reported that the provider has received great reviews of their customer support, and that they seem to understand the Town’s needs. The AC&T Committee recommends moving forward with this proposal. It was noted that a copy of the proposal is included in Council Members’ packets; Councilperson Heston provided a brief description of some of the terms of the proposal. Vice-Mayor Graham asked if the Committee checked with larger towns; Councilperson Heston noted that they did. Councilperson Lyne stated that he has an issue with the recommendation, as he is not sure how comfortable he is with the recommendation provided by employees who will be using the system; his concern centers around technical issues, such as data security. Councilperson Heston addressed this issue, speaking about other towns which are happy with this system. Councilperson Lyne clarified that his concern centers around providing for the security of financial information. In response to Council questions regarding security of on-line payments, Town Administrator Nicholson stated that the system is integrated to where payments post directly to each account. Councilperson Lyne stated that “we should do our own due diligence” regarding security. It was noted that other users of the company’s systems were contacted, and that they all were satisfied with the systems; Mayor Ramsey suggested that Town Administrator Nicholson could speak further with these municipalities. Councilperson Prack asked how long the company has been in business; it was noted that they have been in business since the early 1990’s. Councilperson Prack also asked what guarantee/warranty is provided for this software. Mayor Ramsey explained that any software vendor will only license their software “as is;” they will not guarantee it will solve any particular problem. Councilperson Prack then asked where the support center for this system is located, and what are its hours of operation; Councilperson Heston explained that different centers exist, but that she does not, at this time, have specific answers to these questions. Councilperson Prack asked about the installation and project management fee listed in the proposal; Town Administrator Nicholson stated that this is a one-time fee, and Mayor Ramsey explained that it covers on-site installation and training. Councilperson Prack then referenced the annual support fee included in the proposal, and asked if that fee would remain constant in ensuing years. Mr. Prack suggested that a reduced rate for this service, as well as a long-term contract, be negotiated. Mayor Ramsey suggested negotiating for a cap on this rate. It was noted that the present system (LOGICS) charges \$11,000.00 per year for support services. Based upon this discussion, Council requested that the contract be renegotiated regarding cost and length of support services. Town Administrator Nicholson explained that this system will be supported by a server, as cloud support is too expensive. Mayor Ramsey noted that the Town has a separate IT company who could help provide support. Town Administrator Nicholson explained that the Town’s current server is running Windows XP and that this must be replaced. Vice-Mayor Graham asked if there should be

a reduction for payroll processing; Town Administrator Nicholson explained that that amount was already excluded. Mayor Ramsey and Town Administrator Nicholson then clarified the dollar amount being voted upon. It was explained that the server will be handled separately. Mayor Ramsey stated that the Town is “taking baby steps” in updating its systems. It was explained that, at present, the Town has back-up, but that it is on-site; and that the Town has a limited capacity to deal with problems. Councilperson Lyne asked if Town Administrator Nicholson supports this proposal; Mr. Nicholson stated that he does. Mr. Nicholson also stated that “we need to make sure we test it” before we pay. Town Administrator Nicholson also stated that he has not, as yet, looked into all of these security issues thoroughly. The consensus of the Council was to table action on this item while Staff investigates further and negotiates terms. Councilperson Heston noted that the fee charged by Southern Software represents a lowering of costs to the Town. Councilperson Prack and Town Administrator Nicholson agreed that a longer-term agreement should be negotiated. Councilperson Lyne expressed his concern regarding work being done by outside workers, per Town Treasurer Welford’s letter. Mayor Ramsey and Councilperson Lyne discussed this, with input from Council. Town Administrator Nicholson stated that he could check on levels of access provided to various users. Mayor Ramsey reiterated that Staff will undertake due diligence regarding issues discussed.

4. Utility Outlot Deed

Town Attorney Gilmore stated that this deed is ready to be signed, upon its return by RHI; however, it is unknown when it will be returned to the Town. Mayor Ramsey clarified that this deed is to the water tower lot. Vice-Mayor Graham then moved **that the Round Hill Town Council authorize the Mayor to sign the Deed of Dedication Easement and Conveyance, County File SBWV2014-0015, subject to the approval of the Town Attorney**; Councilperson Klipple seconded the motion. Councilperson Heston asked how long RHI has had this document; Mayor Ramsey stated that this was negotiated in October 2014, but that County action on the deed was slow. It was noted that it probably will be returned to the Town in a reasonable amount of time. Council reviewed the location of this lot on a map. Mayor Ramsey explained that, once this is signed, the Town will begin the application process with the County for approval of the water tower; and noted that the goal is to move this along as quickly as possible. Following this discussion, a vote was held; the motion was approved 5-0, with Councilperson Botsch absent. The vote is recorded as follows:

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

IN RE: REPORTS

1. Town Administrator's Report

Town Administrator Nicholson reported that the geotech testing for the Main Street Enhancement Project came back favorably; Mr. Nicholson briefly explained the reasons this testing was conducted, as well as the recommendations drawn from the testing. A chart included in Mr. Nicholson's report, regarding easement acquisitions for the Main Street Enhancement Project, was reviewed by Council. Town Administrator Nicholson reported that the County is out-sourcing their easement acquisitions, and that the company performing this service will probably take this on quickly. Mayor Ramsey asked that a meeting be arranged with this company. Vice-Mayor Graham asked if someone will actually report to the Town what will transpire regarding easement acquisitions; Town Administrator Nicholson stated that he will check. Vice-Mayor Graham noted that Town Engineer Keith Lane has reported that the West Lake treatment plant has been approved for connection; Town Administrator Nicholson stated that this will be presented to the Council at their March meeting. Councilperson Heston asked that the spreadsheet in the report be updated to reflect properties affected by sales or deaths; Mayor Ramsey explained that this information is obtained via action on the title to each property, and thus there may be a time lag regarding some information. There was no further discussion.

2. Town Planner/Zoning Administrator Report

Mayor Ramsey explained that, in the absence of the Town Planner/Zoning Administrator, the report will be accepted as written; Mr. Ramsey suggested that Council Members call or e-mail Ms. Hynes with any questions they may have. Vice-Mayor Graham also reported that Ms. Hynes has received a copy of the archaeological report prepared for the Creekside site.

3. Mayor's Report

Mayor Ramsey reported that he, Vice-Mayor Graham and Town Administrator Nicholson attended the groundbreaking ceremony last week for the Sheriff's Office Substation. Margaret Morton, of the Leesburg Today newspaper, has contacted Mayor Ramsey, and will be preparing a two-part report regarding: 1) Town Administrator Nicholson and,

2) utility changes. Mayor Ramsey reported that he attended a meeting with Ms. Allison Tinney and Mr. Rick Theissen, held prior to this evening's Town Council meeting. Mr. Ramsey provided some background information for Mr. Theissen. Mayor Ramsey explained that notes will be available from the meeting. Mr. Ramsey felt the meeting went well. Councilperson Prack asked for Mr. Theissen's overall determination; Mayor Ramsey noted that one highlight was that we may be better served by taking on more debt for some projects. Vice-Mayor Graham explained some issues regarding utility rates about which Mr. Theissen was unaware. Town Administrator Nicholson stated that he will e-mail the notes from the meeting to Council Members, as soon as they're available. Mayor Ramsey has prepared a final draft of the Rate Study, which he has sent to the entire Council, and which he hopes will be discussed at the next Utility Committee meeting.

4. Utility Committee

Vice-Mayor Graham noted that the Committee's report, prepared by Town Administrator Nicholson, is in each Council Member's packet. Ms. Graham noted that the visit to the new treatment plant has been postponed until after the March 10th Utility Committee meeting. Councilperson Prack asked for more information regarding well cleaning rehab; Vice-Mayor Graham explained that it is a service provided by the company which has been contracted to clean the Evening Star Drive water tank, in which wells are injected with carbon dioxide in order to improve their performance. Ms. Graham explained that she is not in favor of pursuing this as a budget item, but is in favor of conducting this, as an experiment, on one well. Mayor Ramsey noted that Mr. Lane, also, is not in favor of this process, and explained what the process is designed to do. The well being considered for experimentation has been producing less, and the cause is uncertain. Vice-Mayor Graham stated that she would prefer to see how the firm performs in their work on the water tower, before undertaking other services. There was brief discussion of how this topic came to be considered, and if it is worth pursuing. Vice-Mayor Graham explained that Mr. Brown's company would manage the project, but would sub-contract the work, and that she is not in favor of this. Vice-Mayor Graham also explained that she is not in favor of softening wells, and explained information provided by Mr. Lane regarding this. Ms. Graham suggested that this topic not be included in budget discussions. Mayor Ramsey explained that he wanted the topic included in the report, so that the information can be provided to system users. Councilperson Lyne asked about the large reservoir; Vice-Mayor Graham explained that this is still being investigated. Mayor Ramsey explained that the next budget will include funding to clear the slope at the reservoir, so an inspection can be done. Councilperson Prack asked to clarify the benefit to the Town to clear the slope and inspect the dam, when it has been determined that the reservoir is not a viable water source. Mayor Ramsey explained the costs of remediation at the site, and proposals made regarding the reservoir. Discussion ensued regarding the dam/reservoir, and related costs for maintaining ownership. Councilperson Prack asked what has been done thus far, regarding repairing

the fencing and replacing signs at the reservoir, to prevent trespassing; Town Administrator Nicholson stated that the site is locked, however, vegetation at the site allows for trespassing. Vice-Mayor Graham explained that the Committee is still waiting for a proposal regarding clearing the slope. Mayor Ramsey asked that the topic of selling the site be placed on the agenda for a future meeting.

5. Administration, Communications & Technology Committee

Councilperson Heston noted that the report is in front of Council Members. Ms. Heston clarified that the individual being interviewed by Town Planner/Zoning Administrator Hynes will not be serving an internship, but would rather serve as a volunteer. It was noted that a background check will be done on that individual. He is presently doing research with the County; following that he will be working with the Town Planner/Zoning Administrator. Councilperson Heston reported that the next Committee meeting will be held on March 23rd, at 7:30 p.m., thus the Fiscal Policy review will not be completed prior to the March Town Council meeting; Ms. Heston asked the Mayor if that will present a problem. Mayor Ramsey stated that the Committee should handle the issue on its own schedule. It was noted that the rest of the Committee's report will be discussed at the Executive Session.

6. Land Use Committee

Vice-Mayor Graham explained that the Committee is awaiting information from Mayor Ramsey regarding discussions with RHI on Sleeter Lake; Mr. Ramsey noted that he will provide that information as soon as he can.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to consult with legal counsel regarding personnel matters as authorized by Code of Virginia of 1950, as amended, § 2.2-3711(A)(1), and real estate matters, as authorized by Code of Virginia of 1950, as amended, § 2.2-3711(A)(3), with the Town Administrator and Town Attorney invited to attend;** Councilperson Klipple seconded the motion. A voice vote was held, the motion was approved 5-0, with Councilperson Botsch absent. The vote is recorded as follows:

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

Mayor Ramsey called for a five minute recess, to clear the room, at 10:01 p.m.

IN RE: RESUME OPEN SESSION

Vice-Mayor Graham made a motion to exit the Closed Session and re-enter its Open Session at 11:40 p.m.; Councilperson Prack seconded the motion. The motion was approved by a vote of 5-0, with Councilperson Botsch absent. The vote is recorded as follows:

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

Vice-Mayor Graham moved to certify the Closed Session; Councilperson Prack seconded the motion. The motion was approved by a vote of 5-0, with Councilperson Botsch absent. The vote is recorded as follows:

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

Councilperson Heston made a motion that Town policy be amended to remove the opt-out health insurance benefit, as presented in the packet; Councilperson Klipple seconded the motion. The motion was approved by a vote of 4-1, with Vice-Mayor Graham voting nay and Councilperson Botsch absent. The vote is recorded as follows:

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

A modification to the retiree health benefits was discussed, but not acted upon. This will be reviewed by the AC&T Committee and presented to Council at the March meeting.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned at 11:42 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary