

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
February 20, 2014**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, February 20, 2014.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
R. Daniel Botsch
Clarkson J. Klipple
Frederick J. Lyne

Council Members Absent

Janet L. Heston
Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator
Mickey Rhoades, Town Planner/Zoning Administrator

Others Present

Brian Courneya, Loudoun County Sheriff's Office
Yolanda Reyes
Kevin Johnson, Loudoun County O.E.M.
Jennifer Jenkins
Elizabeth Welford, Town Treasurer
Maureen Gilmore, Town Attorney
Jenny Hunter

IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:33 p.m.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: REPORT FROM THE SHERIFF'S OFFICE

Brian Courneya, representing the Loudoun County Sheriff's Office, noted that there has been no crime in the area, but that he would remain at the meeting and would be happy to take questions. Council had no questions for the Sheriff's Department.

IN RE: PUBLIC COMMENT

Mayor Ramsey called for public comment, and asked that anyone who wishes to address the Council state his/her name and address for the record, and try to keep their comments to less than five minutes. Mrs. Yolanda Reyes, 35 Main Street, Round Hill, stated that she was in attendance in order to discuss Phase 2 of the Main Street Enhancement Project, noting that this work would affect the area in front of her house. Mrs. Reyes stated that she had attended a previous meeting held with an engineer from VDOT. Mrs. Reyes spoke to the sidewalk at the old train station (her house), noting that she didn't want the sidewalk to come right up to her deck. She stated that she is concerned about this issue and would like to receive feedback regarding this. Mrs. Reyes also reported that she has not received information regarding this project. In addition, Mrs. Reyes noted that she is concerned with storm water management issues at her house, as well as pedestrian traffic. Mayor Ramsey noted that this is an Agenda item which will be discussed at this evening's meeting. Councilperson Botsch explained the 90% Plan which has been sent to VDOT, noting that there will be a public input session regarding this. Mr. Botsch also noted that this project is discussed at the Land Use Committee meetings as well. Councilperson Botsch assured Mrs. Reyes that there will still be opportunity for public input concerning this project. Mrs. Reyes expressed her concern that the plans for this project are already set, and that there will be no further input received from citizens. Mrs. Reyes also discussed the proposed crosswalk to be located near her house; Mrs. Reyes and Councilperson Botsch discussed issues with sight lines at the location of the crosswalk. Councilperson Botsch stated that "You will have opportunity to have input on this." Mr. Botsch also stated that the Town will try to work with residents, but that they also have to meet regulatory requirements. Councilperson Botsch and Mayor Ramsey stated that the storm water issues should be better than they are now upon completion of the Main Street Enhancement Project. Vice-Mayor Graham asked about a berm at the Reyes residence; Mrs. Reyes stated that that was constructed by the previous owner. It was noted that there is a right-of-way issue regarding this berm. Councilperson Lyne asked if there is an e-mail list; Councilperson Botsch explained that former Town Administrator Barkley maintained a spreadsheet containing this information, and that he and Town Administrator Nicholson would look for those records. Councilperson Lyne noted that this would be a helpful tool to use in keeping residents informed. Councilperson Botsch explained the various means the Town uses in advertising meetings. There was no further discussion.

IN RE: APROVAL OF AGENDA

Vice-Mayor Graham made a motion **to approve the Agenda as submitted**; Councilperson Lyne seconded the motion. Town Administrator Nicholson noted that the Agenda contains a floating item – the Round Hill Arts Center, and that this was done in order to allow the spokesperson to arrive later, following her attendance at another meeting. Councilperson Botsch suggested moving the Action Items #4 and #5 ahead of other Action Items, due to the attendance of parties involved. Mayor Ramsey then stated that, in the amended Agenda, Action Items #4 and #5 would be moved to become Action Items #1 and #2. Both Mrs. Graham and Mr. Lyne agreed to these changes. Following that, a vote was held, with the amended Agenda approved 4-0. Councilpersons Heston and Prack were absent for the vote. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Kevin Johnson – Emergency Preparedness Briefing

Town Administrator Nicholson introduced Mr. Johnson, from the Loudoun County Office of Emergency Management, and noted that he will provide a briefing regarding the work of that office. Mr. Johnson stated that it was decided to provide this briefing during an earlier meeting he had with Mr. Nicholson, in order to give the Council an overview of the mission and programs of the O.E.M. Mr. Johnson discussed various entities his office works with, covering several levels of local and regional government. Mr. Johnson reported that Mr. Tim Hemstreet, the County Administrator, also serves as the Director of Emergency Management for the County. Mr. Johnson explained the various agencies and personnel involved in providing Emergency Management services to the County. Mr. Johnson reported that most of the O.E.M.'s time is spent preparing for emergencies; providing documents and training, and performing outreach and educational activities are also important issues for the Agency. Mr. Johnson noted that each person's role and responsibilities are outlined in the County's Operations Plan, and that the Staff conducts monthly training. O.E.M. personnel respond in order to support the County's Emergency Operations Center, the entity responsible for decisions regarding responses to emergency situations; O.E.M. personnel may also respond to other areas, if needed. Mr. Johnson explained how the responders are organized into two teams. Mr. Johnson explained the four ways information is disseminated to Loudoun citizens: Alert Loudoun, reverse 9-1-1, the County of Loudoun Emergency Evacuation Registry, and via all-hazards NOAA weather radio. Mr. Johnson further explained how citizens may access this information. Mr. Johnson encouraged all citizens to prepare an emergency kit and devise an emergency plan for each household, and provided information on how to do so. He explained a 72 hour disaster kit and why the time frame of 72 hours has been chosen. Mr. Johnson also explained the importance of each person having an out-of-town contact in event of an emergency. Mr. Johnson closed by stating that he appreciated the opportunity to speak with the Council. Mayor Ramsey followed up by asking how the County interacts with towns during an emergency, which Mr. Johnson explained. Mayor Ramsey and the Council thanked Mr. Johnson for his presentation.

As the representative for the Round Hill Arts Center had not yet arrived, Mayor Ramsey stated that the Council would proceed to the Action Items.

2. Round Hill Arts Center

Jenny Hunter, the new President of the Round Hill Arts Center, introduced herself and made the presentation. Ms. Hunter reported that the Center is located in the Round Hill Orchard Building. Ms. Hunter distributed a copy of a flyer to all present, listing the programs and events the Center offers. Ms. Hunter explained the Round Hill Arts Center's involvement in the Hometown Festival, and further described the programs and classes held at the Center. Ms. Hunter also stated that tuition assistance is available to qualifying applicants. Ms. Hunter stated that she is at this evening's meeting to thank the Council, and to encourage the Council to apply again next year for grant funding. Mayor Ramsey explained the grant funding process. Ms. Hunter reported that the Center runs on a very small budget and employs only one person, all other services are provided by volunteers. Mayor Ramsey asked if the Center will again participate in the Hometown Festival, if further grant funding is received; Ms. Hunter stated that they will. Ms. Hunter discussed how proceeds from the Festival are used, following payment of professional entertainment, etc. Council thanked Ms. Hunter for her presentation.

IN RE: ACTION ITEMS

1. ZMAP-2013-01 Proffer Amendment to ZMAP-2006-01

With Planning Commission Recommendation

Town Planner/Zoning Administrator Rhoades presented this item, explaining that it refers to the property of Brian and Jennifer Jenkins, located at 7 Main Street, Round Hill; Mrs. Rhoades provided a brief description of the property's zoning status as related to ZMAP-2006-01, and noted that it is presently being renovated and is vacant. Town Planner/Zoning Administrator Rhoades stated that the property owners have proposed the proffer amendment in order that the property may be used as a residence, as the current proffers require things not necessary for a residential use. Mrs. Rhoades pointed out where this information is located in the Staff Report. Mrs. Rhoades referenced the joint public hearing held on February 4, 2014, and subsequent Planning Commission action on this issue. It was noted that the proffer amendments are located on page two of the Staff Report. Mayor Ramsey then called for a motion from the Council. Councilperson Lyne made a motion **to approve the Proffer Amendments submitted through ZMAP-2013-01. Those proposed Proffer Amendments promote the goals and objectives of the Round Hill Comprehensive Plan: Article IV Land Use Plan General Policies for all Commercial Districts: 2 Central District. The amended proffers promote a slow and steady development of the Central Commercial District that is compatible with the history and character of the Town.** Vice-Mayor Graham seconded the motion for discussion. Town Planner/Zoning Administrator Rhoades stated that the applicant is present at this evening's meeting. Vice-Mayor Graham referenced the letter of June 13, 2007 regarding a shared parking agreement, asking if that agreement was ever formalized. Mrs. Jenkins stated that she did not believe it was, noting that, as of now, it is not in place and the property is not being developed as a business use. Vice-Mayor Graham asked if Mrs. Jenkins is anticipating a business use; Mrs. Jenkins stated that she is not, that the property is

being developed for rental or sale as a residence. Councilperson Botsch asked to clarify that all zoning ordinances in place would need to be met, if the property is returned to a business or partial business use in the future; Town Planner/Zoning Administrator Rhoades answered, "As you're stating the question, yes." Mrs. Rhoades stated that any future owner, who wishes to return the property to a business/partial business use, would need to meet the proffers. Councilperson Botsch referenced a low-traffic restaurant and the 40% limit noted in Paragraph C, and asked if the property owner would be amenable to eliminating the 40% limit. Town Planner/Zoning Administrator Rhoades stated that she understands Councilperson Botsch's concerns regarding this, but that removal of that language would require another public hearing to be held. Mayor Ramsey discussed what may possibly occur in the future, with a new owner of the property, and his feeling that making that change now may not be the most efficient way to handle this. Mrs. Jenkins referenced the 40% figure, noting that she wanted it removed, as she felt it caused confusion. Mrs. Jenkins stated that it makes sense on many levels to have that reference removed. Discussion of the costs involved in advertising another public hearing ensued, with Town Planner/Zoning Administrator Rhoades explaining this more fully. Mrs. Rhoades also explained Planning Commission discussion regarding this property. Councilperson Klipple referenced the removal of the 40% use language in relation to any possible future use as a professional office, noting that it would make such use easier to implement for any future owner of the property. Mayor Ramsey explained the process through which changes are made to proffers. Mrs. Jenkins discussed her experiences with previous proffer changes. Mayor Ramsey explained that two separate public hearings were held at that time, between which changes were made. Town Attorney Gilmore further explained what took place at that time, as well as explaining what requirements would need to be met now. Town Planner/Zoning Administrator Rhoades explained State Code requirements for proffer amendments. Vice-Mayor Graham asked for clarification on what would require another public hearing, and thus re-advertising; Town Attorney Gilmore, Town Planner/Zoning Administrator Rhoades and Mayor Ramsey addressed this issue. Discussion ensued regarding how to handle this (re-hearing and re-advertising) with the smallest financial impact to the applicant; Mrs. Jenkins noted that she is agreeable to the Council's decision. Following this discussion, a voice vote was held. The motion was approved by a vote of 4-0, with Councilpersons Heston and Prack absent for the vote. The vote is recorded as follows:

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

Mrs. Jenkins thanked the Council.

The representative from the Round Hill Arts Center had arrived at the meeting; thus, Council returned to the Business Items portion of the Agenda.

2. Main Street 90% Plan Submission to VDOT

Councilperson Botsch reported that Mr. Dave Bowers presented this for review at the Land Use Committee meeting of February 5, 2014, at which time it was noted that all waivers had been received from VDOT. The Land Use Committee at that meeting voted to approve the plan, and it was placed on the Town Council Agenda for approval, in order to move it forward. It was noted that Mr. Bowers suggested submitting the 90% Plan to VDOT, then receiving all citizen input. The Plan can then be adjusted. Mayor Ramsey clarified that the Council was being asked to vote to forward the 90% Plan to VDOT, and to set a date for the public input meeting. Councilperson Botsch noted that the goal is to coordinate that public input session with the County, so that the Main Street Enhancement Project and the Franklin Park Trail Project public input may be heard at the same time. It was noted that the hope is to hold the public input meeting during the month of April; Mayor Ramsey advised avoiding spring break week. Vice-Mayor Graham asked the reason for following this particular time-line in submitting the 90% Plan to VDOT, which Councilperson Botsch explained. Vice-Mayor Graham noted her concern that, if the plan is submitted to VDOT first, citizen input will not be considered. Mayor Ramsey asked to clarify Mrs. Graham's concerns and suggestion that the plan not be submitted to VDOT until after public input meetings are held; Mrs. Graham provided further clarification. Councilperson Botsch discussed concerns the Land Use Committee has regarding frequent changes to the 90% Plan, and engineering costs incurred by those changes. There was also discussion of a possible curb cut and its impact on the required number of parking spaces on Main Street. Councilperson Botsch stated that Mr. Bowers is concerned the curb cut would eliminate two to three parking spaces. Councilperson Botsch noted that this is a valid question – once the 90% Plan is submitted, will changes be allowed. Mayor Ramsey stated that the Town Council controls the process, and thus can stop the process if displeased with how it is going. Councilperson Botsch then stated that, in light of this, he feels the 90% Plan should be submitted to VDOT, with public input meetings to follow. Town Planner/Zoning Administrator Rhoades clarified the purpose of the 90% Plan. Councilperson Botsch elaborated on how this process will work, and how the Town has taken the concerns of Main Street residents into account. Mayor Ramsey asked that Mr. Bowers be prepared to address the possible curb cut at the next Land Use Committee meeting; Councilperson Botsch noted that he and Mr. Bowers will walk the site at that meeting. Councilperson Botsch then asked where the County is in regard to the Franklin Park Trail Project; Town Administrator Nicholson stated that they have not yet submitted their 90% Plan for this project. Following this discussion, Councilperson Botsch made a motion **to approve the 90% Plan for the Main Street Enhancement Project for passage to VDOT**; Councilperson Klipple seconded the motion. The motion was

approved by a vote of 3-1, with Vice-Mayor Graham dissenting, and Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey instructed Town Administrator Nicholson to work with VDOT in the submission of the 90% Plan.

3. Approval of Minutes

a. January 16, 2014 Town Council Meeting

Vice-Mayor Graham noted that, on page one *Mr. Graham* should be listed as *Thomas Graham*. Councilperson Botsch noted that on page four, paragraph three, line three, Jim Zeller's last name is misspelled; on page ten, line five, the word gap should be *Gant*; on pages eleven and twelve Allder School Road is spelled differently, it was noted that the correct spelling is *Allder School Road*. Following this discussion, Vice-Mayor Graham made a motion **to approve the minutes of the January 16, 2014 meeting of the Town Council of the Town of Round Hill, as amended**; Councilperson Lyne seconded the motion. The minutes were approved by a vote of 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

4. FY 14 Budget Adjustments

Town Administrator Nicholson presented this, briefly explaining the budget items where adjustments were made, and noting that these changes were previously approved by the Council. Mayor Ramsey asked if payment of the ground water study is reflected in these adjustments; Mr. Nicholson stated that it is. Councilperson Lyne requested further explanation of the sale of the sludge press and the purchase of the centrifuge, as noted on page two of the document, which Mayor Ramsey provided. Vice-Mayor Graham asked for clarification regarding the sale of the sludge press and the second payment due to the Town; Town Administrator Nicholson stated that the payment is covered contractually, and

Mayor Ramsey noted that the second transaction will be completed prior to the end of the fiscal year.

Vice-Mayor Graham then made a motion **to approve the above adjustments/additions to the FY 2014 Budget, noting that in making these changes, the total amounts for revenues and expenditures for the General Operating and Utility CIP do not change; and the total amounts for revenue and expenditure of the Utility Operating Fund increase by less than 1% (0.091%);** Councilperson Klipple seconded the motion. The motion was approved 4-0 on a voice vote; Councilpersons Heston and Prack were absent for the vote. The vote is recorded thus:

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

5. Schedule a Joint Public Hearing on Proposed Amendments to Round Hill Zoning Ordinance Articles 2 and 18

Mayor Ramsey explained that this deals with the Town's Special Events Policy, and asked if there are any other public hearings which need to be held. No one present was aware of any other public hearings required. It was noted that this will be held jointly with the Planning Commission. Mayor Ramsey suggested inviting the Planning Commission to the Council meeting for this hearing. Discussion of possible dates and times to hold this hearing ensued. Following this, Councilperson Botsch made a motion **that the Town Council and the Planning Commission hold a joint public hearing for the purpose of hearing public comments on the proposed amendments to Articles 2 and 18 of the Town of Round Hill Zoning Ordinance, pursuant to the requirements of Section 15-2-2204(A) of the Code of Virginia. The date for the Public Hearing will be 20 March 2014;** Vice-Mayor Graham seconded the motion. The motion was approved by a vote of 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

IN RE: REPORTS

1. Town Administrator's Report

Town Administrator Nicholson reported that Round Hill now has a Facebook page, and he thanked Kim Ramsey for her assistance with this. Mr. Nicholson noted that he has worked on looking at ways in which to keep the Town's citizens better informed. It was reported that a bulleted-style newsletter will be printed and will be included in water bills. Town Administrator Nicholson also reported that he has met with vendors regarding a website refresh, to be made in the next fiscal year. Town Administrator Nicholson reported that twenty-nine responses have been received from 90 requests made, as of February 7th, in relation to the groundwater survey being conducted. Mr. Nicholson stated that, if no further responses are received, individual land-owners will be contacted. Councilperson Lyne and Town Administrator Nicholson worked on the Gantt chart, which is included in the packet; Mr. Nicholson is requesting Town Council input, following that the chart will be enlarged. It was also reported that the notes were incorporated into the chart. Vice-Mayor Graham asked if anyone has spoken yet to the Sheriff's Office personnel in the upstairs office regarding the ingress/egress issue at the Town Office parking lot. Town Administrator Nicholson stated that he has not spoken with anyone, but will have the lot re-stenciled. Mayor Ramsey stated that he feels the key to improving this problem is to improve the signage. Mr. Ramsey also stated that he feels a pole sign, as well as stenciling, is needed. Vice-Mayor Graham reiterated her feeling that personnel need to be informed verbally of the egress provided through the bank parking lot. There was no further discussion.

2. Town Planner/Zoning Administrator Report

Town Planner/Zoning Administrator Rhoades explained the location of her report in the Council Members' packets. Mrs. Rhoades referenced the Town Land Asset Map, noting that it is in draft form, contains future well sites, and does not depict items in the West Lake subdivision (which are future items dedicated to the Town). Town Planner/Zoning Administrator Rhoades discussed wells located in the Stoneleigh subdivision, noting that we do not own the land, nor do we possess access easements to these wells. Discussion ensued of how these wells originally were provided to the Town, with it being noted that Mr. Brownell donated them. Town Treasurer Wolford stated that this was done in the early 1990's. Councilperson Lyne asked if the company conducting the water survey has this information. Town Planner/Zoning Administrator Rhoades noted that various meetings have been held with the developers of the Creekside subdivision; storm water management issues, possible proffer amendments, funding in lieu of open space, and the use of the civic lots as commuter lots were discussed. Mayor Ramsey explained possible changes, from the original developer's plans, which may be made. Green space and the responsibility for upkeep of the same were discussed. Annexation of the property was also discussed, with it being noted that annexation is included in long range plans, but not in present short range plans. It was reported that construction traffic for this subdivision will be entering and exiting from Evening Star Drive. Creekside is proposing a two-phased construction plan, driven by concerns about the economy. Mayor Ramsey elaborated upon the possible use of the civic lots as commuter lots. Vice-Mayor Graham asked if the lot could be graded for a future building (e.g., a

future community center or library); Mayor Ramsey noted his concern that it would become overtaken by weeds before a building would be built there. Councilperson Botsch asked for clarification of the possibility of donations to park funds, which Mayor Ramsey provided. It was also noted that Creekside may be willing to work with the Town in extending sidewalks, at a future date; the Town would need to obtain three easements in order for this to be done. The Creekside developers will present their completed plans to the Land Use Committee. Town Planner/Zoning Administrator Rhoades reported that the Town has received a formal determination from the County that by-right a boat launch may be installed at Sleeter Lake Park. Councilperson Botsch asked if there is any update regarding access via Lakefield Road; Town Attorney Gilmore reported that the County Attorney stated the existing easement provides access. Councilperson Botsch asked if County Zoning Department permission is required; Town Attorney Gilmore noted that that issue is addressed in the determination letter regarding the boat launch. Discussion of access via Marbury Street ensued, with Town Attorney Gilmore providing further explanation. Councilperson Botsch referenced the house demolished without the proper permit, and asked what will happen next. Town Planner/Zoning Administrator Rhoades explained that they now owe a \$200.00 fine, and that the matter has been referred to the County. Vice-Mayor Graham asked the name of the owner; it was noted that the owner is Freemont Properties. Mrs. Rhoades reported that they have ten days to respond and pay the fine, and that fines charged will continue to increase if payment is not received. Mayor Ramsey asked what the property owner needs to do next; Town Planner/Zoning Administrator Rhoades noted that they need to get the proper permit. There was brief discussion of utilities at that site; it was noted that the utilities have been turned off for approximately two years. There was no further discussion.

3. Mayor's Report

Mayor Ramsey noted that part of his report concerns Creekside and the Hometown Festival, and that those issues have already been discussed. Mr. Ramsey reported that the Fire Department would like to re-route the Hometown Festival parade this year; the proposed route was pointed out on a map of the Town. Mayor Ramsey noted that the beginning time for the parade may be a bit earlier, as well. Discussion ensued regarding parking arrangements for the Festival, and the drafting of a simple form/letter for use in facilitating parking arrangements. There was no further discussion.

4. Utility Committee

Vice-Mayor Graham noted the much of her report was previously covered in the Town Administrator's Report. Mrs. Graham noted that the sale of the sludge press, and the purchase of the centrifuge are proceeding smoothly; the centrifuge should be delivered in late March. Town Administrator Nicholson reported that start-up of the centrifuge should take place in late April or early May. The next meeting of the Utility Committee will be held on March 11, 2014, at 8:00 a.m. Town Planner/Zoning Administrator Rhoades asked if the Town will take responsibility for storm water management at the Walraven subdivision; Mayor Ramsey and Town

Attorney Gilmore explained this issue, noting that, at present, the property owner is responsible for storm water management. Discussion of this matter ensued.

5. Administration and Communications Committee

Vice-Mayor Graham presented this report, noting that Mrs. Kim Ramsey met with the committee and discussed the new Facebook page. It was reported that this committee has been renamed the Administration, Communication and Technology Committee.

6. Land Use Committee

Councilperson Botsch noted that most of the topics from the last Land Use Committee meeting have already been discussed at this evening's Council meeting. Mr. Botsch reported that information regarding the number of school bus stops on Main Street are still being collected (this in regard to the issue of truck traffic on Main Street). Town Administrator Nicholson reported that he will speak to leaders in Hillsborough regarding the effects of truck traffic on buildings close to the road. The committee discussed the process in going forward with this issue. The next meeting will be held on March 19, 2014 at 7:00 p.m.

IN RE: COUNCIL COMMENTS

Councilperson Botsch stated that the binders now in use for the meeting packet are much easier to use. Councilperson Lyne asked who is responsible for snow removal from sidewalks; it was noted that the adjacent property owner is responsible. Vice-Mayor Graham asked when Council Members would receive the budget packet for use in the work sessions; it was noted that those will be provided one week prior to the meeting. Mayor Ramsey reported that he was invited to the installation of officers at the Round Hill Volunteer Fire Department, to be held on March 15; however, he is unable to attend. Vice-Mayor Graham will attend this event. Mayor Ramsey also announced that he will seek re-election, and encouraged other Council Members whose terms expire to file for re-election, as well.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham made a motion **that the Round Hill Town Council recess its open meeting and convene in closed session to consult with legal counsel regarding pending litigation in the Loudoun County Circuit Court styled, In re BZA Appeal, GenRam, LLC v. Town Council, et.al., and In re BZA Appeal, Town Council v. GenRam, LLC, as authorized by Code of Virginia of 1950, as amended, § 2.2-3711(A)(7) and personnel matters as authorized by Code of Virginia of 1950, as amended, § 2.2-3711(A)(1), and invite the Town Attorney and the Town Administrator to attend;** Councilperson Klipple seconded the motion. A voice vote was held, with the motion approved by a vote of 4-0; Councilpersons Heston and Prack were absent for the vote. The vote is recorded as follows:

MEMBER

Mary Anne Graham
R. Daniel Botsch

VOTE

Aye
Aye

Janet L. Heston	Absent
Clarkson J. Klipple	Aye
Frederick Lyne	Aye
Christopher J. Prack	Absent

At 10:12 p.m. Mayor Ramsey stated that the Town Council is now in Closed Session, and will take a brief recess while the room is cleared.

IN RE: RESUME OPEN SESSION

The Town Council exited closed session at 11:04 p.m. with the following motions:

Motion to resume open session by Councilperson Graham, seconded by Councilperson Klipple. Passed 4-0. Councilpersons Heston and Prack were absent for the vote. The vote is recorded thus:

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

Motion to certify no items discussed that were not exempt from open session by Councilperson Graham, seconded by Councilperson Klipple. Passed 4-0. Councilpersons Heston and Prack were absent for the vote. The vote is recorded thus:

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

IN RE: MEETING ADJOURNMENT

The regular meeting was adjourned at 11:06 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary