

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
January 16, 2014**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, January 16, 2014.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
R. Daniel Botsch
Janet L. Heston (arrived at 7:52 p.m.)
Clarkson J. Klipple
Frederick J. Lyne (arrived at 7:49 p.m.)

Council Members Absent

Christopher J. Prack

Others Present

Maureen Gilmore, Town Attorney
Thomas Graham

Staff Members Present

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

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: PUBLIC COMMENT

Mayor Ramsey called for public comment, asking that anyone speaking state his/her name and address for the record, and keep their comments brief. Vice-Mayor Graham read an e-mail she had received from Mrs. Ellen Barnes regarding a discussion she had with a Loudoun County Sheriff's Office deputy about parking in front of her Main Street home, and about her understanding that the Town Council was considering banning parking on Main Street. Vice-Mayor Graham noted that she had responded in part to Mrs. Barnes concerns regarding these issues. Mayor Ramsey stated that he too would respond to Mrs. Barnes' concerns. Councilperson Botsch asked when Mrs. Barnes was

approached and if it was before or after the most recent Land Use Committee meeting. Mrs. Graham stated that she believed it was after that meeting. Vice-Mayor Graham noted that there is often parking on the opposite side of Main Street. Mr. Graham asked if the Sheriff's Department had spoken to Mr. and Mrs. Milligan regarding parking on the opposite side of Main Street. Mr. Graham also raised the issue of the increase in truck traffic on Main Street, and requested that the Council revisit efforts to divert truck traffic off of Main Street. Mayor Ramsey stated that the Council could revisit this issue, and explained Council's previous attempt to do so. Mr. Ramsey noted that the issue eventually was given to County staff to consider, and that the Board of Supervisors decided that the protection of students from the elementary school was the top priority, and thus shelved the request to re-route truck traffic to Evening Star Drive. Councilperson Botsch reported that a Sheriff's Office deputy attended the last Land Use Committee meeting regarding this issue, and that he felt the Sheriff's Office is willing to work with the Town regarding this. After further discussion, it was decided that the Council will not force the issue, due to the upcoming Main Street Enhancement Project; Mayor Ramsey will speak to Mrs. Barnes regarding this. Councilperson Botsch explained the problems with parking at the Barnes' house and possible solutions; Vice-Mayor Graham noted that the entrance to the parking lot beside the Barnes' house is now used mainly for ingress, and that egress is through the bank lot. It was noted that the sign in the parking lot needs to be updated; Town Administrator Nicholson will do so. Councilperson Klipple stated that he is uncertain why this is now a valid concern, when it was not in the past. It was noted that this has been a continuing issue; that nothing has changed.

IN RE: APROVAL OF AGENDA

Vice-Mayor Graham made a motion **to approve the Agenda as submitted**; Councilperson Klipple seconded the motion. Councilperson Botsch asked for clarification of Action Item #3, Amendments to Town Park Master Plan and Special Events Policy; asking if the purpose of the discussion of this item is to adopt the amendments. Mayor Ramsey noted that it is. Councilperson Botsch asked if, then, an item should be added that refers to the Planning Commission changes in the Zoning Ordinance necessitated by Action Item #3. Mayor Ramsey agreed that that should be added as Action Item #4. Councilperson Klipple suggested that Business Item #3, Schedule a Joint Public Hearing on the Proffer Amendments for 7 Main Street Submitted through ZMAP 2013-01, be moved to Business Item #1. Both the motioner and second approved of these changes. A vote was then held, with the amended Agenda approved by a vote of 4-0. Councilperson Prack was absent for the vote, and Councilperson Heston had not yet arrived at the meeting. 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. Schedule a Joint Public Hearing on the Proffer Amendments

For 7 Main Street Submitted through ZMAP 2013-01

Town Planner/Zoning Administrator Rhoades presented this item, noting that the Staff Report regarding this is in front of each Council Member. Mayor Ramsey asked if the Planning Commission is ready for a public hearing; Town Planner/Zoning Administrator Rhoades stated that they are, and that the property owners have done a good job with preparing the amendments. Mayor Ramsey again asked if everything is ready for a public hearing; Mrs. Rhoades stated that everything is ready. Town Planner/Zoning Administrator Rhoades briefly discussed proposed motions regarding this, which are included in the Staff Report. Mayor Ramsey asked Town Attorney Gilmore if a vote is required in order to schedule a public hearing; Mrs. Gilmore noted that it is preferable, in order to more fully comply with State Code. Councilperson Botsch asked what circumstances would necessitate a second public hearing. Town Attorney Gilmore explained that if changes to the content were made that were considered more substantial or significant, a second hearing would be required. Councilperson Botsch asked if this applies to more restrictive and/or less restrictive changes; Town Attorney Gilmore stated that more restrictive changes would require a re-advertisement and re-hearing, as a change to the advertised amendments could leave the Town Council vulnerable to challenges. The possibility of holding the hearing on February 4, 2014 was discussed, with particular attention being paid to the time frame required for advertising. Following this discussion, Vice-Mayor Graham made a motion **to hold a Joint Public Hearing with the Round Hill Planning Commission, for the purpose of hearing Proffer Amendments for 7 Main Street Submitted through ZMAP 2013-01, on February 4, 2014 at 7:30 p.m.**; Councilperson Klipple seconded the motion. The motion was approved by a vote of 4-1, with Councilperson Heston voting no and Councilperson 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	Nay
Clarkson J. Klipple	Aye
Frederick Lyne	Aye
Christopher J. Prack	Absent

Mayor Ramsey instructed Town Staff to advertise the Joint Public Hearing.

2. Budget Schedule

Town Administrator Nicholson presented this item, noting that the proposed budget schedule is located on page one of each Council Member's packet. The question was raised of handling the Utility Fund first; but it was decided to discuss the General Fund first. Discussion of the schedule ensued, with

Councilperson Heston noting that the meeting scheduled for April 17, 2014 falls during the school system's spring break week, and wondered if this would impact the schedule for anyone on the Council. It was noted that that date is the regularly scheduled Town Council meeting. Mayor Ramsey suggested leaving the schedule as is for now, and that Council could discuss the possibility of rescheduling that meeting closer to that time. Mayor Ramsey noted that the two main topics generally discussed at the first budget meeting regarding the General Fund are the raise pool and the tax rate. Mr. Ramsey stated that having a couple options for discussion at the first meeting would be helpful.

3. Restricting Through Trucks on Main Street

Councilperson Botsch reported that this issue was raised at the most recent Land Use Committee meeting. Mr. Botsch also noted that the issue was discussed during last summer's walk through of Main Street with Mr. Jim Zeller; issues of truck traffic through Town, and the classification of Main Street as a secondary road, were discussed at that time. Councilperson Botsch stated that the process for accomplishing this will not be a quick process, and that the Town doesn't have full decision-making authority over the process. Councilperson Botsch presented reasons discussed at the Land Use Committee meeting regarding why diverting truck traffic to Evening Star Drive would be preferable, including issues of safety for children at the elementary school as well as in town, and issues of the proximity of houses to traffic on Main Street. Discussion ensued as to how this issue could be moved forward. Councilperson Botsch noted that he would like the Land Use Committee to discuss this again, prior to going forward. Mayor Ramsey stated his position that, if this issue goes to VDOT, the Town will fare better; if it goes to a political body, the Town won't fare as well. Mayor Ramsey noted that, if VDOT approves this, it will help when the Town goes before the Board of Supervisors. Councilperson Lyne asked if the existing policy is a County policy or a VDOT policy; Mayor Ramsey noted that it is a VDOT policy. Councilperson Heston asked if anyone from the Town Council represented us at the previous hearing before the Board of Supervisors; Mayor Ramsey noted that no one from Council attended the meeting, but that a letter was sent. Councilperson Botsch asked if Council wants this issue to be pursued; discussion of this ensued. Councilperson Botsch noted that it would be helpful to have as many people/entities on our side as possible, so others outside of the Town limits would understand the reasons for the restrictions. It was decided that this will be discussed further at the Land Use Committee level, before any possible action by the Town Council.

IN RE: ACTION ITEMS

1. Approval of Minutes:

a. December 19, 2013 Town Council Meeting

Vice-Mayor Graham noted an extraneous letter at the bottom of page one, which should be removed. Councilperson Lyne asked if typographical errors should be pointed out during Council review of the minutes; Mayor Ramsey stated that they may be, but it is not the job of Council Members to do so. Mr. Ramsey noted that

Scribner errors may be corrected by staff members. Councilperson Heston then made a motion **to approve the Town Council Regular Meeting Minutes of December 19, 2013, as corrected**; Vice-Mayor Graham seconded the motion. Councilperson Botsch asked for the correct procedure for voting, if a Council Member missed part of the meeting; Mayor Ramsey noted that that is up to each individual Council Member. Following this a vote was held; the minutes were approved by a vote of 4-0-1, with Councilperson Heston abstaining and Councilperson Prack absent. The vote is recorded thus:

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

2. Resolution 2014-01: Town Council Meeting Schedule

Mayor Ramsey noted that this is the same meeting schedule as for the previous year, and that emergency cancellation policies are carried over from the previous year, as well. Vice-Mayor Graham then moved **to approve Resolution 2014-01: Town Council Meeting Schedule**; Councilperson Klipple seconded the motion. A voice vote was held, with the motion approved by a vote of 5-0; Councilperson Prack was 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	Aye
Clarkson J. Klipple	Aye
Frederick Lyne	Aye
Christopher J. Prack	Absent

3. Amendments to Town Park Master Plan and Special Events Policy

Councilperson Botsch presented this item, noting that the Town Park Master Plan and Special Events document is included in each Council Member's packet. Mr. Botsch noted a correction made after the packet was e-mailed to Council Members; with Town Administrator Nicholson clarifying this. Councilperson Botsch noted that the Master Plan divides events into three types: Town-sponsored, community and private, and noted that private events are not included in this. Councilperson Botsch explained that, if an event will be attended by fewer than 25 people, no permit and no public facilities are required; if 25 or more people are in attendance, a permit is required, and if the event is to last longer than four hours, facilities must be provided. Councilperson Botsch reported that an event comprised of over 50 participants will require a park plan. There was

discussion of the rules governing Town-sponsored events, as well as clarifying the rules governing permits/facilities. Councilperson Botsch noted that a committee will need to be created in order to coordinate Town-sponsored events. Town Planner/Zoning Administrator Rhoades asked what falls under the auspices of an administrative function, the permitting process only, or the permitting process and verification of provision of facilities; discussion of this ensued, and this issue was clarified. Councilperson Heston noted that this document was written before the pavilion was built, thus there is a need to change the verbiage in the document. Mrs. Heston also pointed out references to the Community Garden in the document. Discussion regarding clarifying the proffers and language of the document ensued, in order to be able to vote upon the document in its final form at this meeting. Vice-Mayor Graham and Councilperson Botsch discussed possible fees to be charged for permits and deposits. Mayor Ramsey explained his views on this issue, noting that he favors keeping fees low, as the use of such facilities is included in taxes residents pay. Council discussion of possible fees ensued, as well as if community events should be exempt or charged a lower fee. Also, discussion of community versus town-sponsored events ensued, and what requires a permit. Discussion ensued, aimed at clarifying these issues. Vice-Mayor Graham noted her concerns that an entity conducting a permitted event may tell an individual citizen that they may not have access to the park. Discussion of the 25 person limit, and ambiguity of language in the document regarding this threshold, ensued. Town Planner/Zoning Administrator Rhoades provided possible wording which would cover the necessity of obtaining a permit, to be included in the introduction of the document. Councilperson Botsch discussed the placement of pertinent information in the document. Also discussed was the simplification of some of the language, as well as moving definitions to the end of the document. Mayor Ramsey noted that this may be revisited in a year, in order to fine-tune the policy. Councilperson Botsch asked if there is any event currently held in the Town Park that adopting this document would prevent; no one present thought that would occur. It was decided to remove the non-refundable permit application fee. Wording in the document pertaining to the fees to be charged was discussed, as was fee amounts to be charged in relation to insurance coverage/costs. Mayor Ramsey suggested including any possible park fees in the Town Fee Schedule, with which Council agreed; Mayor Ramsey directed Town Administrator Nicholson to include Park Fees to the Town of Round Hill's Fee Schedule. The amount of the fee will be determined at the upcoming budget discussions. There was discussion of the placement in the document of a sentence regarding large events and County coordination. Councilperson Heston suggested striking a passage on page 48, with which Council agreed. Also, Councilperson Heston suggested striking the reference to the Community Garden; it was noted that the Community Garden leaders are considering restarting that program. Therefore, Councilperson Heston suggested naming that parcel the "Potts Barn Site;" it was decided to do so. Vice-Mayor Graham noted that the line that states "the Mayor authorizes" should be stricken, as the Town Council provides authorization. Councilperson Heston discussed the Boundary Line Adjustment regarding Sleeter Lake Park; Mayor Ramsey clarified

that the term “BLA” (Boundary Line Adjustment) may be used in various contexts. Councilperson Heston and Town Attorney Gilmore noted that the proffers for the Lake Ridge subdivision need to be revised. Discussion of those revisions ensued, as well as revisions regarding Creekside. It was the consensus of the Council that everything regarding Woodgrove Park should be stricken from the document. It was noted that Town Administrator Nicholson will revise the actual permit. Councilperson Lyne asked when the park committee will be appointed; discussion ensued regarding this. Mayor Ramsey proposed appointing the Town Administrator, Mayor, and Chair of the Land Use Committee, to start; Councilperson Botsch suggested appointing Mr. Dave Ferguson to the committee, as well. Mayor Ramsey appointed Councilperson Botsch as chair of the park committee, so meetings may be held concurrent with Land Use Committee meetings. Following this discussion, Councilperson Botsch made a motion **to adopt the Town Park Master Plan and Special Events Policy, as amended**; Councilperson Lyne seconded the motion. A voice vote was held, with the motion approved by a vote of 5-0. Councilperson Prack was 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	Aye
Clarkson J. Klipple	Aye
Frederick Lyne	Aye
Christopher J. Prack	Absent

4. Planning Commission Referral for Zoning Ordinance Changes

Councilperson Botsch presented this item, noting that the Town’s zoning ordinances must be updated in order to allow the Hometown Festival to be legally held in light of the updated Town Park Master Plan and Special Events Policy. It was noted that this has been discussed at the Land Use Committee, and with Town Attorney Gilmore; an e-mail was sent to each Council Member today regarding this. Town Attorney Gilmore presented an overview of this, explaining that the purpose is to provide for the possibility of expanding the Hometown Festival in the future, and minimizing the Town’s liability in so doing. Town Attorney Gilmore discussed issues which arose at the 2013 Festival, and the possibility of including provisions in the Town’s zoning ordinance dealing with special events. Town Attorney Gilmore discussed the issuance of zoning clearance letters by the Town Zoning Administrator, in relation to special events held in the Town. Mrs. Gilmore also discussed changes to the existing zoning ordinance which could be made in regards to special events, including the first upcoming event, the Round Hill Hometown Festival. It was noted that the Council may want to decide if the zoning ordinance should be amended in light of possible upcoming special events, or if the issuance of zoning clearance letters will be sufficient. Town Attorney Gilmore noted that the main goal of looking into these issues is to minimize the Town’s risk in these situations. Mrs. Gilmore

noted that, if the Town rushes to provide a provision to the zoning ordinance to require the issuance of a permit, that issuance could be subject to an appeal. The process used by the Town of Leesburg in regards to special events was discussed. In response to a question by Vice-Mayor Graham, Mrs. Gilmore explained how an aggrieved party could put a stop to a special event. Mayor Ramsey asked if Mrs. Gilmore feels the update to the zoning ordinances should be done prior to the upcoming Hometown Festival; Mrs. Gilmore stated that she feels it should. Councilperson Botsch discussed the possible timeline for this process; noting that it should allow for this to be completed prior to the 2014 Hometown Festival. Councilperson Botsch asked for clarification of what issues a zoning clearance letter covers; Town Planner/Zoning Administrator Rhoades and Town Attorney Gilmore provided this. Following this discussion, Councilperson Botsch made a motion **that the Round Hill Town Council refer to the Planning Commission Resolution 2014-02**; Councilperson Klipple seconded the motion. A voice vote was held, with the motion approved by a vote of 5-0; Councilperson Prack was 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	Aye
Clarkson J. Klipple	Aye
Frederick Lyne	Aye
Christopher J. Prack	Absent

5. Town Office Lease Renewal

Mayor Ramsey explained that the County's lease with the Town, for the space they rent upstairs at the Town Office, expires at the end of March, and that the County wants to renew the lease. Mayor Ramsey provided background information regarding the lease and rental rate. Town Administrator Nicholson reported that the County has received the updated lease, reflecting the 3% increase in the rental rate. Vice-Mayor Graham asked if a motion is required; Mayor Ramsey noted that Council approval is needed, and thus a motion would be in order. Vice-Mayor Graham made a motion **that the Round Hill Town Council approve the Town Office Lease Renewal**; Councilperson Lyne seconded the motion. A voice vote was held, with the motion approved by a vote of 5-0; Councilperson Prack was 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	Aye
Clarkson J. Klipple	Aye
Frederick Lyne	Aye
Christopher J. Prack	Absent

Mayor Ramsey and Town Administrator Nicholson will execute the lease renewal.

IN RE: REPORTS

1. Town Administrator's Report

Town Administrator Nicholson provided an update on Google Apps, noting that the switch-over is pretty much complete, with only a couple loose ends to be tied up. At the Utility Committee meeting new calendar and e-mail systems which have been put in place were discussed; Mr. Nicholson noted that this has helped facilitate coordinating with the Town Office staff, and has enabled their work overall to go more smoothly. It was noted that the shared calendars are working well for staff. Town Administrator Nicholson reported that, at the Route 719 pump station, Arthur Construction Company was premature in putting down the pavement and that the supervisor was unaware that work was being done. The pavement was installed in below freezing temperatures, and it once again cracked. Arthur Construction Company is aware that the new pavement cracked, and that they are required to return and fix the problem. Payment to Arthur Construction is being adjusted, pursuant to the work being completed as required. Mayor Ramsey referenced the sludge press, asking if the Town has yet received drawings; Town Administrator Nicholson stated that we have not, and that he has spoken to Keith Lane regarding this. Town Administrator Nicholson reported that the Town is working with Emery & Garrett regarding the water study; Mr. Nicholson and Ms. McGaha are working on letters to property owners, requesting a response to the Town by February 2, 2014. Mr. Nicholson stated that he expects to receive approximately one-third of the letters back, and views this as stage one of the process. The purpose of the letter is to obtain permission from property owners for Emery & Garrett to have access to their properties, in order to complete the study. Vice-Mayor Graham asked if approximately 90 people are involved in providing access; Mr. Nicholson stated that that number is correct. Town Administrator Nicholson explained the areas involved in this study. Mayor Ramsey asked if a map of the areas in question was provided; Mr. Nicholson stated that only a list of addresses was provided. Mayor Ramsey asked that Emery & Garrett be asked to provide a map. Town Administrator Nicholson stated that the list of addresses was just received today, and he will ascertain from Emery & Garrett why such a wide range of properties are included in this study. Vice-Mayor Graham suggested waiting to send the letters to addresses that are in question until clarification is received regarding this from Emery & Garrett. Town Administrator Nicholson asked if there were any more questions regarding this topic; there were not. Town Administrator Nicholson addressed the Main Street Enhancement Project, noting that the 90% Plan was reviewed at the last Land Use Committee meeting, and that he will meet with Dave Bowers regarding the same. The Main Street plats will be reviewed. Town Administrator Nicholson read an e-mail received from Joe Kroboth, of County staff, regarding the Franklin Park Trail Project. The e-mail provided details of how this project will move forward. Councilperson Botsch asked if County staff has any plans to place the details of this project on the County website; Town Administrator Nicholson noted that Mr.

Kroboth has not mentioned that at all. Councilperson Botsch asked Town Administrator Nicholson to raise the issue with Mr. Kroboth. Mr. Botsch also asked that a link to that be placed on the Town's website. There was brief discussion of the possible removal of a tree on the corner of Bridge Street and Loudoun Street due to this project. There was discussion of the Gantt chart included in Mr. Nicholson's report. Town Administrator Nicholson reported that the lease of office space by the Sheriff's Office may possibly end in the second quarter of 2015, as the belief is that the new substation will be completed at that time. Mayor Ramsey noted that he expects the Sheriff's Office to renew their lease for one more year, and that Council may want to begin considering around that time possible future uses for that space. Mayor Ramsey also asked that Town Administrator Nicholson ask County representatives if they may have a future use for the upstairs office space. Town Administrator Nicholson requested suggestions from Council regarding the new Google system. Town Administrator Nicholson reported that he spoke to Brian Cornier, of the Sheriff's Office, who had a speed limit sign placed on the west side of town, in an effort to calm speeding in that area. Discussion ensued of the possibility of Round Hill purchasing a sign, which could be moved to different areas of the town, and which would be maintained by the Sheriff's Office staff. Vice-Mayor Graham asked if the letter to Supervisor Clarke, regarding the by-pass on the west end of town, had yet been sent; Town Administrator Nicholson reported that the letter had been sent.

2. Town Planner/Zoning Administrator Report

Town Planner/Zoning Administrator Rhoades noted that her report is before each Council Member. Mrs. Rhoades reported that the Board of Zoning Appeals will be holding a meeting on January 22, 2014, and that they will revisit 2 Chamblin Way. Town Planner/Zoning Administrator Rhoades provided updates to her report, which occurred after the report was sent to Council Members. Mrs. Rhoades reported that she did receive an e-mail from the County zoning department regarding the easement at Sleeter Lake, and that everything is looking very positive. Copies of the e-mail, received today, were provided to Council Members. Details included in the e-mail were discussed. Town Attorney Gilmore provided details of legal considerations regarding this easement, as well as the procedures for obtaining a legal determination. Town Attorney Gilmore also asked Council for their authorization for her to discuss various legal issues with County legal staff. Town Planner/Zoning Administrator Rhoades discussed the boat launch, and legal issues surrounding that. Discussion ensued among Council Members regarding the boat launch, and it was requested that Mrs. Rhoades attempt to determine a time frame for obtaining a decision regarding the easement. Town Attorney Gilmore noted that the time allotted for appeal of the determination is only thirty days. Town Planner/Zoning Administrator Rhoades reported on the proposed trail along Airmont Road, and issues with a subdivision being built in that area. It was noted that the easement for the trail was not recorded in a proper time frame. Town Planner/Zoning Administrator Rhoades reported that she contacted the new property owner regarding this issue. Mayor Ramsey noted that KHovnanian could be required to provide redress to the Town, for their failure to record the easement for the trail properly. Town Planner/Zoning Administrator

Rhoades reported that the Lake Ridge subdivision is doing their surveying now, but that it will probably be a while before they begin building. The Town has not yet received their final subdivision plat. Vice-Mayor Graham asked why public hearings are now being advertised in the Loudoun Times-Mirror; Town Planner/Zoning Administrator Rhoades reported that it has been very difficult to obtain the affidavits from The Purcellville Gazette in a timely manner; in addition, the Loudoun Times-Mirror is delivered directly to the Town Office. Mayor Ramsey asked for the cost difference between the two newspapers; Mrs. Rhoades noted that the costs were comparable between the two publications.

3. Mayor's Report

Mayor Ramsey noted that he does not have much to report at this evening's meeting. Vice-Mayor Graham asked if the Hometown Festival committee has been resurrected yet; Mayor Ramsey stated that he believes they are trying to plan their first meeting for sometime soon.

4. Utility Committee

Vice-Mayor Graham reported that the committee met this past Tuesday, and that it was a very short meeting. Mrs. Graham noted that Town Administrator Nicholson has reported on most of the information covered at the Utility Committee meeting, and that everything seems to be going well. Vice-Mayor Graham briefly touched on the water survey being conducted by Emery & Garrett, and the letters to be sent to property owners. Vice-Mayor Graham reported that the meeting day remains the same, but that the time has been changed to 8:00 a.m. Mrs. Graham also reported that J.R., the new staff member, attended the meeting.

5. Administration and Communications Committee

Councilperson Heston reported that the Administration and Communications Committee meeting was cancelled due to illness and travel. The meeting will be rescheduled for February 10, 2014 at 7:30 p.m.

6. Land Use Committee

Councilperson Botsch noted that most of the topics discussed at the last Land Use Committee meeting have already been discussed at this evening's Council meeting. Mr. Botsch reported that the Main Street 90% Plan will be discussed with Dave Bowers during this coming month. The meeting with Mr. Bowers will tentatively be scheduled for February 5, 2014, at 7:00 p.m. Mayor Ramsey asked if the next step will be the easement discussions; Councilperson Botsch stated his belief that the next step will be a public information session; following that will be the easement discussions.

IN RE: COUNCIL COMMENTS

Councilperson Lyne asked for background on two topics. The first was to ask if the Town has taken a position on Allder School Road, in terms of paving, and asking who the Town would approach with that request. There was discussion among Council members regarding who should be contacted, and if Council favors requesting that the road be

paved; it was determined that Council is in favor of paving Alder School Road, in order to provide better access to Woodgrove High School. Councilperson Lyne and Town Administrator Nicholson will compose the letter for Mayor Ramsey's signature. The second topic Councilperson Lyne raised is the uninhabitable house on Bridge Street, and the Hammerly House on West Loudoun Street, and the issue of the Town's position on those properties. Town Attorney Gilmore explained steps the Town may take regarding these properties, and noted that the law in Virginia significantly restricts what the Town may do regarding these properties. Mayor Ramsey provided some history of discussions by the Town Council and the Land Use Committee regarding the Hammerly House. Town Planner/Zoning Administrator Rhoades discussed possible steps she could take, coordinating with County entities, regarding the Hammerly House. There were no further Council Comments.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham made a motion **that the Round Hill Town Council recess its open meeting and convene in a closed session to discuss personnel matters as authorized by the Code of Virginia of 1950, as amended, Paragraph 2.2-3711(A)(1), and invite the Town Administrator to attend;** Councilperson Heston seconded the motion. A voice vote was held, with the motion approved by a vote of 5-0; Councilperson Prack was 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	Aye
Clarkson J. Klipple	Aye
Frederick Lyne	Aye
Christopher J. Prack	Absent

At 10:33 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 11:52 p.m. with the following motions:

Motion to resume open session by Councilperson Graham, seconded by Councilperson Klipple. Passed 5-0.

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
R. Daniel Botsch	Aye
Janet L. Heston	Aye
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 5-0.

MEMBER

VOTE

Mary Anne Graham

Aye

R. Daniel Botsch

Aye

Janet L. Heston

Aye

Clarkson J. Klipple

Aye

Frederick Lyne

Aye

Christopher J. Prack

Absent

IN RE: MEETING ADJOURNMENT

The regular meeting was adjourned at 11:55 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary