

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
January 19, 2012**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, January 19, 2012.

Council Present

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

Others Present

Janet Clarke, Blue Ridge Supervisor
Sheriff Mike Chapman
Colonel Harmison
Major Buckman
Captain Bev Tate
Lieutenant Greg Ahleman
Deputy Anthony Cooper
Margaret Morton, Leesburg Today

Staff Present

John Barkley, Town Administrator
Maureen Gilmore, Town Attorney
Betty Wolford, Treasurer

Attachments

- I. Agenda – January 19, 2012
- II. Town of Round Hill Letter, dated June 16, 2010, to Loudoun Council Planning Commission pertaining to Western Loudoun Sheriff's Substation Project
- III. Town Council Meeting Minutes – December 15, 2011
- IV. Town Council Public Hearing Minutes – December 15, 2011
- V. Resolution 2012 – 01 – Town Council Meeting Schedule - Inclement Weather Policy
- VI. Resolution 2012 – 02 Northern Virginia Regional Water Supply Plan and Addendum
- VII. Town Park Pavilion – Budget Estimate, Draft General CIP Fund Budget Adjustment
- VIII. Town Administrator's Report:
 - a. December 23, 2011
 - b. January 6, 2012
 - c. January 13, 2012
- IX. Town Planner and Zoning Administrator's Report dated January 13, 2012
- X. Town of Round Hill Utility Committee Report - January 10, 2012 Meeting
- XI. Town of Round Hill Administration and Communications Committee Report – January 18, 2012 Meeting
- XII. Town of Round Hill Land Use Committee Report - January 18, 2012 Meeting

IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:30 p.m.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: COMMUNITY POLICING

Deputy Cooper addressed the issue of graffiti on playground equipment at the Town Park and also at the construction trailer (moved from another site, not currently used) located off of Evening Star (near Greenwood Drive). He noted the department is keeping an eye on this problem. Discussion followed on regulations pertaining to this “nuisance”.

Deputy Cooper introduced the newly elected Sheriff for Loudoun County, Mike Chapman, Colonel Harmison, Major Buckman, Captain Bev Tate (deputy in charge of this Substation) and Lieutenant Greg Ahleman, (lieutenant for this Substation).

IN RE: PUBLIC COMMENTS

No comments were received.

IN RE: APPROVAL OF AGENDA

Vice Mayor Mary Anne Graham motioned approval of the agenda with one addition - under “Action Items” – Item #5 – Response to VML request pertaining to possible Legislative Action of “Ballot Party Identification”. Councilperson Janet Heston seconded the motion.

Mayor Ramsey asked that Items V-2 and V-5 be moved to be the top of the list under #V, Business; and that Item V-1, be a “floater”, to allow Supervisor Clarke to address the council once she arrives. **Vice Mayor Graham and Councilperson Heston agreed to change Items V-2, Sheriff Chapman Discussion and V-5. Western Loudoun Sheriff’s Substation Project to be discussed as Items #1 and #2 under Business with Item V-1; and Item V-1, Blue Ridge District Update will take place upon Supervisor Clarke’s arrival.**

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

IN RE: BUSINESS

1. Welcome and Discussion with Loudoun County Sheriff, Mike Chapman

Sheriff Chapman thanked the council for allowing him to be on the agenda this evening and to address the subject of the Western Loudoun Sheriff’s Substation Project. He noted that during his campaign he was open to relocating the station and did speak to residents who were for and against this project. Since the election, Sheriff Chapman stated that he had researched the issue and talked to those involved with the development of this 10 year project. He stated that public hearings were held, bond referendum was approved by the voters, and the property has been purchased. He felt that the bulk of the community and the county were in favor of this Substation which will be responsible for 2/3 of the county. Sheriff Chapman felt that the proposed structure and equipment would increase

the level of service offered by the department to its citizens. The site is accessible to the Route 7 Bypass, so traffic will not have to come through town; citizens can stop by the station to get information; a meeting room will be available for area groups to utilize. Major Buckman added that with the addition of the holding cells, the processing time for deputies will be shortened as deputies will not have to leave the site to take someone to Leesburg, taking manpower from area. Sheriff Chapman noted that the town and the county were working on an agreement for water and sewer. He stated that money has been set aside for the building of this facility and that the design was such that it would be good for 50 years.

Proposed new programs and existing programs were discussed and included:

- Reverse 911 Program (alert to residents of crime) to be incorporated with the Neighborhood Watch Program;
- Personal use of department vehicles by deputies (who live in the county) for the visual effect;
- Continuation of the Dare Program and other school programs;
- Extension of Resource Officers to all schools – grade, middle and high schools for safety Reinforcement;
- Continuation of Community Police program;
- Drug Courts – excellent program, but possible elimination because of overall cost;
- Shared Facility – no plans at this time (discussed the Dulles facility, which has had conflicts in the different needs for volunteer/ career fire fighters and deputies) - entrances, interior rooms, parking).

Vice Mayor Graham noted that it had been mentioned that the traffic to this location would not have to come through town. She felt the western access onto the Route 7 Bypass from Business Route 7 was hazardous. Major Buckman noted that the county had done a study. Sheriff Chapman replied that he would ask VDOT and the county to revisit this issue. Discussion followed on private vehicles versus marked vehicles entering/exiting the Bypass.

2. Blue Ridge District Update – Supervisor Janet Clarke

Supervisor Clarke reported that she was familiar of the need for a larger Sheriff's Substation in the west, but the Board had agreed to "take a step back" and review all the issues (budget, needs, community policies, safety) on this project. She indicated that she would support what the Town of Round Hill wants.

Supervisor Clarke thanked Mayor Ramsey, Councilperson Heston and Town Administrator John Barkley for meeting with her on the Franklin Park Trail Project. She noted that the Blue Ridge District (the 4 western towns plus the Brambleton community) is considered a "hybrid district" and felt that each community had something to appreciate. She stated that she would work to preserve the heritage of the area and the needs of the citizens of western Loudoun.

When asked by Mayor Ramsey and Vice Mayor Graham about the Western Loudoun Sheriff's Substation project, she said that the Board had directed the staff to provide them with a report before the BOS' February meeting. At this time, the board will discuss the issues and make a decision on where to go. She stated that she was aware of the need by the Sheriff's department for a larger space and did wish to keep them in the Round Hill area.

3. Western Loudoun Sheriff Substation Project

Mayor Ramsey did a short summary of Mayor Heyner's June 16, 2010 letter to the county outlining the town's concerns:

- Finalize a acceptable Utility Agreement;
- Reduction of the size of the building and parking area;
- Design plan to allow for one or more additional public facilities on the site;
- Substation building and parking to be located as far north and east as possible on the site;
- West Loudoun Street entrance and driveway to be located as far as possible to the east while preserving the existing trees;
- Construct sidewalks on property to West Loudoun Street and along the property front to connect to the existing Town sidewalk on West Loudoun Street;
- Maximum screening for adjacent residents;
- Because of safety concerns, look into improvement to the western Rt. 7 Business and Rt. 7 Bypass intersection;
- Work with the town on a Boundary Line Adjustment.

Maureen Gilmore, Town Attorney, reported that everything on the water/sewer agreement between the town and the county have been satisfied, there are no open items for negotiations. Ms. Gilmore indicated that the county did not feel the need for the town to sign the agreement now – the town and the county can “just agree on an agreement”.

Mayor Ramsey said that most items of concern had been addressed such as the location of driveway to preserve trees. There were still some items outstanding such as the sidewalk connection (plan shows sidewalks on site only, no connection) and improvements to the intersection. The size of the facility appears to not be a subject of negotiation. Mayor Ramsey stated that he would still like to see the sidewalk connection; drop in the size of the facility; the water/sewer agreement addressed; traffic issue reviewed and possible acceleration lane at the intersection. Mayor Ramsey then asked council members for their comments.

Councilperson Botsch said he would like the county to look at the design of the current facility so as to allow future additional public uses at this site. He noted that there is a strong desire of the residents to keep the fire station as part of the community and this site may allow them to expand yet stay in the community. Mr. Botsch also felt that the intersection issue needed to be addressed – a western acceleration lane was needed to allow traffic to merge safely onto the Route 7 Bypass.

Vice-Mayor Graham stated that most of her concerns had been resolved, but she was still opposed to the size of the facility. Mrs. Graham noted that finding land for this type of facility was almost impossible in western Loudoun. She said that she was in favor of this project.

Councilperson Klipple stated that it would be a benefit to have the Sheriff's Substation as a part of Round Hill. He felt the project may have budget issues, but said that he would like the facility to be here.

Councilperson Heston said that many of her concerns had been resolved, and felt that it was a good move by the Board of Supervisors to step back to review all the issues. She stated that she had strong feelings for a need for a substation, and did not believe in “building for now”, but “building for the future”, which is what this project is proposing. Mrs. Heston said that she too would like to see the sidewalk connected to this site which would allow residents to be “Green”, to walk to the site safely.

She felt the town should “push” a little more on this issue. In reviewing the VDOT survey on the intersection issue, she felt the report was poor, and it should be revisited. Mrs. Heston said that the county may need to put the project on hold to get their finances together, but felt that they would go forward at this site in the near future.

Councilperson Prack stated that he agreed with the statement made by Mrs. Heston, noting that it would be prudent of Loudoun County to give this project their full attention as to needs and cost. He felt the county needs to be caution with the taxpayers’ money. Mr. Prack felt the location is set due to the cost of the purchase of the land and said he would be interested to see the Board of Supervisors’ determinations with the budget.

Mayor Ramsey then summarized the above comments as:

- ❖ Absent economic issues, the town can support the proposed Substation;
- ❖ Because the Board of Supervisors are the caretakers of the county, it is prudent of them to review this project;
- ❖ Because of the lack of suitable land, it would be wise for the county to look at this site to allow for future shared public uses;
- ❖ Council wants to push for a sidewalk connection from this site to the sidewalk on West Loudoun Street;
- ❖ Request the county and VDOT revisit the Route 7 Business and Bypass intersection and safety issues relating to it.

Mayor Ramsey said that he would present these points to the Board at their Public Hearing on January 31st.

At 8:50 pm, Mayor Ramsey called for a short recess.

Mayor Ramsey called the meeting back to order at 9:00 pm.

4. Main Street Enhancement Project

Councilperson Botsch stated that the Land Use Committee had decided that it should be determined if Loudoun County is going to pay for the enlarged size of the stormwater pipe for the Franklin Park Trail Project before moving ahead on the Main Street Project. Mr. Barkley said that VDOT had said that the town needs to show progress in the Main Street design to be eligible for further grants. Mr. Bowers had suggested that he could start the design for “50% Plans” – that if this is done by June/July, there would be a good chance of being granted an extension for at least 2 more years. The committee felt that the town should not have Mr. Bowers design something at this stage that may need to be changed (speaking of stormwater pipe size).

Vice Mayor Graham asked that the agenda for the Land Use Committee be forwarded to all council members.

5. Franklin Park to Round Hill Trail Project

Mayor Ramsey said that the financing for the increase in size of the stormwater pipe had been discussed and there was nothing more to add.

IN RE: ACTION ITEMS

1. Approval of Minutes:

a. December 15, 2011 Town Council Meeting

Vice Mayor Graham asked that the following changes be made:

Page 2 – midway down, Pavilion is shown as “Pavillion – delete one “l”;

Page 3 – under Utility Committee Report, Wally Lamb should be Wally “Johnson”.

Councilperson Botsch noted one correction:

Page 3 – under Land Use Report, the wording shows the committee met; should be changed as the committee did “not” meet – add the word not.

Vice Mayor Mary Anne Graham motioned to approve the Minutes of the December 15, 2011 Town Council Meeting as amended with Councilperson Jenny Theodore seconding. The motion to approve the Town Council’s December 15, 2011 Meeting Minutes as amended was approved by roll call vote of the council present by a vote of 3-0-3, the votes being recorded as shown below:

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

a. December 15, 2011 Town Council Public Hearing

Vice Mayor Mary Anne Graham motioned the minutes of the December 15, 2011 Town Council Public Hearing be approved as submitted. Councilperson Janet Heston seconded. Motion to approve the Town Council’s December 15, 2011 Public Hearing Minutes as submitted was approved by roll call vote of the council 3-0-3, the votes being recorded as shown below:

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

2. Resolution 2012 – 01: Town Council Meeting Schedule/Inclement Weather Policy

Vice Mayor Mary Anne Graham motioned that Resolution 2012 – 01 be approved as submitted. Councilperson Dan Botsch seconded. The motion to approve Resolution 2011 – 01, Town Council Meeting Schedule/Inclement Weather Policy was approved unanimously by roll call vote of the council present 5-0-1, the votes being recorded as shown below:

<u>MEMBER</u>	<u>VOTE</u>
Dan Botsch	Aye

Jenny Theodore	Aye
Clark Klipple	Aye
Janet Heston	Aye
Mary Anne Graham	Aye
Chris Prack	Absent

3. Resolution 2012 – 02: Northern Virginia Regional Commission, Draft Regional Water Supply Plan and Addendum

John Barkley reported that this Resolution endorses the Round Hill Section of the Northern Virginia Regional Water Supply 40 Year Plan; the addendum, which will be attached to the approved Resolution, includes corrections and comments to the section of the Plan that addresses Round Hill. It was noted that this Plan is not a legal agreement.

Vice Mayor Mary Anne Graham motioned approval of Resolution 2012 – 02, Northern Virginia Regional Commission, Draft Regional Water Supply Plan. Councilperson Clark Klipple seconded the motion.

Mayor Ramsey reported that all localities are required to submit a Plan to meet state requirements. The Town joined with the Northern Virginia Regional Commission who drafted said Plan which was released to the towns in November. The Town is recommending changes by addendum which will be attached to the Resolution. These changes clarify specific facts for Round Hill that differ from the State's viewpoint such as growth estimates and water supply yield. The addendum addresses only issues specific to Round Hill

Motion to approval Resolution 2012 – 02, Northern Virginia Regional Commission, Draft Regional Water Supply Plan and Addendum was approved by unanimous roll call vote of the council present 5-0-1, the votes being recorded as shown below:

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

4. Town Park Pavilion

Council had received in their packets an estimate for the pavilion from Alex Post of Stonegate Construction as well as a proposed General CIP Fund adjustment which addresses all expenditures associated with the pavilion. The Stonegate Construction estimate is based on Mr. Post's design plan for the pavilion. Stantec has been asked by the town to help the town in seeking proposals from contractors for the construction of this pavilion and the selection of same. Mayor Ramsey stated that the items for the council to consider are:

- Does the Council want to go forward with this project;
- If so, a Budget Adjustment would be needed – transfer unspent money in accounts in the General CIP Fund to this project;
- Wait until next fiscal year to do the construction;
- Or feel this project is not appropriate to do.

Mayor Ramsey said that the dollar figure for the total project (design, engineering, construction) would be \$100,000.00. He indicated that a permanent pavilion structure has always been in the town plan.

Discussion followed on options for location of pavilion in relation to audience space, vendors and shade, playground. Also discussed was timeframe for construction and the hope of the Committee that the pavilion would be completed or near completion by the May Hometown Festival's 10th Anniversary this year.

Vice Mayor Mary Anne Graham motioned to transfer funds in the General CIP to allow for the expenditure of \$100,000 under a new item, Park Pavilion. Councilperson Jenny Theodore seconded. Councilperson Botsch asked about the transfer of monies from the Franklin Park Trail System. He felt that if Loudoun County walks away from covering the enlarged pipe expenditure, the town would have to come up with the money for this upgraded stormwater pipe. Mayor Ramsey felt that the Franklin Park project would be put on hold until possibly next fiscal year.

The amount of monies in CIP CDs was discussed (total - \$213,800) and the CD amount of \$164,885 shown on this year's budget; if used this year, the balance in CDs would be approximately \$49,000.

Vice Mayor Graham asked about the funds to allow for the construction of sidewalks on the west side of Main Street. Mayor Ramsey replied that any improvements for sidewalks are tied into the Main Street Project, noting that the proposed budget adjustment does not show any monies being transferred from this project.

Motion to transfer funds in the General CIP Fund to allow for the expenditure of \$100,000 for a Park Pavilion passed unanimously by roll call vote of the council present, 5-0-1, the votes being recorded as shown below:

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

Mayor Ramsey asked that Stantec be directed to solicit interested parties as the hope is to have the pavilion completed by May 15, 2012. A recommendation(s) for a contractor will be submitted to the Council for their approval.

Mayor Ramsey indicated that a subcommittee is to be formed to oversee and to help expedite this project. This subcommittee would include the Mayor and one council member (both Vice Mayor Graham and Councilperson Heston indicated their desire to serve on this committee) as well as the Hometown Festival Chairperson, Tobi Moriarity. They will be involved in the pre-construction, design detail and working with the contractor.

Discussion followed on timeframe of construction and the festival date. It may be that the pavilion is not completed but be in a safe condition by the festival date. The issue of completion date in relation

to the Hometown Festival date will be revisited once the town goes out for bids and a start date for construction is set.

5. Ballot Party Identification

Vice Mayor Graham addressed the email request that had been sent out pertaining to VML's Action Call to oppose the bills dealing with party identification in local elections. Mrs. Graham stated that she was irritated that the State was considering a bill that would have "party labels" for each candidate in local elections. She felt the members of the Town Council should voice their opposition to our elected State officials and Mary Jo Fields of VML. Discussion followed on this proposed bill and its effect on local elections – possible increase in partisanship; party primaries being held to nominate local candidate; party label only if candidate nominated in party primary.

Vice Mayor Mary Anne Graham motioned that the Town Council send a letter in support of the Virginia Municipal Leagues' position that local elections be non-partisan. Councilperson Clark Klipple seconded the motion. The motion to support opposition to Party ID bill passed by roll call of the council present, 4-0-2, the votes being recorded as shown below:

<u>MEMBER</u>	<u>VOTE</u>
Dan Botsch	Aye
Jenny Theodore	Absent
Clark Klipple	Aye
Jane Heston	Aye
Mary Ann Graham	Aye
Chris Prack	Absent

A short recessed was called by Mayor Ramsey at 10:00 pm.

Mayor Ramsey called the meeting back to order at 10:05 pm.

2. Town Administrator Report

John Barkley's weekly reports for December 23, January 6, and January 13 had been included in the council packets.

Mr. Barkley stated that the town (staff and engineer) still has some concerns on the samples taken at the Goose Creek Water Treatment Plant. He noted that the developer has not asked for any additional connections. Vice Mayor Graham asked if contaminations still existed; Mr. Barkley said that the engineer had indicated that the treatment would take care of the problems if the line was contaminated. Maureen Gilmore, town attorney, reported that the mediator that had been used in the most recent mediations had retired. A brief discussion followed on the consent decree – number of wells/yield and number of connections.

Councilperson Botsch addressed a letter pertaining to dangerous trees in the park. Mr. Barkley reported that a tree limb had fallen across Ballenger Way and blocked the lane used by the resident who resides at the back; town staff had cleared the debris. Mr. Barkley said that he did not know if the tree was dead, but in falling it had caused some damage to the stonewall along the lane. Estimate for repair to the wall is around \$600. This had been submitted to our insurance company along with the name of a stonemason. Councilperson Heston said that she could supply Mr. Barkley with another name of a stonemason.

Vice Mayor Graham said that both the utility staff and Rob Kinsley have mentioned that the Christmas tree at the park is not in good shape – at some point the town needs to address this. Discussion of future use of the three lots that “house” the stone foundation and the community garden park followed. It was noted that the town’s Comprehensive Plan identifies these lots for public use. Councilperson Heston reported that the “Round Hill Village” stone sign was missing some letters that need to be replaced. Mr. Barkley will contact Ralph Bice.

Councilperson Heston stated that the state sign for the Round Hill Corporate Limits located on West Loudoun Street had come loose from the post and was just “hanging”. Mr. Barkley will contact VDOT.

Councilperson Heston suggested that it was time to remove the Christmas wreaths that had been placed on the town limit signs.

2. Town Planner/Zoning Administrator

Council received Mr. Kinsley’s January 13, 2012 report in their packet.

Mr. Barkley noted that the Planning Commission had held a public hearing on the B-1 Business District proposed amendments on January 10, 2012. Comments received at this hearing pertained to regulations for lighting.

The Commission had held, at their regular meeting in December, an input session to receive comments/suggestions on the LI-1 Light Industrial District regulations. The owner of this property on Bridge Street did not attend this meeting.

3. Mayor’s Report

Mayor Ramsey reported that he, Councilperson Heston and Mr. Barkley had met with Blue Ridge Supervisor Janet Clarke to discuss various issues including the Sheriff’s Western Substation, the Post Office (possible closing), the Fire Station (expansion, relocation) and the Round Hill Center (options for use). He noted concern that the School Board’s plans for this Center, once the Bluemont Community Center moves back to their site in Bluemont, will be for a store house for textbooks, etc. Discussion followed on the possible future use of this facility as a Round Hill Community Center, and setting up a meeting to discuss this possibility with the School Board and Loudoun County. Mayor Ramsey said that he had received inquiries by the property owners on a Boundary Line Adjustment to include their lots adjacent to the Western Substation Site.

Mayor Ramsey said that he would be speaking for two minutes at the Board of Supervisors Public Hearing on January 31, 2012 which begins at 6 pm. His remarks will include the Franklin Park Trail Project, the Round Hill Center as well as the Western Loudoun Sheriff’s Substation.

The Mayor indicated that he had attended a COLT meeting earlier this month and one of the issues discussed was allowing advisory representatives from HOAs to be a part of this coalition. Short discussion followed on bylaws pertaining to voting by COLT members. Supervisor Clarke stated that she would like to attend the next COLT meeting.

4. Utility Operations, Public Facilities and Projects Committee

Vice Mayor Graham reported that the committee met last week. Issues discussed included the problems with Wells 21SA and 21SB.

Maureen Gilmore reported that she had spoken to two Hayman Lane property owners who have indicated their willingness to sign the necessary documents.

5. Administration and Communications Committee

Councilperson Heston reported that the committee had met last night and discussed different policies which included:

- Delinquent collection
- Upon employee termination, return of town property

Ms. Heston stated that the town had hired Kim McGaha as the new Utility Billing Administrator and asked the council to welcome her. She noted that Ms. McGaha is well qualified for this position and lives in Round Hill.

The next meeting for this committee is February 13, 2012.

7. Land Use Committee

Councilperson Botsch noted that the committee had met yesterday morning and discussed:

- B-1 Business District proposed text amendments;
- Main Street Project;
- Meeting held with Supervisor Clarke on various town projects
- Blighted properties

Councilperson Botsch wished Mr. Barkley a “Happy Birthday” and thanked Councilperson Heston for providing the cake to help in this celebration.

IN RE: COUNCIL COMMENTS

Mayor Ramsey said that he hoped all had had a Merry Christmas and a Happy New Year.

Vice-Mayor Graham asked Mr. Barkley if he had obtained the information/procedures for obtaining information for town elections by possible candidates. Mr. Barkley said that he would get the information together.

ADJOURNMENT

There being no further business meeting was adjourned at 10:40 p.m.

Scott Ramsey, Mayor

Betty Wolford, Temporary Recorder