

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
January 9, 2020**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, January 9, 2020, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Amy E. Evers
Michael B. Hummel
Paula James

Council Members Absent

Melissa Hoffmann

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Rob Lohr, Project Specialist
Danielle Albright, Town Planner
Sue Holland, Town Treasurer

Others Present

There were no members of the public present.

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:32 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that with all Councilpersons, except Councilperson Hoffmann, and himself present, a quorum was established.

IN RE: PUBLIC COMMENT

There was no public comment.

IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Vice-Mayor Graham moved **that the Agenda be adopted**; Councilperson Allen seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Absent
Mary Anne Graham	Aye
Amy E. Evers	Aye

IN RE: MONTHLY REPORTS FROM COMMITTEE & SPECIAL PROJECT CHAIRS

a. Utility Operations

Vice-Mayor Graham reported that the Utility Committee and Staff will hold a meeting on January 16, 2020, at 10:30 a.m.; a report from that meeting will be provided to Council at its next meeting. It is expected that the connection to Sleeter Lake Park/Lake Point will be discussed at the January 16th meeting.

There were no further reports provided.

IN RE: APPROVAL OF MINUTES

There were no minutes for approval.

IN RE: BUSINESS ITEMS

a. Update on Lake Ridge Estates Sewer System

Town Administrator/Zoning Administrator Hynes presented this item, with Project Specialist Lohr providing additional details, regarding the grinder pumps in the Lake Ridge Estates neighborhood. It was reported that the Town needs to take a more active role in the maintenance of these pumps; to facilitate this, a subcontractor will be hired. Project Specialist Lohr reported that the subcontractor hired to provide this service, Mr. Peirce, of Peirce Construction Company, Inc., provided helpful information to Town Utility Staff; in addition, he discovered a problem with the system and explained how to properly correct the issue. Mr. Lohr noted that this is the first time, in the three years since the subdivision was brought into the Town's boundaries, that lines there have broken. Mr. Lohr also noted that the Town should provide information to residents there regarding the proper use of the grinder pumps.

Discussion ensued regarding the parties responsible for these pumps, with Vice-Mayor Graham reminding those present that Utility Staff was not in favor of their installation and use at the time the subdivision was built. There was also discussion of the specifications provided for installation of the pumps, with the request made that they be kept on-file in the Town Office to ensure documentation regarding their installation and use is available

in the future. Town Administrator/Zoning Administrator Hynes stated that she will work with Staff to provide information regarding these pumps to homeowners in the development. Councilperson Hummel expressed the opinion that the issue of installation/use/maintenance of grinder pumps should be resolved prior to approval being given for development of the Yatton Road lots. Town Administrator/Zoning Administrator Hynes noted that the information provided to Council this evening is for informational purposes, but that the Town's Ordinance should be reviewed in order to determine changes needed in relation to these pumps.

Vice-Mayor Graham commended Staff for their response to a problem which occurred with a grinder pump in the Lake Ridge Estates subdivision on a Saturday.

b. Review of 2014 Community Survey

Town Administrator/Zoning Administrator Hynes presented this item, noting that it has been five years since this type of survey has been done in Round Hill. Ms. Hynes asked Council Members to review the 2014 Survey included in their packets, and to suggest deletions, additions, and/or changes to be made to the document. Town Administrator/Zoning Administrator Hynes reported that, once updated, the survey will be placed on the Town's website, Facebook page, and in the newsletter; paper copies will be made available in the Town Office. Mayor Ramsey suggested that residents be encouraged to complete the survey on-line, as this can provide for ease of tabulation of results.

c. Review of FY2021-2025 Capital Improvement Plan (Current Projects)

Town Administrator/Zoning Administrator Hynes noted that this evening's meeting is serving as the first budget discussion meeting of the year, and that the discussions this evening will focus on previously-approved, multi-year Capital Improvement Plan (CIP) projects. Project Specialist Lohr indicated areas in the CIP where Council approvals may be required. Mayor Ramsey reminded Council Members that this evening's discussion should be about the budgetary aspects of the projects, not the particulars of the projects. In response to a question from Mayor Ramsey, Project Specialist Lohr stated that a *Summary Sheet* will be created to highlight totals included in the CIP which have changed.

Project Specialist Lohr then led a review of the Capital Improvement Plan, beginning with the General Fund Budget; items highlighted included:

- The Main Street Enhancement Project (with work slated to begin early this year)
- Sleeter Lake Park
- Streetlight Replacement
- Upgrades to the Round Hill Town Park (with various furnishings replaced, upgrades made to electrical service, and a program being devised to accept donations for use for these items at the Park)
- The new website design
- The Boundary Line Adjustment effort

- Installation of a Storage Building and Fence at the Town Office
- The Airmont Road/North Main Street Pedestrian Project
- Town Office upgrades (an on-going project, with expenses split between FY2020 and FY2021)

Review of the Capital Improvement Plan, Utility Fund Budget, followed, with these items highlighted:

- The Well 22A Connection (with the connection made, and additional funding set aside, but which may not be needed)
- The Yatton Road Water Loop (which has been completed)
- Well Property Acquisition (which is moving forward)
- The construction of the South Water Tank (with the contract signed, and work proceeding on the design)
- Generator Installation (which is nearing completion)
- WWTP Upgrades (an on-going, multi-faceted project which will carry over to the next fiscal year)
- SCADA Upgrades (also an on-going project)
- The Route 719 Well Building (with an emphasis on keeping it attractive and functional, and future decisions to be made dependent upon a new well being brought on-line)
- Installation of a new Trailer at the WWTP
- I&I Work on Sewer Lines (funding for which will move into the Operational Budget)
- Expanded Security at the WWTP (an on-going project)
- Safety Upgrades to Utility Facilities (with a completion date in the spring/summer 2020 timeframe)
- The Lakefield Water Main
- The Pump-Around for the Route 7 Pump Station (which has been completed)

Project Specialist Lohr noted that this review provides to Council a "snapshot" of work which has been completed, and projects which are on-going.

IN RE: SPECIAL ACTION ITEMS

a. Resolution 2020-01: Town Meeting Schedule & Inclement Weather Policy

Town Administrator/Zoning Administrator Hynes presented this item, noting that the Meeting Schedule and Inclement Weather Policy are voted upon each year. In response to a question from Mayor Ramsey, Ms. Hynes noted that an Ordinance Amendment will be adopted, to allow for meetings to be held on the first and third Wednesday, beginning in April 2020.

Vice-Mayor Graham then made a motion **that the Town Council approve Resolution 2020-01 – Town Council Meeting Schedule and Inclement Weather Policy, including the following in the record**

THEREFORE, be it resolved that the Round Hill Town Council sets the calendar year 2020 Meeting Schedule and Inclement Weather Policy.

Councilperson Evers seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Absent

b. FY2021 Budget Meeting Schedule

It was noted that a quorum for these meetings is required only if a vote is to be taken. Mayor Ramsey reminded Council that, for the next several weeks, budget discussions will be held each week – some discussions will be at regular Town Council meetings, and some will be at special work sessions.

Mayor Ramsey requested that budget worksheets be provided to Council Members for review prior to the meetings at which they are to be discussed.

IN RE: TOWN COUNCIL COMMENTS

Councilperson Hummel commended the Mayor for his presentation at the Boundary Line Adjustment meeting held last evening. Mr. Hummel also reported that he and Planning Commission Chair Mirabal are trying to ensure a strong commitment to completing the Comprehensive Plan Amendment (CPAM).

Vice-Mayor Graham also commended the Mayor for the BLA meeting

Mayor Ramsey noted that he has been invited to participate in an interfaith meeting with other western Loudoun mayors, and will provide a report on this event.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:33 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary