

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
July 21, 2016**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, July 21, 2016, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Frederick J. Lyne
Michael K. Minshall
Christopher J. Prack

Council Members Absent

Kimberly Fortunato

Staff Members Present

Buster Nicholson, Town Administrator
Angela Fletcher, Town Treasurer

Others Present

Deputy Moats, Loudoun County Sheriff's Office
Clinton Chapman

IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:34 p.m.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: COMMUNITY POLICING REPORT

Deputy Moats reported that there have been no incidents in Round Hill, although there was a break-in at an abandoned building in Purcellville and an incident involving graffiti in Lovettsville. The Deputy stated that it is the time of year when idle hands lead to these types of occurrences. Deputy Moats reported that the Sheriff's Office quarterly meeting for this region will be held next Wednesday at 7:00 p.m. at the Town Office; the Deputy thanked the Council for the use of the Town's facility, and noted that this will be the last quarterly meeting held here. Deputy Moats

stated that the Sheriff's Office expects to be in its new building by the beginning of September. Mayor Ramsey asked that the Deputy notify Council and Staff if an open house is to be held at the new location. Vice-Mayor Graham asked the Deputy if he is glad to move into the new center; Deputy Moats stated that the move seems bittersweet. Councilperson Heston expressed her appreciation to law enforcement in our County, and stated her wish that they will all be safe; Deputy Moats thanked her, and noted that, in spite of the negative news existing now, most citizens are appreciative of the service provided by law enforcement.

IN RE: PUBLIC COMMENT

Mr. Clinton Chapman spoke, beginning his remarks by congratulating Councilperson Minshall on his election. Mr. Chapman then introduced himself, and explained that he is part of the group which is working on purchasing the Eastern Commercial District parcel. Mr. Chapman explained that he first attended a Town meeting approximately two years ago, at which time he asked for the Town's vision for the twelve-acre parcel. Mr. Chapman noted that, subsequently, he has "been through the process with the Town," by attending Planning Commission meetings during which work on the Comprehensive Plan has been conducted. Mr. Chapman then stated that he wanted to voice concerns which he has come across recently. One of those concerns is in regards to a Planning Commission member who is also a local developer, and who has a history of working with a company with which his group is in competition. Additionally, Mr. Chapman noted, that same Commissioner has a close relationship with a representative of the County who has property here, and would like to bring that property into the Town limits in order to build residential units. Mr. Chapman expressed his concern that this may represent a conflict of interest, and noted that this Commissioner has yet to exclude himself from any conversations regarding the twelve-acre parcel. The second concern expressed by Mr. Chapman is that the group of which he is a member, and which consists of a number of highly-regarded businessmen from the area, was verbally maligned by an attendee at a recent Planning Commission meeting; that attendee is not a member of the Planning Commission. Mr. Chapman stated his feeling that the statement was uncalled for from an attendee who is not a member of the Commission, but who is seated at the table with the Commission Members, noting that his group has tried to cultivate a good working relationship with the Town concerning the development of the Eastern Commercial District. Mayor Ramsey asked if Mr. Chapman has shared these concerns with the Chair of the Planning Commission; Mr. Chapman stated that the Chairman, at that meeting, expressed his concern to the attendee that the remark was uncalled for, and also called Mr. Chapman personally, to apologize. Mayor Ramsey also asked if the Chairman addressed the conflict of interest concern; Mr. Chapman explained that he expressed that concern to the Chairman approximately six months ago. Councilperson Minshall asked to clarify the seating arrangement at Planning Commission meetings, with it being noted that seating is done in the same manner as at Town Council meetings; it was further noted that the attendee in question was seated at the table. Vice-Mayor Graham then asked to address the issue of the statement made, noting that she did not use the term "weasels," but used the verb "weaseling" in her comments, which were not used in reference to any particular group. Mayor Ramsey, in order to ensure clarity of the record, restated that Mary Anne Graham was the person who was speaking, and who admitted to using the term "weaseling." The Mayor also asked, in order to

ensure clarity of the record, that the conflict of interest allegation is against Michael Hummel; Mr. Chapman noted that that is correct. Councilperson Lyne asked what the next step will be, in regards to the conflict of interest allegation; Mayor Ramsey stated his belief that, if Commissioner Hummel felt a conflict of interest existed, he would have recused himself, and explained that, if someone feels Mr. Hummel has not properly recused himself, the first step would be to notify the Chair of the Planning Commission so that he may address the issue. Mayor Ramsey also explained that the Chair of the Planning Commission may consult with the Town Attorney, if he feels a ruling on the matter is needed. The Mayor stated that he would prefer the Chair of the Planning Commission address this issue prior to any involvement by the Town Council. Mr. Chapman asked if he should submit that request to the Chairman in writing; Mayor Ramsey stated that that would be the right sequencing for handling Mr. Chapman's concerns. Mr. Chapman thanked the Mayor and Council. There were no questions or comments by members of the Council.

IN RE: APPROVAL OR AMENDMENT OF AGENDA

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

<u>MEMBER</u>	<u>VOTE</u>
Frederick J. Lyne	Aye
Christopher J. Prack	Aye
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael K. Minshall	Aye
Kimberly Fortunato	Absent

IN RE: BUSINESS ITEMS

1. Sleeter Lake Update

Town Administrator Nicholson and Mayor Ramsey reported on this item, with Mr. Nicholson noting that the application is progressing without inclusion of the dock and ramp. Mayor Ramsey provided a brief review of the history of this project, with particular attention paid to the requirement that the Round Hill Homeowners' Association co-sign the development application and their inability to reach an agreement on whether they would sign or not, and their unwillingness to inform the Town of their decision in this regard. The Mayor noted that he spent two weeks working with members of the Homeowners' Association Board, but that, at the end of that time, they were still unwilling to sign the application. Therefore, Stantec was asked to re-file the application without the dock feature included. Mayor Ramsey stated that it is unlikely the dock feature will be included in the project in the near future. Mayor Ramsey noted that the Homeowners' Association discussed this in an executive session, and thus there is no record of the discussion. Councilperson Heston asked if they understood the ramifications of their unwillingness to sign; Mayor Ramsey stated that he made that clear. Mayor Ramsey noted that he provided

assurances to the Homeowners' Association that, if they signed the application so that plan review could go forward, and then later decided against allowing construction of the dock and ramp, the Town would not construct. Additionally, Mr. Ramsey stated to the Homeowners' Association that, if right-of-entry was not given to the Town, this would be treated as non-binding. However, this seemed not to be adequately reassuring to the Homeowners' Association. Mayor Ramsey stated that he was informed by the Homeowners' Association that they were seeking time to meet with their lawyer. Ultimately, however, they were not able to reach a decision which fit into the Town's time line. Mr. Ramsey stated that he will more fully report on this during his Mayor's Report later in this meeting. Discussion ensued regarding the amount of funding which will be lost if the VDGIF grant is not accepted, as well as amenities, such as gravel for the access roads and a fish cleaning station, which will be lost. Mayor Ramsey stated that the Land Use Committee will need to revisit this project. Town Administrator Nicholson noted that loss of the VDGIF grant will free the Town from adherence to stipulations placed on it by the grant. Councilperson Heston asked if funding to be provided by the County will help cover the loss of the grant funding; it was noted that it will, to a great extent. Town Administrator Nicholson also noted that County funding for further improvements may be possible in future budget cycles.

IN RE: ACTION ITEMS

1. Approval of Minutes: June 23, 2016 Town Council Meeting

Vice-Mayor Graham noted that, on page twenty, in the Utility Committee Report, in the fifth line, *Kettleston Court* is misspelled, and should be spelled *Keddleston*. It was noted by Council that this name is misspelled in the section twice. There were no further corrections. Vice-Mayor Graham then **moved that the minutes be approved, as amended**; Councilperson Heston seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Lyne abstaining and Councilperson Fortunato absent. The minutes are recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Frederick J. Lyne	Abstain
Christopher J. Prack	Aye
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael K. Minshall	Aye
Kimberly Fortunato	Absent

2. Appointment of Vice-Mayor

Vice-Mayor Graham stated that she would be happy to serve again as Vice-Mayor. Councilperson Heston **made a motion that Council appoint Mary Anne Graham as Vice-Mayor**; Councilperson Lyne seconded the motion. There were no other nominations. There was no discussion of the motion. A voice vote was held; the motion was approved

4-0-1, with Vice-Mayor Graham abstaining and Councilperson Fortunato absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Frederick J. Lyne	Aye
Christopher J. Prack	Aye
Mary Anne Graham	Abstain
Janet L. Heston	Aye
Michael K. Minshall	Aye
Kimberly Fortunato	Absent

Mayor Ramsey congratulated Vice-Mayor Graham on another term.

3. Town Council Appointment to Planning Commission

Mayor Ramsey reported that Councilperson Prack has withdrawn as Town Council representative to the Planning Commission, and has requested that another Council Member be appointed in his stead. Vice-Mayor Graham noted that she reported this to the Planning Commission, and stated that the Commission was quite sorry to hear that he had resigned. Mayor Ramsey stated that this will require the appointment of a representative by the Council. Ms. Graham also noted that she has been deeply involved in the update of the Comprehensive Plan, and will continue to do so. Councilperson Lyne suggested that this be discussed during the Committee Appointments portion of this evening's meeting. Councilperson Heston noted that Councilperson Minshall is interested in serving as Council representative to the Planning Commission, which Mr. Minshall confirmed. In response to Mayor Ramsey's question of how Council would like to proceed, Council Members indicated they would like to discuss this following an overall discussion of Committee appointments.

4. Committee Appointments

Mayor Ramsey suggested that this proceed as a general discussion of committee structure, committee assignments, what it is desired come out of committees, and discussion of how committees are or are not currently working. From this discussion, Mayor Ramsey stated, Council can decide if it wishes to retain the current committee structure, or put a new structure in place. Councilperson Minshall asked for an explanation of the current committee structure; Mayor Ramsey explained that there are currently three standing committees – Administration, Communications and Technology, Land Use, and Utility. Mr. Ramsey further explained that the Mayor is an ex-officio member of each committee, and that each Council Member usually serves on two committees. Councilperson Minshall asked if only Council Members serve on committees, or if citizens may serve, as well; Mayor Ramsey explained that citizens may be appointed to committees, but that they may not vote. Mr. Ramsey noted, however, that other than approving their agendas and minutes, the committees generally do not take official action on many items; items for which a

consensus exists in the committee are referred to Staff, or to the Town Council, for action. Vice-Mayor Graham explained that a Council Member may attend meetings of committees on which he/she is not a member, but may not vote. Mayor Ramsey provided an overview of how the committees work out the issues before them and then report to the Council. Mr. Ramsey noted that, due to the issues before it, of late the Land Use Committee has become like a second Council meeting. This, as noted by the Mayor and Council members, has lessened the efficiency hoped for by the committee arrangement. Councilperson Minshall asked if, prior to the committee structure which is currently in place, multiple Town Council meetings were held each month; it was noted that, previously, two Council meetings were held each month. Vice-Mayor Graham noted that the suggestion has been made that the Council hold a second Council meeting during which only committee issues will be handled; Mayor Ramsey noted that that is similar to the model the County's Board of Supervisors currently employs, in which issues are discussed during a work session, and action is taken on items during a business meeting. It was explained that the Council-as-a-whole meeting would take the place of individual committee meetings. Vice-Mayor Graham explained that the Utility Committee and Utility Staff would discuss utility-related matters at a regularly scheduled staff meeting, but the Utility Committee would also be included in the Council work session. Mayor Ramsey put forth the ways committee business may be handled – either by the Council as a committee-of-the-whole, or by the committees as they currently exist, with a refocusing of responsibilities taking place, so that recommendations are made to and acted upon by Council without additional in-depth discussion. Councilperson Prack stated his belief that the second scenario seems unlikely to occur; Mayor Ramsey indicated his agreement. It was noted by Councilperson Heston that additional discussion of committee matters at Council meetings occurs because Council Members not on the committee have an obligation to thoroughly understanding the issue at hand before casting a vote. Councilperson Minshall asked if the business before each committee would be discussed during a work session of the committee-of-the-whole; it was noted that it would. Councilperson Minshall suggested that a specific work session could be set aside for discussion of the business before one committee, alternating when each committee's items would be included on the work session agenda; Mayor Ramsey stated that this structure could work, but noted that Land Use would likely be on each agenda. Mayor Ramsey suggested that a chairperson be appointed for each subcommittee, in order to manage that area of discussion; each chairperson would serve as a Council liaison. Mayor Ramsey stated that one reason he likes the current committee structure is because it allows for Council Members to take leadership roles in certain areas, and own those issues. Discussion of committee structure ensued, with Mayor Ramsey stating that he would still like for each committee to have a chairperson in place. Councilperson Prack noted that the committee-of-the-whole structure would help, as it relates to the time perspective, as there would only be two meetings per month to attend. Councilperson Heston expressed her concern that this option may make Council meetings longer than they currently are; it was the consensus of the Council that the committee-of-the-whole work session will likely be of a longer duration. Council then discussed when the committee-

of-the-whole work session would be held. Mayor Ramsey asked if that meeting would be an evening meeting; it was noted that it would. The Mayor stated that the first Thursday of the month is currently reserved for Council to hold Public Hearings, and that, when Council previously held two meetings per month, they were held on the first and third Thursdays. It was the consensus of the Council to return to this schedule. Vice-Mayor Graham suggested that this new structure begin in September. Councilperson Prack asked to clarify who currently serves on the ACT Committee and the Utility Committee; Councilperson Heston and Vice-Mayor Graham provided the names of those still serving. Mayor Ramsey stated that there will still be a chairperson for each committee, and that special committee meetings could be called, if needed. Vice-Mayor Graham noted that the Utility Committee will still meet with Utility Staff on a regular basis; discussion ensued as to the best way to handle Utility Committee issues under a committee-of-the-whole scenario. Town Administrator Nicholson explained that he will assist with preparation for these meetings. Mayor Ramsey noted that there seems to be broad consensus for adoption of this structure, and asked if there was any objection to conducting a work session for discussion of committee business on the first Thursday, and holding the business meeting of the Town Council on the third Thursday; there was no objection. The Mayor also suggested that the current committees serve until the first September meeting, at which time new committee membership and new committee chairs will be appointed. Vice-Mayor Graham asked to clarify that, if this structure does not work, Council may revert to the current committee structure; Mayor Ramsey affirmed that it may. It was decided to hold each meeting at 7:30 p.m. Mayor Ramsey noted that Council will need to determine a convention for conducting a meeting in the absence of a committee chairperson, and will need to consult with the Town Attorney regarding issues surrounding a quorum. It was decided that the Council will meet as a committee-of-the-whole on September 1, 2016.

3. Town Council Appointment to Planning Commission (continued)

Mayor Ramsey noted that both Vice-Mayor Graham and Councilperson Minshall are interested in serving as Town Council representative to the Planning Commission; the Mayor stated that a vote would be required in order to determine the official appointee. Councilperson Heston asked to clarify if a motion would be needed; Mayor Ramsey stated that it would, and that a motion could be put forth for one candidate, with a vote following. If that candidate is not elected, a motion to put forth a second candidate could be made. Councilperson Prack addressed Vice-Mayor Graham's desire to continue her work with the Planning Commission in the update of the Comprehensive Plan, noting that she could continue to provide non-voting input, as she is currently. Mr. Prack stated his feeling that it may be best to appoint a representative who will serve beyond the completion of this update. Mayor Ramsey asked Vice-Mayor Graham if her interest in serving on the Planning Commission extends beyond the completion of the update of the Comprehensive Plan; the Vice-Mayor stated that she is not interested in being the permanent representative to the Planning Commission. Councilperson Lyne stated his belief that the opportunity should be provided to the new Council Members to become immersed in the update of the

Comprehensive Plan, and that this would be a good opportunity for Councilperson Minshall to do so. Councilperson Heston then **made a motion that Mike Minshall be appointed to the Planning Commission as the Town Council Representative**; Councilperson Lyne seconded the motion. Vice-Mayor Graham advised Councilperson Minshall that the next meeting of the Planning Commission is scheduled for July 26, 2016 at 5:30 p.m. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Minshall abstaining and Councilperson Fortunato absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Frederick J. Lyne	Aye
Christopher J. Prack	Aye
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael K. Minshall	Abstain
Kimberly Fortunato	Absent

There was brief discussion of the Commission Members' terms of service, with it being noted that all seats on the Planning Commission are currently filled. Councilperson Lyne asked how Councilperson Minshall should get "up to speed" with the work of the Planning Commission; Mayor Ramsey suggested that he meet with Planning Commission Chairman Mirabal.

4. RHI Maintenance Bond Release

Vice-Mayor Graham **moved that the Round Hill Town Council release the following Maintenance Bonds related to the Westlake Development, as the one-year warranty period has expired, and there are no remaining issues or problems with the utility systems, according to our Town Engineer, Keith Lane: #K08307362M, in the amount of \$229,794.58; #K08307374M, in the amount of \$61,292.88; and, #42BCSGP7235M, in the amount of \$152,104.00.** Councilperson Lyne seconded the motion. Councilperson Heston asked to clarify that a maintenance issue with a dip in a roadway is separate from these bonds; Town Administrator Nicholson stated that that is correct. There was no further discussion of the Bond Release. A voice vote was held; the motion was approved 5-0, with Councilperson Fortunato absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Frederick J. Lyne	Aye
Christopher J. Prack	Aye
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael K. Minshall	Aye
Kimberly Fortunato	Absent

IN RE: REPORTS

1. Town Administrator's Report

Town Administrator Nicholson announced that the new Treasurer for the Town is Ms. Angela Fletcher, who is in attendance this evening. Mr. Nicholson and Ms. Fletcher noted that she has been with the Town for almost three weeks. Ms. Fletcher thanked the Council for the opportunity to serve the Town of Round Hill, and noted that she is very excited about that opportunity. Town Administrator Nicholson stated that they are working on providing reports in formats which meet Council's needs, and are working with the Southern Software program in an effort to discern all of its capabilities. There will be further reports regarding this in the near future. Town Administrator Nicholson stated that the third test well included in the Town's well exploration was drilled today, on Bridge Street. Unfortunately, the well did not produce. Mr. Nicholson reported that, of the three test wells drilled thus far, only one has provided adequate production; that well, however, produced 262 gallons per minute. It was decided to install eight-inch pipe at this time, prior to construction of houses in the area. Town Administrator Nicholson provided details on the equipment needed to install the pipe, and reported that the well exploration should be completed by mid-to-late August. Mayor Ramsey suggested that the Town may want to request EGGI provide further exploration, if only one well in the currently exploration produces an adequate amount of water. There was discussion of who owns the easement in place at the well which is providing good water production, as it relates to Town access to that well. Mayor Ramsey stated that he prefers to have identified at least two productive wells prior to entering negotiations regarding access. Town Administrator Nicholson noted that there may be other options, at well sites previously explored, if problems arise during negotiations for the wells currently under consideration. Town Administrator Nicholson reported that the investment made in the SCADA system is appreciated by Utility Staff. This system proved especially helpful during the recent outage of a well at Goose Creek, and the drawing down of a Westlake well which occurred more quickly than expected. Vice-Mayor Graham asked what utility activity was occurring yesterday at Harmon Lodge Lane; Town Administrator Nicholson stated that he was unsure, but would get back to her with that information. Town Administrator Nicholson referenced a spreadsheet included in Council Members' packets which provided data regarding acquisitions related to the Main Street Enhancement Project; it was noted that these acquisitions are proceeding well. Mr. Nicholson reported that he has spoken with Mr. Joe Kuhna, of the County, regarding the Franklin Park Trail Project; Mr. Kuhna has indicated that he hopes to meet with residents affected by this project in September. The Town Administrator noted that he and Staff are trying to do their best to keep the momentum going in relation to this project. Vice-Mayor Graham noted that there is a large tree in the Town Park which looks as though it could damage neighboring homes, if a storm caused any damage to the tree; Ms. Graham asked that an arborist be contacted to

assess this tree. Vice-Mayor Graham and Town Administrator Nicholson will visit the site tomorrow to initially assess the tree. Mayor Ramsey suggested that the Town may want to add an additional shade tree, to replace one which was removed; Town Administrator Nicholson stated that a gentleman who lives next to the park has offered to donate a beech tree, and noted that he will reach out to that resident regarding this. Mayor Ramsey stated that he has been contacted by a family who wishes to plant a tree there as a memorial; he will provide that information to the Town Administrator.

2. Town Planner/Zoning Administrator Report

Town Administrator Nicholson stated that this report has been provided in writing. Councilperson Heston noted that, at last month's Council meeting, the sign at the veterinary office on Loudoun Street was discussed; Ms. Heston asked for an update on this issue. Town Administrator Nicholson stated that he discussed this with Town Planner/Zoning Administrator Hynes, and the size of the sign is within the purview of the Ordinance, as the original sign was removed and re-used. Discussion ensued regarding the original allowance for the size of the sign at this location, with Councilperson Heston asking that Mr. Nicholson provide clarification on this issue. Councilperson Heston also referenced parking in the buffer zone in that area; Town Administrator Nicholson stated that he will discuss this with the Town Planner/Zoning Administrator.

3. Mayor's Report

Mayor Ramsey reported that he attended the Round Hill Homeowners' Association meeting on Tuesday, along with Town Administrator Nicholson. Mayor Ramsey noted that this is only the second or third meeting they have had as a resident-controlled board, on which three residents and two developers serve. The board allowed the Mayor to speak at the meeting; a good discussion, lasting approximately one-half hour, was held. Mayor Ramsey and Town Administrator Nicholson attended the rest of the open portion of the meeting. There was no resolution on Sleeter Lake Park; although, the Mayor noted, his main goal was to try to institute lines of communication with the board. Mayor Ramsey stated that this board meets only once every three months, and is still trying to determine its working structure; issues on which there is unanimous agreement by the board may be acted upon prior to the next meeting, but any issues for which there is a lack of unanimity must be carried over to the quarterly meeting for action. Mayor Ramsey stated that he offered the Homeowners' Association space on the Town's website, Facebook page, and newsletter, in order that they might improve their communications. Mayor Ramsey reported that a main issue the Homeowners' Association board dealt with at this meeting was enforcement of covenants, and noted that they seem to operate mainly on a complaint-based system. Mr. Ramsey stated his belief that they need time in which to organize. Mayor Ramsey stated

that he will follow-up with the Homeowners' Association regarding Sleeter Lake Park, noting that the grant funding is, at present, the smaller issue; the larger issue is whether the Homeowners' Association wants the park at all. Vice-Mayor Graham noted that the County is looking forward to the park project; Mayor Ramsey agreed that they are, but also want to work with the Homeowners' Association. Mayor Ramsey stated that he and Town Administrator Nicholson will continue to attend these meetings regularly. Mayor Ramsey reported that he received three letters from citizens, including a touching note from Mr. DeSantis regarding the Hometown Festival. The Mayor also read a thank-you note from retired Treasurer Welford, and a note from Mr. John Spears, of Fairfax, regarding a recent visit, and praising Town Administrator Nicholson and the Staff. Mayor Ramsey raised the subject of a Consent Agenda, which he and Town Administrator Nicholson have discussed; this would be compiled following the Council's work session, and would allow for a single vote on a number of items discussed and agreed upon at the work session. It was the consensus of the Council to employ this at upcoming meetings. Vice-Mayor Graham raised the issue of citizen-members of various committees, and asked if they may sit at the table during the work session; it was noted that they may, during discussions regarding the committee on which they are members. Mayor Ramsey raised the topic of holding a Council retreat, in order that the two new Council Members may learn about the workings of the Council, and in order that Staff work load may be addressed. This meeting would provide an opportunity to take a strategic look at proposed projects, and to set expectations for the Council, as well. Discussion of this ensued, with possible locations and dates proposed. It was determined that Staff will secure a site for the meeting, and that Town Administrator Nicholson and Town Planner/Zoning Administrator Hynes will chair the meeting. Finally, the August Council meeting was discussed; it was decided to cancel that meeting.

4. Utility Committee

Vice-Mayor Graham reported on the work of the Planning Commission on the update of the Comprehensive Plan, noting that two chapters of the Plan will be on the Planning Commission's agenda for its upcoming work session. Councilperson Lyne asked if there is a tentative time line for completion of the Comprehensive Plan update; Vice-Mayor Graham stated that January is the most likely date for completion of work on the Plan. Mayor Ramsey asked if it is believed the public hearing will be held in January; Vice-Mayor Graham stated that that is the most likely scenario. Vice-Mayor Graham explained that there are no minutes from the Utility Committee meeting, and that most of the items discussed by the Committee were included in the Town Administrator's report. Vice-Mayor Graham stated that changes have been made to the Water and Sewer Ordinances, with a draft provided to the Committee. Committee comments will be provided at the August meeting; the draft will then be forwarded to the Town Council. Following this, the

Ordinance will go to public hearing. Vice-Mayor Graham reported that the survey done of the Hamlets of Round Hill must be done again, due to lack of a signature on the original survey; this will be handled in the fall. Ms. Graham also reported that the effort to extend FIOS service to the water treatment plant is continuing, with a copy of the easement mailed to Verizon. Town Administrator Nicholson reported that the conduit is already in place at that location. In response to a question from Councilperson Prack, Mr. Nicholson noted that he has held conversations with Verizon many times regarding this issue. Vice-Mayor Graham reported that the Evening Star water tower will be painted in the fall, with Town Administrator Nicholson reporting that the corral should be installed by next week. Vice-Mayor Graham noted that Stoneleigh has requested a water/sewer tap, and asked Mr. Chapman to check on the response to the two letters sent to the board there. The next meeting of the Utility Committee will be August 16, 2016.

5. Administration, Communications & Technology Committee

Councilperson Heston noted that the minutes for the Committee will be provided upon the return of the Town Clerk. Additionally, Staff members will be working on several different projects initiated by the Committee; asset spread sheets are included in these projects. Councilperson Heston welcomed the new Treasurer. Councilperson Heston reported that the Town Attorney is working on the update of the Town's Charter, in order that it may go to our representative to the General Assembly in the fall. Discussion ensued regarding the scope of the revision, with it being decided that an electronic draft would be send to Council Members for their input. Councilperson Heston reported that a meeting regarding this update with Town Attorney Gilmore will take place in August. The ACT Committee will not meet in August; the next meeting will be held September 12, 2016. In closing her report, Councilperson Heston referenced the community-wide shred which will take place on October 22, 2016, at the Round Hill Elementary School. This event will be held from 10:00 a.m. to 12:00 noon, and guidelines will be published.

6. Land Use Committee

There was no meeting of the Committee. Mayor Ramsey stated that Councilperson Lyne will serve as the temporary chairman of the Committee for the September 1, 2016 Town Council work session.

IN RE: COUNCIL COMMENTS

Councilpersons Lyne and Prack, and Vice-Mayor Graham, welcomed Councilperson Minshall, noting that they are looking forward to working with him. Vice-Mayor Graham reported that she attended a County meeting regarding the new proffer law, noting the following two items which resulted from the meeting: 1) referring agencies will be required to meet prior to other meetings; and, 2) anticipate that issues will go before the Planning Commission earlier and the public will

Speak earlier. Vice-Mayor Graham noted that there is still much about the law which is vague. Mayor Ramsey stated that it will be difficult for negotiations to occur until case law and use have been established. Mr. Ramsey also noted that this is a strange law, which upends judicial discretion. Discussion of this new law ensued, with Councilperson Lyne asking that it be ensured that Town Planner/Zoning Administrator Hynes is up to date on the law. Councilperson Heston welcomed Councilperson Minshall, and wished everyone a good August. Councilperson Minshall thanked everyone, and stated that he appreciated the welcome. Mayor Ramsey also welcomed Councilperson Minshall; additionally, the Mayor reported that he will be out of town for the next one and one-half weeks. There were no further Council Comments.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:45 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary