

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
June 23, 2016**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, June 23, 2015, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
R. Daniel Botsch  
Janet L. Heston  
Clarkson J. Klipple  
Christopher J. Prack

**Council Members Absent**

Frederick J. Lyne

**Staff Members Present**

Buster Nicholson, Town Administrator  
Elizabeth Wolford, Town Treasurer  
Kimberly McGaha, Town Clerk

**Others Present**

Kelly Caccamo  
Thomas Graham

**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**

Ms. Kelly Caccamo, 35511 Saint James Drive, Round Hill, introduced herself, and stated that she wished to address the water rate percentage increase. Ms. Caccamo noted that she is an acquaintance of Ms. Allison Tinney, who could not be present at this evening's meeting. Ms. Caccamo asked for the reason for the 3% increase in water rates, and also asked why there is a fluctuation in her bills from billing cycle to billing cycle while her household usage remains fairly

constant. Ms. Caccamo stated that she is “not one for confrontation,” but noted that she did post regarding this issue on Facebook in an effort to garner citizen input. Mayor Ramsey stated that he would try to answer some of her questions, first by addressing the way in which water rates are set for the Town. Mr. Ramsey explained that a rate study is conducted approximately every five years, with the most recent study done two years ago; that study may be found on the Town’s website. Mayor Ramsey suggested that Ms. Caccamo may want to read the study, and then ask questions based on that information. Mayor Ramsey further explained the two ways localities set utility rates, one being a rate that is set and remains constant, and the second being a slow escalation of rates based upon cost estimates until the next rate study is conducted. Ms. Caccamo asked if the planned rate of increase is 3% per year; Mayor Ramsey stated that a 3% per year increase is planned, until a new rate study is conducted. Ms. Caccamo asked if the utility rates for Round Hill are adopted annually; Mayor Ramsey stated that they are, and explained that other localities (such as Leesburg) adopt an ordinance which sets rates for a fixed number of years. Mr. Ramsey stated that the Town tries to adopt rates in accordance with the rate study, with revisions made to the rate study when miscalculations occur and subsequent adjustments made to the rates. Mayor Ramsey also explained that rates are increased moderately each year in order to avoid draining reserves, and to avoid the necessity for a large rate increase. Mayor Ramsey reiterated that the goal is to have the rate trajectory match the cost trajectory. Ms. Caccamo then asked for possible reasons for the fluctuations in her water/sewer bills, with Mayor Ramsey stating that it is all linked to usage. Mr. Ramsey stated that, if there seem not to be fluctuations in usage, Ms. Caccamo should contact the Town’s Billing Administrator; the Billing Administrator can provide further explanation of the bill, and may be able to determine if a problem exists. Additionally, Mr. Ramsey noted, if there does seem to be a discrepancy regarding usage, someone from the Utility Staff could be sent to the residence to monitor the water meter when no water is being used. Ms. Caccamo asked if there are plans to expand the Town limits, and what the possible timeline for that may be; Mayor Ramsey explained that the Comprehensive Plan is currently being revised, but has not yet gone to public hearing, and that the process for undertaking a boundary line adjustment starts with the Town’s Comprehensive Plan. Mr. Ramsey noted that the draft Comprehensive Plan calls for study of possible boundary line adjustments to expand the Town limits, and that, if the Comprehensive Plan is adopted (probably this fall), a study of potential boundary line adjustments will be undertaken. This will be followed by a multi-step public process, which can take from one and one-half to two years. Mayor Ramsey explained that the current draft Comprehensive Plan states that a modest expansion should be considered in the short-term, but that the policy has not yet been adopted; upon its adoption, the Town Council will work to find the best way to implement the policy. Ms. Caccamo thanked the Mayor and Council. There was no further public comment.

#### **IN RE: APPROVAL OR AMENDMENT OF AGENDA**

Vice-Mayor Graham made a motion that the Agenda be approved, with the following addition: inclusion of an Executive Session for discussion of legal and real estate matters, under Subsection 3 – Real Property Acquisition, Use, or Disposition. Councilperson Heston asked that discussion of personnel matters, as provided under Subsection 1, be added to the Executive Session. Mayor Ramsey asked if Town Attorney Gilmore will be in attendance at the

Executive Session; it was noted that she will not. Mayor Ramsey asked if the original reason for adding the Executive Session, discussion of generic legal matters, then still exists; Town Administrator Nicholson noted that the Town Attorney had previously provided counsel regarding those matters and they have been resolved. Councilperson Botsch asked that the discussion of legal matters be retained in the Executive Session, in order that Council Members may be advised of their resolution; Vice-Mayor Graham indicated her agreement that this be retained. Councilperson Heston then provided the Code of Virginia section regarding personnel matters – Code of Virginia of 1950, as amended §2.2-3711(A)(1). Mayor Ramsey asked if there was any further discussion of the Agenda; Councilperson Prack asked that Action Item #14 – Town Council Appointment to the Planning Commission, be added. The Mayor asked if that suggestion is accepted by the provider of the motion and the second, with it being noted that Councilperson Heston is the second; both indicated their acceptance of the suggestion. There were no further amendments to the Agenda. Mayor Ramsey reviewed the amendments to the Agenda. A vote was then held; the Agenda was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

#### IN RE: ACTION ITEMS

##### **1. Approval of Minutes: May 19, 2016 Town Council Meeting**

Councilperson Heston noted that, on page two, under Approval or Amendment of Agenda, in line three, the word *Councilor* should be replaced with the word *Clerk*; also, on page five, under Action Item #4, in the fourth line from the bottom, and name of the committee should be notated as *ACT*, not *AC&T*. Councilperson Botsch noted that on page six, in the sixth line from the bottom, the phrase *funding from Airmont Road*, should read *funding from Evening Star Drive*. There were no further corrections. Councilperson Heston **made a motion that Council accept the Round Hill Town Council Meeting Minutes from May 19, 2016, with amendments**; Councilperson Botsch seconded the motion. A vote was held; the motion was approved 3-0-2, with Vice-Mayor Graham and Councilperson Prack abstaining, and Councilperson Lyne absent. The vote is recorded as follows:

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

## **2. Approval of Public Hearing Minutes: June 2, 2016**

Vice-Mayor Graham **moved that the Minutes be approved;** Councilperson Klipple seconded the motion. There was no discussion. A vote was held; the minutes were approved 4-0-1, with Councilperson Prack abstaining, and Councilperson Lyne absent. The vote is recorded as follows:

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

## **3. Approval of Minutes: June 2, 2016 Town Council Meeting**

Councilperson Heston **made a motion to approve the Town Council June 2<sup>nd</sup> Minutes, as presented;** Councilperson Botsch seconded the motion. Councilperson Prack stated that his absence was not noted; the addition of this notation to the minutes was accepted by both Councilpersons Heston and Botsch. Mayor Ramsey stated that both the vote records and the "Council Members Not Present" list should note Councilperson Christopher Prack as being absent. Mayor Ramsey then called for a vote on the minutes, as amended. The vote was held; the motion was approved 4-0-1, with Councilperson Prack abstaining, and Councilperson Lyne absent.

## **4. Waiver of Delinquent Accounts**

Town Treasurer Wolford explained that this item concerns accounts which are five year old, or older, for which the account holders have moved out-of-state and left no forwarding address; taking this action clears the books for the auditor, as there is no way to collect the money owed. Mayor Ramsey asked if this action clears the debt entirely, or if collection actions may resume upon the account holder moving back into the state; Town Treasurer Wolford explained that collection actions could resume, if desired, but that this action clears the records. This action is being pursued under the recommendation of the auditor. Councilperson Heston asked if collection actions are taken in concert with state income tax information; Ms. Wolford noted that they are. Councilperson Heston asked if federal tax

information may be used in this effort; Town Treasurer Wolford stated that it cannot. Following this discussion, Vice-Mayor Graham **made a motion that the Personal Property Tax Accounts, as presented, are deemed uncollectable and qualify for write-off.** Mayor Ramsey asked if a separate motion will be presented for the uncollectable Water/Sewer Accounts; Councilperson Heston stated that that should be done, as the motion needs to contain the number of accounts included in each category. Mayor Ramsey noted that a motion is on the table, and asked if it was seconded; Councilperson Heston noted that it was not. The motion failed for lack of a second. Vice-Mayor Graham then **moved that, since efforts to collect the Personal Property Town Taxes, in the amount of \$2,464.84, from twenty-three accounts, ranging from the years 2006 to 2009, have been exhausted, the Town Council deems them non-collectible, thus qualifying them as write-offs in the Town records;** Councilperson Prack seconded the motion. Councilperson Heston amended the number of accounts to twenty-four; this was accepted by Vice-Mayor Graham and Councilperson Prack. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey instructed the Town Treasurer to write-off those personal property taxes.

Mayor Ramsey then called for a motion regarding Water/Sewer Accounts. Councilperson Heston **made a motion that Council write-off the nineteen accounts, delinquent in the amount of \$7,525.37, for delinquency of Utility Accounts, as presented;** Councilperson Klipple seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

## **5. Sleeter Lake Update – Stantec Figures**

Town Administrator Nicholson presented this item, referencing the memorandum from Stantec, dated June 8, 2016, from Josh Orndorff. Mr. Orndorff is the engineer who is heading up the Sleeter Lake Park improvements. Mr. Orndorff attended the most recent meeting of the Land Use Committee and presented the schedule included in the memorandum; Town Administrator Nicholson highlighted various items on that schedule. Mr. Nicholson noted that the dates for Review of Bids have been changed, so that that item could be concluded prior to the July Town Council meeting. Mayor Ramsey stated that this timeline may not be met, as there still is no HOA signature on the application. Town Administrator Nicholson read from an e-mail sent by Mr. Orndorff regarding the need for this signature, and stating that it may be necessary to engage with the County in order to find a way forward for the review without the HOA signature. Mayor Ramsey explained that he has reached out to the HOA, through their representatives, and has learned that the HOA intends to discuss this issue at its board meeting scheduled for July 19, 2016. Councilperson Botsch noted that this could effectively end the Sleeter Lake Park Project, as this timeline could cause the Town to lose grant funding for the project. Mayor Ramsey stated that he made the HOA board aware that the grant deadline was looming, but did not make them aware that loss of the grant funding “was fatal.” It was noted that the VDGIF deadline for completion of the project is October 6, 2016. Mayor Ramsey asked if the Town could apply for an extension of this deadline; Town Administrator Nicholson stated that Town Planner/Zoning Administrator Hynes has tried to do so on two different occasions, but that VDGIF has been adamant in keeping to the deadline, as the program has been discontinued. The grant funding provided is simply in an account, being held until the project has been completed. Mr. Nicholson also noted that VDGIF has been apprised of extenuating circumstances surrounding the project, but it made no difference in their adherence to the deadline. Vice-Mayor Graham asked if the project could move forward without the HOA signature; Mayor Ramsey explained that the County is requiring the signature due to the dock elements, which intrude into the lake owned by the HOA. Mr. Ramsey noted that the only way to facilitate the project moving forward in a timely manner is to remove the dock elements; however, that action would not comply with the requirements of the VDGIF grant. Mayor Ramsey stated that, at this point, the Town is at the sufferance of the HOA, but that he would ask again if approval could be given prior to the HOA board meeting. The Mayor noted that the HOA board has been non-communicative for the last six months. Councilperson Klipple asked if the dock is included in grant requirements, or just the ramp; Councilperson Botsch noted that both are included, and that the dock is key to the VDGIF grant and construction being funded with that grant money. Town Administrator Nicholson explained that, if the cost of the dock falls below the total amount of the grant funding, which it is believed it will, the money not spent on the dock may be spent to build infrastructure used to get to the dock. Mayor Ramsey stated that he will contact the chair of the HOA, as well as individual members, in an attempt to obtain this signature prior to their board meeting. Vice-Mayor Graham asked if it would

be possible to build the dock without putting it into the water, and then place it in the water at a later date; Mayor Ramsey clarified that it is a floating dock, and could be built without actually deploying it into the water. Mr. Ramsey explained that this action would require the dock be removed from the site plan, and would require a second application when the dock is actually put in place. There was brief discussion of site work required in order to deploy the dock. Councilperson Botsch noted that the lack of signature by the HOA complicates the business before Council this evening, which is approval of the Stantec work order. Town Administrator Nicholson stated that the some action regarding the work order is required, as work has been begun by Stantec in good faith. Mayor Ramsey asked if this item can be deferred until the next Council meeting; discussion of this ensued, with Councilperson Botsch noting that the schedule for this item was “moved up” so that Council could take action on approval of a bid at its July meeting, in anticipation of no Council meeting being held in August. This issue may require a Council session be held in August, or that sessions be held out of order, in order to keep the project moving, Councilperson Botsch stated. Councilperson Botsch asked the Mayor if this can be discussed with the HOA during the coming week; Mayor Ramsey stated that he would try to do so, and would inform members of the board that the project will be cancelled if the signature is not obtained inside of the currently existing time frame. Mayor Ramsey explained that his communications have been with HOA officers, not with the entire membership of the board, and expressed his concerns that this will make the membership feel “blind-sided” and pushed to act quickly on an issue for which they have had little information. Vice-Mayor Graham asked if it would be possible to have the document signed without the involvement of the HOA; Mayor Ramsey stated that he is unsure, as the HOA is in transition at this time, and he does not have a clear understanding of the relationship between the board chair and the membership as it currently exists. Mayor Ramsey explained that he did not understand approval for this would be required at Council’s June meeting, and stated that he will contact the HOA board again. Councilperson Botsch suggested that Council could approve this work order conditionally, contingent upon HOA approval, or could hold an additional meeting in a week’s time and approve this work order then. Mayor Ramsey stated that this could be approved, contingent upon a signed land development application, by a date determined to be the last date it would be viable; Mr. Ramsey noted that it would help him to know the last viable date, as well. Councilperson Botsch asked the Town Administrator what deadline would need to be provided to the HOA, in order to keep this project on schedule; Mr. Nicholson stated that he would have to contact Mr. Orndorff regarding this. Discussion of the schedule for this project ensued, with it being noted that Mr. Orndorff is expecting County approval of the site plan amendment by July 29, 2016, with County review of the site plan amendment occurring parallel to the bid process. It was noted that the only difficulty which could occur is objection to the project by the HOA; this has been heavily coordinated with the County, which is in favor of the project. It was noted by the Mayor, Council Members, and the Town Administrator that some engineering expenditures have already occurred, on risk. Councilperson Botsch stated that the easiest solution, at this point, is to ask VDGIF to

extend its deadline, with Mayor Ramsey and Town Administrator Nicholson agreeing that this option should be attempted again. Councilperson Botsch asked to clarify that Mr. Orndorff/Stantec is already doing work on this project, for which funding has not yet been approved; it was noted that that is correct. Councilperson Botsch asked if Mr. Orndorff is aware of this; it was noted that Mr. Orndorff is working in good faith, based on verbal assurances provided by the Town. Mayor Ramsey stated that the money is owed to Mr. Orndorff, irregardless of whether the task order has been signed. Town Treasurer Wolford explained that Stantec has already billed the Town for some previous work, with Mayor Ramsey reminding Council that the Town has a general task order with Stantec. Town Administrator Nicholson stated that it was clear and open this work needed to be approached in this way, due to VDGIF grant funding requirements, and approval steps required by the County. Mr. Nicholson also noted that, if VDGIF will not agree to a change in completion date, the Town can choose not to accept the grant, "go with what we have," and scale back the project. Mayor Ramsey noted that the County funding provided for this project is linked to transportation improvements, and cannot be used for docks or other facilities; it was noted that those items would either be removed from the project, or would require funding by the Town. Town Administrator Nicholson stated that the original plan for the park did not include a dock or a ramp, and that the Town could go with that original plan in order to open the park, with those amenities provided at a later date. Mayor Ramsey asked Council to allow him two weeks to work with the HOA board. Councilperson Heston asked if the \$20,000.00 billed for Sleeter Lake improvements is included in the FY2016 budget; it was noted that it is. Councilperson Botsch asked if any portion of that expenditure is for work included in the work order under discussion; Town Administrator Nicholson stated that he would have to check on that, and noted that other work was done at the request of the Town Planner/Zoning Administrator which is not included on this work order. Mayor Ramsey stated that Council may hold a special meeting in two weeks' time, or may approve this work order conditionally; discussion ensued, with it being decided to approve the work order conditionally this evening. Councilperson Klipple stated that he likes the Town Administrator's suggestion regarding opening the park without a ramp/dock, as a canoe or kayak may be used without those facilities in place. Councilperson Heston asked if County monitoring of the park is tied to the grant funding; it was noted that it was not, but that, without a ramp, the County would get less utility out of the park. Town Administrator Nicholson explained that the County was particularly interested in the fishing aspect of the park; additionally, he noted, the shoreline there is very shallow, which would allow easy access for canoes and kayaks. Mr. Nicholson also stated that opening the park would allow for discussion of the addition of other amenities during next year's County budget process. Councilperson Botsch noted that \$173,000.00 is available from the County and is to be directed to transportation improvements at the park, \$75,000.00 is available from the grant and is to be directed toward certain items, and \$35,000.00 is available from the Town and may be used at the Town's discretion. Mr. Botsch further noted that the cost of the boat dock, which is to be funded by the VDGIF grant, will not account for the entire amount of the grant; therefore, if the grant is not



available, funding for the cost of amenities beyond the dock will need to be replaced, as well. Town Administrator Nicholson stated that there would be a revenue shortfall of approximately \$40,000.00, if the ramp and dock are still included in the project and the VDGIF grant funding is not received. Mr. Nicholson reiterated his suggestion that the project be reviewed, and that some aspects of the project be scaled back. Mayor Ramsey stated that an argument could be made that the HOA is bound under the proffer, and thus its signature is implied, but noted he is unsure the County would agree to that. Councilperson Botsch suggested that Council vote for conditional approval this evening, allow two weeks for discussion with the HOA, and have Town Administrator Nicholson and Mr. Orndorff/Stantec determine the impact of this delay on the long-term Stantec plan and meeting the VDGIF deadline. Town Administrator Nicholson referenced the listing of expenditures and funding for Sleeter Lake Park included in the Stantec memorandum; discussion by Council ensued, with it being noted that changes could be made to the items listed as expenditures in order to account for the possibility of decreased funding. Mayor Ramsey asked if County-provided funding must be executed this fiscal year; Town Administrator Nicholson stated that he was unsure, but would look into the issue. Mayor Ramsey stated that there seems to be a great deal of work to try to complete by December of this year. Councilperson Botsch referenced discussions held with Mr. Orndorff at the recent Land Use Committee meeting, during which Mr. Orndorff stated his belief that completing the scope of work in the time allotted, by both the VDGIF grant and the County funding, is possible. Town Administrator Nicholson stated that he has been in discussions with contractors, but that no bids have yet been sought. Mayor Ramsey stated that he will inform Council via e-mail regarding his discussions with the HOA. Councilperson Botsch **made a motion to approve Task Order 33, Stantec Engineering Services, not to exceed \$80,000.00, to perform the design efforts for Sleeter Lake Park, contingent upon the Mayor obtaining approval from the HOA for the boat dock, and so that the documents may be forwarded to the County;** Councilperson Klipple seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

#### **6. Resolution 2016-08 – Budget and Rates**

It was noted that the correct number of this Resolution is 2016-08. There was brief discussion of the correct form for the names of the signatories, with Town Administrator Nicholson asked to provide a copy of the Resolution containing the corrected forms. Vice-

Mayor Graham **made a motion to approve Resolution 2016-08, to approve the Budget, adopt tax rates, and make appropriations, for the fiscal year ending June 30, 2017;** Councilperson Klipple seconded the motion. Councilperson Heston asked if her understanding of Item #3 of the Resolution is correct, that unspent funds are transferred to the next fiscal year's budget, noting that that is not how this issue has been handled in the past. Town Treasurer Welford explained that this portion of the document was provided to the Town Administrator by the Town Attorney. Mayor Ramsey clarified that an *encumbrance* pertains to something ordered but not yet paid, which Town Administrator Nicholson stated is correct. Mayor Ramsey further clarified that this pertains to an item ordered during one fiscal year, but not paid until the following fiscal year, for which the funds come from the previous fiscal year's budget (i.e., money already earmarked for that payment). Councilperson Heston noted her understanding that the method for handling this issue is the same as in the past, but that the document's wording regarding this is unfamiliar. Councilperson Heston then asked about Item #5 of the Resolution, with Town Administrator Nicholson explaining that this pertains to a project begun in one fiscal year, but not completed and subsequently carried over to the next fiscal year. Mayor Ramsey noted that this is a new item. Town Administrator Nicholson explained that he asked Mr. Mitchell (the Town's auditor) if this can be done; Mr. Mitchell noted that it can, and advised Mr. Nicholson on how to implement this. Councilperson Heston expressed her concerns regarding handling this issue in the way, with Mayor Ramsey stating that Council is not obligated to approve this method. Mayor Ramsey asked the Town Administrator if there are any existing projects for which he would like to have this policy in place, or if the policy can be debated for the next fiscal year; Mr. Nicholson stated that he has no issue with debating this next year, but explained how this policy could be useful during this fiscal year in making payments on long-term projects. Councilperson Heston explained her concerns regarding this policy, noting that, in the past, Council has tried to make accurate estimates of the amount of funding needed for long-term projects for each fiscal year, and stating her concern that this may expand the budget more than necessary. Mayor Ramsey suggested, as this does not affect any projects during this fiscal year, that this item be stricken and discussed during next year's budget preparation. Vice-Mayor Graham asked about Item #6, which talks about tax rates for 2016, asking if it should refer to FY2016-2017; Town Treasurer Welford explained that this is based upon the year the assessment covers. Mayor Ramsey asked Vice-Mayor Graham (mover) and Councilperson Klipple (second) if they agree to striking Item #5; they indicated their agreement. There was brief discussion of the reasons for considering this policy and including it in the Resolution, with Mayor Ramsey noting that this may not be germane for this year's budget, but may be so for next year's budget. Mayor Ramsey reiterated his suggestion that discussion of this item be deferred until next year's budget discussions. Councilperson Heston discussed language included in Item #7, asking if the reference to *wastewater* should be notated as *sewer* in the phrase *The water and sewer ordinances – schedule of water and wastewater charges...* Discussion of this ensued, with it being decided to retain the term *wastewater*. Vice-Mayor Graham asked if the Ordinance should be changed; it was decided the Ordinance is worded

adequately. Mayor Ramsey stated that the amendment of the signature block will be an administrative change. Mayor Ramsey also advised Council that this requires a super-majority vote, in which two “no” votes will defeat the motion. A voice vote was then held; the motion was approved 4-0-1, with Councilperson Prack voting no and Councilperson Lyne absent. The vote is recorded as follows:

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

#### **7. Retirement Health Benefit Policy**

Town Administrator Nicholson pointed out that Health Insurance, Part A – For employees hired prior to July 2015, was revised by the Town Attorney; Councilperson Heston noted that the term “Insurance” was added to the Definitions section. Councilperson Heston explained that the ACT Committee worked on revisions to this document, in an effort to make it more clear. Councilperson Heston **made a motion that Council approve the Retiree Benefits Personnel Policy, Section IX, as presented;** Vice-Mayor Graham seconded the motion. There was brief discussion of the correct wording for the “Health Insurance” heading, and of one instance of missing punctuation. There was no further discussion. A vote was then held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

#### **8. Annual Leave Policy – Revision**

Councilperson Heston stated that, due to the recent consideration of hiring a new employee, it was decided that the option to offer additional leave to a new hire with previous experience should be provided; in light of this, the ACT Committee revised the Annual Leave Policy. There was discussion of paragraph two, in which there were conflicting statements regarding with whom the authority lies to offer this additional leave; it was determined that the Town Administrator has that authority, so reference to the Town Council in this paragraph was stricken. Councilperson Heston **made a motion that**

**Council accept the amended Policy for Annual Leave, with corrections;** Vice-Mayor Graham seconded the motion. Mayor Ramsey requested that the corrections be stated; Councilperson Heston stated that **in the second paragraph, the phrase *or Town Council* will be stricken.** Mayor Ramsey further noted that **this is included in the first sentence.** Vice-Mayor Graham (second) accepted the changes. There was no discussion of the motion. There was no further discussion of the policy. A vote was then held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

#### **9. Town Clerk Position**

Town Administrator Nicholson presented this item, noting that it is in regards to the creation of the position, and has been discussed by the ACT Committee. Mayor Ramsey noted that action will be taken on the creation of two positions – Town Clerk and Treasurer/Financial Officer. Councilperson Heston stated that each position will be voted upon individually. Councilperson Heston then **made a motion that Council create the position of Town Clerk for the Town of Round Hill, with the Job Description included in Council Members' packets;** Councilperson Klipple seconded the motion. There was discussion of the term *permanent employee*, with it noted that this differentiates between full-time and part-time employees. Councilperson Prack noted that this wording is different in the Utility Billing Clerk Job Description; this will be changed in order to match the other Job Descriptions, and will be done administratively. Councilperson Heston stated that **this will be effective July 1, 2016,** and asked Councilperson Klipple (second) if he accepts this amendment; Mr. Klipple indicated his acceptance. There was no further discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

Councilperson Heston then **made a motion to create the full-time position of Financial Administrator/Treasurer for the Town of Round Hill, effective July 1, 2016;** Councilperson Klipple seconded the motion. Vice-Mayor Graham noted a discrepancy in the job title between the motion and the accompanying Job Description, and also noted missing punctuation in the first paragraph. It was determined that the correct job title is *Treasurer/Financial Administrator*; the Job Description will be corrected to reflect that title. Councilperson Heston explained that this position was created because the Town's Charter states that the Treasurer is appointed, and is not eligible for a raise for the two-year term of the appointment; to allow for adjustments in salary, the title Financial Administrator was added to the Job Description. There was no further discussion. A vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

#### **10. Job Descriptions – Town Treasurer, Town Clerk, Utility Billing Clerk, Town Administrator**

Mayor Ramsey called for a motion to adopt the Job Descriptions for the positions noted above, as put forth in the Personnel Manual. Councilperson Heston **made a motion that Council approve the Job Descriptions as presented, for Town Treasurer/Financial Administrator, Town Clerk, Utility Billing Clerk, and Town Administrator;** Councilperson Klipple seconded the motion. Councilperson Heston explained that these Job Descriptions were changed due to the creation of a separate Town Clerk position, and related changes to the Job Description for the Town Administrator. There was no further discussion. A vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

#### **11. Resolution 2016-09 – Appointment of Treasurer**

Vice-Mayor Graham made a motion that Council adopt Resolution 2016-09, Election and Appointment of the Town Treasurer, specifically Angela Fletcher, Pursuant to the Round Hill Town Charter. Mayor Ramsey asked that the term of the appointment be included in the motion; Vice-Mayor Graham stated that **this appointment is effective July 1, 2016 through June 30, 2018**. Town Treasurer Wolford suggested that the title included in the motion be stated as it is contained in the Job Description – Treasurer/Financial Administrator; however, it was noted by Mayor Ramsey and Councilperson Heston that Council is responsible only for appointing the Treasurer. Mayor Ramsey called for a second to the motion, which Councilperson Heston made. There was no discussion of the motion. A voice vote was then held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

#### **12. Resolution 2016-10 – Appointment of Town Recorder**

Councilperson Botsch made a motion that Council approve Resolution 2016-10, Election and Appointment of the Town Recorder, specifically Kimberly McGaha, Pursuant to the Round Hill Town Charter. Mayor Ramsey asked that the term of the appointment be included; Councilperson Botsch stated that **the term is effective July 1, 2016 through June 30, 2018**. Councilperson Klipple seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Heston voting no, and Councilperson Lyne absent. The vote is recorded as follows:

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

### **13. Resolution 2016-11 – Appointment of FOIA Officer**

Councilperson Heston made a motion that Council approve Resolution 2016-11, to appoint Kimberly McGaha as the Town Freedom of Information Act Officer, effective July 1, 2016. Ms. Heston noted that this is required by the Code of Virginia. Councilperson Klipple seconded the motion. There was no discussion of the motion. Mayor Ramsey asked Ms. McGaha if she is ready to accept the responsibility; she noted that she is. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

### **14. Town Council Appointment to the Planning Commission**

Councilperson Prack stated that, effective immediately, he resigns as the Town Council appointee to the Planning Commission. Vice-Mayor Graham suggested that this appointment be made after the new Town Council has been seated. It was decided to table this item until the July Town Council meeting.

### **15. Resolution 2016-07**

Mayor Ramsey stated that another Resolution has been brought to his attention, and, as he is not allowed to make motions, he handed this to the Vice-Mayor. Vice-Mayor Graham read **Resolution 2016-07 – In Appreciation of the Public Service of Elizabeth E. Welford to the Town of Round Hill. WHEREAS: The Town of Round Hill wishes to extend its appreciation and congratulations to Elizabeth “Betty” E. Welford, on the occasion of her retirement; and, WHEREAS: Since joining the Town Staff part-time in 1978, the as full-time Town Treasurer in 1981, Betty has distinguished herself as a trusted and knowledgeable professional, and has provided valuable expertise to Town officials, citizens and the Round Hill community; and, WHEREAS: Betty has served as a member of the Planning Commission for seven years; and, WHEREAS: Her genuine concern for the well-being of the Town citizens and Council Members reflect her adherence to the principles of public service; and, WHEREAS: Betty’s congenial manner always made others feel welcome; NOW THEREFORE BE IT RESOLVED, on the occasion of her retirement, the Town of Round Hill does hereby extend its acknowledgement and appreciation of the public service provided by Elizabeth E. Welford to the citizens of Round Hill, and wishes Betty the best of her retirement. Adopted this 16<sup>th</sup> day of June, 2016.** Councilperson Prack seconded. A voice vote was

held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey made the presentation to Town Treasurer Wolford.

Mayor Ramsey called for a short recess at 9:04 p.m.

The meeting was reconvened at 9:14 p.m.

### **IN RE: REPORTS**

#### **1. Town Administrator's Report**

Town Administrator Nicholson reported that he received an e-mail from Mr. Wade Jenault of the Commonwealth Transportation Board, advising that Round Hill's request for funding has been approved, and the Town will be awarded \$698,443.00. This award nearly doubles the funding available for the Main Street Enhancement Project. Town Administrator Nicholson noted that the name of the awarding entity is the Service Transportation Block Grant Transportation Set-Aside Program, and, in response to a question from Councilperson Botsch, noted that the requirements placed upon Round Hill for the grant funding have not changed. Town Administrator Nicholson will attend a workshop in Roanoke September 13 through 15; this workshop provides training on various aspects of handling the grant. Town Administrator Nicholson reported that fifteen acquisitions related to the Main Street Enhancement Project have been completed, with five of those ready to record. Mayor Ramsey asked how many acquisitions remain; Mr. Nicholson stated that there are nine, with five of those near to signing. Mayor Ramsey asked if negotiations are proceeding with the four signatures not yet imminent; Town Administrator Nicholson stated that they are, and noted that it takes approximately six to seven contacts per person before a signature is obtained. Town Administrator Nicholson suggested bringing in Mr. Orndorff of Stantec to help with acquisitions, with Councilperson Botsch stating that Stacy should still be retained to work on acquisitions on Loudoun Street; Mr. Nicholson stated that he agrees with this. Councilperson Botsch noted that the County is not doing a good job in explaining the project to land owners, and stated his belief that Mr. Orndorff could serve as a go-between. Town Administrator Nicholson stated that he will reach out to Stacy



this week, in order to start the acquisition process. Mayor Ramsey asked if Dewberry or the County are conducting any follow-up visits/conversations. Councilperson Botsch stated that residents he has spoken with find the process confusing, and that statements the acquisition team has made to him make no sense; when questioned, the team changes its explanations. Discussion ensued regarding problems which exist with the acquisition process. Mayor Ramsey asked if it would be helpful to hold an information session with engineers present; Councilperson Botsch stated that that would be helpful only if residents' questions can be answered. Mayor Ramsey asked how the dynamic can be changed, with Councilperson Botsch suggesting that the Town's engineer be used as a go-between, in order to provide sensible answers and information to residents. Councilperson Heston asked if using the Town's engineer will be viewed as an intrusion by the County; Councilperson Botsch stated that he would think the County would appreciate the help in completing the acquisitions, but noted that he is not certain that would be the case. Mayor Ramsey asked who presently serves as the Project Manager; Town Administrator Nicholson stated that Joe Kuna, who is the Acquisition Manager, may serve in that capacity, and stated that he would suggest presenting this idea to him first. Mayor Ramsey asked who actually tasks Dewberry, noting that Mark Hoffman used to serve in that capacity; Town Administrator Nicholson noted that it may be Mr. Hoffman or Joe Krobaugh. Mayor Ramsey suggested that the Town's idea be presented to someone at Mr. Hoffman's level, or above; Town Administrator Nicholson stated that he will begin the process by contacting Mr. Hoffman. Vice-Mayor Graham asked if there is someone involved in the project who can answer residents' questions; Mayor Ramsey stated that there should be someone (a civil engineer) at Dewberry who understands why the plans were drawn as they were, who could answer questions. Town Administrator Nicholson stated that a team consisting of an engineer and acquisitions specialists should be provided, and that the acquisitions specialists should be able to answer questions. Mayor Ramsey stated that the project succeeds when residents decide to sign. Councilperson Botsch stated that he believes the Town should not wait until Main Street is completed to get engaged with the County regarding acquisitions, noting that the Town is moving much more quickly on its projects than the County. Town Administrator Nicholson stated that he will speak with Mr. Hoffman, and with Stacy, prior to speaking with Mr. Orndorff. Mr. Nicholson also noted that Stacy would be a good choice, due to her relationship with Dewberry, and her ability to explain issues. Mayor Ramsey suggested that the Town may want to pose the questions to the Dewberry engineer, in order to insure that person understands the questions and can provide appropriate answers to residents. Mayor Ramsey reiterated that Town Administrator Nicholson should meet again with the County, and present the option of asking our engineer to assist. Town Administrator Nicholson referenced the RIP Report, and previous questions regarding groundwater investigation and the related costs, explaining that he

worked with Keith Lane who provided an exhaustive summary which is included in his report. There was no further discussion of the Town Administrator's Report.

## **2. Town Planner/Zoning Administrator Report**

Town Administrator Nicholson reported that he has been working on two issues, about which he cannot go into detail at this time, and noted that Vice-Mayor Graham has been a great help. Mr. Nicholson stated that he has been in limited contact with the Zoning Administrator. Additionally, Mr. Nicholson reported, the Town Attorney has played a role in working through some issues. Three zoning permits have been issued, and are listed in his report. Town Administrator Nicholson reported that the Planning Commission has approved seven chapters of the Comprehensive Plan, but has not yet scheduled a public hearing; that will take place when all chapters have been finalized. Mr. Nicholson noted that the Planning Commission has had productive discussions and is doing good work on its update of the Comprehensive Plan. Town Administrator Nicholson stated that Sleeter Lake Park has already been discussed, and noted that a summary of Mr. Orndorff's presentation to the Land Use Committee is included in the report. Mr. Nicholson asked if there are any questions regarding this report. Councilperson Botsch asked about the dumpster located on Bridge Street, with Town Administrator Nicholson noting that the Town is working with residents on enforcement issues. It was noted that the Town is also working with residents regarding overgrown grass. There was discussion of a shed which was built without any documentation being filed; however, the storms of last week seem to have demolished the shed. Councilperson Botsch asked about the permanent sign installed at the veterinary practice on Loudoun Street; Town Administrator Nicholson stated that he has spoken with them regarding the sign. Mr. Botsch asked if the permanent sign was supposed to be smaller; Mr. Nicholson stated that he would have to check on that issue, with Vice-Mayor Graham stating that she would check the paperwork tomorrow. Councilperson Botsch asked if Town Administrator Nicholson has spoken with the veterinary practice regarding parking in the buffer zone; he noted that he has not, but stated that he will also check the files for paperwork related to this issue, as a plan for parking at that site is in place. Town Administrator Nicholson reported that a zoning clearance letter was issued to the fire department, as they removed some interior walls in order to expand the bunk rooms. It was noted that the old bunkhouse has been sold, as a residence. There were no further questions.

### **3. Mayor's Report**

Mayor Ramsey reported that the Hometown Festival went well; he noted that the high heat presented some issues, and that a traffic accident occurred. Mr. Ramsey reported that there were record attendance numbers for most of the events. The committee are already reviewing the event, in order to make next year's festival even better. Councilperson Prack asked about road closures by the Sheriff's Office and their effect on the parade; Town Administrator Nicholson stated that there was a large gap near the end of the parade, which the committee has reviewed in an effort to avoid a reoccurrence next year. It is believed that the gap occurred due to a delay by parade participants, rather than due to road closures. Mayor Ramsey addressed the shut-down time of the festival, stating that an ending time of 9:30 may want to be considered. It was suggested that residents adjacent to the festival venues be contacted regarding this proposal. Vice-Mayor Graham asked if there is enough lighting to facilitate clean-up, if a later end time is instituted; Mayor Ramsey noted that there were some lighting issues this year, which will be reviewed for future festivals. Mayor Ramsey reported that Wally has notified the Town that he is interested in selling his property, and wanted to know if the Town would be interested in buying. Mr. Ramsey stated that he will work with the HOA in order to obtain the needed signature on the Sleeter Lake site plan. Mayor Ramsey reported that a letter has been received from the attorney for the owners of the property adjacent to the Sleeter Lake dam, regarding work being done at the site; the Town is not a party to this, this was done for informational purposes only. Mayor Ramsey reported on the effects of the major storm which occurred last week, noting that there was property damage as a result, but there were no injuries; the Town helped with clearing roads. Town Administrator Nicholson reported that there was a tornado which occurred in The Hook, with Mayor Ramsey noting that The Hook is a nature preserve and is to be left as is. Councilperson Prack expressed concern regarding trees which may be hanging and may present a safety hazard, with Town Administrator Nicholson reporting that some clean-up was necessary. Mr. Nicholson reported that similar damage occurred at the Town Park. Mayor Ramsey asked if this event qualifies for assistance from FEMA; Town Administrator Nicholson stated that that is handled by the County, and that he has not been advised that any assistance will be provided, although the damage has been reported. Mayor Ramsey reported that the County is considering an amendment which would allow municipal wells as a by-right use; this will be discussed at the County Planning Commission's June 28<sup>th</sup> Public Hearing. Mr. Ramsey also reported that the Lake Point HOA board will meet on July 19<sup>th</sup>, and that he will attend.

#### **4. Planning Commission Report**

Vice-Mayor Graham reported that the Planning Commission will work on the update of the Utility chapter of the Comprehensive Plan at a work session scheduled for June 28<sup>th</sup>. Ms. Graham noted that the Planning Commission is hoping to complete the update of the Comprehensive Plan by September.

#### **5. Utility Committee**

Vice-Mayor Graham noted that the written reports for both the May and the June meetings are included in Council Members' packets. Ms. Graham reported that EGGI has been here this week, test drilling well sites. The Fletcher well site, located on Bell Road, has not produced anything substantive; but a test well on Kedleston Court has proven to be very productive. EGGI has asked for permission to install a casing at that site. The company will check three additional sites next week. Mayor Ramsey explained that the request to install the casing at the Kedleston Court site was prompted, in part, due to the presence at the site of a large piece of equipment needed to handle the installation; any further work needed can be done using smaller equipment. Town Administrator Nicholson provided production statistics for the test well, and noted that the water quality is excellent. Mr. Nicholson commended the Mayor, Council, and Utility Committee for their foresight in providing for this well exploration. Town Administrator Nicholson reported that the remaining three well sites will be explored next week, and that agreements have been made with property owners regarding bringing in the large rig needed to conduct the exploration. There was brief discussion of the route by which the rig will be brought onto the property.

#### **6. Administration, Communications & Technology Committee**

Councilperson Heston noted that this report is included in Council Members' packets, and that the Committee worked most on policies and job descriptions. The Committee's next meeting will be held on July 11<sup>th</sup>.

#### **7. Land Use Committee**

Councilperson Botsch noted that most of the items discussed at the June 8<sup>th</sup> Land Use Committee meeting have already been reported this evening. Mr. Botsch noted that the section of the Committee minutes dealing with Sleeter Lake Park provides a good overview of the project for review by Council Members. Councilperson Botsch requested that the Town Administrator forward a soft copy of these minutes to the entire Council and to Committee members. Councilperson Botsch reported that twelve Land Use Committee sessions have been scheduled for July.

### **IN RE: COUNCIL COMMENTS**

Councilperson Botsch noted that this is his final Council session, and thanked Council Members and Staff. Mr. Botsch stated that, "It's been a lot of fun for eight years, and has been a lot of work,

at times frustrating, as you all know, but it still is very much rewarding. I said this at Land Use, and I'll say it again, because I really do believe it – I've got a lot of experience in the federal government, and I've seen a lot of the way state governments work, and I've seen how local government works, by being on Town Council here; in my mind this is, by far, the best form of government we have – it is certainly the most honest, the most straight-forward. As you said earlier, Scott, we get things done very slowly, and there are a lot of reasons for that, but, I think, seeing the Council and other bodies function, before I was on the Council, and, certainly, seeing it the eight years I was here on the Town Council, I've been very, very impressed with this level of government, and I hope it continues long into our country's future because you just don't see this at the federal level, as those of you who are involved know. I really have enjoyed my time, and those of you still on the Council, I wish you luck in the future, and I do appreciate your service." Councilperson Heston stated, "I would like to thank Clark and Dan for their service, and I have enjoyed working with both of you; I will miss my seating partners." Councilperson Klipple stated, "I want to thank all of you and the Staff; I've done a lot in my life, and this was one of the most educational things, for myself, that I have ever engaged in, and I want to thank you all." Vice-Mayor Graham stated, "I, too, have enjoyed working with Dan and Clark, and I will miss you all very much." Councilperson Prack stated, "I would like to thank you both for your service; it's a thankless job, it certainly takes away from your family life – there's a lot that we do. You both have worked extremely hard in helping to ensure that the Town has been viable, down the right path, and financially sound, and your work has bared out in the fact that we are financially sound, and are in a good spot, much better than we were eight years ago. Thank you both very much; and, if you get lonely, you know when the meetings are." Mayor Ramsey stated, "I would like to really thank Dan and Clark, it's hard to find good Council members – it's also hard to find bad ones! But, whenever somebody talks about the Town Council, as you know, I don't really try to recruit people for Town Council because I think it's something that you have to want to do for your own reasons. It requires a lot of self-sacrifice, it requires you to not be dependent upon adulation from the masses or appreciation from your neighbors; we all respect each other, but, in a lot of ways, it is very much a thankless job, and you have to have something inside of you that makes you want to make the Town a better place, to come here every week, or even every day, for some of us, and it takes a special person to do that for eight years, or, Clark, has it been six for you? It does take a very special person to do that, and it takes someone special on the inside to do that. Volunteers are the heart of our government. It's going to be hard to replace you guys, we'll see if the new meat is up-to-snuff." Mayor Ramsey noted that he does have a gift for both retiring Council Members, and provided the history of the gift – explaining how, several years ago, a Council Member expressed concern regarding a line item in the budget labelled "Town Administrator's Discretionary Fund." The Council Member was being diligent and was challenging the purpose of the money; he was told that the fund was discretionary, to be used however the Town Administrator saw fit. Examples of uses for this fund were provided, such as sending flowers to a sick staff member, or throwing a pizza party for the staff, or have morale money; Mary Anne said, if you want to give them a turkey at Christmas. The Council Member still could not get his point across, got really mad, and even banged the table, stating "I worked for the federal government for thirty years, no one ever gave me a turkey." So, when the Council

Member stepped down ... for Dan and Clark ... Mayor Ramsey presented the departing Council Members with their “ceremonial turkeys” on behalf of Council and Staff. Councilpersons Botsch and Klipple thanked everyone very much for the turkeys. Mayor Ramsey noted that no one can ever say you never got your turkeys; your service has been duly valued.

**IN RE: CLOSED SESSION**

Vice-Mayor Graham **moved that the Round Hill Town Council recess its open meeting and convene a closed session to discuss legal, personnel, and real estate matters, as authorized by the Code of Virginia of 1950, as amended, §2.2-3711(A)(1), §2.2-3711(A)(3), and §2.2-3711(A)(7);** Councilperson Klipple seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey called for a brief recess at 10:09 p.m. in order that the room may be cleared.

**IN RE: EXITING CLOSED SESSION**

Vice-Mayor Graham **moved that the Round Hill Town Council adjourn its closed session and convene its open meeting;** Councilperson Klipple seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

**IN RE: CERTIFICATION OF CLOSED SESSION**

Vice-Mayor Graham **moved that the Round Hill Town Council certify that, while in closed session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its closed session, and that were lawfully exempt from open meeting requirements;** Councilperson Klipple seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the meeting has been certified, there is no more business, and the meeting is adjourned.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:58 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary