

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
March 19, 2015**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, March 19, 2015, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
R. Daniel Botsch  
Clarkson J. Klipple

**Council Members Absent**

Janet L. Heston  
Frederick J. Lyne  
Christopher J. Prack

**Staff Members Present**

Buster Nicholson, Town Administrator  
Melissa Hynes, Town Planner/Zoning Administrator

**Others Present**

Allison Tinney  
Clinton Chapman  
Alan Wolverton

**IN RE: CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:33 p.m. Roll call was held and it was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

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

**IN RE: PUBLIC COMMENT**

Mayor Ramsey then opened the meeting to comments from the public, asking that anyone who wishes to address the Council state his/her name and address for the record, and try to keep comments to five minutes. Ms. Allison Tinney spoke to the Council regarding water quality in

Round Hill. She began her remarks by presenting a water filter from her home, which had been in use for sixteen days; she noted the discoloration of the filter, and stated that the filters begin to change color within days of installation. Ms. Tinney noted that she had spoken to the Council last year regarding water and sewer rates, and thanked the Council for the time and effort expended in conducting a new water study which would reduce the rates for the sewer portion, and thus lower rates for everyone in the community. Ms. Tinney thanked Council for considering this motion, and expressed her hope that the issue will pass a vote. The Facebook page, originally started to air concerns regarding water rates, was discussed; it was noted that the focus of that page now is water quality. Ms. Tinney explained that, after viewing information posted to that site regarding whole-house water filtration systems, and upon conducting her own research, she decided to install such a system in her home. Ms. Tinney explained that her system provides filtration for 30,000 gallons, but that she must change the filter in her water softening system after 6,000 gallons of use. Ms. Tinney further explained that the sediment in her filter appears to be iron and manganese, and noted that her water source is well 22-A, in which exists a high content of both manganese and iron. Ms. Tinney noted that she was informed that this well is not on a filter, and is the only well currently producing water to her house. Ms. Tinney again questioned the safety of this water, and stated that residents who have called the Town to complain about water quality have not received return calls. Ms. Tinney noted that some residents are paying large sums to treat their own water; and stated that, in light of the high rates, people should not have to pay to treat their water twice. Ms. Tinney referenced the 2015 Capital Improvement Plan, noting funds provided in that plan for well improvements; she also noted that no funding has been dedicated to well improvements for the next fiscal year. Ms. Tinney stated that she was informed that none of the money in the 2015 budget will go toward quality improvements. It was also noted that only four out of ten wells currently in the system are filtered. Ms. Tinney asked that the Town reconsider and begin to provide the solutions to water quality issues this year; she noted that it seems possible to have affordable and good quality water at the same time. Ms. Tinney stated that both short-term and long-term goals are needed in order to fix these issues. Ms. Tinney stated, "As a customer of the Town-run utility, I ask that you put the needs of your customers as a priority and work with us to improve the quality of our water, and continue to find more ways to lower our rates as the utility revenue continues to rise. Cost control is very important; let's not give our money away to unnecessary things, and let's start focusing on how you can spend our money more wisely in order to improve our water quality and customer confidence." Ms. Tinney thanked the Council. Vice-Mayor Graham then asked Utility Supervisor Alan Wolverton for his input. Mr. Wolverton stated that he sympathizes with Ms. Tinney, as well 22-A is at the secondary contaminant level for iron and manganese. Mr. Wolverton also explained that the Town did not develop these water sources; rather, these sources were granted to the Town through proffers or through the Decree. Mr. Wolverton explained that he does not have the capability to put that well through the filters, as the filters are not sized large enough, and that he has asked for direction from the Health Department. Mr. Wolverton further explained a study the Health Department has allowed on another well in the system, stating that that method seems to have improved that particular well; however,

permission has not yet been granted to use that method on wells system-wide. Mr. Wolverton explained that, until the Utility Department receives permission to use this method system-wide, he is held to the use of methods currently at their disposal. Mayor Ramsey clarified the three wells which currently go to the Evening Star Drive treatment plant (wells 21-NA, 21-NB and 22-A), and noted that wells 21-NA and 21-NB go through green sand filters. Mayor Ramsey asked if the problem could be handled by cycling the inputs into the filter; Mr. Wolverton stated that it could, but that the Utility's SCADA system would require expansion in order to do so. Mayor Ramsey clarified that this would require both a modification of the design of the plan and of the Town's permit, and that the Town does not know if the permit would be approved. Mr. Wolverton explained that, as of now, the Town has not been advised that the permit will be approved. Vice-Mayor Graham asked what is causing the delay in the approval of the permit; Mr. Wolverton explained that the process for permitting operates on a cycle, and that the Town's turn in the cycle has not yet occurred. Ms. Graham asked if the present building will need to be expanded; Mr. Wolverton stated that he did not believe it would, and explained how the additional use could be accomplished in the current plant. Mayor Ramsey requested that the Utility Committee place the issue of filtration on their agenda at a time when Town Engineer Keith Lane will be able to be in attendance. Vice-Mayor Graham asked why well 22-A was not put through an Evening Star green sand filter, which Mr. Wolverton explained. Mayor Ramsey again requested that this issue be discussed at the Utility Committee meeting. Mr. Ramsey also asked how long the two wells, which are currently off-line, would be out of use; Mr. Wolverton explained that they should be back on-line next week. Mr. Wolverton explained that use of non-filtered wells is now being scaled back. Councilperson Botsch asked if this issue will be considered as part of the FY 2016 Capital Improvements budget; Vice-Mayor Graham stated that it probably will be, but that the Utility Committee first needs to discern the cost. Ms. Graham also noted that this item could go onto the Operations budget. Mayor Ramsey discussed various issues associated with this potential project, and explained that it may require more than one year. Mayor Ramsey also stated that a budget adjustment could be executed, if needed. Vice-Mayor Graham advised Ms. Tinney that residents who do not hear from Town Staff in response to requests/complaints should contact Town Administrator Nicholson. There was no further Public Comment.

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

Vice-Mayor Graham **moved that the Agenda be approved, with the addition, under "Business Items," of Item #5, Hamlets of Blue Ridge**; Councilperson Klipple seconded the motion. There was no discussion. A vote was held; the Agenda was approved 3-0, with Councilpersons Heston, Prack and 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	Absent
Clarkson J. Klipple	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Absent

## **IN RE: BUSINESS ITEMS**

### **1. Utility Budget**

Mayor Ramsey stated that Council Members have the updated budget documents, sent out earlier in the week, and asked Town Administrator Nicholson to present the highlights. Mr. Nicholson asked if, as Mr. Wolverton is in attendance, Council would want to begin with the questions addressed by Town Attorney Gilmore; he also asked if Council Members were able to review those answers. Vice-Mayor Graham noted that she appreciated comments from Staff, and felt they were thorough. Mayor Ramsey asked about the generators, clarifying that quotes have been obtained from both a company the Town has used in the past, and from a company used previously by Westlake; Mr. Wolverton stated that that is correct, and stated that the Town is not financially obligated to anyone. Mayor Ramsey asked if quotes have been obtained from each company for other work; Mr. Wolverton stated that he has obtained quotes for other generators, outside of the Westlake facility. Mr. Wolverton further stated that the Westlake facility's generator is under contract to Kohler for one year. Mr. Wolverton presented the particulars of the quotes obtained, highlighting length of service and warranty information. Mayor Ramsey asked if the board replacement is a contingent item; Mr. Wolverton stated that it is, and explained that he was advised to not replace the item until it goes out. Mr. Wolverton explained the possible situation (needing to run the equipment for several days straight) which could necessitate replacement of the board. Mayor Ramsey directed his follow-up question to Town Administrator Nicholson, asking if this should be moved from the Generator line-item to the Contingency line-item. Vice-Mayor Graham asked Mr. Wolverton if the fencing of six wells, noted under the CIP, provided for a sufficient number of wells that a provider would agree to do the work. Mr. Wolverton stated that proposals have been received, which Town Administrator Nicholson will present, and that he was astounded at the prices, which were half that of proposals received a few years prior. There was brief discussion of from which fiscal year's budget these funds would be derived. Vice-Mayor Graham asked about an inspector listed in a salary line-item. Mr. Wolverton explained that the position noted no longer exists with the Town; however, a current employee is performing the duties of this position. That employee's salary was never brought up to the pay scale for that position. To clarify, Mr. Wolverton noted that this would not be adding

a position, but bringing the employee performing the work up to the correct pay level. Vice-Mayor Graham noted that, at the Utility Committee meeting, it was reported that not every connection is being inspected; Mr. Wolverton noted that that is correct, but that spot inspections are being conducted. It was noted that it is impossible, due to the large amount of time which would be needed to inspect each connection, to conduct those inspections. Vice-Mayor Graham asked if Mr. Wolverton feels confident that the developers/sub-contractors wouldn't "get sloppy." Mr. Wolverton stated that, immediately following the implementation of these inspections, there were some problems; however, in the ensuing time the developers have come to understand that spot inspections occur, and, in recent years, there have not been problems. Mr. Wolverton further clarified that, unless the work is being done within the Town's limits, there is no way to require that developers allow inspections. Mayor Ramsey stated that developers are bound by the water and sewer ordinances; thus, if they don't comply, the Town does not have to serve them. Mr. Wolverton reiterated that it is not possible to inspect every site with the manpower available. Vice-Mayor Graham thanked Mr. Wolverton. Mayor Ramsey asked about the Inspector position, and if this position is included in the Town's personnel manual, along with the qualifications and pay-grade. Mr. Wolverton briefly reviewed the history of this position, and how it came to be a "half-inspector and half-operator" position; he noted that, when the employee currently performing these duties took on these responsibilities, the corresponding pay scale for the position was never requested. Mayor Ramsey asked if a job description for the inspector position exists; Mr. Wolverton stated that he believes it does not. Vice-Mayor Graham asked if there is a certification which exists, in order for an employee to be an inspector; Mr. Wolverton stated that he is sure there is, at a State level, but that the Town goes by LCSA or Loudoun Water specifications. Mr. Wolverton explained that he knows of no certification classes which Town employees could attend. Mayor Ramsey asked how Loudoun Water handles this issue; Mr. Wolverton was uncertain. Mayor Ramsey stated that, if a position is going to have higher pay associated with it, additional qualifications should be associated with the position, as well. Mr. Ramsey noted that that would allow for the objective placement of employees in that position. Mayor Ramsey requested additional research be done on how this is handled by similar jurisdictions, in order to devise a sensible method for Round Hill to address the issue. Town Planner/Zoning Administrator Hynes noted that, in a meeting with the developers of Creekside, they asked about the permit fee for installing utilities; presently Round Hill does not require a permit/assess a fee. Ms. Hynes suggested that it would be possible to institute this permit/fee, and use the fee to help fund the inspector position. Mayor Ramsey noted that the Town does levy a connection fee, which includes monies for staff time, and that he prefer that that fee be increased, if necessary, rather than instituting another fee. Vice-Mayor Graham requested that Mr. Wolverton and Mr. Nicholson discuss possible alternatives to the current arrangement regarding inspections, if possible. Mr. Wolverton noted that everyone in the department conducts inspections, at this time,

depending upon availability; however, it is easier to have one contact person. Vice-Mayor Graham asked if the CIP will be discussed; Mayor Ramsey stated that it will, and explained that the discussions will move forward by reviewing key changes between the previous document, which was discussed in detail, and the document before the Council this evening. Mayor Ramsey noted that, at the last budget meeting, the question regarding including money in the lab testing budget to cover more in-depth testing for secondary contaminants was raised. Mayor Ramsey discussed proposals for testing, and their related costs; he also discussed a proposal by Mr. Lane to test after blending and at the point of treatment, which would lower costs. Contaminants which could be tested in-house, and contaminants which require sending samples to an outside facility for testing were discussed, as well. Mayor Ramsey explained that Mr. Lane suggested including the full \$6,000.00 in the budget, and then calling upon the Utility Committee to decide how the testing should be done. Mr. Wolverton noted that he is in agreement with this approach, as much testing can be done in-house. Mr. Wolverton explained requirements for testing for various contaminants. Vice-Mayor Graham asked how often testing for iron and manganese is done in-house; Mr. Wolverton stated that it is done three times per week at the wells which are filtered. Vice-Mayor Graham requested that this information be provided to the Utility Committee. Mayor Ramsey asked to clarify that the wells which are not filtered are not tested for iron and manganese; Mr. Wolverton stated that that is correct. Vice-Mayor Graham asked that this data be collected and provided to the Utility Committee; it was noted that Mr. Lane collects this data each month. Mr. Wolverton stated that he will ensure that the information is provided to the Committee. Mayor Ramsey asked if Council agrees with adding the additional \$6,000.00 to the budget; Council was in agreement. Vice-Mayor Graham asked if Line-Item 10 in the CIP (the I&I study) will be budgeted for FY 2017; Town Administrator Nicholson explained that the decision was made to collect data for one year (which is under way now), before agreeing to the expenditure. Mayor Ramsey asked if storm surges are being seen now; Mr. Wolverton explained that they are, but they are not as bad as they had been previously. Mayor Ramsey asked if, "we do know that we have some I&I coming in;" Mr. Wolverton stated that there is. Mayor Ramsey asked if it is suspected that this is feeding into the lift station; Mr. Wolverton explained the sources which are suspected of this infiltration. The history of inspection of this length of pipe was discussed, with it being noted that, at the time a camera inspection was made, some of the pipe could not be inspected due to the amount of water in the pipe. Mr. Wolverton explained that it is difficult to get a firm to perform a camera inspection for a short length of pipe. Mr. Wolverton further explained testing which is being done regarding the surges at the lift station. Mayor Ramsey clarified that, at this time, in-house investigation is being conducted, and the Town is not at the point of undertaking a capital project in relation to this issue. Mayor Ramsey stated that he did factor an INI study into the Rate Plan, but that it is a few years out yet. Vice-Mayor Graham asked about the amount listed under "Water/Well Improvements," asking if it were to go

from \$171,000.00 to \$200,000.00; Town Administrator Nicholson explained that this has been moved to the Operating side of the budget, Line 48. Mayor Ramsey asked to clarify that this is for recharge; Mr. Nicholson stated that it is, for the well cleaning. Town Administrator Nicholson further clarified the expenditure in this category. Vice-Mayor Graham asked about the southern water tank, clarifying that the amount was reduced from \$30,000.00 to \$10,000.00. Town Administrator Nicholson explained that the Mayor requested that this amount be broken out into three line items, one for each of the three projects. Mayor Ramsey explained that all of the \$30,000.00 was never intended to be used for the southern water tank, and that he wanted a better accounting for monies spent on each capital project. Mayor Ramsey then asked Town Administrator Nicholson to point out highlights of the current budget document. Mr. Nicholson noted that Operating Budget Line 79 provides for SCADA maintenance; he explained that Mr. Lane recommended that proposals not be requested from any firm which also sells equipment. Mr. Lane recommended an independent consultant with whom he has worked previously; his charge for conducting this work would be approximately \$7,000.00. Vice-Mayor Graham asked if this consultant is local; Mr. Nicholson stated that he works for Peed & Bortz. Mayor Ramsey asked if a Statement of Work would be required; Town Administrator Nicholson explained that this is a budget number, and that he will contact Loudoun Water regarding this issue, as well. Mr. Nicholson further clarified that the number provided is a “place holder” for this proposed project. Town Administrator Nicholson explained that Line 81 also includes funding for mowing at the wells. Town Administrator Nicholson explained that, CIP Line 5/SCADA, increased due to the previous use of old numbers. Mayor Ramsey further explained that this budget line-item is included in order to balance the loan reserve, but that it is unsure at this time what will be done with those funds. Town Administrator Nicholson noted that, in the CIP, Lines 16 and 17 were added; these are for the on-line payment service, and that the cost of servers is split in half with the General Fund. Mr. Nicholson stated that, with this new system, information now goes directly into the system, rather than requiring manual input. It was clarified that this is for the new Southern Software contract. Vice-Mayor Graham stated that she noted no vehicle replacement this year, under the CIP; Mr. Wolverton stated that that will be included in the next fiscal year’s budget. Mayor Ramsey made a correction in the line item regarding the installation of the raw water line, noting it should read *Greenwood Drive*. Mayor Ramsey explained that this is a condition, agreed to be the developer of Creekside, whereby they will allow the Town to install a raw water line when they install water mains. The Mayor further explained that this could be used in the future to allow for well 719 to be brought under treatment. Councilperson Botsch asked for clarification of the amount of this expenditure. There were no further Council comments regarding the budget discussions.

## **2. Westlake Water Treatment Plant**

Town Planner/Zoning Administrator Hynes presented this item. Ms. Hynes provided a brief history of this project, explaining that the only way that the lot could be given to the Town by RHI was for the entire Westlake neighborhood to be subdivided. Ms. Hynes explained that the plant does belong to Round Hill, but that the lot has not yet been deeded to the Town. RHI has been notified that the Town is awaiting the deed to the property. Mayor Ramsey noted that, upon receipt of the deed, the Town Attorney will review the document and inform Town officials when it is ready for signatures. Town Planner/Zoning Administrator Hynes explained that Town Attorney Gilmore recommended that the bond not be released; however, it will be reduced upon submission of their letter of request. Councilperson Klipple asked if they still have taps remaining; Town Administrator Nicholson stated that they have only four taps left. Councilperson Botsch asked the amount of reduction in the bond; it was explained that Town Engineer Lane will review this and make a recommendation regarding the amount of the reduction of the bond. It was further noted that the Town is now using the plant. Mr. Wolverton explained that there have been a “few slight glitches,” and provided an explanation of the pink water issue. Mayor Ramsey clarified that this is not the result of a defect in the plant, but rather a start-up issue; Mr. Wolverton agreed with that assessment, and stated that that has happened before.

## **3. Water Rate Study**

Mayor Ramsey explained that he and the Utility Committee have completed their work on this study. Vice-Mayor Graham thanked the Mayor for his work on this. Vice-Mayor Graham then made a motion **that the Council adopt the Water Rate Study, as presented, dated March 10, 2015;** Councilperson Klipple seconded the motion. Mayor Ramsey noted that Council may discuss changes from the original presentation made in November 2014, and stated that the narrative has not changed, but details have been filled in. Mayor Ramsey stated that there may be a 14% overall reduction, all on the sewer side; however, the Town will be unable to lower rates at this time, due to pending projects. Mayor Ramsey referenced a chart included in the Study, which shows that Round Hill will have some of the lowest rates in western Loudoun County, and that only the Town of Leesburg and Loudoun Water will have lower rates county-wide. It was also noted that Purcellville is planning a 3% increase in their rates, and Leesburg is planning a 6% increase. Mayor Ramsey then directed Council Members’ attention to the section of the plan entitled “Next Steps,” and explained how Council may address this issue. It was also noted that the report assumes that bond money will be used for the southern water tank project, which is the Town’s largest pending utility project. Councilperson Botsch asked, once the \$2.5 million has been borrowed for that project, how close the Town will be to their debt ceiling. Mayor Ramsey explained that the Town’s current debt is \$6.27 million, and that that total will decrease during the next fiscal year. However, during the following fiscal year, the debt will increase to \$8.3 million. Mayor Ramsey also explained the percentage of debt to



assessments, and noted that the Fiscal Policy recommends keeping that pro-rated number below 2%. Councilperson Botsch asked if this is in keeping with the requirements of the Virginia Constitution; Mayor Ramsey explained that the Virginia Constitutional limit is 10%, but also includes many exceptions. Councilperson Botsch explained his concerns regarding the General Fund side of the budget, in particular that the Town keep in place its ability to borrow without running up against the constitutional debt ceiling. Mayor Ramsey explained how the debt limit is computed, and that utility debt doesn't count toward the constitutional limit, unless the Town sets its rates too low to be able to repay its obligations. Councilperson Botsch referenced the projection of debt-to-assessments to FY 2020, located on page eight; Mayor Ramsey explained how he devised this. Mayor Ramsey stated that he feels comfortable with the amount of debt Round Hill is carrying, and discussed how neighboring communities handle debt issues. Mr. Ramsey also explained Round Hill's debt-to-cash payment ratio. Councilperson Botsch asked why this formulation has not been applied to the General Fund side of the budget; Mayor Ramsey explained that that is due to the fact that no projects have been undertaken, but that several projects are on the horizon. Councilperson Klipple stated that he favors undertaking debt in order to fund utilities, as the Town needs to provide water and sewer; however, he feels roads can stay as they are. Councilperson Botsch noted that all these potential expenditures fall under the heading of infrastructure, thus, they really are the same. Councilperson Botsch reiterated his concern that Round Hill not "tap out" its ability to borrow. Mayor Ramsey discussed the pro-rating of Utility debt, noting that Town residents are liable for repayment of the debt if utility income does not cover payment of the debts. Councilperson Botsch explained that he feels storm water issues should be addressed. Mayor Ramsey stated that the completion of the Main Street Enhancement Project will be a large step toward that goal. Councilperson Botsch again stated his belief that Round Hill should maintain its ability to borrow on both sides of the budget. Mayor Ramsey explained that, for the utility system's health, he prefers to look at the debt load of the utility against the entire utility assessment area. Mr. Ramsey also explained that this is an assessment of the entire utility service area, in response to a question from Mr. Botsch. Discussion ensued regarding the constitutional limits on debt for localities; Mayor Ramsey provided comparisons of Round Hill's utility debt percentage to Purcellville's, Loudoun Water's, and Leesburg's, in response to this discussion. Mayor Ramsey stated that he feels comfortable with Round Hill's utility debt, and stated that the Town may want to amortize more of their projects. Mayor Ramsey also reiterated that, on the basis of Round Hill's debt-to-cash payment ratio, the Town may want to consider taking on more debt. Councilperson Botsch asked if that ratio contribute to the Town's lower utility rates; Mayor Ramsey explained how this is determined, vis-à-vis bond ratings and using the Virginia system put in place to facilitate borrowing. Following this discussion, Councilperson Klipple and Town Administrator Nicholson thanked the Mayor for his work on the Rate Study. Mayor Ramsey provided a brief explanation of how these studies are done, and the

parameters which are considered, in response to a question from Councilperson Botsch. A vote on the motion on the floor was then held; the motion was approved by a vote of 3-0, with Councilpersons Heston, Lyne and Prack absent. The vote is recorded as follows:

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

The Rate Study was accepted and will be posted to the Town's website.

#### **4. Comprehensive Plan Presentation**

Town Planner/Zoning Administrator Hynes presented this topic, highlighting the working document to which updates are added. Ms. Hynes explained that a list of recommended projects, based on the 2005 storm water plan, is provided on page seven; page eight lists the categorization of various projects, into five categories, which were determined at recent Land Use Committee meetings. The list includes a storm water management project on Mulberry Street which Town Administrator Nicholson explained. This proposed project would be funded by the current sidewalk improvement category in the budget; the proposal provides for installing a culvert at the intersection of Mulberry and Cedar Streets, under the present sidewalk – this sidewalk would then be replaced. Councilperson Botsch asked if an engineer has studied the impact of the water being diverted into the nearby creek. Vice-Mayor Graham asked if this project will require that easements be obtained; Mayor Ramsey stated that it may require that construction easements be obtained. Mayor Ramsey asked if it is preferable that the Town pursue this as an individual project, or in concert with a long-range project. Town Planner/Zoning Administrator Hynes presented points made in discussions regarding this proposed project at Land Use Committee meetings, as well as questions asked. Discussion ensued regarding the particulars of storm water management issues in this area. Councilperson Botsch suggested that this could be discussed during General Fund/CIP discussions. Town Planner/Zoning Administrator Hynes asked if it would be possible/advisable to develop a “nest egg” for this project; Mayor Ramsey stated that the “nest egg” already exists, and discussed projects for which these funds could be used. Mayor Ramsey also presented possible difficulties with this proposed project. Town Administrator Nicholson presented an overview of storm water issues presently existing on Mulberry Street. Mayor Ramsey suggested that a good first step would be to obtain a preliminary design for this project from an engineer. Town

Planner/Zoning Administrator Hynes also stated that the following items were discussed for consideration in the Comprehensive Plan update: the sidewalk on South Locust Street, decorative lights on Main Street, the sidewalk on Airmont Road being moved to Phase III of the Main Street Enhancement Project, the Town Office parking lot, replacing the Town Park playground equipment, a potential downtown parking lot, Sleeter Lake Park, revising the storm water management study, and streetscape improvements which are to be combined into one line-item. Vice-Mayor Graham stated that she would like to see the issue of a downtown parking lot taken up sooner rather than later. Discussion ensued regarding the amendment of the budget after its adoption, in response to a question by Ms. Hynes; Mayor Ramsey explained that the Town's "hands aren't tied, as long as we go through the Public Hearing process." Town Planner/Zoning Administrator Hynes stated that the Comprehensive Plan and the CIP work together – the CIP is used to implement the Comprehensive Plan. Councilperson Botsch asked for clarification of the time-line for the Comprehensive Plan update and adoption of the CIP; Ms. Hynes stated that there will be no surprises in the CIP, when adopted, as development of the CIP will be undertaken in connection with the update of the Comprehensive Plan. Mayor Ramsey further clarified that the CIP is a living document, and that the goal should be to have a five-year CIP which is revised on a yearly basis. Town Planner/Zoning Administrator Hynes stated that, upon completion of the update of the Comprehensive Plan in December, Round Hill will then be on a new, workable schedule. Ms. Hynes also noted that the update of the storm water management plan can be done after the adoption of the Comprehensive Plan and the CIP. Town Planner/Zoning Administrator Hynes then directed Council's attention to the Visionary Components portion of the document, noting that she would like to review the objectives at this evening's meeting and obtain Council's advice regarding questions she has. Ms. Hynes' first questions was regarding Item B – to develop roads to assist with commuter traffic; Vice-Mayor Graham explained that that was regarding the extension of Evening Star Drive. Mayor Ramsey further explained that plans were made decades ago to extend Evening Star Drive to Route 7, as a route around Round Hill. Mr. Ramsey pointed out on a map this planned route, but also noted that a conservation easement exists on the route, and that houses have since been built on the proposed route, thus this extension will probably never be built. Town Planner/Zoning Administrator Hynes and Council then discussed the expansion of Evening Star Drive, and any possible redevelopment of properties in that area. Mayor Ramsey noted that this area is outside the Town's service area, and stated that the Town does not support dense redevelopment of this area and has no plans to extend its service area. The Mayor did request language in the Comprehensive Plan which would request that any redevelopment tie into the currently existing residential character, and would not allow for more density than that which already exists. The next item discussed was Item E, which is worded, "...to ensure adequate community services conveniently located..." Ms. Hynes was uncertain that "conveniently located" was the

best wording. Mayor Ramsey explained that that item refers to the community center; more appropriate wording for this item was drafted. Item G, regarding storage of utility equipment, was then discussed. Town Planner/Zoning Administrator Hynes asked if a building or lot, if available, would be purchased for this use; Vice-Mayor Graham stated that it would, with Mayor Ramsey explaining that, upon completion of the Sheriff's Office Substation, the lot at the Town Office would be available. Councilperson Klipple stated that he found the wording of Item F confusing; commas were added to set off a clause, making the sentence more succinct; a reference to the JLMA was also included. Council clarified that Item I is in reference to obtaining amenities routinely provided by the County to communities. There was discussion of Item J, Integrate Energy Planning; no one presently on the Council is sure of the meaning of this item. Mayor Ramsey suggested that a good resource for information regarding this item would be Frank and Sarah Etro. It was noted that Item K is in regards to water and sewer lines and the avoidance of placing these lines in wetlands areas. Town Planner/Zoning Administrator Hynes noted that there are few references in the current Comprehensive Plan to storm water management, and that she will choose a new objective for this item. Mayor Ramsey suggested looking to the Storm Water Management Plan for help with this section. Item L, which discusses integration of resource conservation, ecology and maintenance programs, was reviewed. Mayor Ramsey stated that "we don't want to overbuild" and encourage development which exceeds water supply. It was determined that the word "programs" is the key word for this item. Town Planner/Zoning Administrator Hynes referenced the three instances in which burying power lines is noted in the current Plan. It was noted that burying lines is cost-prohibitive; however, as Mr. Chapman explained, it is a best-practice for development. It was further noted that a policy could be adopted encouraging the burying of lines for new construction, but that conversion of existing lines may not be feasible. Mayor Ramsey asked that a broadband policy be added to this item. Councilperson Botsch asked if conduit is included in future projects; Town Administrator Nicholson stated that it is being looked at as an alternate. This conduit will be used for street lights and cable. There was discussion of inclusion of FIOS service inside Round Hill's town limits. Town Planner/Zoning Administrator Hynes explained that she will probably combine some of these items into one item for the update. Ms. Hynes asked about an item in the current plan which references extending a trail through Round Hill; Mayor Ramsey clarified that this refers to the Franklin Park Trail, and asked that the illustration/concept of sidewalks and trails in all four directions be retained in the update. Item S, which is in reference to sound issues, was discussed. Mayor Ramsey asked that, if the installation of sound barriers is pursued, residents who would be affected be contacted first. Town Planner/Zoning Administrator Hynes then recapped the draft list of actions/strategies, including: the description of the CIP, facilitation of pedestrian access, infill of sidewalks, water service and demand, recreation for children of all ages, supporting local arts, storm water

management, low-impact development, landscaping at utility facilities, and a new Town park. Mayor Ramsey stated that he feels there should be signs at all Town utility facilities; it was decided to include this in the upcoming fiscal year's budget. It was also explained that references in the current plan to intersections applies specifically to pedestrian crosswalks. Councilperson Klipple asked about an Architectural District, which Town Planner/Zoning Administrator Hynes said would be discussed at a later date. Mayor Ramsey asked if another Joint Work Session will be held; Ms. Hynes stated that it will, but that it has not yet been scheduled. Town Planner/Zoning Administrator Hynes stated that the Comprehensive Plan update discussions will continue.

### **IN RE: ACTION ITEMS**

#### **1. Approval of Minutes: February 19, 2015 Town Council Meeting**

Vice-Mayor Graham made a motion **that the minutes be approved**; Councilperson Klipple seconded the motion. A vote was then held; the minutes were approved 2-0-1, with Councilperson Botsch abstaining, and Councilpersons Heston, Lyne and Prack absent. Vice-Mayor Graham then noted that, under the Land Use Committee Report, there was a reference to information provided by Ms. Graham, but specifics were not identified. Council determined that the discussion concerned zip codes and admission to Sleeter Lake Park. It was decided to include the following statement, in order to clarify the discussion: "...Mayor Ramsey, regarding discussions with Round Hill Investors, on Sleeter Lake." A second vote was held and the minutes were re-adopted. The vote is recorded as follows:

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

#### **2. VDGIF Grant**

Town Planner/Zoning Administrator Hynes explained that this is regarding the \$75,000.00 grant awarded to the Town for use at Sleeter Lake Park. Round Hill is required to accept the grant by April 1, 2015; however, no money from the grant will be spent until a definite decision is made on how it be spent. Ms. Hynes explained terms of the grant funding, and stated that the Town can opt to turn down the grant funding at a future date, if so desired. Councilperson Botsch then moved **that the Town Council authorize the Town Administrator to sign the Quadrant Grant Agreement for the Virginia Department of Game and Inland Fisheries, Grants to Localities Program, for a public boat access**

**facility at Sleeter Lake Park;** Vice-Mayor Graham seconded the motion. Councilperson Botsch clarified that undertaking this action guarantees a place holder for the Town in acquiring this grant funding. A vote was then held; the motion was approved 3-0, with Councilpersons Heston, Lyne and Prack absent. The vote is recorded as follows:

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

Town Administrator Nicholson was authorized to execute the grant.

Vice-Mayor Graham then made a point-of-order, noting that an additional Business Item had been added to the Agenda. Mayor Ramsey noted that that is correct, and that the item would be discussed at this time.

#### **IN RE: ADDITIONAL BUSINESS ITEM**

##### **5. Hamlets of Blue Ridge**

Vice-Mayor Graham presented this item, noting that she and Town Attorney Gilmore have been working on this project. They have concluded that, perhaps, the deeds which have the plats showing the easements attached, were not filed. Ms. Graham noted that the deeds do include language referencing the easements. Vice-Mayor Graham reported that Town Attorney Gilmore will draft a letter which could be sent to affected property owners. The Utility Committee decided that, even if the reservoir is no longer kept by the Town, the easement assets should be protected. Ms. Graham further explained that, at the most recent budget meeting, it was decided to sell the reservoir. Vice-Mayor Graham noted that a vote is not required, but that, if there is no objection by Council, she would like to proceed with contacting property owners via letter. There was no feedback from the Council; Mayor Ramsey advised Vice-Mayor Graham to proceed with this.

#### **IN RE: ACTION ITEMS (continued)**

##### **3. Contract: Southern Software Financial Management System**

Town Administrator Nicholson presented this, noting that an additional memo is included in Council Members' packets regarding this item. Mr. Nicholson stated that he conducted further investigation into Southern Software, and received favorable feedback. It was noted further that some members of BRUG have already begun working with Southern Software. Town Administrator Nicholson reported that he spoke with an IT specialist

regarding this system, and received a favorable report regarding the firm's security record. Mr. Nicholson stated that the current discount being offered by Southern Software is the best that can be done at this time, and that the cost for support can be locked-in for five years through BRUG. Mr. Nicholson will provide further details of the financial arrangements at a future date, but prior to signing a contract. Following this presentation, Vice-Mayor Graham moved **that the Round Hill Town Council authorize the Town Administrator to award the FMS contract to Southern Software, for the amount of \$45,173.00**; Councilperson Botsch seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Heston, Lyne and Prack absent. The vote is recorded as follows:

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

Town Administrator Nicholson was authorized to award the contract. Mr. Nicholson will report progress on this to the AC&T Committee. It was noted that the system should be completely operational by July 1, 2015.

#### **4. Well Fencing**

Town Administrator Nicholson presented this item, explaining that the cost for this project came in at about half the expected cost. Two bids provided were very close; Peed & Bortz recommended contracting with Hercules for this work. Mr. Nicholson undertook research on this firm, and found their record impressive. Vice-Mayor Graham then made a motion **that the Town Council authorize the Town Administrator to engage Hercules Fence Company to fence wells 21-NA, 21-NB, 21-SA, and 21-SB, for an amount not to exceed \$27,295.00**; Councilperson Klipple seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Heston, Lyne and Prack absent. The vote is recorded as follows:

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

There was brief discussion of this expenditure in relation to this year's CIP.

#### **5. Planning Commission Member Appointment**

Vice-Mayor Graham moved **that we appoint Mike Hummel to the Planning Commission**; Councilperson Klipple seconded the motion. Mayor Ramsey asked for the length of term for this appointment; Town Planner/Zoning Administrator Hynes stated that she is unsure. Mayor Ramsey noted that usually, when making an appointment, the end date of the term is included. Mayor Ramsey then asked whose seat Mr. Hummel is taking; Ms. Hynes stated that this position is currently vacant. The motion was tabled, to allow for Town Planner/Zoning Administrator Hynes to ascertain the length of the appointment. Upon resuming discussion of this issue, Town Planner/Zoning Administrator Hynes explained that Mr. Hummel will be filling the position vacated by Douglas Bird, and which ended on December 31, 2014; the new position will end on March 31, 2018. After brief discussion of these dates, it was determined that the new position will actually end on December 31, 2018. Vice-Mayor Graham then amended her motion to reflect the ending date of the term as December 31, 2018; Councilperson Klipple also accepted the amendment. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Heston, Lyne and Prack absent. The vote is recorded as follows:

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



## **6. Intent to Amend Water and Sewer Ordinances**

Vice-Mayor Graham reported that the Utility Committee, and she and Town Attorney Gilmore, have worked for the past month on the proposed amendments to the ordinances. The Committee will finalize the amendments at their next meeting, and the amendments will go before the Council in April. The amendments will be included in the budget Public Hearing to be held in June. Vice-Mayor Graham then made a motion **that the Council approve the Intent to Amend Water and Sewer Ordinance, Resolution 2015-02;** Councilperson Klipple seconded the motion. There was no discussion of the Resolution. A vote was held; the motion was approved 3-0, with Councilpersons Heston, Lyne and Prack absent. The vote is recorded as follows:

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

## **IN RE: REPORTS**

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

Town Administrator Nicholson discussed the Consent Decree, a copy of which was included in each Council Member's packet. Mr. Nicholson noted that the Town is awaiting action on this by RHI, and that no Town Council action is necessary. Mayor Ramsey stated that he expects this will be completed soon. Town Administrator Nicholson also discussed the Taps Report, providing a comparison to the previous month's report. Mr. Nicholson stated that KHovnanian has no more taps remaining. It was noted that KHovnanian and RHI are provided with copies of this report each month, and that KHovnanian communicates with the Town, but that RHI does not. Town Administrator Nicholson reported that the signed deed for the water tower line has been received by the Town. Vice-Mayor Graham noted that she has no doubt that calls to the Town regarding utility issues are returned (as referenced in the Public Comment section of the meeting). Councilperson Botsch asked if issues surrounding the Franklin Park Trail Project are a set-back, time-wise; Town Administrator Nicholson stated that they are a concern, and that the Town is ahead of the County on this project. Mr. Nicholson stated that he has spoken with Mr. Hemstreet regarding this, and that he emphasized the desire to keep to a spring time-frame for this project. Councilperson Botsch noted that, as of April 9<sup>th</sup>, it will have been two years that the County has been stating that they will contact property owners, and the County has not yet engaged neighbors regarding this. Town Administrator Nicholson stated that he will speak to Mr. Hemstreet again. Mayor Ramsey asked if Arthur Construction has completed their work in conjunction with the 719 Lift Station; Town

Administrator Nicholson stated that they have, and that VDOT has signed-off on the work. Mayor Ramsey noted that it seems that issues regarding loose gravel, and resultant flooding, at Lake Ridge have yet to be addressed by the developer; he requested that Mr. Nicholson speak to someone in order to come to a resolution of this issue.

At this time, Town Planner/Zoning Administrator Hynes asked if Council would like to return to the Planning Commission Member Appointment item. Mayor Ramsey stated that the Planning Commission Appointment motion will be considered at this time. (See Planning Commission Member Appointment, Action Item #5.)

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

Town Planner/Zoning Administrator Hynes reported that she recently visited Lake Ridge, and that the development “is coming along great.” Ms. Hynes reported that one resident has moved in, and that she has issued five occupancy permits thus far. Ms. Hynes also reported that she is in the process of sending out flagging letters in conjunction with the Main Street Enhancement Project; the flagging is scheduled for the week of March 30th. In addition, the Town Planner/Zoning Administrator has met with the sub-contractor for the Creekside development. Vice-Mayor Graham asked about white flags which have been placed on Mulberry Street; no one was sure of their purpose. Vice-Mayor Graham also asked about the house at 17 Bridge Street; Ms. Hynes stated she will meet with the head of the County zoning department regarding that property.

## **3. Mayor’s Report**

Mayor Ramsey reported that much of his time has been spent on the Rate Study. Mr. Ramsey also reported that he attended the Round Hill Volunteer Fire Department’s Installation of Officers banquet. Mayor Ramsey reported that he will work on rules for Sleeter Lake Park. It was noted that the upcoming newsletter will focus on the Rate Study, and the next newsletter will focus on the Franklin Park Trail Project and the Main Street Enhancement Project; in addition, information regarding the Hometown Festival will be included.

## **4. Utility Committee**

Vice-Mayor Graham reported that there has been no advancement on the well study, due to the inclement weather. Ms. Graham noted that the Committee has been going line-by-line through the Sewer and Water Ordinance revisions, and has reviewed the Water Study and provided recommendation. Councilperson Klipple reported that they toured the new facility.

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

In the absence of the Chair, Vice-Mayor Graham reported that the Committee will meet this coming Monday, and asked if the Mayor will attend to address the Fiscal Policy; he replied that he will attend. Councilperson Botsch voiced some concerns he has regarding the Fiscal Policy, and reiterated his concerns regarding retaining borrowing capabilities for the General Fund as well as the CIP. Vice-Mayor Graham explained that some of the work required by the Fiscal Policy, and which members of the Committee were concerned would prove burdensome, is already being done.

#### **6. Land Use Committee**

Councilperson Botsch reported that the Committee discussed the Hometown Festival, and that the issuance of permits is underway. This will be addressed at their next meeting, to be held on April 15<sup>th</sup>. The Committee also discussed the Comprehensive Plan update, the Main Street Enhancement Project (in regard to the flagging), the acceptance of the grant for Sleeter Lake Park, and the Franklin Park Trail Project.

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

Vice-Mayor Graham noted that Hometown Festival planning is going well, and that S&S Heating & Cooling will allow temporary parking for Round Hill cars during the festival. Councilperson Klipple again stated that Mayor Ramsey did an excellent job on the Rate Study. Mayor Ramsey reported that the Town has been contacted by the Loudoun Rowing Association, who would like to conduct a “how to row” clinic over spring break at Sleeter Lake. This information has been forwarded to Town Attorney Gilmore, who has prepared the necessary paperwork. Mayor Ramsey stated that, if there is no objection from the Council, he would like permission from Council to move forward with this. Vice-Mayor Graham asked the number of people they anticipate; Mayor Ramsey stated that it would be twenty to thirty. Vice-Mayor Graham asked if Staff has been made aware of this; Town Administrator Nicholson will coordinate this. Mr. Nicholson stated that the Town became aware of this only today. Vice-Mayor Graham asked if RHI should be contacted; Mayor Ramsey stated that this falls within our allowed use of the park. There were no further Council Comments.

#### **IN RE: EXECUTIVE SESSION**

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

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

Mayor Ramsey called for a five minute recess, to clear the room, at 11:06 p.m.

**IN RE: RESUME OPEN SESSION**

Vice-Mayor Graham made a motion to exit the Closed Session and re-enter its Open Session at 11:49 p.m.; Councilperson Klipple seconded the motion. A voice vote was held, the motion was approved 3-0, with Councilpersons Heston, Lyne and Prack absent. The vote is recorded as follows:

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

Vice-Mayor Graham moved to certify the Closed Session; Councilperson Klipple seconded the motion. The motion was approved by a vote of 3-0, with Councilpersons Heston, Lyne and Prack absent. The vote is recorded as follows:

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

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned at 11:52 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary