

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
March 20, 2014**

A Joint Public Hearing with the Round Hill Planning Commission, followed by a regular meeting of the Round Hill Town Council, was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, March 20, 2014.

**Council Members Present**

Scott T. Ramsey, Mayor (arrived at 8:00 p.m.)  
Mary Anne Graham, Vice-Mayor  
R. Daniel Botsch  
Janet L. Heston  
Clarkson J. Klipple  
Frederick J. Lyne (arrived at 7:44 p.m.)  
Christopher J. Prack

**Staff Members Present**

Buster Nicholson, Town Administrator  
Mickey Rhoades, Town Planner/Zoning Administrator

**Others Present**

Maureen Gilmore, Town Attorney  
George Hoddinott, IV, Chairman of the Planning Commission  
Douglas Bird, Member of the Planning Commission  
Elizabeth Wolford, Town Treasurer and Member of the Planning Commission

**IN RE: JOINT PUBLIC HEARING ON ZONING ORDINANCE SPECIAL  
EVENTS AMENDMENTS TO ARTICLE 2 AND ARTICLE 18**

Planning Commission Chairman George Hoddinott called the Planning Commission to order at 7:33 p.m. Roll call was held, and it was determined that a quorum was present. It was determined that no member of the Planning Commission had any conflict of interest. Vice-Mayor Graham, in Mayor Ramsey's absence, called the Town Council to order at 7:34 p.m. Roll call was held, and it was determined that a quorum was present. Planning Commission Chairman Hoddinott stated that the purpose of the Public Hearing was to receive public comments on proposed ZMAP-2014-01, Zoning Ordinance Amendments. Chairman Hoddinott explained the proposed amendments. Vice-Mayor Graham then opened the floor to public comment on this issue; there was no public comment. Chairman Hoddinott closed the Public Hearing at 7:36 p.m. The Special Meeting of the Planning Commission was then called to order. Following the Planning Commission's action on the proposed amendments, the meeting of the Planning

Commission was adjourned at 7:38 p.m. Vice-Mayor Graham then reconvened the meeting of the Town Council.

**IN RE: PLEDGE OF ALLEGIANCE**

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

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

**IN RE: APROVAL OF AGENDA**

Councilperson Botsch made a motion **to approve the Agenda of the Round Hill Town Council for March 20, 2014**; Councilperson Prack seconded the motion. Vice-Mayor Graham asked that three items be added to the Agenda under Action Items, as Action Items #5 (Police Substation), #6 (Town Tags) and #7 (Hometown Festival). Both Councilpersons Botsch and Prack accepted these changes. The Agenda was approved by a vote of 5-0, with Councilperson Lyne absent for the vote. The vote is recorded as follows:

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

**IN RE: ACTION ITEMS**

**1. Recommendation from Planning Commission Chair  
Regarding Zoning Ordinance Special Events Amendments  
Article 2 “Definitions” and Article 18**

Planning Commission Chairman Hoddinott made the following recommendation: “The Planning Commission recommends adoption of ZMAP-2014-01 to the Town Council; ZMAP-2014-01 amends Article 2 and Article 18 in a manner that defines community events and town sponsored events, and the administrative requirements associated with these amendments to the Round Hill Zoning Ordinance.”

**2. Action on Proposed Text Amendment to Zoning Ordinance  
Article 2 and Article 18**

Town Attorney Gilmore asked why language was added to Article 18 regarding the right to appeal, as that language already exists in Article 15; Town Planner/Zoning Administrator Rhoades explained why this was added. Town Attorney Gilmore asked if the Planning Commission had discussed this change; Town Planner/Zoning Administrator Rhoades stated that they had not. Councilperson Heston asked if it isn’t a set rule, for any zoning ordinance, that

it's appealable; Mrs. Rhoades stated that it is. Councilperson Heston asked about consistency regarding this, if the language is only included in the two articles. Town Attorney Gilmore then briefly explained different articles contained in the Zoning Ordinance. Mrs. Gilmore stated that she did not believe that the request to add the appeal language in Article 18 had been referred to the Planning Commission by the Town Council. Town Attorney Gilmore noted that, according to State Code, the Planning Commission cannot make a change without prior Town Council referral. Town Planner/Zoning Administrator Rhoades explained that the language was included in order to provide clarity. Councilperson Botsch noted that the concern is not with clarity, but rather with the legality of the addition, due to the absence of a referral from the Town Council. Town Attorney Gilmore stated her concern with this addition, as the referral did not come from the Town Council. Town Attorney Gilmore discussed State Code requirements dealing with these matters. Vice-Mayor Graham asked if another Public Hearing would be required if the Articles are approved with appeal language removed. Councilperson Heston asked if the amendments as advertised included the appeal language; Town Planner/Zoning Administrator Rhoades stated that they did. Town Attorney Gilmore explained the Council's options in regards to this, and noted that the Council could adopt any, all, or none of the motion as it is laid out, and that they may want to hold off on the provision on the appeals. Mrs. Gilmore noted her concern that there could be a legal challenge to this. Councilperson Heston clarified the Council's way forward regarding this issue. Councilperson Botsch asked if any possible appeal could hold up the 2014 Hometown Festival; Town Attorney Gilmore stated that it could not, as there is not an automatic stay. Vice-Mayor Graham then called for a motion, with Town Attorney Gilmore explaining the best way to go about making the motion. Councilperson Botsch asked for further clarification regarding the possible approval of the recommendation; which Town Attorney Gilmore provided. Councilperson Heston then made a motion **that the Round Hill Town Council adopt the proposed amendments to the Round Hill Zoning Ordinance Article 2 and Article 18 as follows: a) Add to Article 2, a definition for COMMUNITY EVENT: A preplanned event or program organized and operated by an entity other than the Town of Round Hill, open to the general public, and which is expected to be attended by more than 25 people; b) Add to Article 2, a definition for TOWN SPONSORED EVENT: A preplanned event or program that is fully coordinated with, and approved by the Town Park Committee. The Town sponsored events can be partially funded or funded in full with Town funds. All revenues generated from such events/programs shall be used to fund the event or returned to the Town of Round Hill's General Fund. Town sponsored events include, but are not limited to the Round Hill Hometown Festival and the Holiday Tree Lighting Festival; c) Add to Article 18, Zoning Permits: Section 18.4.3: Town sponsored events and community events as defined in Article 2, are exempt from obtaining a zoning permit so long as the Town receives a zoning clearance letter from the Zoning Administrator; and, d) revise State Code Title 15.1 references in Article 18 to the current Title 15.2 references;** Councilperson Klipple seconded

the motion. A voice vote was held; the motion was approved by a vote of 5-1, with Councilperson Prack voting no. The vote is recorded as follows:

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

### 3. Approval of Minutes

#### a. February 20, 2014 Town Council Meeting

Councilperson Heston noted that Round Hill Arts Center representative Jenny Hunter's name was not listed on page one, under *Others Present*, it was determined her name should be added. Councilperson Botsch then made a motion **to approve the meeting minutes, as amended, for the regular meeting of the Town Council on February 20, 2014;** Councilperson Heston seconded the motion. The minutes were approved by a vote of 4-0-2, with Councilpersons Heston and Prack abstaining. The vote is recorded as follow:

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

### 4. Amend Personnel Policy – Emergency Meals Reimbursement

Councilperson Heston explained this, noting that reimbursements are provided for during training, but not during overtime necessitated by an emergency. The amendment was read aloud by Councilperson Heston. Councilperson Heston then moved **that the Town Council adopt this proposed addition to the Round Hill Personnel Policy Manual, as just read;** Councilperson Botsch seconded the motion. Vice-Mayor Graham asked about language in the third line of the amendment that she felt was duplicative. Following brief discussion, it was decided to remove the duplicative language; both Councilperson Heston and Councilperson Botsch accepted this change. A voice vote was held; the motion was approved by a vote of 6-0. The vote is recorded thus:

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

At this point in the meeting, Mayor Ramsey had arrived; Vice-Mayor Graham and the Council updated him on the business transacted thus far.

#### **5. Sheriff's Office Substation**

Vice-Mayor Graham explained this, noting that it was predicated on an article included in the Town newsletter and subsequent questions from members of the Round Hill Volunteer Fire Department. Mayor Ramsey explained the history of the Sheriff's Office Substation, and possible co-location of the fire department at this site. It was noted by Mayor Ramsey that Board of Supervisors involvement in this matter has not yet been required.

#### **6. Town Tags**

Vice-Mayor Graham explained that this is in regards to replacing the Town tag with a sticker, with Mrs. Graham noting that a sticker has not yet been designed. Mayor Ramsey explained that, at last year's budget discussions, Town Staff was asked to investigate a sticker system. Town Treasurer Wolford briefly explained how a sticker system is used in other communities. Mayor Ramsey then suggested referring this to Town Staff, in order to receive their recommendation by the next budget meeting.

#### **7. Hometown Festival**

Vice-Mayor Graham reported that she had asked Town Attorney Gilmore to draft a permission form to be used in conjunction with the upcoming Hometown Festival; and noted that a copy of the form is in each Council Member's packet. Mayor Ramsey reported that the committee members will go to each property owner affected by the venues at the Festival and secure their signatures. Vice-Mayor Graham noted that a signature line needs to be added to the form. Town Attorney Gilmore explained the form. Councilperson Botsch noted that the form seems to be missing a reference to who is responsible for safety in set up and operation, and the applicable dates. Mayor Ramsey suggested a way to add a line to the form which will specify what will occur on each property. It was noted that the completed forms will be kept in the Town Office. Town Attorney Gilmore discussed the State requirement that photographs of minors not be published without parental consent. Councilperson Lyne asked what would happen regarding photographs of the parade; Mrs. Gilmore stated that that is a public event, thus that State statute does not apply. Following this discussion, Town Attorney Gilmore noted that she will revise the form, and Vice-Mayor Graham will forward to form to the Park Committee members. Councilperson Botsch

discussed when all releases need to be signed, in order for the Park Committee to review and sign-off on them; following this discussion, it was decided to complete this step at the upcoming Land Use Committee meeting. Vice-Mayor Graham noted that the venues should be the same as last year, with the exception of one property not being included. Councilperson Botsch asked that a copy of the Park Policy be forwarded to Mayor Ramsey and Vice-Mayor Graham. It was decided that the Park Committee would work off of the form included in the Park Policy. Town Administrator Nicholson will send the form to the chairs of the Festival committees, and ask that it be completed for the Land Use Committee/Park Committee meeting to be held in April. There was a brief discussion of the make-up of the park committee, as well as whom on the committee is authorized to vote.

At this point in the meeting, Mayor Ramsey asked that any items requiring Town Attorney Gilmore's attention be moved forward in the Agenda. Council was amenable to this suggestion.

Vice-Mayor Graham discussed a Land Use Committee issue concerning storm water easements involved in the Franklin Park Trail Project, noting a presentation Mr. Mark Hoffman made to the Committee. It was reported that those easements are being granted to the Town, with County maintenance. The wording used by Mr. Hoffman in relations to this was, "...easement granted in the interest of the Town." Land Use Committee members questioned this, and asked Town Attorney Gilmore for clarification. Town Attorney Gilmore explained that, in the last three years, VDOT has shifted storm water easement maintenance to localities, and that she assumes Mr. Hoffman used this language to assure the Town that the County would be responsible for the maintenance of those easements. Discussion of how the Town should handle this ensued; the consensus of the Council was that the Town should not accept the easements. Councilperson Botsch noted that this issue will be addressed in about six months' time, when the County Attorney meets with the Town Attorney.

Mayor Ramsey presented an update on the sludge press situation, noting that East Coast has requested a release of claims. Town Attorney Gilmore has drafted a release of claims and has worked with East Coast on this. Mayor Ramsey stated that it may be necessary to execute this agreement prior to the next Town Council meeting; therefore, the Mayor is requesting Council approval to do so. Town Attorney Gilmore described the draft document, which was requested by East Coast and Prime. The intention was to ensure that the three parties acknowledge the Town's ownership of the equipment, and to ensure a clear title, prior to the sale to Front Royal, while ensuring that East Coast is not relieved of other responsibilities to the Town. It was reported that the installation of the centrifuge would be handled as a change order to East Coast's contract. There was discussion of the plans for, and installation date of, the centrifuge, as well as ensuring that Utility Staff is aware of the change to the original installation date. Councilperson Klipple asked about a possible boundary line adjustment between

the treatment plant and Sleeter Lake Park, in order to ensure that the two properties would be separate. Town Attorney Gilmore stated that she felt this should be pursued, and that details of County requirements for this would be determined. Councilperson Botsch asked if a site plan will be required by the County, if changes to Phase 1 of the plan for Sleeter Lake Park are made; Town Planner/Zoning Administrator Rhoades stated that she will check on this issue. There was discussion of the Planning Commission's role in updates/changes to both the Comprehensive Plan and the Zoning Ordinance. Town Attorney Gilmore stated that, according to State Code, the Planning Commission may not make changes to the Zoning Ordinance, only the governing body (Town Council) may do so. The Comprehensive Plan requires an update every five years, so a specific referral from the Town Council is not necessarily warranted. Following this discussion, Council agreed that Mayor Ramsey has the authority to execute the release of claims with East Coast.

At 8:52 p.m. Council took a brief recess. Council was reconvened at 8:58 p.m.

In order that she need not remain at the meeting during the budget discussions, Town Planner/Zoning Administrator Rhoades presented her report at this time. Her report is summarized in the *Reports* section of the minutes.

## **IN RE: BUSINESS ITEMS**

### **a. Budget Discussion**

Mayor Ramsey asked if this discussion will cover the Capital Budget or the General Budget; it was noted that this will be regarding the General Budget. Town Treasurer Wolford explained changes made today to Expenditures, Lines 36 and 37, as well as a transfer to the General CIP, shown in Line 84

~~~~ There was discussion regarding a proposal to increase the cigarette tax from \$.15 per pack to \$.20 per pack. Town Treasurer Wolford reported that everything in the Revenues category remained the same, except for Line 8, which was increased. Mayor Ramsey noted that there was not unanimity at the last budget session on an increase to the cigarette tax. It was noted there has been a drop in cigarette sales, and thus that tax revenue, as well as a drop in BPOL tax revenue. The suggestion was to make up for a loss in BPOL tax revenues by an increase in the cigarette tax. Mr. Ramsey stated that any discussion regarding this issue should be held now. Councilperson Heston noted that, for the record, she is against the five cent increase in the cigarette tax, as she feels it is too large of an increase at one time. Councilperson Botsch asked why the BPOL revenues are down; Town Treasurer Wolford explained that it is due to less business activity. Councilperson Botsch clarified that the reason for increasing the cigarette tax is to offset the loss of BPOL revenue, and asked if a meals tax could be imposed. Treasurer Wolford commented that she believed the restaurant tax in Purcellville was 11%. Mayor Ramsey asked Mrs. Wolford to research any options the Town may have for a meals tax. Town Treasurer Wolford noted that the State sets the

BPOL tax rate; Mayor Ramsey noted that the State seems close to abolishing the BPOL tax altogether. The consensus of the Council was to go with a \$.20 per pack increase in the cigarette tax.

~~~~ The merit raise pool for employees was discussed, with a brief explanation provided explaining how raises have been handled to date, encompassing the phase out of the previous retirement program and ensuing employee contributions to the current retirement program. The Council discussed a 3% merit increase pool. Councilperson Heston noted that she is not in favor of the 3% figure. Councilperson Klipple asked for the difference to the budget between 2% and 3%; town Treasurer Wolford provided that figure. Councilperson Botsch asked to clarify that the 3% is in addition to the existing 1.5%; Mayor Ramsey stated that it is, that the 1.5% raise is provided to enable employees to make the contribution required to their retirement programs. In response to Councilperson Lyne's question, Mayor Ramsey explained how raises have been handled in the past. Councilperson Heston stated her concerns regarding upcoming financial responsibilities in relation to a 3% merit raise pool. Councilperson Lyne expressed his concerns about this, as well. Mayor Ramsey referenced the Auditor's Report from last fall, noting that the Town's finances are healthy. Mayor Ramsey also noted that the Town is not adjusting property taxes for inflation; therefore, in real terms, the Town's tax income is decreasing. Mr. Ramsey provided information about tax revenues from the State which have been decreasing, as well. Mayor Ramsey reported that cellular equipment revenues have helped offset those losses. Mayor Ramsey discussed the Capital Improvement Fund, noting that those funds will be used for the Main Street Enhancement Project and toward the Sleeter Lake Park Project. Mr. Ramsey stated that, from his perspective, the Town can afford a 3% raise. Councilperson Klipple stated that this would be a 4.5% raise, and wondered if Town residents, who are funding this raise pool, would receive the same amount of salary increase this year. Mr. Klipple noted that it's probably not possible to answer that question, but that he would like to provide raises to Town Staff commensurate to raises residents might receive. Councilperson Heston stated that we shouldn't get too comfortable with the current level of the Town's income, as that could change. Mayor Ramsey highlighted his reasons to increase the raise pool amount. Councilperson Botsch noted his concern regarding legal bills the Town has incurred and may incur in the future. In relation to this, Town Treasurer Wolford noted a change made to the Legal Fees line item. Clarification of how raises are handled followed. The consensus of the Council was to set the merit raise pool at 3%.

~~~~ Councilperson Heston asked about a change to Line 58, which Mayor Ramsey explained had been updated. Councilperson Klipple asked if it is correct that the Town pays the electric bill at the fire hall. Mayor Ramsey explained that they receive an allowance from the Town, and that any cost above that amount is covered by the fire department. Mayor Ramsey briefly explained this and



highlighted the funding sources for a proposed increase in this item. Mayor Ramsey noted that the cost of the Town newsletter has gone down to \$0.00, as it is now included in water bills. There were no further questions regarding this. Town Treasurer Welford noted a transfer on Line 84.

~~~~ Mayor Ramsey suggested discussing expenditures first. Mr. Ramsey asked about the Town's contributions to the Franklin Park Trail Project. Mayor Ramsey noted that the County's portion of the trail ends at the corner of West Loudoun Street and New Cut Road, and that Dr. Grady (whose property is on that corner) made a contribution to be used for sidewalks. Mayor Ramsey also reported that there is an escrow account from the Darling subdivision, on Bridge Street, and that this represents the more substantial amount available for sidewalks. There was discussion regarding the installation of pavers in front of the Town Park, to be done after construction of the sidewalk connected to the Franklin Park Trail. Councilperson Botsch asked about the 2" water main in that area; it was reported that that line will be abandoned. Councilperson Botsch stated that he wants to ensure this will not incur extra cost to the Town. Council discussed this item, noting that the belief is there are no homes still connected to this line. It is believed that the Round Hill Auto Service may still be connected to the 2" main. Mayor Ramsey provided background as to why the County wants the Town to abandon this line. It was noted that the Utility Committee will further discuss this issue. Town Treasurer Welford, Mayor Ramsey and Council Members discussed how much to include in the budget line item dealing with this. There was discussion of the Main Street/New Cut Road Project. Mayor Ramsey asked if construction will begin in 2015; Town Administrator Nicholson stated that construction will not begin in that year, and discussed the time line for this project provided by the County. Councilperson Botsch explained that the County's 90% Plan has been submitted to VDOT, and they expect to receive feed back by summer. This would allow the County to begin the process of obtaining easements in August/September. Councilperson Botsch remarked that the goal is to ensure that public input is considered by the County. Discussion of the County's schedule with the Franklin Park Trail Project, as it relates to the Main Street Enhancement Project, ensued. There was discussion of Stantec's change orders related to this, and a need for a way to put this on hold until both projects are ready to commence. Mayor Ramsey asked Town Administrator Nicholson and Town Treasurer Welford to review what has been paid on Stantec Task Orders, to date. Following discussion, Council agreed upon a figure for Line 8a, and agreed to strike Lines 8b and 8c. Councilperson Lyne asked for clarification of the sidewalk improvements line item, which Council Members provided. It was noted that the Land Use Committee will provide guidance to Town Administrator Nicholson in regards to sidewalk improvement projects.

~~~~ Sleeter Lake Park was then discussed, with Town Administrator Nicholson providing a supplemental Phase 1 estimate sheet. Mr. Nicholson briefly explained each item on the list. Discussion ensued as to the types of picnic tables being considered for the park. Permitting and site plan preparation were

discussed, as were costs associated with site plan preparation. Contingency funding for this was discussed. Needed signage, as well as other possible expenses related to Sleeter Lake Park, were discussed. Councilperson Botsch suggested that the Council undertake what needs to be done in order to get the park open, and then add to that. Council discussed the entry road and parking lot. Following further discussion, it was decided to leave the figure in this category at its current amount.

~~~~ It was noted that the Town Park Improvements line item is 0; there will be no major Town Park Improvements. Vice-Mayor Graham asked if anything more will be done to the pavilion; Mayor Ramsey discussed possible additions/improvements, and Town Administrator Nicholson discussed acoustic improvements to be made.

~~~~ Under the heading of Town Office Building and Grounds Improvements it was noted that funds to cover the refinishing of the floors were added. This line item also includes repaving the parking lot, and adding insulation under the building. Council Members were all comfortable with the amount of this line item. It was reported that the operating system will no longer be supported by Microsoft beginning in April; Town Administrator Nicholson reported that the Town will begin using Windows 7 in July 2014. Vice-Mayor Graham asked about Line 16 – a four line phone system; Town Administrator Nicholson and Town Treasurer Wolford explained this item. Mayor Ramsey asked about the file server; it was noted that that will remain the same, only desk-top machines will be replaced. Mayor Ramsey suggested installing dual monitors; discussion ensued of the amount of increase necessary in order to purchase and install dual monitors. Line Item 17, dealing with the website upgrade was reviewed; Council was comfortable with the amount in this line item. Town Treasurer Wolford explained Line Item 18, noting that it deals with LOGICS. Mrs. Wolford discussed the Town of Purcellville's problems with this system. Town Treasurer Wolford stated that she prefers to stay with the Capital Tax Program, and suggested zeroing out this line item and demanding a refund from LOGICS. Town Treasurer Wolford explained the line item dealing with the Capital Improvement CDs, noting that everything will stay in the CDs.

## **2. Main Street – Stantec**

Town Administrator Nicholson explained this item, with Mayor Ramsey noting that Mr. Nicholson will get back to Council regarding how much has been paid to Stantec to-date, as that figure is unclear at this point. Mr. Nicholson explained that he looked into the total Main Street Enhancement Project costs, and the Town's liability, in order to discern the percentage that comprises engineering costs. Town Administrator Nicholson spoke to Mr. Jim Zeller, and noted that Mr. Zeller did not feel the engineering costs charged to the Town were out of line. Mr. Nicholson provided a break out of costs thus far, as well as possible costs post-award. Town Administrator Nicholson reported that the total construction

and engineering costs come to \$905,000.00; this does not include any right-of-way purchases. This figure is based upon the Town performing the work on its own. Discussion ensued regarding undertaking this project in conjunction with the County's Franklin Park Trail Project, and the fact that the new employee with the County (Joe Kroboth) seems unaware of previous discussions held regarding the possibility of the two projects being combined. Council discussed how to move forward with combining these two projects. Councilperson Prack discussed the impact these two projects, occurring simultaneously, will have on traffic in Town. Councilperson Botsch discussed his thoughts regarding these costs, and stated that he feels they are not excessive. Mayor Ramsey suggested that the Town look for an alternate engineer for smaller projects, as Stantec's rates are high. Councilperson Lyne asked if a flat rate could be negotiated for smaller projects; Mayor Ramsey discussed why an alternate engineer may be a better choice. There was discussion of the Stantec Task Order, noting that Council approval is needed, and that the amount is not to exceed \$46,750.00. Councilperson Prack made a motion **to approve the payment of Task Order 19, for the amount not to exceed \$46,750.00, to Stantec Engineering for services on the Main Street Project;** Vice-Mayor Graham seconded the motion. Following brief discussion in order to further clarify the issue, a vote was held; the motion was approved by a vote of 5-1. Vice-Mayor Graham cast the dissenting vote. The vote is recorded as follows:

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

Town Administrator Nicholson will resolve the actual amount of the Task Order.

## **IN RE: REPORTS**

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

Mayor Ramsey noted that this report is in front of each Council Member, and asked that it be reviewed and any questions regarding it be posed. There were no questions.

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

Town Planner/Zoning Administrator Rhoades reported that the deeds have been received from RHI for the well sites, and have been given to Town Attorney Gilmore for review. Mrs. Rhoades is awaiting easements for the off-site trail in Lake Ridge Estates. Town Planner/Zoning Administrator Rhoades stated that a permit from the Town will be required for the demolition of the house on Hayman Lane, so that the paperwork will be in order. Town Planner/Zoning Administrator Rhoades briefly discussed the order in which County and Town permits are required. Councilperson Botsch asked if the Community Garden is definitely shutting down; Town

Administrator Nicholson stated that it is. There was brief discussion of the sign and fencing from the garden site.

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

Mayor Ramsey noted that he had spoken earlier in the meeting to Town Attorney Gilmore regarding the issue he wanted to raise.

### **4. Utility Committee**

Vice-Mayor Graham reported that, in conjunction with the water study being conducted by Peed & Bortz, the number of connection permits needs to be confirmed. In addition, a question was raised regarding some of the Upper Lakes taps. Mayor Ramsey stated that some of those taps may be water only, which may explain the discrepancy. The goal is to ensure that RHI installs the correct number of taps.

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

Councilperson Heston ensured that everyone had a copy of the minutes. The committee discussed FIOS, the Town website and LOGICS. The next meeting will be held on April 14, 2014, at 7:30 p.m. Councilperson Lyne asked if the trash contract is handled by this committee, and discussed the possibility of obtaining the large recycling bins offered by American Disposal. It was reported that Town Administrator Nicholson is working with the company on this issue.

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

Councilperson Botsch provided this report, noting that the committee's main topics of discussion were: widening Bridge Street; providing a link between our website and the County's website, once that website has been updated on the Franklin Park Trail Project; and that the next steps in the Main Street Enhancement Project and the Franklin Park Trail Project will be to hold public input sessions. One or two public input sessions are planned for the Main Street Project, and one session for the Franklin Park Trail Project. Councilperson Botsch reported that the committee should be ready for these sessions in the May/June time frame.

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

Councilperson Botsch asked if the April Town Council meeting should be rescheduled, as it falls during the school's spring break week. Several members of the Council will be out-of-town at that time, so it was decided to reschedule the meeting for April 24, 2014. Vice-Mayor Graham reported that she attended a monthly public meeting held by the Sheriff's Office. Mrs. Graham reported that it was a good session, for which the Sheriff's Office personnel were well prepared. Vice-Mayor Graham also raised the issue of e-mails she sends, wondering why some receive them and some don't. Councilperson Prack asked that it be ensured that his e-mails go only to his Town account, and not his work account. Councilperson Heston asked if there will be a budget meeting on April 3, 2014; Mayor Ramsey stated that there will be. Councilperson Lyne asked that a reminder be sent regarding this; Town Administrator Nicholson will do so. Councilperson Klipple stated that there is also a budget meeting scheduled for May 1, 2014. It was reported that all budget sessions begin a 7:00 p.m.

**IN RE: MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 11:27 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary