

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
May 15, 2014**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, May 15, 2014, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Ann Graham, Vice-Mayor
R. Daniel Botsch
Janet L. Heston
Clarkson J. Klipple
Frederick J. Lyne

Council Members Absent

Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator

Others Present

Elizabeth Wolford, Town Treasurer
Liz Wallace
Rob Wallace
John Wallace
Dave Wallace
Steven Rhodes
Ann Thomas

IN RE: CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Mayor Ramsey

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 OR AMENDMENT OF AGENDA

Vice-Mayor Graham made a motion to approve the Agenda of the Round Hill Town Council Meeting of May 15, 2014, with the following amendments: add Business Item #4 – Town Decals, and Business Item #5 – 17 Bridge Street; Councilperson Lyne seconded the motion. Councilperson Heston requested that Item #7, an Executive Session held to discuss personnel matters, be added, prior to Council comments. Both Vice-Mayor Graham and Councilperson Lyne agreed to this amendment. A vote was then held; the Agenda was approved 5-0, with Councilperson Prack absent. 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	Absent

IN RE: BUSINESS ITEMS

1. Eagle Scout Recognition

Councilperson Lyne noted that the Town had recently been made aware of the accomplishments of Robert Wallace, whom he then introduced. Mr. Lyne spoke about Robert's accomplishments in school and Scouts, noting that he had attained the rank of Eagle Scout. Councilperson Lyne explained Mr. Wallace's Eagle Scout project. Councilperson Lyne then made a motion to recognize Mr. Wallace, during which he presented the formal proclamation; Councilperson Klipple seconded the motion. Councilperson Heston recognized the family of Mr. Wallace in attendance at this evening's meeting. A vote was then held, with the motion approved 5-0; Councilperson Prack was absent for the vote. 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	Absent

Mr. Wallace was congratulated by Council for his accomplishments, and was recognized by all in attendance.

2. Woodgrove High School Graduation Night

Vice-Mayor Graham explained this item, noting that last year the Town began the precedent of making a donation to the school's graduation night program. Vice-Mayor Graham then made a motion to make a donation to the Woodgrove High School graduation night program, in the amount of \$200.00; Councilperson Lyne

seconded the motion. The motion was approved by a vote of 5-0, with Councilperson Prack absent. 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	Absent

3. Public Input Session for Main Street Project

Councilperson Botsch explained that this had been placed on the Agenda as it was hoped a public input session could be held next month; however, the Town's engineer is still working on plats. As it could take thirty to sixty days to complete that work, the public input session will probably be held in August. Brief discussion among Council Members ensued; it was noted that it may be difficult to hold this session in August, as many people are out of town. It was decided to hold this session in September, with Councilperson Botsch noting that two sessions will probably be held.

4. Town Decals

Vice-Mayor Graham explained that she would like the Town to begin use of a decal (to replace the currently used metal plates) containing the Town's logo of the Ford Store, but without the diamond or banner. Councilperson Heston asked if this item requires a vote be taken; Mayor Ramsey explained that it does not, as this is an administrative item. Councilperson Heston stated, for the record, that she is against the use of the decal.

5. 17 Bridge Street

Vice-Mayor Graham explained the situation at this property, noting that the County has deemed the property unsafe and has recommended that the house be demolished. Vice-Mayor Graham will send a letter to the property owner, asking that the house be demolished; the property owner would also be informed that the Town could place a lien on the property and undertake the razing of the house if the property owner does not take action. Mrs. Graham explained the terms of a proposal for demolition of the house received by Stanley (the firm demolishing the vacant house on Hayman Lane). Vice-Mayor Graham stated that the house presents a safety hazard, and that she will proceed accordingly.

IN RE: ACTION ITEMS

1. Approval of Minutes: April 24, 2014 Town Council Meeting

Councilperson Botsch noted that, on page eleven, in the Land Use Committee Report, the reference to the ABC permit should read as follows: *the permit for the Hometown Festival was approved pending the acquisition of the ABC permit.* Councilperson Botsch then made a motion **to approve the Round Hill Town Council regular**

meeting minutes for April 24, 2014, as amended; Councilperson Heston seconded the motion. The minutes were approved by a vote of 4-0-1, with Councilperson Prack absent and Vice-Mayor Graham abstaining. The vote is recorded as follows:

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

2. Trash Service Proposal

Town Administrator Nicholson presented this item, noting that the addendum in the Council Members' packet (from American Disposal) was recommended by the Administration, Communication and Technology Committee. Councilperson Heston explained further the committee's recommendation regarding this item, noting that American Disposal made a counter-offer in response to the proposal provided by CSI. Councilperson Lyne elaborated upon the committee's decision. It was noted that Mr. Rhodes, the representative of CSI, was in attendance at the meeting; Council thanked him for providing a proposal. Councilperson Heston then made a motion **to approve the addendum to the contract with American Disposal, for the rate of \$13.75 per household, per month, effective July 1, 2014 through June 30, 2017;** Councilperson Klipple seconded. The motion was approved by a vote of 5-0; Councilperson Prack was absent for the vote. 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	Absent

3. Resolution 2014-03 VRS Member Contributions

Mayor Ramsey provided a brief explanation of this item, and noted that the Council is required to certify this each year. Town Treasurer Wolford elaborated upon this, explaining that the Town is required to increase each employee's salary in order to offset his/her contribution to the VRS. Vice-Mayor Graham then made a motion **that the Town Council approve Resolution 2014-03, Member Contributions by Salary Deductions for Counties, Cities, Towns and other Political Subdivisions, in accordance with Chapter 822 of the 2012 Acts of Assembly, SB 497;** Councilperson Heston seconded the motion. The motion was approved by a vote of 5-0, with Councilperson Prack absent. 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	Absent

4. Resolution 2014-04 VRS Employer Contributions

Town Treasurer Wolford explained this item, noting that this contribution by the Town constitutes a VRS certified rate. Councilperson Heston then made a motion to **adopt Resolution 2014-04, Employer Contribution Rates for Counties, Cities, Towns, School Divisions, and other Political Subdivisions, in accordance with the 2014 Appropriation Act, Item 468(H)**; Vice-Mayor Graham seconded. The motion was approved by a vote of 5-0, with Councilperson Prack absent. 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	Absent

5. Resolution 2014-05 Amendment to Subdivision Ordinance Regarding Preliminary Subdivision Plats

Mayor Ramsey explained this item, noting that this directs the Planning Commission to review the rules regarding subdivision plats, in order to comply with recent acts of the General Assembly. Mayor Ramsey explained that new State code provides that a preliminary subdivision plat may only be required for a subdivision of 50 or more lots, and that the same law vets plats for a longer period of time. Vice-Mayor Graham then made a motion **that the Town approve Resolution 2014-05, Round Hill Town Council Referral to Planning Commission**; Councilperson Botsch seconded. Councilperson Heston asked if there is a time frame for completion of the review by the Planning Commission; Mayor Ramsey noted that he is unsure of a time limit, but that the Planning Commission will handle this item at their June meeting. Following that, a public hearing will be scheduled, probably as a joint public hearing. It was explained that Round Hill's ordinance will lag behind the State law's official start date of July 1, 2014; however, state law trumps town ordinances. Following this discussion, a vote was held; the motion was approved by a vote of 5-0, with Councilperson Prack absent. 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	Absent

6. Resolution 2014-06

Vice-Mayor Graham introduced this resolution, explaining that it is in honor of Mrs. Nancy McManus, Principal of Round Hill Elementary School, who is retiring this year. Mayor Ramsey explained that a farewell event will be held at the school on May 30, 2014, and that he will present the resolution at that event. Vice-Mayor Graham then made a motion **that the Round Hill Town Council approve Resolution 2014-06, Round Hill Town Council Appreciation of the Public Service of Nance A. McManus to the Round Hill Community;** Councilperson Lyne seconded the motion, noting his feeling that it is very appropriate to do this. The motion was approved by a vote of 5-0, with Councilperson Prack absent. 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	Absent

This was followed by a discussion of reasons for inclusion or omission of ceremonials on the Agenda, and the procedure for placing them on a meeting Agenda.

IN RE: REPORTS

1. Town Administrator's Report

Town Administrator Nicholson added to his submitted written report, noting that he spoke today with Eagle Scout candidate Ryan Rodriguez, who had previously presented his Eagle Scout project to the Land Use Committee. Mr. Nicholson briefly explained the plan for the project, and reported that he signed-off on that plan today. Mayor Ramsey asked how preparations for the Hometown Festival are proceeding; Town Administrator Nicholson stated that all permits have been issued. Vice-Mayor Graham noted that flaggers are needed for the Festival, and that Mayor Ramsey, Vice-Mayor Graham or Town Administrator Nicholson should be advised of anyone who may be interested. Councilperson Heston asked if flaggers need to be trained; Vice-Mayor Graham stated that they do. Town Administrator Nicholson suggested that anyone interested in serving in this capacity contact him, as he has the training video. Councilperson Heston asked if the flaggers will work at both the parade and

the 5K, or if they may choose one event; Mayor Ramsey stated that they may perform this duty for either or both venues.

2. Mayor's Report

Mayor Ramsey noted that one item in his report, the Hometown Festival, had already been discussed. Mr. Ramsey reported that he will formally approach the County regarding the construction agreement after Memorial Day. Councilperson Heston asked if a TANV meeting has been held recently. Mayor Ramsey stated that he was unable to attend the most recent meeting, and that the group is very focused on transportation funding/issues at this time. Mayor Ramsey provided a brief explanation of these issues for the Council's information. Mayor Ramsey also stated that COLT is completely defunct; Councilperson Heston asked if there is any possibility it could be revived. Mayor Ramsey noted that he could speak with the newly elected leaders of neighboring towns regarding restarting this group.

3. Utility Committee

Vice-Mayor Graham presented a brochure, devised approximately two months ago, which describes water and sewer service. It was noted that the possible work to be done to the water tower was discussed extensively at the meeting. Vice-Mayor Graham reported that Keith Lane (Town engineer) had not completed his research on this project, so a comparison with any other company could not be completed; thus the committee is not prepared to make a recommendation. Vice-Mayor Graham reported that the Hayman Lane house is being demolished. It was also reported that Emery & Garrett are in the process of checking well sites, with the approval to perform exploratory work at one site revoked. Peed & Bortz is conducting their water study. There was discussion of draining the reservoir, with it being noted that, once it is drained, it can never be refilled. Mayor Ramsey stated that the goal is to reduce liability at the site. Council discussed this issue, including the pros and cons of keeping this reservoir as well as what to do with the site in the future. It was noted that this site consists of four lots, three of which are small lots containing springs. Mayor Ramsey stated that he would like to have a long-term plan for the site.

5. Administration, Communications and Technology Committee

Councilperson Heston noted that this report is provided in written form. The next meeting will be held on June 2, 2014.

6. Land Use Committee

Councilperson Botsch reported that the committee discussed the little library proposed by the Girl Scout troop, as well as the Christmas tree at the Town Park. Town Administrator Nicholson is working with the Round Hill Women's Group regarding the tree. Councilperson Botsch noted that the committee will take up the Sleeter Lake Park project at their next meeting. Town Administrator Nicholson will work with KDL regarding the sidewalk at the Berry property (at the corner of West Loudoun and North Locust Streets); a more cost-effective solution for the sidewalk at the Baptist Church on West Loudoun Street was found. The next meeting will be held on June 16, 2014 at 7:00 p.m.

IN RE: EXECUTIVE SESSION

Councilperson Heston moved **that the Round Hill Town Council recess its open meeting and convene in closed session to discuss personnel matters, as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711(A)(1); with Town Administrator Nicholson invited to attend;** Vice-Mayor Graham seconded the motion. A voice vote was held and the motion was approved 5-0, with Councilperson Prack absent. 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	Absent

Mayor Ramsey called for a brief recess, in order to clear the room at 8:46 p.m.

IN RE: RESUME OPEN SESSION

The Town Council exited closed session at 8:59 p.m. with the following motions:

Motion to resume open session by Councilperson Heston, seconded by Councilperson Klipple; passed by a vote of 5-0, with Councilperson Prack absent for the vote. The vote is recorded thus:

<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	Absent

Motion to certify no items discussed that were not exempt from open session by Councilperson Heston, seconded by Councilperson Klipple; passed by a vote of 5-0, with Councilperson Prack absent for the vote. The vote is recorded thus:

<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	Absent

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:25 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary