

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
May 16, 2013**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, May 16, 2013.

**Council Members Present**

Scott T. Ramsey, Mayor  
R. Daniel Botsch  
Janet L. Heston  
Clarkson J. Klipple

**Others Present**

Maureen Gilmore,  
Town Attorney

**Council Members Absent**

Mary Anne Graham, Vice-Mayor  
Christopher J. Prack

**Staff Members Present**

John Barkley, Town Administrator  
Robert Kinsley, Town Planner/Zoning Administrator

**IN RE: CALL TO ORDER**

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

**IN RE: PLEDGE OF ALLEGIANCE**

Councilperson Klipple led those present in the Pledge of Allegiance.

**IN RE: COMMUNITY POLICING**

There was no Community Policing Report.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

**IN RE: APROVAL OF AGENDA**

Councilperson Botsch asked if the Proclamation of the Young Marines was included in the packet. Town Administrator Barkley responded that it was provided as a handout, and that that item is included in the updated agenda he handed out prior to the beginning of the meeting. Following this, Councilperson Botsch made a motion **to approve the Agenda**; Councilperson Heston seconded the motion. The motion carried by a vote of 3-0, with Councilpersons Graham and Prack absent for the vote. The vote is recorded as follows:

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

## **IN RE: BUSINESS ITEMS**

### **1. 11<sup>th</sup> Annual Hometown Festival**

Town Administrator Barkley reported that this item was included on the agenda for Vice-Mayor Graham, as a place-holder; due to her absence this evening, he will be reporting on this. Mr. Barkley stated that the preparations for the festival are pretty well complete, and that everything is looking good thus far, with permits, road closures and logistics taken care of. Thus far 74 runners have registered for the 5K race, 16 tee-shirts have been ordered, there have been six registrants for the soap-box derby, and 29 adult and 13 youth dinner tickets have been sold. There is approximately \$3,500.00 in sponsorship money to date. There were no questions or comments.

### **2. FY 2014 Budget and Tax Rates**

Mayor Ramsey asked if these items have gone to advertisement yet. Town Administrator Barkley stated that they will be advertised tomorrow (May 17, 2013) and next Friday (May 24, 2013). The Public Hearing for the Budget and Tax Rates is scheduled for June 6, 2013; a meeting to review input from the Public Hearing is scheduled for June 13, 2013, if needed; the regular Town Council meeting will be held on June 20, 2013, at which the Budget will be adopted. Mayor Ramsey noted that he will contact Council Members via e-mail following the June 6<sup>th</sup> Public Hearing, in order to determine if the June 13<sup>th</sup> meeting will be necessary. Mayor Ramsey discussed the budget workshop held two weeks ago, and asked if the Town Council members present now, who were not at that workshop, wanted to discuss that meeting. Mayor Ramsey briefly explained some of the issues covered at the workshop; it was the consensus of the Council to discuss this in detail during the Executive Session scheduled for this evening, due to the discussion of salaries being involved. Councilperson Heston asked if the proposed overtime was taken out; Mayor Ramsey stated that it was, and that a salary increase for the two positions under discussion was added. Mayor Ramsey stated that any budget issues should be raised now, and personnel issues should be discussed at the Executive Session. Mayor Ramsey reminded Council Members to put the June 6<sup>th</sup> meeting on their calendars.

## **IN RE: ACTION ITEMS**

### **1. Approval of Minutes**

#### **1. October 4, 2012 Town Council Special Meeting**

Councilperson Heston moved **to approve the Minutes of the October 4, 2012 Town Council Special Meeting**; Councilperson Klipple seconded the

motion. There was no discussion of the motion. The motion carried by a vote of 2-0, with Councilperson Botsch abstaining. Councilpersons Graham and Prack were absent for the vote. The vote is recorded as follows:

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

## **2. Approval of Minutes**

### **1. April 18, 2013 Town Council Meeting**

Councilperson Heston noted that, on page 5, under “Approval of Minutes,” her vote should be changed from *Aye* to *Absent*. Councilperson Heston also asked for clarification if, on page 6, under the “Town Administrator’s Report – AT&T Lease,” the use of the word *devised* is proper. It was decided that this word usage is proper. Following this discussion, Councilperson Botsch made a motion **to approve the Round Hill Town Council Regular Meeting Minutes for April 18, 2013**; Councilperson Heston seconded the motion. The Minutes were approved by a vote of 2-0, with Councilperson Heston abstaining. Councilpersons Graham and Prack were absent for the vote. The vote is recorded as follows:

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

## **3. Groundwater Resources Exploration Agreement**

Town Administrator Barkley provided Council Members with a handout from the May 14, 2013 Utility Committee meeting, containing the Town Engineer’s recommendation regarding the proposals received for Groundwater Resources Exploration. Mayor Ramsey reported that a groundwater study has not been done for approximately twenty years. In addition, Mayor Ramsey stated, the recommendation to conduct this study grew out of a study begun by Anderson & Associates, and continued by Peed & Bortz. Mayor Ramsey explained that this study will be an assessment of current wells and how they are performing, as well as a “fracking analysis,” which will help determine future well placement. It was explained that two firms provided proposals – Emery & Associates, and Clearcreek Associates. It was noted that Clearcreek is a western firm, with an office in Leesburg, and does not have a lot of local experience. Mayor Ramsey stated that this is a long-term planning item; however, approval of a proposal now

would enable a study to be done at the beginning of the dry season (in early July). Councilperson Heston asked from where the funds will come to conduct this study. Town Administrator Barkley explained that funding will come from monies budgeted in FY2013 and FY2014 for water supply planning and well improvements. Town Administrator Barkley explained how these different projects need to mesh into an overall water resources planning study. Councilperson Heston asked how much of the \$20,000.00 budgeted for this year will be spent in this fiscal year. Mayor Ramsey explained what Peed & Bortz needs to finish before they resume producing the study that “pulls it all together.” Discussion ensued of the work that needs to be completed, and the order in which it needs to be done, in relation to how and when funds are used to support the work. Mayor Ramsey also explained that a water model study is used to locate all pipes; and that the study in question now will focus on finding new wells. Following this discussion, Councilperson Klipple made a motion **that the Town award Emery & Garrett, LLC, the Groundwater Resources Proposal, in the amount of \$16,850.00;** Councilperson Botsch seconded the motion. The motion was approved by a vote of 3-0, with Councilpersons Graham and Prack absent for the vote. The vote is recorded thus:

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

Mayor Ramsey instructed Town Administrator Barkley to notify Emery & Garrett of the Council’s decision.

#### **4. Resolution 2013 – 01; The Parents Who Host, Lose the Most: Don’t Be a Party to Teenage Drinking Awareness Month**

Councilperson Botsch made a motion **to approve Resolution 2013 – 01; The Parents Who Host, Lose the Most:...;** Councilperson Klipple seconded the motion. There was no discussion. The motion carried by a vote of 2-0, with Councilperson Heston abstaining. Councilpersons Graham and Prack were absent for the vote. The vote is recorded as follows:

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

## **IN RE: REPORTS**

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

Town Administrator Barkley noted that his reports are presented in written form, and that he would be happy to answer any questions. Mr. Barkley stated that he hopes his reports are valuable to Council Members, and noted that he would welcome suggestions on ways to improve his reports. Town Administrator Barkley reported that Loudoun County has gone back to plans to build the Western Loudoun Sheriff's Office Substation utilizing well and septic. Town Administrator Barkley noted that the Hometown Festival has already been discussed, and that things are looking good. Mr. Barkley reported that Wally Johnson has received final approval for the fire suppression system at his property. A draft amendment to the AT&T lease is being worked on; the new antennae will add a little more weight to the water tower. Town Administrator Barkley stated that the Council will discuss at a later time if they want to revoke voluntary water restrictions; Mr. Barkley will provide recommendations regarding this from Utility Staff. Town Administrator Barkley reported that sidewalk replacements are complete. Mayor Ramsey noted damage done to the yards at the United Methodist Church and Mr. Berry's property on North Locust, and stated that he feels Brothers' Paving or the Town should at least smooth out the ground and sow grass seed there. Councilperson Heston noted some debris left that should be removed, with which Mayor Ramsey agreed. Councilperson Heston asked about the sidewalk on High Street that leads up to the adjacent property's front porch; Town Administrator Barkley stated that the homeowner asked for, and will pay for, the walk to his home. Councilperson Botsch noted a comment made by a citizen regarding the sycamore tree on East Loudoun Street, in conjunction with the Franklin Park Trail Project; Town Administrator Barkley elaborated on this, and noted he was unsure if the citizen was serious about removing the tree. Mr. Botsch also asked if the Town is still "on hold" with the Main Street Enhancement Project, while awaiting waivers/exceptions from VDOT; Mr. Barkley reported that "we are still on hold." Councilperson Botsch asked if we've heard anything from the County regarding their interpretation of the proffers for Sleeter Lake Park. Town Administrator Barkley noted that we have not. Mayor Ramsey requested that a meeting be scheduled through Supervisor Clarke's office with the County Zoning Office and a representative of Supervisor Clarke, regarding Sleeter Lake Park. Mayor Ramsey noted that he will attend this meeting, and asked Town Attorney Gilmore to attend as well, if her schedule permits. Councilperson Botsch reported that, regarding the Main Street Enhancement Project, the grant monies received by the Town include funds for compensation to property owners for devaluation of their properties in conjunction with the easements needed for the sidewalks. Town Administrator Barkley explained that one property owner raised the issue of compensation; Mayor Ramsey asked if that particular homeowner feels the project will devalue his property. Town Administrator Barkley expanded briefly on the discussion he had with this homeowner, and offered to discuss this issue further with him. Councilperson Botsch noted that he feels that is not necessary yet, as VDOT hasn't gotten back to the Town regarding the previously noted

waivers/exceptions. Town Administrator Barkley noted that the Town did apply for grant money for the purpose of compensating landowners. There was a brief discussion of this issue, including a discussion of limiting compensation of property owners who's property are affected. Mr. Barkley also noted that there is evidence that streetscape improvements enhance the value of the properties involved. Town Administrator Barkley reported that the Town received approximately \$100,000.00 from the DEQ for the Hayman Lane project; Mayor Ramsey reported that the project is almost complete.

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

Town Planner/Zoning Administrator Kinsley noted that his report is before each Council Member, and that he would be happy to answer any questions. Mr. Kinsley reported that KHovnanian will provide their contribution toward operating the lift station on Airmont Road, which will enable them to receive full approval for their project to go forward. Also, Jordan Dimoff asked to be allowed to do grading and filling near the entrance to their tract, prior to the installation of water/sewer. Discussion of this request between Mayor Ramsey and Town Planner/Zoning Administrator Kinsley ensued, with Mayor Ramsey noting that it would be good to get more detail on this, and its possible impact on utility improvements. Town Planner Kinsley reported that all entities are reviewing plans for the four lot subdivision planned on Walraven Way. Councilperson Botsch asked if any citizens attended either public input session held by the Planning Commission regarding the update of the Town's Comprehensive Plan; Mr. Kinsley stated that no citizens attended. Town Planner/Zoning Administrator Kinsley noted that no public input has been received since the survey taken in late 2012/early 2013. Councilperson Botsch also asked about the house on Bridge Street destroyed when a tree fell on it, and the possibilities for rebuilding the house. Discussion of rebuilding on the existing footprint, and of setbacks required at this site, ensued. Finally, Town Planner/Zoning Administrator Kinsley reported that the Board of Zoning Appeals record for the Circuit Court is almost complete, and that Julia Judkins will be at the Town Office on Tuesday (May 21<sup>st</sup>) to finalize the record.

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

Mayor Ramsey reported on the clean-up at the Town Park held on May 11<sup>th</sup>, done by a local Boy Scout Troop, and explained the work they did. Mayor Ramsey also reported that a local Girl Scout Troop will plant annuals in the Park, following the completion of work by RSR (the Town's landscape company). Mayor Ramsey reported that Mike Hummel has requested a meeting regarding the status of boundary adjustments. Mr. Ramsey suggested that Mr. Hummel attend the Land Use Committee meeting. As the May Land Use Committee meeting was cancelled, Mayor Ramsey will let Mr. Hummel know when the next meeting will be held. A brief discussion concerning the location of the boundary lines ensued. Finally, Mayor Ramsey reported that the Round Hill Volunteer Fire Department is interested in changing the parade route for the 2014 Hometown Festival.

Discussion of the transportation problems driving the request for this change ensued. There were no questions concerning the Mayor's Report.

Page 7  
RHTC  
05/16/2013

**4. Utility Operations, Public Facilities, and Projects Committee**

Councilperson Klipple spoke to this Committee's report, in the absence of Vice-Mayor Graham, and noted that the subjects in this report have already been covered at this evening's meeting.

**5. Administration and Communications Committee**

Councilperson Heston noted that the Committee will be meeting soon.

**6. Land Use Committee**

Councilperson Botsch reported that the May meeting had been cancelled, but the Committee will have a meeting next month. Mr. Botsch also reported that the Committee will soon bring before the Council the parking regulations provided by Deputy Cooper.

**IN RE: COUNCIL COMMENTS**

Councilperson Botsch noted that the Town has not heard further from the County regarding the Franklin Park Trail Project, and expressed concern that the Town will be left out of the decision-making process. Town Administrator Barkley stated that he will check with Mr. Hoffman of the County Staff regarding this. Councilperson Klipple reported that he visited Lake Point today and that it "looks like 2008," with a lot of work being done.

**IN RE: EXECUTIVE SESSION**

Councilperson Heston moved that the **Round Hill Town Council convene in Closed Session to discuss pending and probable litigation in re: to utility and zoning matters as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711(A)(7), and personnel matters as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711(A)(1).** Councilperson Botsch seconded the motion. There was no discussion of the motion. A voice vote was held, with the motion approved by a vote of 3-0. Councilperson Heston noted that it should be stated who is invited to the Executive Session, and that Town Attorney Gilmore is invited; Councilperson Botsch signified that he agreed with this post-motion addition. The vote is recorded thus:

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

Mayor Ramsey called for a brief recess in order to clear the room. The regular meeting was recessed by Mayor Ramsey at 8:38 p.m.

**IN RE: MEETING ADJOURNMENT**

The Town Council exited closed session at 9:55 p.m. with the following motions:

Motion to resume open session by Councilperson Heston, seconded by Councilperson Botsch. Passed 3-0.

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

Motion to certify no items discussed that were not exempt from open session by Councilperson Heston, seconded by Councilperson Botsch. Passed 3-0.

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

The regular meeting was adjourned by Mayor Ramsey at 9:58 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary