

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

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, November 20, 2014, at 7:30 p.m.

**Council Members Present**

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

**Council Members Absent**

Christopher J. Prack

**Staff Members Present**

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

**Others Present**

Maureen Gilmore, Town Attorney  
Thomas Graham  
LCSO Deputy Boyer  
Clinton Chapman

**IN RE: CALL TO ORDER**

The meeting was called to order at 7:32 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: COMMUNITY POLICING**

Deputy Boyer stated that there was nothing new to report, and asked if there were any questions. There were no questions from those in attendance.

**IN RE: APROVAL OR AMENDMENT OF AGENDA**

Town Planner/Zoning Administrator Hynes requested that the Comprehensive Plan presentation be moved to after the Town Planner/Zoning Administrator's Report, and that the Albright Boundary Line Adjustment discussion be stricken from the Agenda. Councilperson Botsch raised two questions regarding Action Items. The first dealt with the Creekside Proffers and the fact that they have not yet been addressed by the Land Use Committee; Town Planner/Zoning Administrator Hynes explained that this item is on the agenda so that comments may be provided to the County. Councilperson Botsch then asked if the topic should be listed as an Action Item or a Business Item; Town Planner/Zoning Administrator Hynes stated that it was listed as an Action Item because the Council could recommend it move forward, or they could provide comments. Councilperson Botsch noted that the Land Use Committee has not yet made their recommendation regarding this project. Councilperson Botsch also asked about the Land Acquisition Proposal, as the Land Use Committee has not yet made a recommendation on that item; Town Planner/Zoning Administrator Hynes noted that that topic will be discussed at this evening's meeting. Councilperson Botsch asked to clarify if action was to be taken on both items at this evening's meeting. Town Planner/Zoning Administrator Hynes noted the difficulty that sometimes occurs in determining whether an issue is a Business Item or an Action Item, and explained that both topics raised by Councilperson Botsch are to be discussed at this evening's meeting and could be voted upon or carried over until next month's meeting. Councilperson Botsch explained the reason for his uncertainty regarding these two items, in light of discussions held regarding them at the Land Use Committee meeting. Mr. Botsch also noted that he expected action on the grant process to be included on the Agenda, as there is a deadline nearing for that item; Town Planner/Zoning Administrator Hynes explained that that topic will be discussed during the closed session, with Mayor Ramsey noting that no action on Sleeter Lake Park will be required this evening. There was brief discussion of the Creekside Proffers; it was decided to move that to the final item under Business Items. Vice-Mayor Graham then made a motion **to approve the Agenda, with the deletion of the Albright Boundary Line Adjustment item, the Comprehensive Plan presentation moved to the Town Planner/Zoning Administrator's Report, and Creekside Proffers moved to the last topic under Business Items**; Councilperson Lyne seconded the motion. The Agenda was approved by a vote of 5-0, with Councilperson Prack absent. 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	Aye
Christopher J. Prack	Absent

## **IN RE: BUSINESS ITEMS**

### **1. Round Hill Fiscal Policy**

Mayor Ramsey introduced this topic, noting that he sent two e-mails to Council Members containing information related to this discussion, and that the information is included in Council Members' packets. Mayor Ramsey then explained that, in working with the Utility Committee on the Rate Study, as well as the Town potentially borrowing money for the water tower, it would be helpful to have a specific policy in place for budgetary/monetary issues. Mr. Ramsey noted that this would also help guide the Council through the yearly budgetary process. Mayor Ramsey broke down his report into two sections: 1) guidelines for managing the budget, and 2) structuring utility rates. Mayor Ramsey recommended that the Administration, Communications & Technology Committee take up the fiscal policy and the Utility Committee take up the utility rate policy, and then both committees report back to the Council with their final recommendations. Councilperson Lyne asked where the guidelines used were obtained; Mayor Ramsey explained that he adapted guidelines used by Leesburg and Purcellville. Mayor Ramsey stated that a focus for him in preparing this policy was appropriate levels for reserves and debt, noting that these are implicit in the Water Rate Study but that he prefers they be explicit. Vice-Mayor Graham commended Mayor Ramsey for his work on this study, and made a suggestion regarding its wording; it was decided that the Administration, Communications & Technology Committee will handle that issue. Vice-Mayor Graham also expressed a concern regarding the 2% figure, wondering if that figure is too arbitrary and could impact possible future work. Mayor Ramsey noted that arbitrary figures may be arbitrarily revised. Councilperson Lyne asked if these are guidelines, or what the Town adheres to; Mayor Ramsey stated that they are guidelines, and that the issuance of any new debt would require approval by the Council. Mayor Ramsey stated that the benchmarks he included are what bond agencies look at. Mayor Ramsey then discussed the Debt Level portion of the proposal, with Vice-Mayor Graham expressing her concern that the Town may be changing policy dependent upon circumstance under the terms put forth. Mayor Ramsey stated that the Debt Level policy is dependent upon the amount of revenue being generated, and is not as useful as other portions of the policy. Vice-Mayor Graham suggested a range of percentages to be considered in this category; Councilperson Klipple asked what the current percentage is. Mayor Ramsey explained that the State's limit is 10%, but that that only applies to certain classes of debt. The Town's Auditor's Report does not apply the utility debt to that 10% limit. Mayor Ramsey explained that Round Hill is currently at approximately 9%. Vice-Mayor Graham stated her concern that the Town not adopt a policy that would quickly be obsolete. Mayor Ramsey suggested that the policy be discussed in the Administration, Communications & Technology Committee, and that the committee obtain feedback from Mr. Mitchell. Mayor Ramsey explained his reasons for creating a fiscal policy for the Town. Councilperson Botsch noted his surprise that the study projects ten years into the future, and asked why a five year projection was not used; Mayor Ramsey stated that the ten year projection helps to refine the Town's review of its finances. Mayor Ramsey stated that Round Hill's finances are pretty consistent. Councilperson Botsch noted that he was not sure he understood item one under the

heading "Debt Coverage Benchmark;" Mayor Ramsey explained that this is a common benchmark used by bond agencies, and explained the formula used to determine an entities' ability to repay its debt. Mayor Ramsey noted that all of the benchmarks used in the policy are very conservative. Mayor Ramsey then explained how he determined rates used in the utility section of the study; he then asked if Council approves of referring this to committee. Councilperson Lyne asked if the Utility Committee actually does the rate study; it was noted that they do, and Mayor Ramsey stated he would discussed that next. Mayor Ramsey explained that a rate study was completed in 2007 and reviewed in 2012. Mr. Ramsey noted that the utility rates have not changed for the last three fiscal years. This study will begin with the next budget year (2016). At present water rates are where they need to be, but sewer rates could be dropped significantly. Vice-Mayor Graham expressed her concerns regarding capital investment in the future, as the Town is built-out in regards to the sewer system; Mrs. Graham questioned how the Town could lower sewer rates while still maintaining the expanded level of service. Mayor Ramsey explained that the sewer rates are generating income that significantly exceeds annual operating costs for the sewer, even with factoring in the C.I.P. plan. Vice-Mayor Graham asked how it is possible to project costs for this item upon expansion of the system; Mayor Ramsey noted that assumptions are made in putting forth projections. Councilperson Klipple asked how it is possible that the Town look at both borrowing money and reducing sewer rates, noting his concern that "we're making our kids pay for our lower rates now." Mayor Ramsey stated that it is a matter of fairness to customers who obtain only water or only sewer, and that, to not borrow, would delay work on the water tower or allow reserves to dip. Mr. Ramsey elaborated upon the fact that water rates are set to recover water expenses and sewer rates are set to recover sewer expenses. Mayor Ramsey stated that this is still being discussed by the Utility Committee; the Utility Committee will decide upon the final form of the policy and then make a referral to the Council. Councilperson Klipple explained his concerns regarding in-town citizens being responsible for paying back a debt, over a period of thirty years, for a system utilized by more than in-town residents. Councilperson Lyne and Mayor Ramsey discussed amortizing expenses over time, and setting rates in order to recover costs. Mayor Ramsey stated that "pay-as-you-go" is good for some things, but for large items is not always possible. Councilperson Klipple, Mayor Ramsey, and Councilperson Lyne discussed further the adjusting of rates in relation of the amount in Utility Reserves. Mayor Ramsey stated his belief that "we should return money we've charged to citizens who've paid it;" he also discussed funds currently in reserves which are not "working" for the Town. Vice-Mayor Graham asked during which year the sewer rates would be reduced, as well as when they may escalate back up; Mayor Ramsey explained that he would cover that topic later in his presentation. Mayor Ramsey then discussed the following: 1) the Town's excess reserves; 2) debt coverage, noting Round Hill has a healthy surplus; and, 3) system outlook, which is positive, with another 600-700 users to be brought on-line, and briefly touching upon issues regarding capacity for both water storage and the sewer system. Mayor Ramsey discussed the 2007 predictions, highlighting aspects which were in error, as well as things which went right. Mayor Ramsey noted that the predicted 5% increase in operating expenses actually came to

approximately 3%; credit for this was given to Utility Staff and budgetary discipline. A 4% figure was used in the current proposal. Mayor Ramsey explained that Capital Improvement Plans were substantially reduced, and that two large projects were delayed for several years; the Town needs to ensure that the projects are ready before borrowing money to finance them. The new model being put forth was then discussed, with Mayor Ramsey stating that input from the Utility Committee is required for the draft C.I.P. plan. The numbers in the draft plan were projected using Keith Lane's recommendations; Town Administrator Nicholson noted that this is a good, clear document. Mayor Ramsey further discussed projections, noting that the assumption was that the water tank would be paid for with proceeds from the bond, and that, conservatively, 35 new hook-ups per year are expected. Possible new hook-ups and hook-ups in the pipeline were discussed, as were dissent decree connections and their worth as well as availability fees for in-town and out-of-town connections and their worth. Councilperson Klipple stated that this discussion helps him understand how reserves could get too big. Councilperson Botsch clarified that the Reserve Target Line encompasses operating expenses plus debt, noting that, with all factors accounted for, it maintains a relatively flat curve. Mayor Ramsey discussed possible interest rates, noting that he used a 5% number in this draft document. Mayor Ramsey also pointed out the answer to Vice-Mayor Graham's earlier question regarding when sewer rates would be reduced, highlighting the goal that cash reserves match operating expenses, and noting that for the past three years the surplus has been mainly on the sewer side. Mayor Ramsey stated that, for the five-year projection period, he was trying to keep the reserves figure "roughly flat." Councilperson Botsch asked to clarify that these projects include a 20% cut in sewer rates; Mayor Ramsey noted that that is correct. Mayor Ramsey stated that the total cash surplus will oscillate close to zero, dependent upon how much is spent on capital projects. It was also explained that the Town's total debt would increase from 6 million to 8.3 million, if the money being discussed were borrowed. Mayor Ramsey then discussed the ten year projections, noting that the assumption for the study was for three percent increases, following the 20% drop. Vice-Mayor Graham asked what year this affects; Mayor Ramsey stated that for FY 2015 water rates will be held flat, then in FY 2017 the rates will be raised 3% yearly. Mr. Ramsey closed his presentation by stating that these documents are drafts. Councilperson Botsch asked if there are any other wild cards (other than the housing market); Mayor Ramsey noted that other determining factors would be capital improvement projects and future regulatory changes. Mayor Ramsey discussed the method being used at the Waste Water Treatment Plant, which keeps it within the boundaries of current regulations, and explained that it may cease to be effective when the Town approaches its build-out; this may necessitate investments at the Waste Water Treatment Plan in the future. Councilperson Botsch asked to clarify that, at this point, the projections only take into account capital improvement projects to which the Town has already committed; Mayor Ramsey stated that that is correct, and explained briefly how he devised the figures used in the ten-year projections. Vice-Mayor Graham asked if undertaking the sewer rate cut over time would be a better option; Councilpersons Lyne, Heston, and Botsch discussed their thoughts regarding this. Town Administrator Nicholson highlighted the fact that, several years ago, the Town

undertook to build up reserves, following a period of extremely low reserves. Mayor Ramsey discussed the next steps in this process. Mayor Ramsey then asked how the Town should proceed with payment for the new water tank, noting that the Utility Committee should have completed their review of this by January. Vice-Mayor Graham asked about Davenport & Company; Mayor Ramsey explained the services Davenport provides, and explained that Round Hill worked with them in 2009. Town Administrator Nicholson stated that he has contacted them and that information regarding their services is included in each Council Member's packet. Town Planner/Zoning Administrator Hynes explained that the County's comments on the water tower lots are also provided in the packets. Mayor Ramsey asked if the process will be complete by spring; Town Attorney Gilmore stated that it should be, and that she has explained to the County staff person handling this issue the Town's goals. Ms. Gilmore then explained the process going forward. Mayor Ramsey discussed the Debt Limit, and Davenport & Company's assumptions regarding this versus Mitchell & Company's. Mayor Ramsey discussed how to obtain the best interest rate on a bond; Mayor Ramsey and Town Attorney Gilmore also explained rules regarding debt under a General Obligation Bond. Discussion among Council Members ensued regarding this topic. Mayor Ramsey stated that this presentation is introductory, and that a decision will be made at a future time regarding payment for the water tower. Councilperson Heston asked if the Town is forbidden to use funds that we have semi-arbitrarily divided out as sewer, for water; Mayor Ramsey explained how he arrived at the figures for reserves, and how they will track in the future. Mayor Ramsey and Town Attorney Gilmore explained that funds from the sewer side of the system could be used towards the water tank. Mayor Ramsey explained that the benchmark figure for reserves comes from the combined water and sewer categories. Vice-Mayor Graham asked if it would be possible to finance the water tower using half from reserves and half from a loan; it was noted that this would be possible. Councilperson Klipple asked if the amount paid by users of the system who only use sewer is too high, but if those who obtain both water and sewer from the utility are paying approximately the correct amount; Mayor Ramsey explained the break-down of the costs of these services. Vice-Mayor Graham suggested that Council wait until the Utility Committee has completed their work on this before taking a vote. Councilperson Klipple commended Mayor Ramsey on the study. There was no further discussion of this item.

Town Planner/Zoning Administrator Hynes explained that the Alder School Road Project Trail Relocation should have been stricken from the Agenda; the Albright Boundary Line Adjustment item does require discussion at this evening's meeting. Town Attorney Gilmore and Town Planner/Zoning Administrator Hynes further explained this issue.

## **2. Albright Boundary Line Adjustment**

Town Planner/Zoning Administrator Hynes presented this topic, explaining that this is in regards to the Albright/Schneider property, located in the area where the Creekside development is being proposed. Part of this parcel is inside the Town limits, and part of it is located in the County. Town Planner/Zoning Administrator

Hynes explained that a minimum of fifty acres of land are required in order to make the Creekside development feasible. It was also explained that the Town is a referral agency in this matter. Town Planner/Zoning Administrator Hynes presented a map of this property for Council's review. To accomplish the requirements for the proposed development a boundary line adjustment of the Albright property is necessary; the portion of the Albright property located in the County is being absorbed by the Schneider parcel; the house presently on the land will conform. Town Attorney Gilmore stated that the Town needs to ensure that the sewer easement on the property is protected. Mayor Ramsey explained the history of the Town's access to the sewer easement under discussion. It was explained that the Creekside developers will buy the land from Mr. Albright, which will necessitate the boundary line adjustment. There are two outbuildings on the property which will, upon completion of the boundary line adjustment, become non-conforming; they should be moved, if they are not, a Notice of Zoning Violation letter will be sent. Town Planner/Zoning Administrator Hynes reviewed the Town's comments regarding this (the utility easement and ensuring that the non-conforming outbuildings be moved); those comments will be forwarded to the County. Mayor Ramsey further discussed the requirements regarding the easement on these properties, noting that both lots (Albright and Schneider) need the encumbered easement. Mayor Ramsey addressed an additional easement located on the Albright property. Mayor Ramsey asked Town Planner/Zoning Administrator Hynes to clarify what Council needs to do regarding this item; Ms. Hynes stated that she just needs Council's comments, in order to forward them to the County. Council Members and Town Planner/Zoning Administrator Hynes further discussed this topic, with Ms. Hynes again addressing the utility easement on this property; it was noted that this easement is not shown on the plat. Councilperson Botsch asked that it be ensured that whoever buys the property will know about the easement; it was noted that the buyer will be informed. There was no further discussion of this item.

### **3. Creekside Proffers**

Town Planner/Zoning Administrator Hynes presented the recent history of the proffers for this development, stating that there have been no changes since the developer's presentation to the Land Use Committee on October 22, 2014. Ms. Hynes explained changes which have been made to the proffers, including that the area south of Greenwood Drive has been proffered to the Town, with the area to the north proffered to the Creekside Home Owners' Association. The parcel to the south will become a park and a civic lot. Town Planner/Zoning Administrator Hynes explained what Wormald (the developer) will put in the park, and which parcel they will grade. The possible uses of the graded area were briefly explained. The landscaping to be installed by the developer, to serve as a buffer along the exercise trail, was briefly explained. Town Planner/Zoning Administrator Hynes explained that the construction of the park will be required upon completion of fifty homes; it will be deeded to the Town upon its completion. The Town will be able to review the plans for the park before construction commences. It was reported that, after the Land Use Committee meeting, Wormald proffered a sign for the park, as well as a water and electrical conduit to the park site. Vice-Mayor Graham asked if it is

possible to ensure that the Town does not have to install a water line; Town Planner/Zoning Administrator Hynes and Town Administrator Nicholson explained the rationale for asking Wormald to install the line to the opposite side of the road and then having the Town finish the line from that point. Mayor Ramsey asked where hydrants will be located; Ms. Hynes stated that the assumption is they will be on the north side of the road. It was noted that there seems to be no provision for a hydrant on the south side of the road; Town Planner/Zoning Administrator Hynes stated that she will ask that one be installed there. Mayor Ramsey asked that Town Engineer Lane be conferred with regarding this, and stated that a main, not a lateral, is preferred. There was a discussion of the type of equipment which will be installed at the park, with Mayor Ramsey asking Councilperson Botsch if he wants to discuss this topic further at the next Land Use Committee meeting, and asking Town Planner/Zoning Administrator Hynes when comments regarding this are due to the County. Town Planner/Zoning Administrator Hynes stated that comments to the County are due December 2<sup>nd</sup>; it was decided that Staff comments will be submitted to the County by the December 2<sup>nd</sup> deadline, and they will be informed that additional comments will be forthcoming, following subsequent meetings. Town Planner/Zoning Administrator Hynes explained that the ADU's are back in the plan; they must match market-rate homes and must be located throughout the development. Ms. Hynes also explained the single-level home compromise, explained that the developer is building courtyard homes (rather than patio homes), and addressed the five homes facing Route 719. The "village green" has been changed to an open space area, with park amenities; this will be proffered to the HOA. Mayor Ramsey asked about the amenities on the lot; Ms. Hynes provided a list of those amenities. Town Planner/Zoning Administrator Hynes explained that the \$2,000.00 per house cash contribution has been reinstated to the proffers; the uses of this contribution were explained. Town Planner/Zoning Administrator Hynes explained other cash contributions, as well as a possible raw water line and installation by the Town of the line upon the developer opening a trench. It was also reported that Staff supports a credit for Wormald toward the widening Evening Star Drive. Public amenities to be provided by the developer, in return for an increase in density of the development, were discussed. Construction hours have been set for 7:00 a.m. to 7:00 p.m.; rain water will be directed into the lawns; and adjoining houses may not have the same house plan/elevation. There was discussion of construction traffic, and the requirement that this traffic use Evening Star Drive and not Main Street. Town Planner/Zoning Administrator Hynes explained the four phases of the project; it was determined that Greenwood Drive should open prior to the beginning of Phase III construction. Discussion ensued regarding how to move forward with scheduling/proffers, and setting a time-line for this. Mayor Ramsey discussed the connection of trails, and a gap which will exist at the three existing homes; discussion among Council Members ensued regarding this. Town Planner/Zoning Administrator Hynes then confirmed with Council comments to be forwarded to the County, noting that she will e-mail Council Members again prior to actually forwarding the comments.



**IN RE: ACTION ITEMS**

**1. Approval of Minutes: October 16, 2014 Town Council Meeting**

Councilperson Heston noted that, on page one, the name of Ms. Nikki Foyt, Stantec representative, should be added to the list of attendees. Vice-Mayor Graham asked about a statement made, on page five, that the residents of Main Street are happy with the Main Street Enhancement Project. Mrs. Graham asked who made that statement; it was noted that Ms. Kurzhaus of Stantec made the statement. Vice-Mayor Graham asked to clarify which access easement was discussed in relation to the Main Street Enhancement Project; Mayor Ramsey explained that it is on the west side of the street. On page nine, under the discussion of the Historic Resources Committee, Vice-Mayor Graham raised the question as to whether or not Round Hill has a historic district. Town Planner/Zoning Administrator Hynes explained that Round Hill has a National Register District, but not a local district, and explained the difference between the two. Brief discussion of this issue ensued. Following this discussion, Councilperson Heston made a motion **to accept the Round Hill Town Council Meeting minutes for October 16, 2014, with the corrections as stated;** Councilperson Klipple seconded the motion. The minutes were approved by a vote of 3-0-2, with Councilperson Prack absent and Councilperson Botsch and Vice-Mayor Graham abstaining. The vote is recorded as follows:

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

**2. Bond Reduction -- Walraven**

Town Planner/Zoning Administrator Hynes presented this item, explaining the work which has been completed in this development. As 83% of the work bonded has been completed, amounting to the sum of \$186,204.48, the developer is asking for a reduction in the bond. The new bond amount will be \$43,705.63. Town Engineer Lane has recommended approval of the reduction. Vice-Mayor Graham moved **that the Round Hill Town Council approve the Bond Reduction Request made by H2 Land Development, for the Walraven neighborhood, in the amount of \$186,204.48;** Councilperson Klipple seconded the motion. The motion was approved by a vote of 5-0, with Councilperson Prack absent. 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	Aye
Christopher J. Prack	Absent

Mayor Ramsey instructed Town Planner/Zoning Administrator Hynes to notify H2 Land Development.

### **3. Land Acquisition Proposal for Main Street Enhancement Project Easements**

Town Administrator Nicholson presented background on this item, explaining feedback he received from the entities contacted. Mr. Nicholson explained that it was felt the Stantec proposal was too high, so an additional proposal was solicited, which came in higher; negotiations were undertaken with Stantec, which resulted in their lowering their proposed price. Town Administrator Nicholson explained the requests made to Stantec, in order to keep the project on track with the County's schedule for the Franklin Park Trail Project. It was noted that this cost does not include the costs of obtaining the easements. Discussion ensued regarding when to begin this process, and from where in the budget the funding will come to facilitate acquiring the needed easements. There was a brief discussion of why this matter cannot be handled in-house. Councilperson Botsch then made a motion **that the Round Hill Town Council approve Task Order Authorization 24, for the Real Estate Acquisition Services from Stantec, up to the amount of \$84,560.00;** Councilperson Lyne seconded the motion. Councilperson Heston asked if this is the final figure; Town Administrator Nicholson stated that it is. There was brief discussion of the cost of Stantec's services and their ability to successfully complete the work. A vote was then held; the motion was approved 4-1, with Vice-Mayor Graham voting no and Councilperson Prack absent. The vote is recorded as follows:

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

Mayor Ramsey directed Town Administrator Nicholson to execute the Task Order. Councilperson Heston asked if the funding for this will come from the budget, or if it will be reimbursed from the grant monies; it was explained that it will be reimbursed from the grant, with an 80-20 match. Councilperson Heston asked for the total the Town has spent to-date from the grant funding; Town Administrator Nicholson will present the total spent at the December Land Use Committee meeting.

### **4. Electronics Donation**

Town Administrator Nicholson presented this, explaining that the Town has some older electronic equipment which they tried, unsuccessfully, to sell. The subject was then presented to the Administration, Communications & Technology Committee, which decided to donate the equipment. Councilperson Heston presented the two entities to which they hope to donate – United Methodist Committee on Relief and Appalachian Service Project. Town Attorney Gilmore asked if the organizations are 501(c)3 organizations; Mrs. Heston stated that she was not sure but could find out.

Town Attorney Gilmore asked about the religious affiliation of these organizations, as the Town is barred from donating equipment which will be used for religious purposes. Mayor Ramsey asked if it would be easier to surplus this property; Town Attorney Gilmore stated that they already have done so. Mayor Ramsey suggested that the Council vote on this item with the understanding that the Town Administrator will ensure that the donations are in keeping with State Code. Town Attorney Gilmore explained that the portion of the State Code which deals with this topic is Section 15.2-953. Following this discussion, Councilperson Heston made a motion **that, under Virginia Code Section 15.2-953, the surplus electronic equipment be donated, at the discretion of the Town Administrator;** Councilperson Lyne 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

## IN RE: REPORTS

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

Town Administrator Nicholson requested permission to use the credit card to pay for the Google Apps for the year for use by the Town, as the total is above the permitted limit. Councilperson Heston asked if the Town receives a discount by paying on a yearly basis; Mr. Nicholson reported that a discount of \$5 per user is applied under this payment arrangement. Vice-Mayor Graham asked why the credit card would be used, rather than paying via check; Town Administrator Nicholson explained that that is Onyx's preferred method of payment, and that the time frame for making payment is short. Vice-Mayor Graham moved **that the Town Council approve payment of the Onyx bill, in the total amount of \$700.00, by credit card by the Town Administrator;** Councilperson Klipple 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

Town Administrator Nicholson stated that the RHI Connections Summary is in this report, and will continue to appear monthly in his report. The report will also be sent

via e-mail to RHI and KHovnanian. Mr. Nicholson explained the items in the report, and noted that the purpose of this is to keep everyone informed, and to keep track of how many taps remain. Vice-Mayor Graham asked for clarification regarding the number of water connection provided to KHovnanian, which Mayor Ramsey provided. Town Administrator Nicholson noted that the remainder of his report has been submitted in writing. There was discussion of the RHI Connections Summary. Councilperson Heston asked about the final decision regarding water taps for the Aquatic Center; Mayor Ramsey explained that they were billed for ten taps, at the consent decree rate. Town Attorney Gilmore asked about the Service Agreement; Town Administrator Nicholson stated that he would check on that, as it has not yet been returned by the Aquatic Center. Councilperson Heston asked for an update on the welcome signs at the entry points to the Town; Town Administrator Nicholson stated that they will be cleaned, as a first step, and then will be assessed for possible damage.

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

Town Planner/Zoning Administrator Hynes reported that seven zoning permits have been approved for the Lake Ridge development, and that the first lot in the Walraven development should sell soon. Mayor Ramsey asked about availability fees; Town Planner/Zoning Administrator Hynes explained what Lake Ridge has paid for thus far, and when those payments were made. Councilperson Heston asked how this relates to the developer obtaining occupancy permits; Town Planner/Zoning Administrator Hynes and Town Administrator Nicholson explained that the occupancy permits cannot be obtained until water service is connected, and that the permits must be signed-off upon. It was reported that the survey has gone out; 120 people have completed the survey, as of this evening's meeting. Town Planner/Zoning Administrator Hynes noted that the initial meeting of the Historic Resources Committee is set for December 16<sup>th</sup> at 7:00 p.m. Ms. Hynes explained the purpose of the committee, in response to a question from Vice-Mayor Graham, noting that they will discuss the history of the Town and the importance of having that defined, historic landmarks and the protection of the same, and providing incentives to owners of historic properties relating to upkeep/restoration. It was reported that a representative from the State will attend the meeting and will explain tax credits available to home owners. The members of the committee are Councilperson Lyne, Mr. Clint Chapman, Mrs. Yolanda Reyes, and the former chairman of the Loudoun County Preservation Society. Town Planner/Zoning Administrator Hynes explained how the meeting has been advertised. Councilperson Lyne asked that information regarding the survey to be posted to the Facebook page again. Town Planner/Zoning Administrator Hynes explained that preliminary results from the survey will be provided to the Council in December, with full results available in January. An Economic Development/Tourism work session will be held in February 2015. Town Planner/Zoning Administrator Hynes provided the Comprehensive Plan presentation on the Housing section, explaining how data was collected and from whom. Mayor Ramsey asked Ms. Hynes to compare demographics from this section of the Comprehensive Plan, regarding the number of children/teenagers in the Town, to the School Survey, as there seem to be discrepancies. Town Planner/Zoning

Administrator Hynes discussed percentage data regarding senior citizens in the Town, and services that that demographic may require. It was explained that the population decline in the Town stems in large part from the vacant homes located inside the town limits; the rate of in-town versus out-of-town growth was discussed, as was the issue of growth due to in-fill building within the town limits. Town Planner/Zoning Administrator Hynes discussed vacant land which could be developed, projects in the pipeline, and vacant housing units; the number of new residents who could be added to the Town's population upon those units being filled would number approximately 40. Ms. Hynes explained the difference between the terms "build-out" and "built-out." The assumptions regarding boundary line adjustments, according to the current Comprehensive Plan were presented, with it being noted that consideration must be given to how an adjustment would affect the water/sewer system. The Joint Land Management Area, as it relates to boundary line adjustments, was discussed; it was explained that 168 acres are presently not in the Town's service area. Mayor Ramsey highlighted areas on which there are conservation easements. Town Planner/Zoning Administrator Hynes provided possible growth scenarios. Future topics to be discussed during the update of the Comprehensive Plan were presented. It was explained that the numbers being used in the discussion of existing housing are 2010 numbers, and that approximately 50% of Round Hill's houses are considered to be historic. Town Planner/Zoning Administrator Hynes stated that the Town's zoning ordinance was adopted in 1972. A discussion of the number of non-conforming lots in the Town was held, as well. In addition, Ms. Hynes presented the following topics: 1) the rental market; 2) the lack of diversity in housing stock; and 3) creation of new housing units, including the three types of housing units available. Mayor Ramsey asked if the County has information that points to a lack of housing diversity in western Loudoun County; Town Planner/Zoning Administrator Hynes stated that she will check on this. Town Planner/Zoning Administrator Hynes explained that her goal, after completion of the Comprehensive Plan, is to update the zoning ordinances. Ms. Hynes explained the next steps for the Comprehensive Plan update, as well as for zoning. It was noted that the current Goals and Objectives for the Comprehensive Plan are contained in the Staff Report; Ms. Hynes asked that comments regarding this be forwarded to her. The draft Comprehensive Plan should be completed in May 2015. Mayor Ramsey stated that the most important decision to be considered is the possible expansion of the Town's boundaries. Vice-Mayor Graham discussed a previous attempt at a boundary line adjustment which would have included the Stoneleigh subdivision in the Town's limits. Councilperson Klipple asked who, ultimately, would have the say over which areas would be brought into the town's limits; Mayor Ramsey explained that the main decision makers would be the Town and the County, but that affected residents would have a voice in the process. Councilperson Botsch asked about the analysis of the 2008 process which examined expanding the Town's boundaries; Mayor Ramsey explained this, stating his belief that that subject should be seriously studied again. Councilperson Botsch asked if the inclusion of those areas would bring the population close to the 3,500 threshold governing maintenance of roads; Mayor Ramsey explained the breakdown of those numbers. Further discussion of financial aspects of adding those areas ensued; other reasons for growing the Town were also discussed.

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

Mayor Ramsey stated that much of his report has already been covered. Mr. Ramsey reported that he was invited to a water rate meeting at the Bluemont Community Center, but declined the invitation; he offered to meet privately with anyone so inclined. He obtained a summary of the meeting and noted that much of the discussion covered topics presented at the September Town Council meeting, as many of the same people were present at that meeting as well as the Bluemont meeting. Mayor Ramsey reported that Supervisor Clarke may have asked County Staff to investigate annexation. Mayor Ramsey and Town Administrator Nicholson met with the Mayor and Town Administrator of Purcellville yesterday; the main emphasis of that meeting was the inter-connection of utilities between the two towns. Mayor Ramsey explained that the inter-connection is on Purcellville's radar in regards to providing emergency services, and that the Purcellville representatives had requested the meeting. Mayor Ramsey elaborated on future possibilities regarding this topic, and explained that the subject will be presented to the Utility Committee.

### **4. Utility Committee**

Vice-Mayor Graham noted that the recent meeting of the Utility Committee lasted 4 ½ hours, during which time they reviewed various projects. Mayor Ramsey presented the Water Study draft to the committee. Vice-Mayor Graham discussed the sewage spill at Sleeter Lake on November 7<sup>th</sup>, and Town Administrator Nicholson elaborated upon the topic. It was reported that approximately 200 gallons did spill into the nearby creek, and that Utility Staff self-reported this incident and conducted a five-day follow-up. Town Administrator Nicholson explained that a CPU failed, causing the incident, and that the DEQ looks for patterns, not one-time occurrences. Vice-Mayor Graham discussed research she is doing into a water line which runs from the large reservoir to the small reservoir; Town Attorney Gilmore stated that that was recorded in 1914-1915, but was not shown on the most recent plat of the subdivision property through which it runs. It was noted that Steve Chen combined plats to provide a map of the location of the line, but that the pipe involved is no longer in use. It was stated that the subdivision plat contains a note stating that the Town may have access, but the easement is not shown on the plat; current property owners may be contacted regarding this. It was explained that the burden of proof of access would be on the Town; Town Attorney Gilmore explained the legal process regarding this. Councilperson Lyne asked about any updates of the status of the reservoir; Vice-Mayor Graham briefly discussed the topic, with Mayor Ramsey suggesting that it be discussed more fully at the December Town Council meeting. It was also reported that SCADA will be discussed.

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

Councilperson Heston reported that the committee met on November 17, 2014, and discussed retirement health insurance benefits. The committee is also obtaining more information on a computer program to be used for billing. The next meeting will be held on December 15, 2014.

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

Councilperson Botsch reported that the public input meeting for the Main Street Enhancement Project was held on November 15, 2014, approximately ten residents attended, and that the property owner from 3 Main Street attended. Going forward, interaction with property owners will be conducted on a one-to-one basis. The next meeting will be held on December 10, 2014, at 7:00 p.m.

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

Vice-Mayor Graham encouraged Council Members to attend the regular meeting held by the Sheriff's Office, which is held at the Town Office, and briefly discussed an item of interest discussed at the meeting.

#### **IN RE: CLOSED SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting, and convene a closed session to consult with legal counsel regarding real property, Sleeter Lake, and utility matters that require the provision of legal advice by counsel, as authorized by Virginia Code, Section 2.2-3711(A)7, with the Town Administrator and Town Attorney in attendance;** Councilperson Klipple seconded the motion. It was determined that Town Planner/Zoning Administrator Hynes should also be invited to the meeting. Vice-Mayor Graham (motion) and Councilperson Klipple (second) agreed to the addition. A voice vote was held; the motion was approved by a vote of 5-0, with Councilperson Prack absent. 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	Aye
Christopher J. Prack	Absent

Mayor Ramsey called for a brief recess at 11:56 p.m.

#### **IN RE: MEETING ADJOURNMENT**

Vice-Mayor Graham moved **that the Round Hill Town Council certify that, while in Closed Session, the Town Council discussed only those public business matters lawfully excepted from open meeting requirements, and only such public business matters as were identified through the motion by which a closed meeting was convened were discussed or considered in the meeting by the Town Council;** Councilperson Klipple seconded the motion. A voice vote was held; the motion was approved by a vote of 5-0, with Councilperson Prack absent. 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	Aye
Christopher J. Prack	Absent

Mayor Ramsey declared that the Town Council was back in open session, and asked if there were any further business. Vice-Mayor Graham asked if a resolution is required; Town Attorney Gilmore explained that, as long as the minutes reflect that you certified the closed session, a resolution is not required. Mayor Ramsey then adjourned the meeting at 12:54 a.m..

Respectfully submitted,

---

Scott T. Ramsey, Mayor

---

Debra McDonald, Recording Secretary