

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
November 21, 2019**

A Regular Meeting was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, November 21, 2019, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Donald W. Allen  
Michael B. Hummel  
Paula James

**Council Members Absent**

Amy E. Evers  
Melissa Hoffmann

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Danielle Gugger, Town Planner

**Others Present**

Thomas Graham

**IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Ramsey called the meeting to order at 7:37 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Mayor Ramsey stated that, with Councilpersons Hummel, James and Allen, as well as Vice-Mayor Graham and himself, present, a quorum was established.

**IN RE: COMMUNITY POLICING**

There was no Community Policing report.

**IN RE: PUBLIC COMMENT**

Mr. Thomas Graham, of Main Street, Round Hill, spoke regarding traffic alternatives to be considered during the Route 9 traffic project. Mr. Graham provided background on the original proposal for rerouting traffic for the project, using Evening Star Drive; Mr. Graham noted that, at the time the proposal was put forth, it was expected Evening Star Drive would be a four-lane road, with two lanes provided in each direction, which is not currently the case. Mr. Graham noted that,

although the entire length of the road is not four-lane, a large portion of it is, and except for the school located there it would be an ideal route for detour traffic.

Mayor Ramsey thanked Mr. Graham.

**IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)**

Vice-Mayor Graham moved **that the Council adopt the Agenda, with the addition, under *Approval of Minutes*, of review of the minutes of September 10, 2019.** Town Administrator/Zoning Administrator Hynes requested that discussion of the *Pedestrian Tunnel* be added to the Agenda. Vice-Mayor Graham amended her motion to **include the *Pedestrian Tunnel* as *Business Item #7*, and to include a *Utility Update* as *Business Item #8*.** Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Evers and Hoffmann absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Absent
Mary Anne Graham	Aye
Amy E. Evers	Absent

**IN RE: APPROVAL OF MINUTES**

**1. Town Council Meeting of September 19, 2019**

Councilperson Hummel noted that, on page three, in the first paragraph, the word *client* should be changed to *customer*. Vice-Mayor Graham stated that, on page three, in the first paragraph, in the sentence beginning *Mayor Ramsey further explained that the 9,000-gallon threshold is included in the Town's Water and Sewer Ordinance...*, the reference to a 9,000-gallon threshold is incorrect; Ms. Graham suggested removing the entire sentence. Mayor Ramsey noted that, although the 9,000-gallon amount is incorrect, he did make the statement, and suggested that the sentence be retained in the September 19, 2019 minutes, with the incorrect portion of the statement to be reflected in the minutes of this meeting. Vice-Mayor Graham then made a motion **that the minutes of September 19<sup>th</sup> be approved, as amended;** Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was then held; the motion was approved 3-0-1, with Councilperson James abstaining, and Councilpersons Evers and Hoffmann absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Aye
Paula James	Abstain
Donald W. Allen	Aye
Melissa Hoffmann	Absent
Mary Anne Graham	Aye
Amy E. Evers	Absent

## **IN RE: BUSINESS ITEMS**

### **1. Public Service Appreciation Awards**

Vice-Mayor Graham reported that, last week, the first Staff Appreciation luncheon was held, which staff members enjoyed. Ms. Graham noted that there were some staff members who were unable to attend that event, including the Recording Secretary; therefore, a certificate for five years of service was presented to her at this evening's meeting. Vice-Mayor Graham noted that she was pleasantly surprised by the presentation of an award for her thirty-five years' service to the Town, and thanked the Council, stating, "I truly appreciate it. Thank you."

Town Administrator/Zoning Administrator Hynes explained that these Public Service Appreciation Awards have recently been instituted, and that some of those honored have served for longer than the years attributed to them by their awards; the Town will "catch up" on the years of service as this program moves forward. Ms. Hynes stated that the Town is very thankful to have such a strong group of people to help provide their institutional knowledge. Town Administrator/Zoning Administrator Hynes thanked everyone who assisted with this event, noting that it meant a great deal to the staff.

### **2. Town Code Amendment (Town Council Meeting Dates)**

Town Planner Gugger presented this item, explaining that a request was made to change the day of each week on which Town Council meetings are held. In reviewing the Town Code, it was determined that the Code explicitly states that these meetings are to be held on the first and third Thursday of each month. Therefore, an amendment to the Town Code is required to affect this change. A memorandum written by Town Attorney Gilmore, and provided to Town Council members, which outlined the methods by which the requested change in meeting days may be accomplished, was discussed; it was noted that the Council could remove the language in the Town Code which stipulates that meetings be held on Thursdays, followed by the adoption of a meeting calendar at the beginning of each calendar year. Discussion ensued regarding the amount of public notice required for a Town Council meeting, which is three to five days, and if changes could be made to the meeting schedule throughout the year; it was noted that, if needed, the Mayor may call an out-of-cycle special meeting. Meetings which have been set in a regular meeting schedule are considered to have been "pre-advertised." Mayor Ramsey then summarized the questions before Council this evening: 1) should the Town Code be amended to remove the requirement for meetings on the first and third Thursday of each month; and, 2) should

the days for meetings be changed from the first and third Thursday? Discussion ensued regarding the days on which Council members would prefer to meet, with the first and third Wednesday of each month garnering the most support. Mayor Ramsey requested that the Agenda for the next Town Council meeting include a *Schedule of Meetings for Calendar Year 2020* for adoption. It was decided to act on repeal of the portion of the Town Code requiring Thursday meetings at this evening's meeting.

Vice-Mayor Graham then moved **that the Round Hill Town Council authorize the Staff to advertise the Town Council's intent to amend Codified Ordinances of Round Hill, Virginia, Article II, §2-7 by repealing the section in its entirety**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Evers and Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Paula James	Abstain
Donald W. Allen	Aye
Melissa Hoffmann	Absent
Mary Anne Graham	Aye
Amy E. Evers	Absent

### **3. 2020 Meeting Calendar**

Discussion of this issue was included in the prior Agenda item.

### **4. FY2021 Budget Meeting Calendar**

Town Administrator/Zoning Administrator Hynes presented the draft Budget Meeting Calendar, contained in Council Members' packets, noting that budget discussions will occur earlier than in past years, as the goal is to adopt the budget before April 1<sup>st</sup>. This new timeline is to allow for submission of the tax rate to Loudoun County by its April 1<sup>st</sup> deadline. Ms. Hynes explained that work on the budget will begin in January 2020, with discussion of various aspects of the Town's budget to be held during regular meetings and special work sessions; regular meetings will adhere to the usual 7:30 p.m. start time, with special work sessions to begin with a meal at 5:30 p.m. and a meeting start time of 6:00 p.m. There was discussion of the calendar dates for each meeting, with Mayor Ramsey requesting that a schedule including those dates be provided to Council at its next meeting.

This was followed by discussion of completing the budget by April 1<sup>st</sup>, with Council expressing some concern regarding the feasibility of that objective; Mayor Ramsey reiterated that the County requires municipalities to submit their tax rates by April 1<sup>st</sup>, and Town Administrator/Zoning Administrator Hynes stated her belief that this task can be successfully accomplished during the time allotted.

Vice-Mayor Graham requested that Utility Supervisor Feltner be invited to budget sessions dealing with the Utility Budget. Councilperson Hummel requested that the updated schedule be provided to Council via e-mail.

## 5. FY2021 Strategic Action Plan

Town Administrator/Zoning Administrator Hynes presented this item, noting that this is being provided for informational purposes this evening, and that, although the stated goal is to adopt the Plan at a December meeting, Council may choose to adopt this evening, if it wishes. Ms. Hynes explained that the only change in the Plan is found in the listing of *FY2021 Priorities & Projects*. In response to a question from the Mayor, Town Administrator/Zoning Administrator Hynes noted that none of the projects has been prioritized. Mayor Ramsey requested that a note be added to indicate that these are all active projects, and to advise that all projects listed are of equal priority to the Town; Council was in agreement with this suggestion. Town Administrator/Zoning Administrator Hynes explained that the Pedestrian Tunnel was added to the list after the Strategic Retreat was held; Council was in agreement with the addition of that item. It was noted that the Main Street Enhancement/Franklin Park Trail Project is of utmost importance, as, after an extremely lengthy process, the beginning phase is about to go to construction.

Town Administrator/Zoning Administrator Hynes noted that *Appendix B – FY2019-FY2020 Completed Projects* was added to the document, as well. Discussion ensued regarding *Item #10 – Upgraded Benches & Park Furnishings at the Town Park on Loudoun Street*, with it being noted that fundraisers will be held to help provide for the costs of this upgrade. Town Administrator/Zoning Administrator Hynes reported that the Stoneleigh Golf and Country Club plans to hold a fundraiser, and would like to donate the proceeds to this effort; Council was supportive of this plan.

Council decided to adopt the *FY2021 Strategic Action Plan* this evening, with Town Administrator/Zoning Administrator Hynes reviewing the changes made. Councilperson Allen then made a motion **to adopt the FY2021 Strategic Action Plan, with the changes discussed**; Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A vote was then held; the motion was approved 4-0, with Councilpersons Evers and Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Absent
Mary Anne Graham	Aye
Amy E. Evers	Absent

## **6. Sewer Policy Edit & Ordinance Amendment**

Vice-Mayor Graham presented this item, noting that the Ordinance and the Policy were written by Project Specialist Lohr, with she and Town Attorney Gilmore subsequently providing changes. Ms. Graham stated that the goal is to review the documents and hold a vote on them at the first December Town Council meeting. There was discussion regarding the need to hold a public hearing for changes made to the Sewer Ordinance; it was determined that a public hearing is not required. There was further discussion of scheduling of the advertisement of both the Meeting Calendar and the Sewer Ordinance Amendment, with it being decided to advertise both simultaneously. It was decided to review the *Sewer Policy Edit and Ordinance Amendment* at the Town Council meeting scheduled for December 19<sup>th</sup>.

## **7. Pedestrian Tunnel**

Town Administrator/Zoning Administrator Hynes presented this item, noting that a Staff Report and a Security Assessment (written by representatives of the Loudoun County Sheriff's Office) have been included in Council Members' packets for review. Ms. Hynes provided background information on the tunnel, which is located under the Route 7 Bypass; this information included a recently discovered document in which Round Hill assumed responsibility for maintenance of the tunnel, although VDOT owns the structure. Town Administrator/Zoning Administrator Hynes explained that Staff is trying to devise both short-term and long-term solutions to concerns raised by conditions at the site. Ms. Hynes also reported that Staff has worked with the Loudoun County Sheriff's Office to devise solutions. The tunnel will be an integral part of the upcoming Franklin Park Trail Project.

Town Administrator/Zoning Administrator Hynes explained the steps to be taken to ensure the safety of the tunnel for public use; these steps include: installation of signs to inform the public of rules governing the structure; providing information to the public regarding remedies for illegal/unlawful activities at the site (such as the painting of graffiti, and loitering); installation of fencing; installation of an affordable security camera pending the installation of a professional-grade security camera at a later date; pruning of brush and tree limbs and planting of more aesthetic landscaping; painting; and, upgrades to the trail.

Discussion ensued regarding working with the Round Hill Owners' Association (RHOA) on these items, and of allowing youth interested in public service projects to work on some of the suggested improvements.

Town Administrator/Zoning Administrator Hynes requested funding, in the amount of \$10,000.00, for initiating these efforts; Ms. Hynes also reported that Town Staff will seek funding from Loudoun County toward this project. Discussion ensued regarding areas in the budget which could support this project, as well as proffer monies which could be used toward this, with the request made that Staff provide information at the next Town Council meeting regarding the budget lines which could be used for this effort.

Vice-Mayor Graham then made a motion **that the Town Council appropriate \$10,000.00 for the short-term maintenance of the Pedestrian Tunnel, with Staff to provide a detailed overview of how the money has been spent at the December 19, 2019 meeting;** Councilperson Allen seconded the motion. Mayor Ramsey requested that Staff provide to Council the area where a change was made to the budget, in support of this initiative. There was no further discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Evers and Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Absent
Mary Anne Graham	Aye
Amy E. Evers	Absent

## **8. Utility Update**

Vice-Mayor Graham presented this item, reporting that, at the December meeting of the Utility Committee and Utility Staff, the generator for the Goose Creek facility will be included on the agenda. Ms. Graham also reported that, at a meeting held this morning, the South Water Tank was discussed; it was determined that the special exception application for this project expires in five years, not in January 2020, as was thought. Project Specialist Lohr will provide information on the project to County officials, so that they will be apprised of progress expected in that five-year time period.

Vice-Mayor Graham also reported on the following: 1) Town Engineer Lane has been in contact with another engineering firm, in an effort to address safety issues at the Wastewater Treatment Plant; 2) the SCADA system update is complete, except for in the West Lake neighborhood; and, 3) a demonstration of a KERF cutter was provided, with Utility Supervisor Feltner recommending purchase of this item.

## **IN RE: ACTION ITEMS**

### **1. Creekside (Brentwood Springs) Phase 4 Bond Reduction**

Councilperson Hummel recused himself from this discussion and the ensuing vote.

Town Planner Gugger presented this item, explaining that the H2Land Company has requested that the bond in place for Phase 4 of construction in Brentwood Springs be reduced to twenty percent. Town Engineer Lane conducted an inspection of the site, and recommends approval of the Bond Reduction, with the bond to be retained for a minimum of twelve months. Vice-Mayor Graham requested that the bond reduction also require that Round Hill be provided with as-built diagrams upon completion of construction in the development. Vice-Mayor Graham then moved **that the Round Hill Town Council approve the Bond Reduction request made by H2Land Company for the Brentwood**

**Springs Neighborhood Phase 4, for the reduction to twenty percent of the original bond issued in the amount of \$61,102.00, and that the bond be retained for twelve months or until the entire development is complete, including final paving, whichever is later, and as-built drawings have been provided to the Town;** Councilperson James seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0-1, with Councilperson Hummel having recused himself, and Councilpersons Evers and Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Abstain
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Absent
Mary Anne Graham	Aye
Amy E. Evers	Absent

Mayor Ramsey requested that Staff inform the developer of the Bond Reduction.

## **IN RE: REPORTS**

### **1. Town Administrator Report**

Town Administrator Hynes reported on the following items:

- Round Hill now has a new contact person with Suez (Utility Services Group), the company which provides maintenance on the water tower on Evening Star Drive; Staff is working with the company to devise a list of outstanding items to be completed prior to painting the exterior of the tank.
- The new GIS service provider has begun work with the Town.
- There still exists a vacancy on the Planning Commission.
- Personal Property tax bills were sent last week.

Discussion ensued regarding who pays service charges for tax payments made via Paymentus; Town Administrator/Zoning Administrator Hynes will confirm who pays these charges and under what circumstances.

- A number of maintenance projects have been completed, or are in process; these include installation of carpet in some offices upstairs, installation of recessed lighting in upstairs offices, the hiring of Apple House Contracting to oversee renovations to the Town Office, and the installation of new electric service components in the Town Park.
- Staff continues work on the update of the Personnel Manual.
- Ms. Danielle Gugger was hired as the new Town Planner.
- Preparations for the third annual Appalachian Trail Art Show are underway.

- Friends of the Blue Ridge held an event last week; the group committed to raising money for use at Sleeter Lake Park.
- The Loudoun County Archeological Society spent the past six weeks studying the ruins of the Stone Farmhouse at Sleeter Lake Park, and will provide a report on its findings.
- Sleeter Lake Park closed for the season on November 1<sup>st</sup>; Staff has been working with Franklin Park Staff to develop a debrief of park operations since March 1<sup>st</sup>, from which an action item list will be developed prior to the park reopening in March 2020.
- Main Street Enhancement Project/Franklin Park Trail Project bids are under review.
- Staff is working with Stantec regarding upgrades to the building at the Wastewater Treatment Plant.
- The Town's new website went on-line last week; a formal announcement of this will be provided to residents/users next week. Content will continue to be added.

## **2. Town Planner Report**

Town Planner Gugger reported on the following:

- Town Office renovation efforts continue, with the cellar having been emptied, materials organized by date-of-destruction and out-of-date materials destroyed, and a meeting held with Mr. Bzdyk of Apple House Contracting to devise plans for both short-term and long-term work required. Quotes for grading and general maintenance are being sought.
- Town Planner attendance at many orientation sessions.
- Finalization of the contract with Wildwood Landscaping for installation of Christmas decorations at the Town Park.
- Securing of a contract with Swank for the third year of the *Movie in the Park* event.
- Continued work on issues surrounding the Pedestrian Tunnel.

There was discussion of various issues, including if a zoning permit is required for the POD located in the parking lot of the Town Office building, and of the reasons for closure of Sleeter Lake Park during the winter months. Town Administrator/Zoning Administrator Hynes explained that a zoning permit is not required for the POD, but will be required for the new storage building prior to its installation. Town Administrator/Zoning Administrator Hynes explained that Sleeter Lake Park is closed during the winter months for a variety of reasons, including road conditions on Lakefield Road and the fact that hunting occurs on properties adjacent to the park; Mayor Ramsey also noted that the closure allows for maintenance at the park.

## **2. Mayor's Report**

Mayor Ramsey reported that the recent Boundary Line Adjustment (BLA) meeting with Fallswood/Mystic Lane/West Loudoun neighborhood residents went well, and that what, at the beginning of the meeting, seemed a negative response to the proposal moved to a neutral response by the end of the session. Mayor Ramsey noted that he provided a presentation to the residents followed by a question-and-answer session, and offered personal appointments to anyone who was interested. Mr. Ramsey reported that approximately one-third of the residents of that area were present at the meeting. Mayor Ramsey stated his belief that the meeting helped to assure residents that the Town will approach this effort at a pace with which they are comfortable. Mayor Ramsey also noted that he feels the meeting helped to educate residents on what Town government and Town Staff actually do. Mayor Ramsey further reported that the next BLA meeting is scheduled for December 18<sup>th</sup>, for the residents of Brentwood Springs. Following discussion, it was decided to move this meeting to January 9, 2020.

Additionally, Mayor Ramsey noted that the Coalition of Loudoun Towns (COLT) will send a letter to the new Board of Supervisors containing recommendations for appointments to the Planning Commission; the County is expected to rewrite its Zoning Ordinance during the upcoming year, a process with which the Planning Commission will be involved.

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

Councilperson Hummel reported that the County sent a tax bill for the park in the Brentwood Springs subdivision to the Town; Mr. Hummel noted that the Town is the owner-of-record for Niels Poulsen Park and the commuter lot in the subdivision. Councilperson Hummel and Mayor Ramsey will follow-up on this issue. Councilperson Hummel asked about prorated personal property tax bills; discussion ensued, with it being noted that the issue will be moot next year when Loudoun County assumes collection of those taxes.

Councilperson Allen asked if a Christmas party will be held for Council Members and Staff, as occurred last year; Town Administrator/Zoning Administrator Hynes reported that a party will be held on December 18<sup>th</sup>. Ms. Hynes will provide details to Council regarding this event.

Vice-Mayor Graham noted that a request was made, via Facebook, that the number of gallons used be included on utility bills; Town Administrator/Zoning Administrator Hynes reported that Staff is working on including this information on future bills. Vice-Mayor Graham also requested that the Town Office be decorated for the Christmas season.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:07 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary