

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
October 15, 2015**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, October 15, 2015, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Clarkson J. Klipple  
Janet L. Heston

**Council Members Absent**

R. Daniel Botsch  
Frederick J. Lyne  
Christopher J. Prack

**Staff Members Present**

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

**Others Present**

Kim McGaha  
Clinton Chapman  
Tia Walbridge  
Ian Holley

**IN RE: CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:30 p.m. It was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

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



**IN RE: PUBLIC COMMENT**

Mayor Ramsey opened the Public Comment portion of the meeting, noting that anyone who wishes to address the Council may do so at this time. Mr. Ramsey requested that anyone addressing the Council state his or her name and address for the record, and keep his/her comments to three minutes. Mayor Ramsey stated that anyone already listed on the Agenda will be called upon at the appropriate time. Mr. Clinton Chapman, a member of the group working on development of the Eastern Commercial District, then spoke. Mr. Chapman referenced meetings held during the past year, noting that much good information has been gathered at those meetings concerning the Eastern Commercial District. Mr. Chapman also spoke about Public Input Meetings held during the past two months, noting that both positive and negative feedback has been received during those meetings. Mr. Chapman then referenced a recent article in the newspaper Leesburg Today, explaining that he spoke to its author, Ms. Margaret Morton, regarding the article, as it did not contain information regarding the retail development slated for the parcel; Mr. Chapman stated that he asked Ms. Morton if that omission was an oversight. Mr. Chapman explained to Ms. Morton that a mixed-use development at that site stands a much better chance of being successful, as it would not be possible to compete with the larger retail market which exists in Purcellville. He also explained that the amount of retail space at the Purcellville Gateway shopping center is larger than the proposed square footage of retail space in the Eastern Commercial District (30,000 square feet in Purcellville, not including the Harris Teeter supermarket, versus 45,000 square feet total for the ECD). Mr. Chapman also explained to Ms. Morton that Round Hill is seeking diversity in housing stock. Mr. Chapman noted that the article in the newspaper highlights only the proposed townhouses to be built on the parcel, and notes that that is contrary to the plans for commercial development on that site. Mr. Chapman also referenced the following quote contained in the article and attributed to Round Hill's Town Planner/Zoning Administrator, "Are we going to say, 'turn it into 84 townhouses, and unravel all the planning?' The area is the gateway to Town; we need the public to come out and speak." In closing, Mr. Chapman stated that he hopes both sides of the discussion regarding this proposed development are put forth. Mr. Chapman thanked the Council. Mr. Ian Holley, of 35782 Chapel Hill Court, then spoke regarding the Public Input Meeting held on Tuesday, October 13, 2015, which he attended. Mr. Holley stated that he has concerns regarding the proposed plans for a mixed-use development at the Eastern Commercial District. Mr. Holley stated that he is "definitely for mixed-use, if it's done the right way." Mr. Holley put forth the following concerns regarding the development: the "sea of asphalt" at the site; the pond in front, with the concern that it could be dry part or most of the time, which presents a bad aesthetic; pedestrian access vis-a-vis the buffer area between the existing townhomes and the proposed development; traffic circulation, especially at the Loudoun Street/Evening Star Drive intersection at peak traffic times; sustainability, as it seems unlikely a small town could solely keep businesses in the development going; and, vacancies, if there is another downturn in the economy. Mr. Holley stated that he would like to see studies done regarding these types of issues for this proposed development. Mr. Holley thanked the Council.



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

Vice-Mayor Graham **moved that the Agenda be approved**; Councilperson Klipple seconded the motion. A vote was held; the motion was approved 3-0, with Councilpersons Botsch, Lyne, and Prack absent. The vote is recorded as follows:

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

**IN RE: BUSINESS ITEMS**

**1. Girl Scout Presentation**

Ms. Tia Walbridge, representing Girl Scout Brownie Troop #3111, spoke regarding the Troop's service project – cleaning up Main Street. Ms. Walbridge noted that the Troop would like to conduct four clean-up sessions per year. Mayor Ramsey asked if there is any way the Town may facilitate this project; Ms. Walbridge noted that the Troop is all set to undertake this effort. Councilperson Heston noted that the Troop may obtain trash bags from VDOT. Vice-Mayor Graham asked if the Troop needs any reflective clothing; Ms. Walbridge explained that the Troop would have to purchase reflective clothing. The offer for Town Staff to look into obtaining reflective vests for the girls to wear was put forth. Councilperson Heston asked that the Council/Town be apprised of the dates for these clean-ups, as adults may be available to help. Ms. Walbridge and the Girl Scouts in attendance thanked the Council; Council thanked the Troop for their presentation.

**2. Sleeter Lake Update**

Town Planner/Zoning Administrator Hynes presented this item, noting that this is tied to the final Action Item on this evening's agenda (Funding Request Endorsements). Ms. Hynes noted that the deadline for both the development of the park, and the use of the grant money from the Virginia Department of Game and Inland Fisheries, is October 2016. Town Planner/Zoning Administrator Hynes reported that both she and Town Administrator Nicholson recently attended pre-application meetings with the County; those meetings dealt with obtaining the zoning permit, and with our site plan. Ms. Hynes reported that Stantec prepared two cost estimates for development of the park. Receipt of the VDGIF grant will move construction of park facilities along at a faster rate, thus Stantec was asked to revise their cost estimates. Town Planner/Zoning Administrator Hynes explained items to be contained in the various phases of the project, including the newly devised Phase I-B. Ms. Hynes noted that, originally, the Town of Round Hill had budgeted \$100,000.00



for development of Sleeter Lake Park; with addition of the grant funding, the Town has \$175,000.00 for use in completing Phase I-B. The cost estimate from Stantec totaled approximately \$160,000.00, which includes contingencies and worst-case-scenarios for application costs. Town Planner/Zoning Administrator Hynes stated that, in light of these facts, Town Staff feels confident that Phase I-B of Sleeter Lake Park can be completed by October 2016, as long as no problems arise with the Town's application with the County. Mayor Ramsey asked for clarification of the money for this project contained in this year's budget; Ms. Hynes noted that that amount is \$100,000.00. Mr. Ramsey asked for further clarification of whether that amount is in addition to the grant money, or if it is the total of the grant plus additional money. Town Planner/Zoning Administrator Hynes explained that the grant funding has not yet been shown in the budget, as it has not yet been received. The \$75,000.00 grant funding will be included in the FY2017 budget. Ms. Hynes noted that three questions regarding this project are before the Council this evening: 1) can Round Hill afford the project; 2) how will maintenance and management be handled – perhaps by partnering with the County Parks Department, about which Town Administrator Nicholson noted the County is enthusiastic; and, 3) the possibility of Round Hill putting together a funding request to go to the County, as they are presently asking for these Capital Improvement Funding requests. It was noted that it would be easy for the County Parks Department to handle maintenance at Sleeter Lake Park, due to its proximity to Franklin Park; additionally, it was noted that the County places a high priority on areas with water/kayak and canoe access. A Capital Improvement Funding request could be made regarding traffic issues at the proposed park; Stantec has provided a cost estimate for road improvements, which could be presented to the County. Discussion of costs included, and improvements to be made, as contained in the road improvement cost estimate ensued. Mayor Ramsey noted, in regards to this discussion, that three sources of funding for development of Sleeter Lake Park exist – the VDGIF grant, which would provide for the boat ramp/fishing amenities; general funding, which will provide for the bare minimum parking lot; and, a Capital Improvement Funding request to be made to the County. Mayor Ramsey noted that “we are going to take a shot” at receiving funding from the County. Additionally, it was the consensus of the Council that County maintenance and management of the park is the best option. Town Planner/Zoning Administrator Hynes noted that the County seems excited about this project. Ms. Hynes reiterated the main points of this discussion – the need to have the park open by October 2016, and partnering with the County for maintenance/management at the park. Mayor Ramsey suggested that Town Staff begin engaging the Lake Pointe homeowners' association regarding this project. There was discussion of if or when the dam at Sleeter Lake was last inspected, with Town Planner/Zoning Administrator Hynes noting that the County would want to be apprised of that information.



Mayor Ramsey asked if Council would prefer to discuss Action Item #6 – Funding Request Endorsements, at this time, as that item ties into this discussion. It was the consensus of the Council to do so.

**Action Item 6 – Funding Request Endorsements**

Town Planner/Zoning Administrator Hynes presented this item, explaining that this concerns the request for funding for the CIP, and additional funding to complete the Main Street Enhancement Project. Ms. Hynes also reported that she and Town Administrator Nicholson are working on obtaining grant funding from VDOT, which will help to cover the difference in costs between the original cost estimate and the current cost estimate. Mayor Ramsey noted that, if the Council is in favor of making the request of the County for funding for transportation improvements, a simple motion is required. Brief discussion ensued regarding documentation relating to this item. Vice-Mayor Graham then made a motion **that the Town Council approve Resolution 2015-15, County Capital Improvement Program Funding Endorsement;** Councilperson Heston seconded the motion. Mayor Ramsey clarified the purpose of the Endorsement (requesting capital improvement funding from the County for improvements to Sleeter Lake Park); Council Members briefly reviewed the Resolution. Councilperson Klipple asked to clarify that it is understood in the agreement that completing the project is dependent upon Round Hill receiving the funding; Town Planner/Zoning Administrator Hynes and Mayor Ramsey explained that that is correct, and that the money must be spent during the fiscal year in which the work is done; if the work is not completed, the money must be returned. There was discussion of the October 2016 date noted in the Resolution, with it being decided to strike the date. There was no further discussion of the motion. A vote was held; the motion was approved 3-0, with Councilpersons Botsch, Lyne and Prack absent. The vote is recorded as follows:

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

At this time, Council decided to discuss **Resolution 2015-14**, which deals with funding for the Main Street Enhancement Project. Town Administrator Nicholson explained that this concerns \$2,500.00 which was earmarked for preparation of a line-by-line estimate by a contractor, for the purpose of comparison to a 2012 reassessment. A



request will then be made to VDOT for funding for the difference in costs. Mr. Nicholson reported that he and Town Planner/Zoning Administrator Hynes attended meetings during which it seemed evident that VDOT is anxious to close up some of these projects. The application is due by November 1, 2015, and passage of the Resolution by the Town Council covers one of the requirements for submission of the application. Councilperson Heston asked the name of the firm conducting the reassessment; Town Administrator Nicholson stated that the firm is Heritage. Ms. Heston asked if they are an independent firm; Mr. Nicholson stated that they are, and provided information on work done by the firm previously for projects in Round Hill. Councilperson Klipple then made a motion **that the Town Council accept Resolution 2015-14, Main Street Enhancement Project Additional Funding Endorsement;** Vice-Mayor Graham seconded the motion. In response to a question from Councilperson Heston, it was reported that the reassessment has already been conducted by Heritage; it was noted that the purpose of the Resolution is to move forward with the request for additional funding from VDOT. A vote was then held; the motion was approved 3-0, with Councilpersons Botsch, Lyne and Prack absent. The vote is recorded as follows:

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

#### **IN RE: ACTION ITEMS**

##### **1. Approval of Minutes: September 17, 2105 Public Hearing**

Vice-Mayor Graham moved **that Council approve the Minutes of the Public Hearing held on September 17, 2015;** Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 1-2, with Councilpersons Heston and Klipple abstaining, and Councilpersons Botsch, Lyne and Prack absent. The vote is recorded as follows:



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

## **2. Approval of Minutes: September 17, 2015 Town Council Meeting**

Vice-Mayor Graham made a motion **that the minutes be approved**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 1-2, with Councilpersons Heston and Klipple abstaining, and Councilpersons Botsch, Lyne and Prack absent. The vote is recorded as follows:

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

## **3. Resolution 2015-12 – Motor Vehicle License**

Mayor Ramsey stated that this issue was the subject of the Public Hearing held in September. Town Administrator Nicholson explained that this eliminates the necessity for Town residents to have vehicle license decals, and to move the date of payment to December. Mayor Ramsey noted that this will enable Town Staff to bill for the Motor Vehicle License and for Property Taxes in the same billing. It was noted that this change will be advertised. It was noted that, during this transition, the bills will be pro-rated. Councilperson Klipple **made a motion that the Town adopt Resolution 2015-12, Adopting Amendments to the Town of Round Hill Codified Ordinance, Chapter 13 – Motor Vehicles and Traffic, Article II, Local Licenses, §13-6, §13-7, §13-8, §13-9, §13-10, and §13-11, as authorized by the Code of Virginia of 1950, as amended, §58.1-3913 and §46.2-753.** Vice-Mayor Graham noted that the date should be changed from the 17<sup>th</sup> day of September to the 15<sup>th</sup> day of October. Councilperson Heston then seconded the motion. There was no discussion. A vote was held; the motion was approved 2-1, with Councilperson Heston voting no, and Councilpersons Botsch, Lyne and Prack absent. The vote is recorded as follows:



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

#### **4. Resolution 2015-13 – Land Development Fees**

Councilperson Heston requested the same adjustments of dates be made to this document, as were made to the previous document. Vice-Mayor Graham then moved **that the Council adopt Resolution 2105-13, amending Land Development Fees, as authorized by the Code of Virginia of 1950, as amended, §15.2-2241, and §15.2-2286;** Councilperson Klipple seconded the motion. Councilperson Heston noted a misspelling, and raised a question regarding if construction trailers are allowed; it was noted that temporary construction trailers are allowed. A vote was then held; the motion was approved 2-1, with Councilperson Heston voting no, and Councilpersons Botsch, Lyne and Prack absent. The vote is recorded as follows:

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

#### **5. Retirement Healthcare Benefits**

Councilperson Heston made a motion **that Council accept the Retirement Benefits as presented.** It was clarified that this version was accepted by the Administration, Communications and Technology Committee. Vice-Mayor Graham then seconded the motion. Councilperson Heston explained changes made to the Retirement Benefits, as recommended by the Town's auditor, pointing out that a portion of Section A, and all of Section B of the document are new. Ms. Heston also noted that a cut-off date of July 2015 was included; thus, this does not apply to new hires. Mayor Ramsey asked if the dollar amounts will be reviewed; Councilperson Heston noted that they will, periodically, based upon insurance rates. Mayor Ramsey asked if these figures are in line with goals; Councilperson Heston stated that they are, and are probably a little more generous. There was brief discussion of the reasons for using a fixed amount, rather than the 50-75% figures previously employed. There was no further discussion. A vote was then held; the motion



was approved 3-0, with Councilpersons Botsch, Lyne and Prack absent. The vote is recorded as follows:

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

## **IN RE: REPORTS**

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

Town Administrator Nicholson noted that his report has been presented to Council Members in written form, and that he would be happy to answer any questions. Vice-Mayor Graham requested an update from the Town Attorney regarding the Eastern Commercial District; Mr. Nicholson reported that Town Attorney Gilmore will be in attendance at the next Council meeting.

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

Town Planner/Zoning Administrator Hynes apologized for there being no written report. Ms. Hynes noted that five of the seven chapters of the Comprehensive Plan update have been completed; the first revision of the Economic Development Chapter has been done, work on the Land Use Chapter will begin next week. Town Planner/Zoning Administrator Hynes reported that the three Public Input Meetings held in relation to the Comprehensive Plan update were completed – one each during August, September and October. Twenty people attended the August meeting, seventy attended the September meeting, and forty attended the October meeting. One-hundred thirteen people completed the most recent survey. Ms. Hynes stated that this input, along with the November 2014 survey, will help to provide for a strong Comprehensive Plan. Town Planner/Zoning Administrator Hynes will now begin interviews with stakeholders who will be affected by the update of the Comprehensive Plan. Ms. Hynes is searching for an intern to assist with maps which are required for the Comprehensive Plan; these maps must be completed by December 1<sup>st</sup>. An alternative to this would be to engage Stantec to provide these services. Town Planner/Zoning Administrator Hynes and Town Administrator Nicholson are working on the VDOT grant, which is due November 1<sup>st</sup>. Ms. Hynes reported that it is hopeful a new business will soon be moving into Town, although a lease has not yet been signed. Vice-Mayor Graham asked how many stakeholders need to be interviewed for the Comprehensive Plan update; Town Planner/Zoning Administrator Hynes explained the



determining factors for these interviews. Councilperson Heston asked about the minutes from the Public Input Meetings; Ms. Hynes noted that they are forthcoming. Councilperson Heston also asked about the Zoning Violation form, which had been previously discussed; Town Planner/Zoning Administrator Hynes explained her concerns with references to the “court” located throughout the proposed form, but noted that her concerns regarding those references have been allayed. Councilperson Heston stated that she would like to see a monthly update. Councilperson Klipple asked when the Board of Supervisors voted on the Brentwood Springs development; Ms. Hynes stated that that vote occurred in April. It was reported that the developer hopes to have twenty-four lots completed by winter. Vice-Mayor Graham commended Town Planner/Zoning Administrator Hynes on the Public Input Meetings held for the Comprehensive Plan update, Ms. Graham also noted that a citizen approached her at the October meeting regarding the inclusion of a community center in the development of the Eastern Commercial District. Vice-Mayor Graham stated her feeling that citizens have been presented with either a “sea of townhouses” or vacant store buildings, and that there is much more which can be done than those two alternatives. Town Planner/Zoning Administrator Hynes reported that, in the recently completed survey, she presented alternatives for the development; the number one request was for an indoor farmers’ market or conference center, second was any type of civic use, and third was a recreation use. Thus, there is support for alternatives. Councilperson Klipple asked who would pay for a community center; it was noted that the County would do so. Councilperson Klipple also asked why Round Hill is conducting the market studies; Town Planner/Zoning Administrator Hynes explained that they are being done in relation to the update of the Comprehensive Plan. Ms. Hynes and Mayor Ramsey addressed additional concerns raised by Councilperson Klipple, including the burden funding potential projects places on the small number of residents inside the existing boundaries of Round Hill. Additionally, in response to concerns raised by Mr. Klipple, it was noted that the amount of time provided to speakers at the October Public Input Meeting was limited, due to time constraints on the use of the school multi-purpose room. Mr. Chapman reported that his group is trying to put together an informational meeting regarding the Eastern Commercial District, to be held next month.

### **3. Mayor’s Report**

Mayor Ramsey reported that Loudoun Water is conducting a rate study for their non-connected systems; currently their core rates are approximately ½ those of non-connected users’ rates. Mr. Ramsey noted that Loudoun Water asked their rate consultant to examine these different alternatives: to continue the existing rate structure; to do R&R funding, which covers replacement and/or repair funding; and, the common rate. The study found that adopting a central rate would result in lower revenues. The Loudoun Water Board recommended that a common rate be advertised to the public, with no rate increase on



central users. These rates will be effective January 1, 2016. Mayor Ramsey noted that a concern, when approached by Round Hill's system users regarding Loudoun Water providing the Town's water/sewer service, is that Loudoun Water would be unable to do so any more cost effectively. Mr. Ramsey noted that he still believes that to be true. However, if Loudoun Water will charge Round Hill less than it currently costs the Town to run the system, that could change the dynamic. Mayor Ramsey explained that, currently, Loudoun Water has a provision which will allow them to contract management of a system. Mayor Ramsey stated that it may be beneficial to ask Loudoun Water for a study for full assumption of the system. Mr. Ramsey stated that he is providing this information for Council Members' consideration, but is not requesting any type of decision. Vice-Mayor Graham asked how these rates would differ from Round Hill's current rates; Mayor Ramsey stated that it would constitute a rate cut of approximately 40% for Round Hill customers. Councilperson Heston voiced her concern that these lower rates may only be temporary; she also noted that Round Hill needs to be concerned about the quality of operations. Mayor Ramsey noted that this will be discussed further at the Council's November meeting. Vice-Mayor Graham asked if Loudoun Water would absorb Round Hill's personnel; Mayor Ramsey noted that that would be included in the study. Vice-Mayor Graham expressed her feeling that it would not hurt to get as much information as possible. Mayor Ramsey also reported that he recently had lunch with Purcellville Mayor Frazier, and that they will try to continue this on a monthly basis. They discussed projects Mayor Frazier is looking toward, such as the sale of effluent/grey water, the sale of potable water (which Purcellville has currently begun doing), and obtaining funding for the Route 690 interchange. Mayor Ramsey told Mayor Frazier that Round Hill would be supportive of urging the County to fund the Route 690 interchange.

#### **4. Utility Committee**

Vice-Mayor Graham reported that the Committee met on Tuesday, and the minutes of the meeting are in Council Members' packets. The Committee discussed the topic of forgiveness of excessive water usage. Mayor Ramsey provided information regarding how other municipalities handle this issue. Vice-Mayor Graham reported that the Committee created a policy which will address this issue; the policy will be reviewed and then forwarded to the Council, at either its November or December meeting. Utility Committee input into the update of the Comprehensive Plan section regarding utilities was discussed; Vice-Mayor Graham, Mayor Ramsey and Town Planner/Zoning Administrator Hynes will work on this. Town Engineer Lane has provided suggestions for this, as well. Mayor Ramsey noted that he would like for potential well sites to be noted. Additionally, Mr. Ramsey stated that the possibility of Round Hill working with Loudoun Water should also be reflected in the update of the Comprehensive Plan. The next meeting of the Utility Committee will be November 10, 2015.



**5. Administration, Communications & Technology Committee**

Councilperson Heston reported that the AC&T Committee did not meet. The next meeting is tentatively scheduled for November 9, 2015.

**6. Land Use Committee**

Town Planner/Zoning Administrator Hynes reported that the Land Use Committee will meet on October 28, 2015, and will attend the Planning Commission work session scheduled for October 21, 2015.

**RE: COUNCIL COMMENTS**

Councilperson Heston noted her disappointment that a Planning Commission report was not presented. Ms. Heston asked if the Boy Scout 5K run is still to be held; Town Administrator Nicholson noted that it may be held at a later date. Ms. Heston wished everyone a safe Halloween. Vice-Mayor Graham also addressed the issue of the Planning Commission report, noting her understanding that, if Councilperson Prack could not attend and present this report, Chairman Mirabal would do so. Town Planner/Zoning Administrator Hynes stated that, perhaps, the requirements for presenting this report should be provided in writing, as she was unaware Chairman Mirabal was to attend in Councilperson Prack's absence. Discussion of this issue ensued, with it being decided that Ms. Hynes will present the report when Mr. Prack is absent; however, Mr. Prack will be responsible for the writing of the report. Vice-Mayor Graham noted that the quarterly Sheriff's Department meeting will be held on October 28<sup>th</sup>. Mayor Ramsey also wished everyone a safe Halloween, and noted the absence of the Sheriff's Deputy report at the Town Council meetings; Town Administrator Nicholson explained that the Deputy who had previously attended the meetings has moved. Mayor Ramsey asked Town Administrator Nicholson to check with the Sheriff's Office regarding safety measures to be employed in Round Hill for Halloween.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 9:04 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary



