

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
October 16, 2014**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, October 16, 2014, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Janet L. Heston  
Clarkson J. Klipple  
Frederick J. Lyne  
Christopher J. Prack

**Council Members Absent**

Mary Anne Graham, Vice-Mayor  
R. Daniel Botsch

**Staff Members Present**

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

**Others Present**

Elizabeth Wolford, Town Treasurer  
LCSO Deputy Boyer  
Clinton Chapman  
Charles Wellford  
Pat Wellford  
Stacie Kurzhaus, Stantec  
Nikki Foyt

**IN RE: CALL TO ORDER**

The meeting was called to order at 7:36 p.m. by Mayor Ramsey.

**IN RE: PLEDGE OF ALLEGIANCE**

Councilperson Klipple led those present in the Pledge of Allegiance.

**IN RE: COMMUNITY POLICING**

Deputy Boyer introduced himself, noting that he has been assigned as the police officer for the western section of the county, and asked if there were any questions from those in attendance. Mr. Boyer stated that he will leave his business cards at the Town Office, and encouraged anyone who has questions to call him. Deputy Boyer explained that the biggest issue occurring in the county now is money scams centering on “green dot

cards,” with callers telling their victims that they have an arrest warrant against them, and that they should purchase a green dot card; the scammers then request the information from the card. Deputy Boyer stated that, if anyone receives such a call, they should contact the Sheriff’s Office immediately. Councilperson Prack asked about the recent car break-ins; Deputy Boyer stated that police have suspects in mind. Mayor Ramsey asked about the lemonade stand heist; Deputy Boyer stated that he has no knowledge of what is happening with that, but that a police report was filed. Councilperson Heston asked about drug activity at RHI property; Deputy Boyer noted that he has no knowledge of this, but would look into it if more information is provided. There were no further questions.

**IN RE: PUBLIC COMMENT**

There was no public comment.

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

Councilperson Prack made a motion **to approve the Agenda as submitted**; Town Administrator Nicholson then pointed out the addition to the Agenda of Action Item #6 – Conveyance of Well Lots, which was not on the Agenda in the packets. It was clarified that the motion includes this item. Councilperson Heston seconded the motion. The motion was approved by a vote of 4-0, with Councilpersons Graham and Botsch absent. The vote is recorded as follows:

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

**IN RE: BUSINESS ITEMS**

**1. Annual Auditor’s Report**

Mr. Jeff Mitchell, of Mitchell & Company, presented the report. Mr. Mitchell explained that the audit covers the period through June 30, 2014, and then handed out some additional documents to Council Members. Mr. Mitchell noted that everything is in order, and that he would report to the Council immediately if there were any problems. Mr. Mitchell explained that he would discuss the following: 1) historical information; 2) the General Fund; 3) the Water/Sewer Fund, which was high due to billing dates; 4) the Bond Escrow Account, under the Water/Sewer column, which is from a 2003 bond; 5) the Unamortized Charge on Refunding, which is in regards to the 2009 refinance; 6) Fixed Assets, for which Mr. Mitchell presented a more detailed explanation; 7) Liabilities, which includes Accounts Payable, which are very routine, and Accrued Expenses, which Mr. Mitchell explained in more detail; and 8) Long-Term Debt, which covers the refinance of the 2009 bond. Mr. Mitchell explained the Income and Expense category, highlighting that the Governmental Fund surplus noted includes a transfer from the Water/Sewer Fund; broke down the Operating

portion of the Water/Sewer Fund, in order to explain the surplus; and explained the 2009 refinance, and how it affected this category. Mr. Mitchell briefly explained the graphs presented in his report. It was noted that Water/Sewer Billing is at approximately 83% of the water pumped through the system, which is one of the highest of any municipality in the area. Mr. Mitchell discussed the Real Estate Tax Rate, noting that the Town has done a good job of keeping this level. Mr. Mitchell noted that Round Hill has done a good job of budgeting, and he discussed the affect on the budget of a grant applied for by, but not awarded to, the Town. It was reported that the General Fund balance is strong. Mr. Mitchell discussed Deeded Property, noting that property not on the Town's books was discovered, and that including these added to the General Fund. Mr. Mitchell explained that well sites were also added. Mayor Ramsey asked how these are classified as Utility versus General Fund properties; Mr. Mitchell noted that they look at the use of the property in assigning it to a category. Mayor Ramsey asked if the value of buried piping is included in the Debt/Assets Statement; Mr. Mitchell noted that it is. Mr. Mitchell explained that all entities must follow Governmental Accounting Standards Board regulations, and that they keep up with this. Mr. Mitchell explained the section of the report dealing with the Virginia Retirement System, noting that VRS tells municipalities what to pay, based on their calculations. It was explained that, beginning this fiscal year (June 2015), municipalities must record assets/deficits in the pension fund, even though they're held by VRS. Mr. Mitchell stated that Round Hill's situation is not too bad, and that Round Hill has done everything the Town has been asked to do. Mr. Mitchell stated that Conflict of Interest forms must be filled out yearly. Mr. Mitchell spoke about the Retirement Health Benefit, explaining that the Town provides this, and that its obligation is a percentage of the premium. Mr. Mitchell noted that he does not recommend that Round Hill hire an actuarial to deal with this, but that the Town does need to determine the amount of this obligation and may want to talk to other towns regarding how they handle this. Mayor Ramsey asked if there are any metrics to use in calculating this item; Mr. Mitchell stated that Round Hill may want to obtain other towns' actuarial reports and try to extrapolate from them. Mr. Mitchell noted that Round Hill also may ask VRS for help with this item. Utility Billing Detail Listing Integration was discussed, with it being noted that the Utility Billing Detail Listing is more than what is integrated into the General Ledger; Mr. Mitchell explained that this is a software issue, that the two programs in use are not "talking," and that the Town's software provider may be able to help with this. Mr. Mitchell thanked the Council for the opportunity to present his report, and to work with them, and the Council thanked Mr. Mitchell. Mayor Ramsey spoke to the General Fund surplus, noting that approximately half is earmarked for major pending projects and the rest is an under-investment for sidewalks and parks. Mayor Ramsey asked if Council, in the next fiscal year, would prefer to accelerate capital improvements or lower this balance. Councilperson Prack asked about the 2009 bond refinance; Mayor Ramsey noted that was a Utility Fund issue rather than a Capital Improvement issue. Councilperson Lyne asked for more information regarding the deeded property discovery; Town Treasurer Wolford explained that she had created a list of these properties, but was unaware that Mr. Mitchell did not have that information. Mrs. Wolford stated that some new properties were added.

Councilpersons Prack and Lyne asked about a map from the County showing the deeded well sites, which had been worked on previously; Town Planner/Zoning Administrator Hynes will follow-up on this item. Councilperson Heston stated that she feels caution should be used in reducing the surplus discussed, as a need for funding for future projects may arise. Mayor Ramsey noted that there is no plan for General Fund projects, and that that needs to be taken into account in next year's budgeting process. Town Administrator Nicholson suggested that Council may want to think about that surplus as a contingency for the Main Street Enhancement Project.

## **2. Creekside Proffers**

Town Planner/Zoning Administrator Hynes stated that Mr. Mark Thomas, representing the developer of Creekside, is in attendance to follow-up on revisions to the proffers for this development, and that there will be further discussion of this at the upcoming Land Use Committee meeting. Ms. Hynes stated that she is happy with the changes made thus far. Mr. Thomas then made his presentation. He noted that they have worked on the requested changes and discussed the following major updates: 1) ADU's have been reinstated to the plan, and are dispersed through the development and will look like the other properties; 2) they have included diversity in housing styles, which will prevent monotony in the streetscapes; 3) single-level living has been addressed by the inclusion of one single-level floor plan per four properties in Phase I of construction; 4) revisions to parks, including ponds and alternate park design, have been made, also, Mr. Thomas pointed out that all land south of Greenwood Drive will be dedicated to the Town; 5) the Phasing Plan, which Mr. Thomas briefly explained; 6) the required open space between new construction and existing homes, which includes the tree-safe area and precludes the open space being on a property-owner's lot, comprises approximately 31% to 37% of the area, which is above the County-required 30%; 7) the design of the park and playground, and a buffer for the floodplain area -- it was noted that there will be buffering between existing homes and the proposed park, in response to Mayor Ramsey's question; 8) monetary issues related to the development; 9) architectural elements; 10) the two acre civic lot, the requirements for which will be clarified with the County; 11) the retention of the raw water line; and 12) a change to construction hours. Councilperson Heston asked about changes to Evening Star Drive; Mr. Thomas explained that the proffer to increase this to four lanes has not changed. Councilperson Lyne asked about the existing private lot; discussion ensued regarding an adjacent park and ride lot. Mr. Wormald thanked the Council for the opportunity to re-present their proffers and to work with the Council. Mayor Ramsey noted that a more detailed discussion will be held at the Land Use Committee meeting, and that he feels this is moving in the right direction. Council thanked Mr. Thomas and Mr. Wormald.

## **3. Main Street Easement Acquisition**

Town Planner/Zoning Administrator Hynes presented this item, explaining that she has been speaking with various acquisition companies in order to find one which best fits the Town's project, and that it was suggested that she speak with Stantec, as they have added an acquisition company. Ms. Hynes presented a brief overview of the

acquisition process, and then introduced Stantec's representative, Ms. Stacy Kurzhaus. Ms. Kurzhaus then presented the proposal they have assembled for the Town, noting that the proposal can be amended based on Council's input. Ms. Kurzhaus noted that she would be the project manager if Stantec is chosen to provide this work for the Town, and that she is working on the Dulles Rail project at this time. Ms. Kurzhaus introduced Ms. Nikki Foyt, noting that she, also, has worked on various projects throughout Virginia. In response to a question from Mayor Ramsey, Ms. Kurzhaus explained her background, and how Stantec came to provide this type of service. Ms. Kurzhaus explained that she has been peripherally aware of the Main Street Enhancement Project for several months. It was noted that residents on Main Street are happy with the project, but that planning for difficulties in obtaining easements must be provided for. Ms. Kurzhaus explained how the company would move forward with the acquisition process, noting that they will conduct title research, and will use VDOT form documents in completing the work. It was explained that they hope to accomplish the acquisitions without obtaining formal appraisals, as those third-party appraisals can cost approximately \$3,000.00 to \$3,500.00 per property. Ms. Kurzhaus explained a basic appraisal report, discussed the tax record value of property on Main Street (which is currently at \$10.00 per square foot), explained the "percentage of impact" of the easement, and spoke to temporary construction. It was noted that it could be possible that some properties could require a waiver (due to the value of the property). Ms. Kurzhaus explained that everything would be prepared in accordance with VDOT guidelines, and that all data would be input into VDOT's system. Ms. Kurzhaus further explained that her company would handle all negotiations, and would explain the package to each property owner. The contents of the package were briefly explained. Ms. Kurzhaus stated that it seems there is a lot of support from residents. It was noted that the assumption is that VDOT will file the "takes." Mayor Ramsey asked about exercising eminent domain, if necessary; Ms. Kurzhaus stated that she is unsure about the application of this option. Mayor Ramsey stated that Council would like to know how that process works. In response to a question from Councilperson Lyne regarding the Town undertaking this project using VDOT funds, in relation to the need to take property, Ms. Kurzhaus stated that any court filing would name VDOT as the entity taking the property. Mayor Ramsey noted the concern that this project may not qualify as essential, thus eminent domain may not be an exercisable option. Ms. Kurzhaus noted that that is a valid concern, and explained a plan she is presently working on in Prince William County in which similar considerations are involved. She also explained how VDOT usually handles this issue – by using a plan sheet rather than a plat. Ms. Kurzhaus noted that she can track this down for Council, and took the name of the VDOT contact for this project in order to do so. Ms. Kurzhaus explained the basic process for obtaining easements, and noted that following the VDOT handbook would ensure that the law is being fully followed. Ms. Kurzhaus stated that the assumption is that her firm will not be handling mortgage insurance and third-party appraisals. She also noted that Main Street is VDOT property, so this would be considered an adjacent right-of-way. Ms. Kurzhaus also spoke to existing easements, with Mayor Ramsey discussing the one access easement involved in the project. Ms. Kurzhaus stated that she feels the Town has put a lot of thought into this.

Ms. Kurzhaus left information with Town Administrator Nicholson for the Town's review. Councilperson Heston asked about the cost of services; Ms. Kurzhaus briefly explained the costs included in the proposal, and stated that they can be negotiated. Mayor Ramsey noted that the proposal amount does not include the actual acquisition costs; Ms. Kurzhaus explained how costs would be broken down, per parcel, as well as other ways to determine the costs to the Town. Mayor Ramsey asked if the work is provided on a fixed-cost basis, or on time and materials; Ms. Kurzhaus stated that both methods are used. Mayor Ramsey stated that the Town would like to be engaged during the initial contact process. Ms. Kurzhaus asked about the timing of the project; Mayor Ramsey stated that the Town cannot go out to bid until the acquisitions are completed. Ms. Kurzhaus thanked the Council; Council thanked her for her presentation. It was noted that this will be followed-up upon at the Land Use Committee meeting.

#### **4. Traffic Calming Signs**

Town Administrator Nicholson presented this item, noting that a resident recently spoke to him regarding his concerns about speeding through the town. They discussed the radar sign occasionally used in the town by the Sheriff's Office; the resident felt the sign helped. Mr. Nicholson reported that the cost to purchase such a sign is approximately \$5,000.00. Councilperson Lyne discussed a previous offer by the Sheriff's Office that Round Hill would buy a sign and the Sheriff's Office would manage the sign; Town Administrator Nicholson noted that leadership within the Sheriff's Office has changed since that option was last discussed. There was discussion of who would have the authority to use the radar sign, as well as the use of a portable versus a stationary sign; it was noted that the sign would be attached to a VDOT sign by the Sheriff's Office. It was also noted that the signs are battery operated. The consensus of Council Members was that the sign helped curb speeding in the town. Mayor Ramsey asked if Council preferred to program this item into next year's budget, or to take action on this at this time. Discussion ensued of from where funding would come if a sign were to be purchased now. Mayor Ramsey clarified the questions before the Council: 1) do we want to do this, and 2) when do we want to implement this, if we decide to go forward? Councilperson Heston noted that she does not feel this is the Council's responsibility; however, Mayor Ramsey stated that Council does have a responsibility to provide for safety. Council discussed when they may want to go ahead with this purchase, with the majority of members in attendance opting to undertake this at this time. There was discussion of budgetary issues surrounding this, as well as discussion of whether to use a portable or a stationary unit. Council Members also discussed coordinating movement of the sign with the Sheriff's Office. Mayor Ramsey suggested including this item in next year's budget discussions, and directed Town Administrator Nicholson to contact the Sheriff's Office again regarding bringing their sign back to Round Hill. It was determined that this item will be discussed during the next budget discussions.

**IN RE: ACTION ITEMS**

**1. Approval of Minutes: September 18, 2014 Town Council Meeting**

Councilperson Lyne noted that, on page ten, at the bottom, there is a blank which needs to be filled in (with Mr. Priscilla's name). Councilperson Klipple then made a motion **to approve the minutes of the September 18, 2014 regular meeting of the Round Hill Town Council, as amended;** Councilperson Prack seconded the motion. The minutes were approved by a vote of 3-0-1, with Councilperson Heston abstaining and Councilpersons Graham and Botsch absent. The vote is recorded as follows:

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

**2. Tax Rate Adjustment**

Mayor Ramsey presented this item, explaining that new information has been received from the County regarding assessments; those assessments were higher than those used during budget season in planning tax rates. It was decided by the Council during the previous budget sessions to equalize tax rates; the Town's budget figures and budget advertisement were predicated upon the assessment information available at that time. If tax rates are raised a second Public Hearing regarding the rates is required. Mayor Ramsey stated that the Town did not raise rates, basing the rates on the old data; however, the new assessment data would have the effect of raising rates, and would cause the Town to be in violation of State law as a second Public Hearing was not held. Town Treasurer Welford has calculated the new equalized rate; the recommendation is that Council adopt the lower rate by resolution, and that Treasurer Welford bill at the lower rate, which will be consistent with what was advertised. The current rate will be lower, but will increase the amount of money in the budget. Discussion ensued regarding the necessity of holding another Public Hearing; Mayor Ramsey explained that a Public Hearing is not required if the rate is being lowered. It was also noted that the resolution, if adopted, will be noted on the Town's website. Town Treasurer Welford explained how she discovered this discrepancy. Town Administrator Nicholson noted this was out of the Town's control. Following this discussion, Councilperson Klipple made a motion **to adopt Resolution 2014-16, Amending the Fiscal Year 2014-2015 Real Estate Tax Rate;** Councilperson Heston seconded the motion. A voice vote was held, with the motion adopted 4-0; Councilpersons Graham and Botsch were absent for the vote. The vote is recorded as follows:

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

### 3. Conveyance of Well Lots

Town Planner/Zoning Administrator Hynes presented this item, noting that it ties into the Auditor's Report, and that work was done on this project by the previous Town Planner/Zoning Administrator. Town Planner/Zoning Administrator Hynes presented a written report on this subject to Council Members, noting that there are three well lots for which the Town should have deeds, and that these are working wells. Councilperson Prack noted that two of the wells are considered to be contaminated. Town Planner/Zoning Administrator Hynes reported that the Town has been using these wells, but that the deeds were never properly recorded. A copy of a draft deed was presented to Council Members. Mayor Ramsey clarified that Council is being asked to authorize him to accept, on behalf of the Town, the deeds to three wells that the Town is already using. Councilperson Lyne then moved **that the Town Council authorize the Mayor to accept the gift of Well 22-A, located on Lot Nine, and Well Lot 21-SA and Well Lot 21-SB and the accompanying easements;** Councilperson Prack seconded the motion. Town Treasurer Wolford made a suggestion that wording be added to the motion that would direct the Town Attorney to record these deeds; Councilperson Lyne included the addition, and Councilperson Prack accepted the change. Councilperson Heston asked to clarify that these wells are all usable; it was noted that they are. A voice vote was then held; the motion was approved 4-0, with Councilpersons Graham and Botsch absent. The vote is recorded as follows:

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

### 4. Comprehensive Plan Community Survey

Town Planner/Zoning Administrator Hynes presented this item. Ms. Hynes discussed the 2012 Comprehensive Plan survey, and explained that she would like to undertake a follow-up survey on-line, with paper copies available at the Town Office. It was also noted that she would like to provide the results to Mr. Clint Chapman, as well as other developers. The survey would be available to all residents (not just those within the Town limits), and will be for information gathering purposes only. Mayor Ramsey asked to clarify that these questions would be more specific to the



Comprehensive Plan update; Ms. Hynes stated that they would. Town Planner/Zoning Administrator Hynes explained that she will use the on-line program called "Survey Monkey" to conduct the survey. Mayor Ramsey asked if it would be optional for the respondent to include his name; Ms. Hynes noted that it would be. Councilperson Heston asked if there would be a format in which a respondent could include an answer, if he doesn't agree with the answer options; Town Planner/Zoning Administrator Hynes noted that the Planning Commission wants to ensure that there is. Town Planner/Zoning Administrator Hynes explained that she is looking for feedback regarding this survey. Councilperson Heston referenced the 2012 survey, and asked if conducting a follow-up survey would be worthwhile or not; Ms. Hynes explained how she intends to use the survey information in completing the Comprehensive Plan update. It was noted that this will incorporate the previous survey questions. Discussion of survey questions and answers ensued, with Council Members wondering if it can be ensured that Town residents and utility-service recipients are participating in the survey, and not those from other jurisdictions. Councilperson Lyne asked how this will be publicized; Town Planner/Zoning Administrator Hynes stated that it will be publicized on the Town website, on Facebook, and with a note in water bills.

#### **5. Historic Resources Committee**

Town Planner/Zoning Administrator Hynes explained that this is a topic contained in the Comprehensive Plan, and that she would like to create a temporary committee in order to obtain recommendations on how to handle historic properties (e.g., grants to assist with restoration of historic properties). Ms. Hynes is asking for approval by Council to form this committee. Mayor Ramsey asked if, essentially, a public meeting would be convened in order to provide a presentation to owners of historic homes; Town Planner/Zoning Administrator Hynes stated that it would not be conducted exactly like that, but that some residents have expressed an interest in participating in this type of committee. Mayor Ramsey explained that he wants to ensure that there will be a core group for this endeavor; he also noted that the creation of a historic district is off the table. Town Planner/Zoning Administrator Hynes noted that the purpose of this will be to help with restoring historic properties, and that she hopes to hold a meeting soon. It was the consensus of the Council that she should constitute this committee.

### **IN RE: REPORTS**

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

Town Administrator Nicholson reported that the changes for the Main Street Enhancement Project have been received from Stantec, and that the changes are minor. Letters have been sent to Main Street residents twice; meetings have been held with approximately half the residents. The packets provided by Stantec will be mailed, via Certified Mail, to residents with whom a meeting has not yet been held. Mr. Nicholson explained the contents of the packets provided to residents by Stantec. It was noted that this is the only addition to the written report. Mayor Ramsey asked about the cost estimate portion of the report, and asked if the Town has adjusted its cost estimates based on Stantec's responses. Town Administrator Nicholson stated

that this is still being processed. Town Administrator Nicholson reported that specs have been sent to three boring companies, in order to proceed with boring on Main Street; he hopes to receive two bids early next week. Mayor Ramsey raised the issue of the cost of right-of-way acquisition for the Main Street project, as noted in the presentation made this evening by the Stantec representative, for only a two or three-foot strip of land. There was also discussion of the time and materials rates versus fixed-cost rates as presented by Ms. Kurzhaus. Town Planner/Zoning Administrator Hynes discussed other possible proposals for easement acquisition the Town may receive. Town Administrator Nicholson noted that following all ten steps in the process is critical, as this involves federal grant money. It was noted that some of the work outlined in the Stantec presentation has already been done, which should provide for some efficiencies. Councilperson Heston asked Town Administrator Nicholson about Bills for Payment/LOGICS and funds paid to them that were to go toward maintenance; Town Treasurer Wolford explained that she did deduct the amount from the check, and explained why it is noted as it is in the report. Councilperson Heston noted that Cornerstone Lawn Services has already gone over budget, and the Town is only a couple months into their budget cycle; Mayor Ramsey explained that Park Maintenance is over budget, with Town Administrator Nicholson adding that the storm clean-up at the Town park is the contributing factor. Councilperson Heston noted that the line item which includes maintenance of the Town Office and park mowing is over budget, and thus an error was made in budgeting; Mayor Ramsey explained that the storm damage at the park caused the overage. Councilperson Heston stated that the reason for the overage should be stated; Councilperson Prack explained that this was discussed in the Town Administrator's Report at the September Town Council Meeting. Town Treasurer Wolford clarified the two line items relating to maintenance which are currently over budget; it was noted that one of these does not deal with park maintenance. Discussion ensued of how these issues are handled and why the budgeted amount did not cover the costs. Mayor Ramsey asked Town Administrator Nicholson and Town Treasurer Wolford to review this line item discrepancy and report back to the Administration, Communications & Technology Committee. Councilperson Heston asked about the purchase of street signs for the Walraven development; it was determined that the Administration Committee will check further into this item. Councilperson Heston asked if there is some way to better keep track of deeds; Town Administrator Nicholson stated that he would like to discuss this and other record keeping issues at the Administration Committee meeting. Mayor Ramsey noted that the Town needs to look at a way to modernize its record keeping.

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

Town Planner/Zoning Administrator Hynes noted that her report is in each Council Member's packet, and asked if there are any questions. Councilperson Heston asked if there is an update on the damaged house at 16 Bridge Street; Town Planner/Zoning Administrator Hynes explained that this item was slated to be discussed at a County Strategic Update Meeting held yesterday; however, there was an error on the printed agenda and Round Hill was not recognized in order to make their presentation.

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

Mayor Ramsey reported that a letter has been sent to the County regarding the three items related to Round Hill to be included in their Strategic Planning process: the Main Street Enhancement Project, the Community Center, and the Joint Land Management Area. The next meeting regarding this will be held in January. Mayor Ramsey also reported that he met with Kevin Rogers regarding issues at Sleeter Lake Park, including administration of the park, lake access, and qualifying for grants.

### **4. Utility Committee**

The next meeting of the Utility Committee will be held on November 4<sup>th</sup>; the water study will be presented.

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

Councilperson Heston noted that the next committee meeting will be held on October 20<sup>th</sup> at 7:30 p.m.

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

This committee will meet on October 22<sup>nd</sup>.

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

There were no Council Comments.

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

Due to the absence of legal counsel, the Closed Session was not held.

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

The meeting was adjourned by Mayor Ramsey at 10:25 p.m.

Respectfully submitted,

---

Scott T. Ramsey, Mayor

---

Debra McDonald, Recording Secretary