

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
September 20, 2012**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, September 20, 2012.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
R. Daniel Botsch
Janet L. Heston
Clarkson J. Klipple
Christopher J. Prack
(arrived during Waiver Requests portion of meeting)

Others Present

Deputy Anthony Cooper
(arrived late)
Jack Frear
David Onderdonk
Bob Rodriguez
Greg May

Council Members Absent

Jennifer Grafton Theodore

Staff Members Present

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

IN RE: CALL TO ORDER

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

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: COMMUNITY POLICING

Deputy Cooper (who arrived after the beginning of the meeting, due to a commitment in Lovettsville) reported on an incident in which a vehicle was broken in to and a GPS unit was stolen, which constitutes a larceny. Deputy Cooper also reported that Lt. Alman has been moved to University Station in Ashburn, and Lt. Mark Kennedy will be assigned to the Western Loudoun Station. Mayor Ramsey asked if Council had any questions. Councilperson Heston asked where the larceny from the vehicle occurred; Deputy Cooper replied that it occurred right outside of the Town limits. Deputy Cooper also reported that there have been some instances of juvenile loitering at Woodgrove Park. Deputy Cooper noted that, at this time, he is covering Lovettsville, Hamilton, South Riding and the Route 15 corridor, in addition to Round Hill. On October 15, 2012 six deputies will be completing their training and one of those officers will be assigned to

Lovettsville, which will free up Deputy Cooper to increase his time in Round Hill. Deputy Cooper had no update on the new Western Loudoun Sheriff's Substation. Councilperson Prack raised the issue of vehicles being parked partially on the sidewalk on Mulberry Street. Deputy Cooper noted that, until County ordinances are adopted by the Town, the Sheriff's Office has no recourse for dealing with this problem. Mayor Ramsey noted that "No Parking" signs could be erected. Mayor Ramsey suggested taking the subject up in the Land Use Committee meeting, and making the north side of Mulberry Street a "no parking" area. Deputy Cooper explained how Lovettsville handles this issue, and suggested Round Hill could institute the same practices. He also reported that he is compiling a list of ordinances for Lovettsville, and that when finished he could forward those to Round Hill. Deputy Cooper reported that he can only enforce "No Parking" signs if the Town has adopted County ordinances governing that issue. Vice-Mayor Graham noted that the ordinances need to be equitable for all. Mayor Ramsey noted that he feels more comfortable enforcing ordinances that deal with clear safety issues. Mayor Ramsey suggested adopting a sub-set of County ordinances, but not all of them. The Mayor suggested looking at what Lovettsville is doing, as that would more closely mirror situations in Round Hill. Councilperson Botsch asked when Deputy Cooper could get the regulations to the Town; Deputy Cooper stated that he could probably do so by the October Town Council meeting. Discussion ensued regarding the ordinances Round Hill has in effect, compared to the County's ordinances.

IN RE: PUBLIC COMMENT

Bob Rodriguez, Jr., of 23 Longstreet Avenue, spoke regarding his water/sewer bill. He noted that there were three outstanding events occurring at his home recently that led to an out-of-the-ordinary water bill, and asked for a waiver of the sewer portion of the bill. Mayor Ramsey noted that the issue of Waiver Requests was included on the Agenda, and asked if this discussion could be held then. Mr. Rodriguez noted that it could.

IN RE: APROVAL OF AGENDA

Vice-Mayor Graham made a motion to approve the Agenda as submitted; Councilperson Botsch seconded the motion. It was noted that Town Attorney Gilmore was unable to be present at the meeting, and discussion ensued as to retaining the Executive Session noted on the Agenda. It was decided to keep the Executive Session in the meeting. The Agenda was approved by a vote of 4-0; with Councilpersons Prack and Grafton Theodore absent for the vote. 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
Christopher J. Prack	Absent
Jennifer Grafton Theodore	Absent

IN RE: WAIVER REQUESTS

In response to Mr. Rodriguez's request, Mayor Ramsey noted that the Town's policy on waivers, as it stands now, only pertains to leaks. He noted that the Town is unable to discern if the use is inside or outside of a property. Mayor Ramsey stated that what Mr. Rodriguez is describing doesn't fall under the Town's policy. Mr. Rodriguez noted that two-thirds of the bill is for sewer services, and that the water used at his property didn't go into the sewer system. Mayor Ramsey explained how water rates are calculated, so that the utility "breaks even." He also noted that the rates encourage water conservation. Mr. Rodriguez also asked about a neighbor who had a toilet leak while on vacation, and wondered if that would be covered. Mayor Ramsey explained why it would not. Mr. Rodriguez responded that he understands the policy, but also noted the unfortunate cost of water/sewer service in Round Hill. Mr. Rodriguez then thanked the Council. The Council decided not to take action on this matter.

Then Mr. David Onderdonk, of 17322 Bighorn Court, explained his situation to the Council. He noted that he had spoken to Kim McGaha regarding his sump pump coming on frequently, and that she informed him of the high usage at his residence, which had been occurring for approximately 35-40 days. Mr. Onderdonk had been unaware of this, and requested relief from this bill. A member of the Town Utility Staff was sent to the residence to check this; a leak between the meter and the house was found. Mr. Onderdonk contacted two contractors regarding repairs, and each presented a bid of approximately \$5,000.00. Upon receiving these costly bids, Mr. Onderdonk decided to repair the line himself. Mr. Onderdonk noted that the bill in question came to a total of \$1,271.94. Town Administrator Barkley noted that the Town provided a credit calculation of the sewer portion of the bill, which comes to \$685.50. Mayor Ramsey explained why it took so long to discover the problem. Mayor Ramsey noted that the Utility Committee has discussed having the Town Utility Staff conduct more frequent reading of meters, which would help avoid situations like this from going on for so long. Mr. Onderdonk asked if homeowners could be notified more quickly when a spike in usage is noted; Mayor Ramsey explained that this isn't done at this time due to meters only being read every two months. Councilperson Heston asked where the leak was; Mr. Onderdonk explained that there were two splices of the original line from the meter into the house, and that those areas are where the leaks occurred – one in the yard and one under the basement floor of the house. Mayor Ramsey again suggested the Council consider instituting more frequent meter readings. Councilperson Botsch asked about the possibility of using a system that would automatically notify the Town if unusual water usage is detected. Mayor Ramsey explained that a system like this is cost prohibitive for Round Hill. Following this discussion, Councilperson Botsch made a motion to waive the \$685.50 sewer portion of Mr. Onderdonk's bill; Vice-Mayor Graham seconded the motion. The motion was approved by a vote of 4-0, with Councilmembers Prack and Grafton Theodore absent for the vote. 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
Christopher J. Prack	Absent
Jennifer Grafton Theodore	Absent

Mayor Ramsey then instructed Town Administrator Barkley to process the credit. Mr. Onderdonk asked if he would be contacted by Town Staff regarding this. Town Administrator Barkley noted that Kim will call Mr. and Mrs. Onderdonk. Mr. Onderdonk thanked the Council.

Town Administrator Barkley then informed the Council of a request made by Ms. Joan Howe, of 17272 Magic Mountain Drive, regarding a spike in her bill that occurred on August 19, 2012, when she and her husband were at work. It was noted that she was not in attendance at this evening's meeting, as required by the Town's policy. Vice-Mayor Graham suggested tabling the issue. Councilperson Botsch noted that the spike seems strange, and wondered if an explanation for it had been found. Town Administrator Barkley noted that there has not been an explanation found thus far. Mr. Barkley noted that, on the face of it, this does not meet the Town's criteria for a waiver. Vice-Mayor Graham noted that Mr. Onderdonk brought up the issue of repairs being done by someone other than a professional, and asked if the Council should have any provisions for the possibility of the leaks reoccurring. Mayor Ramsey noted that it would be in the homeowner's best interests to do the work properly. It was also noted that the County inspects service laterals when they are installed; the Town only inspects at the meter. Town Administrator Barkley reported that Ms. Howe and her husband both work in Homeland Security and work evenings. Council asked if she could be present at a meeting; Mr. Barkley felt it would be possible if Ms. Howe was given enough notice. Mayor Ramsey explained why it is preferable for the person requesting the waiver to be present. Town Administrator Barkley reported that the amount of the refund is \$143.21. It was the consensus of the Council to make the determination if they would accept or deny the request before asking Ms. Howe to attend. Councilperson Botsch asked if there has ever been a case where a meter has malfunctioned in this way. Town Administrator Barkley noted that it has occurred only "once or twice." Vice-Mayor Graham asked if the meter was tested; Mr. Barkley reported that it was. Councilperson Heston asked if the Howe account is up-to-date. Town Administrator Barkley noted that it is; their next bill is not due until October 5, 2012. Councilperson Botsch asked if the owner could attend a Utility Committee meeting (in order to make attendance easier for the owner), which Mr. Barkley stated that he thought would be possible. Mayor Ramsey asked if the Council could get Staff input on this issue; Mr. Barkley noted that he could facilitate this. Councilperson Botsch asked if there is a swimming pool on the property; Town Administrator Barkley stated that he did not know. Mayor Ramsey asked Mr. Barkley to ensure two different accounts were not mixed up. Town Administrator Barkley will

contact Ms. Howe to determine if she can attend a Utility Committee meeting regarding this, if attending a Town Council meeting is a hardship. There was no further discussion on waiver requests.

IN RE: BUSINESS ITEMS

1. Main Street Enhancement Project

Town Administrator Barkley noted that his latest quarterly report to VDOT regarding this is in each Council Member's packet. Mr. Barkley reported that 50% of the site plan design is due to be completed by October, and to be sent to VDOT by November. Mr. Dave Bowers, of STANTEC, will present the 50% design to the Land Use Committee at their October meeting, and then report to VDOT, which is the first step in the engineering phase. Town Administrator Barkley reported that Lewis Rauch has resigned his position with the County. Mr. Barkley noted that the deadline for re-application to VDOT is looming (approximately November 1st). According to the present schedule, construction should begin during the summer of 2014. Mr. Barkley noted that the County is a little ahead of this schedule on their Franklin Park project, but are still in the surveying stage, and that Mr. Mark Hoffman informed the Town that the County is not ready to coordinate their schedule with the Town. Town Administrator Barkley reported that the design process must be completed and certified by VDOT before the Town approaches the right-of-way dedication phase. Mayor Ramsey noted the variance in dates for implementation of the various steps. Town Administrator Barkley noted that VDOT has informed the Town that, as long as progress is being made, we will be allowed to move forward. Mayor Ramsey noted that the scheduling is "pretty tight" in regards to getting the plans to VDOT. Councilperson Botsch noted that the Land Use Committee will next meet on or about October 17, 2012; Town Administrator Barkley will check to be sure Dave Bowers can attend this meeting. Mr. Barkley also asked if Town Staff will go door-to-door or have a public meeting regarding this project. Most Council members prefer holding a public meeting. Councilperson Botsch suggested inviting Council Members to the public meeting. Mayor Ramsey noted that the Town needs to be sure it keeps residents who will be most highly impacted by the project informed. Mr. Jack Frear noted that, as a resident who will be affected by this, he feels more information is better than less. He asked if it is possible to notify those affected via e-mail. Mayor Ramsey reported that, currently, we don't have an e-mail list for residents. It was noted that the Town could ask its website host to add a sign-up on the Town's website for people to provide their e-mail addresses. Various ways to use the Town's website for dissemination of this information were discussed. Councilperson Botsch asked about an October 3rd meeting with Dave Bowers, and suggested having another Land Use Committee meeting after October 17th for a public information session. Mayor Ramsey asked if Mr. Bowers and Dewberry and Davis have had any meetings. Town Administrator Barkley reported that Mr. Bowers routinely checks in with Mr. Hoffman of the County. Mayor Ramsey noted that the County has standing weekly meetings with Dewberry and Davis, and that the Town Engineer could attend this

with either Mayor Ramsey or Councilperson Botsch. There was no further discussion.

2. Hayman Lane Water and Sewer Extension

Town Administrator Barkley noted that there is a copy of the Notice of Award regarding this in each Council Member's packet, for informational purposes. The firm of G.B. Foltz picked up the plans this week. The parties involved will be ready for a pre-construction meeting in October. The project is scheduled to take 120 days. Mr. Barkley reported that he has contacted all property owners on Hayman Lane to inform them of where the Town is with regards to the project. There will be a pre-construction meeting; Council Members will be notified of that meeting. Finally, Mr. Barkley reported that the Town should receive authorization to proceed next week. Mayor Ramsey asked about the sidewalk damage on Route 719. Town Administrator Barkley reported that the Town has been in contact with Arthur Construction regarding this. He explained some of the circumstances surrounding this, and that the firm providing the work now has a new project manager, who is "getting up to speed" on the project. The Town will ensure that the damage is repaired. Mayor Ramsey elaborated on this, noting that the Town is trying to get the contractor who installed the sidewalk to repair the damage.

* (During this portion of the meeting, Deputy Cooper arrived and provided his Community Policing report.)

3. Sleeter Lake Park

Vice-Mayor Graham reported on this project. Deputy Cooper asked where Sleeter Lake Park is located, which Mayor Ramsey and Council Members explained. The Mayor noted that this is Town-owned property in a County jurisdiction. Vice-Mayor Graham reported that she, Town Attorney Gilmore and Town Administrator Barkley met with Mr. Kevin Rogers and his attorney regarding this project. Vice-Mayor Graham noted changes in the rules regarding the park (which are included in each Council Member's packet), and that the rules need to be better organized. Mrs. Graham reported that the Lakepoint home owners' association has covered the Town in regards to insurance for the lake itself. The Town will be fully covered under our insurance, as with our other parks, Town Administrator Barkley reported. Vice-Mayor Graham provided a brief recap of previous work on this project, and noted that the committee working on this has no expectation of having an amphitheater at the park (as was included in previous plans). The committee concentrated on providing a picnic area near the lake. The committee has decided to charge fees for use of the park, to help cover costs. There will be no fire pits, but there may be permanently mounted grills (to cut down on charcoal waste from grills being dumped on the ground). There will be a boat ramp, with row boats, canoes and boats with electric motors being allowed. There will be a fishing area. Access to the lake will be through the Lakepoint subdivision. There is an old house on the property that may need to be torn down. Vice-Mayor Graham noted that this will require a lot of

money, which is currently not budgeted, and that the committee would like to see some use of the park by summer 2013. Mrs. Graham also reported that there is the possibility of providing boat storage racks for a rental fee, which would help to defray costs. In keeping with Round Hill Investors' rules, there will be no swimming in the lake. Councilperson Prack asked who will maintain the park; it was reported that the Public Works Department will do so. Vice-Mayor Graham reported that Mr. Rogers raised the possibility of grant money being used to develop the park. Mayor Ramsey noted that legal issues related to developing the park have been taken care of; that now money is the issue. It was reported that the park area encompasses eleven acres. Vice-Mayor Graham noted issues with control of who uses the park. Mayor Ramsey noted the steep elevation between the proposed parking area and the lake. Vice-Mayor Graham and Mayor Ramsey also reported that there are abandoned buildings and lots of debris on the site. It was reported that something would need to be done to the existing roadbed that connects the site to Lakepoint; it is only big enough for a one lane road (it is about a 1 and 1/2 lane wide road bed). Mayor Ramsey suggested that the Town should have an engineer develop a site plan, in order to begin the project. Vice-Mayor Graham asked why an engineer's services would need to be engaged, which Mayor Ramsey noted is mostly because of the road. Councilperson Prack noted that insurance regulations may require a site plan. Mayor Ramsey suggested that the committee compile a list of things that need to be done in order to get this project underway. Mayor Ramsey also suggested that the Town will need an engineer to develop a site plan for what needs to be done; and that, if we can't afford an engineer, maybe we can't afford to pursue this. Councilperson Heston noted that this is not in our current budget. Mayor Ramsey suggested that STANTEC do about an hour's walk-through of the site, to provide a preliminary estimate of what will need to be done. Councilperson Botsch asked if an hour's walk-through would enable an engineer to delineate what needs to be done and provide an estimate of costs. It was noted that this may be a possibility. Vice-Mayor Graham noted that we may need to do this project in phases. Town Administrator Barkley reported that he and Mr. Bowers have a meeting planned for 11:00 a.m. at the site tomorrow (September 21st), that Council Members may attend. Mayor Ramsey asked to ensure that the property line between the eleven acre tract and the utility plant is marked, as this may affect setbacks at the utility plant. Mayor Ramsey noted that capital costs will "swamp" maintenance costs; he also noted that it is uncertain if the engineer will be able to specify costs. Councilperson Botsch stated that it would be useful to have Mr. Bowers provide an outline of costs before we spend a large amount of money for engineering; and that this information could be provided at the next Land Use Committee meeting. The consensus of the Council is that knowing the cost of this is key, before the Town spends money to develop this project. In closing, Vice-Mayor Graham noted that rules for use of the park will be posted.

4. Round Hill Aquatic Center

Town Administrator Barkley noted that a site plan for this project is included in each Council Member's packet. The Town has been asked to sign-off on the deed of

easement for the water line at Evening Star Drive, which will enable water to be provided to the site (between Round Hill Elementary School and the ball fields). Vice-Mayor Graham asked when this center will be ready to be built; it was reported that it is ready now, upon the Town signing-off on the deed of easement. The builder of the project wants to extend the water main, rather than having two service lateral lines. Mayor Ramsey reported that Town Attorney Gilmore has not yet heard back from the County regarding the Town's comments on the deed of easement; we are waiting for the County's response before moving forward with this.

IN RE: ACTION ITEMS

1. Approval of Minutes

a. June 7, 2012 Public Hearing: B-1 Zoning District Amendments

Town Administrator Barkley noted two further grammatical corrections. Councilperson Botsch noted that on page three, four lines from the bottom, the words "*read*" and "*actually*" should be reversed. Town Administrator Barkley also noted that the word "*in*" should be added in the phrase "*only interested balancing*" in the bottom line of that page. Mayor Ramsey noted that on page five, in the second paragraph, in the next to last sentence, the word "*conjure*" is misspelled. Town Administrator Barkley noted that, in the paragraph beginning "*Mr. Bishop...*" the last five words should read "*that's just what we do.*" Councilperson Klipple noted that, on page two, in the second line from the bottom, the line "*may continue to employee those five people*" should read "*may continue to employ those five people.*" Following this discussion, Vice-Mayor Graham made a motion to approve the minutes as amended; Councilperson Klipple seconded the motion. The motion carried by a vote of 5-0, with Councilperson Grafton Theodore absent for the vote. 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
Christopher J. Prack	Aye
Jennifer Grafton Theodore	Absent

b. July 19, 2012 Town Council Meeting

Councilperson Botsch noted that, in the Main Street Enhancement section, on page two, in the last paragraph, in the third line down, the wording regarding the 20% figure should read "*with the 20% match portion of the combined grants totaling.*" On page three, the second line down, which reads "*the committee will give the changes to VDOT, who will return their requirements on October 17, 2012*" -- Town Administrator Barkley was uncertain what this means; he will check the tape recording of the meeting to clarify this.

Following this discussion, Mayor Ramsey asked if there were any further discussion; there was not. It was decided to table the approval of the minutes until the October meeting.

2. Goose Creek/Route 7 Water Treatment Plant – Acceptance Agreement

Town Administrator Barkley noted that the only new information in Council Member's packets is Mayor Ramsey's e-mail to Council Members regarding this. Mr. Barkley reported that minor issues with a pump and a screen are yet to be resolved. Mr. Barkley further noted that all that is needed now is the Council's acceptance of the facility to get the "o.k." from the Virginia D.E.Q., in order to begin use of the plant. Mr. Barkley also referenced a letter from Jason Miles, included in the packet. Mayor Ramsey noted that Mr. Miles "jumped the gun" on this. Vice-Mayor Graham then made a motion to accept the Goose Creek Water Treatment Plant and wells 21-SA and 21-SB; Councilperson Klipple seconded the motion. Discussion ensued regarding a fork lift that may be needed for scrubbing the filters on a yearly basis, and the alternative way to clean the screens (a hoist system). It was decided that the hoist system was unnecessary and "overkill." Mayor Ramsey reported that the plant has been running for six weeks and has passed all testing. Town Administrator Barkley noted that the two minor items not yet resolved should not hold up the acceptance of the plant. Mayor Ramsey reported that two permits previously requested for taps have not materialized. Following this discussion a vote was held; the motion carried by a vote of 5-0, with Councilperson Grafton Theodore absent for the vote. 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
Christopher J. Prack	Aye
Jennifer Grafton Theodore	Absent

Town Administrator Barkley will notify the V.D.H. that the Town has accepted the facility. Councilperson Klipple asked how many taps are now available in The Villages; Town Administrator Barkley replied that there are 200. A brief discussion ensued of how many properties have sold thus far.

3. WWTP Expansion and BNR Upgrade – Change Order #2

Vice-Mayor Graham reported that additional expenses were presented to the Utility Committee. East Coast Contractors discovered more foundation than expected when taking down the small reservoir, thus incurring extra cost for this project. Also, the contractor shifted an access door location and did additional paving. Following this explanation, Vice-Mayor Graham made a motion to approve the Change Order in the amount of \$48,845.00; Councilperson Klipple

seconded the motion. Councilperson Heston asked where the money will come from. Town Administrator Barkley noted it would come from V.R.A. funds; a line-item transfer will be necessary. Mayor Ramsey asked if Town Council needs to approve this; Mr. Barkley responded that this is an administrative line-item adjustment. Councilperson Heston asked how the transfer of these funds might affect other possible uses of the monies; Town Administrator Barkley explained. Discussion of the reservoir walls ensued. It was noted that most of the work has been done. Mayor Ramsey noted that he concurred with Councilperson Heston, that a change order should be approved by the Town Council before the work is done. Discussion of this ensued, with Mayor Ramsey noting that the Town Engineer needs to know that change orders need prior approval by the Town Council. Councilperson Botsch and Mayor Ramsey noted that there needs to be a process in place for turning around change orders more quickly. Vice-Mayor Graham will discuss how to keep the Town Council informed of change orders at the next Utility Committee meeting. Following this discussion, the motion was approved by a vote of 4-1, with Councilperson Heston voting no and Councilperson Grafton Theodore absent. The vote is recorded as follows:

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

Town Administrator Barkley will notify the Town Engineer.

4. Cellular Equipment Lease Agreement with Verizon Wireless

Town Administrator Barkley reported that there is no draft lease in the Council's packets; the Town will renew the current four year and eleven month lease without any changes. Verizon has not yet obtained County approval for proposed upgrades. The lease does need to be renewed in October, thus Town Administrator Barkley suggested giving Mayor Ramsey and Town Attorney Gilmore authorization to re-sign the lease agreement as it currently stands, prior to the October Town Council meeting, if necessary. Vice-Mayor Graham made a motion to allow this; Councilperson Botsch seconded the motion. Councilperson Prack noted that any changes, other than dates, need to be brought before the Council. Discussion ensued regarding the amount of yearly increase for the lease. Following this, a vote was taken; the motion carried by a vote of 5-0, with Councilperson Grafton Theodore 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
Christopher J. Prack	Aye
Jennifer Grafton Theodore	Absent

Mayor Ramsey will keep Council Members informed on this issue via e-mail.

IN RE: REPORTS

1. Town Administrator's Report

Town Administrator Barkley noted that his reports have been distributed in written form to each Council Member, and that many items included in it have already been discussed. Mr. Barkley reported that the Town Park pavilion area has been sodded, and watering has been scheduled; there will be a final walk-through soon. The southern area of the park has been seeded, and the sidewalk alignment issue has been resolved. Town Administrator Barkley reported that the Rt. 719 Lift Station project continues; there have been some problems with the contractor, including some personnel turnover. The contractor failed to secure the requisite permits to complete the installation of the new lift station. Once installed, some testing will be necessary. There has been some damage to the sidewalk on New Cut Road, near Dr. Grady's office; we will work closely with the new project manager to ensure repairs are done correctly. The Town has signed off on the utility corridor easements that will allow connection of West Lake utility facilities through Lake Ridge utilities, and down New Cut Road. Lake Ridge is having some utility design done by the firm of W.A. Gorman. Mr. Barkley informed staff of the new travel reimbursement policy. He also briefly discussed change orders. Town Administrator Barkley met with R.H.I. relating to the sale of certain lots; with the acceptance of the water treatment plant, R.H.I. will be able to sign an agreement with Hovnanian – the Town will not be involved in this. Mr. Barkley reported that the High Street sidewalk has still not been repaired. VDOT has ignored requests to repair the culvert; however, the Town may go ahead with the sidewalk repair. The Town has sent a letter to the owner of 19 High Street regarding trimming or possible removal of hedges. Mayor Ramsey noted that the hedges may violate VDOT regulations; Councilperson Prack noted that they make the corner “completely blind.” Town Administrator Barkley reported that if we want to have VDOT involved in this we have to have a full site plan; the other option is to repair the sidewalk ourselves. Mayor Ramsey noted issues with public safety regarding the hedges at this site; there is no sight-line, and children riding their bikes there are endangered. Councilperson Botsch asked about the lack of response from VDOT, which Mr. Barkley elaborated upon. Councilperson Botsch reported that money is budgeted for

sidewalk repair. Councilperson Heston asked if there is an agreement between the Town and VDOT that states the Town will take care of sidewalks; Mr. Barkley noted there is not, as Councilperson Heston believed. Councilperson Botsch asked when the estimates for sidewalk repair will be in; Town Administrator Barkley noted that one will be in tomorrow. Councilperson Botsch responded that he would like to have all estimates available in time for the upcoming Land Use Committee meeting. Mayor Ramsey asked about, and Vice-Mayor Graham discussed, the D.E.Q. questionnaires that are required for industrial sites in the Town. Utility Staff notified the D.E.Q. that we have no designated “industrial sites.” Thus it was determined that the questionnaires need to be filled out by business owners in Town. Mayor Ramsey reported that the surveys are very confusing. Town Administrator Barkley reported that the D.E.Q. has been unresponsive to the Town’s questions, but the Town will be charged with a violation if the surveys aren’t submitted. Town Administrator Barkley reported that Keith can help the business owners with this. Mayor Ramsey noted that forms should only go to businesses that might actually generate “industrial waste.” Vice-Mayor Graham suggested including a cover letter to the affected business owners; Councilpersons Prack and Klipple suggested a personal visit to those owners. Mayor Ramsey noted that the Town needs to assist business owners with this, and not just “dump” this difficult survey on them. Discussion ensued regarding what is considered an industrial use. Councilperson Prack noted that automotive repair constitutes an industrial use. Town Administrator Barkley will be sure to understand the requirements by tomorrow afternoon, in order to help those who need it in filling out these surveys. He will also contact the D.E.Q. for technical assistance, as there is too much ambiguity in the forms.

2. Town Planner/Zoning Administrator’s Report

Town Planner/Zoning Administrator Kinsley noted that a copy of his report is provided in each Council Member’s packet, and that a number of items have already been discussed. Mr. Kinsley reported that Town Attorney Gilmore informed him that the easements along Airmont Road have been received. There are a few items to coordinate with the County at this point, which Mr. Kinsley elaborated upon, including a request regarding available retail space, a meeting with the owner of the house crushed by a tree on Bridge Street, and the revised site plan for the Western Loudoun Sheriff’s Office Substation (of which there is a large copy here at the Town Office). No utility hook-up is included in this. Town Planner Kinsley reported that he attended a meeting regarding a mass transportation plan to be, eventually, expanded to Winchester and Culpeper. There are concerns about parking in regards to this. Mr. Kinsley completed an updated list of businesses in town; he also created new GIS maps for the Comprehensive Plan update. Mr. Kinsley has worked on items for the upcoming Board of Zoning Appeals meeting. He met with Lovettsville officials regarding the Town Park pavilion; he also met with Sandy Stone of S&S Heating and

Cooling. Vice-Mayor Graham asked where the permits would be obtained in order to build a pavilion at Sleeter Lake Park; Mr. Kinsley noted that they would come from the County. Councilperson Botsch asked why S&S Heating and Cooling needed a zoning permit; Mr. Kinsley noted that it was for occupancy of the building. Mayor Ramsey noted that the Sheriff's Office has placed reserved parking signs in the lot; those are a violation of our lease and our deed of easement with the bank, and need to be removed.

3. Mayor's Report

Mayor Ramsey noted that all the information in his report has already been covered in this evening's meeting. Mr. Ramsey noted the need to get Dave Bowers and Dewberry and Davis talking together regarding Franklin Park Trail and Main Street Enhancement project coordination. Finally, Mayor Ramsey noted that a kick-off event/ribbon cutting ceremony for the new Town Park pavilion is tentatively scheduled for mid-October.

4. Utility Operations, Public Facilities, and Projects Committee

Vice-Mayor Graham reported that Keith is working on getting a hydrogeologist, Mr. Jaime Emery, to speak to the Utility Committee in October or November regarding finding additional wells. The Committee will report the results of this to the Town Council. Mayor Ramsey noted that he would like to get a water resources plan put together prior to hiring a hydrogeologist. Mayor Ramsey also reported that he is working on the water rate study. Finally, Town Administrator Barkley reported on a "Mayor's Message" Mayor Ramsey prepared for a special supplement to Leesburg Today which Mayor Ramsey expanded upon.

5. Administration and Communications Committee

Councilperson Heston noted that she has no report, as meetings were suspended for the prior two months.

6. Land Use Committee

Councilperson Botsch reported that the committee had no meeting this week, but will meet next week. The committee will meet with Mr. Mike Hummel, will discuss Mr. Kinsley's survey of parking available for businesses, and will also discuss the issue of the sidewalk on High Street.

IN RE: COUNCIL COMMENTS

Councilperson Heston noted that the fence at the Town Park needs to be painted, and asked if Town Utility staff could do this. Mrs. Heston also noted that the house at the Round Hill welcome sign on the east side of town installed a geothermal system, and that the work for this left ruts in the ground near the monument; she wondered if they encroached on the Town easement. Town Administrator Barkley noted that he will check; and, if they did, he will ask them to return the soil to its previous condition.

Councilperson Prack thanked the Council and Town Staff for the Edible Arrangement sent to him. The Council Members welcomed back Councilperson Prack. There were no further Council Comments.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham moved that the Round Hill Town Council convene in closed session to discuss legal matters and personnel matters as exempted by Virginia Code Section 2.2-371187; Councilperson Klipple seconded the motion. The motion was approved by a vote of 5-0, with Councilperson Grafton Theodore absent for the vote. The vote is recorded as follows:

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

The Town Council exited closed session at 12:08 am with the following motions:

Motion to resume open session by Vice-Mayor Graham, seconded by Councilman Prack. Passed 5-0.

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

Motion to certify no items discussed that were not exempt from open session by Vice-Mayor Graham, seconded by Councilman Prack. Passed 5-0.

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

IN RE: MEETING ADJOURNMENT

The regular meeting reconvened and was recessed by Mayor Ramsey at 12:10 a.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary