

**ROUND HILL TOWN COUNCIL  
BUDGET WORK SESSION NOTES  
March 14, 2019**

A Budget Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, March 14, 2019, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Michael B. Hummel  
Frederick J. Lyne

**Council Members Absent**

Donald W. Allen  
Amy E. Evers  
Melissa Hoffmann

**Staff Members Present**

Melissa Hynes, Town Administrator, Town Planner/Zoning Administrator  
Rob Lohr, Project Specialist  
Sue Holland, Town Treasurer

**Others Present**

There were no members of the public present.

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

Mayor Ramsey called the session to order at 7:38 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Roll call was held; a quorum was established, as Mayor Ramsey, Vice-Mayor Graham, and Councilpersons Hummel and Lyne were present.

Town Planner/Zoning Administrator Hynes presented a brief review of documents included in Council Members' packets.

### **IN RE: UTILITY FUND OPERATING BUDGET**

The following items were discussed:

- The method by which Project Specialist Lohr's compensation is notated in both the General Fund and the Utility Fund. It was determined that this item should be notated in the General Fund Budget, with a transfer made from the Utility Fund Budget to account for work done regarding utility issues.
- That work done by the Project Specialist should not be included in the Capital Budget, except for work on the Main Street Enhancement Project.

Mayor Ramsey noted that his work on the Rate Study is continuing, and that he hopes to have a draft of the study completed by the weekend, for review by Council and discussion at the next budget meeting.

### **IN RE: GENERAL FUND OPERATING BUDGET**

The following items were discussed:

- Mowing/grounds maintenance, and how this expenditure is split between the General Fund and Utility Fund Budgets.
- The reasons for the large increase in expenditures for electric at the Lift Station.
- Waste Water Salary and Benefits – particularly the increase in salaries and decrease in benefits, with it being noted that it would seem these numbers should be more proportional. It was also noted that the salary previously paid to an employee who has retired covered the costs for a new employee and a trainee, which could account for the differential.
- That the Town Administrator will work on a method by which the "splitting" of salaries between the two funds can be tracked during the upcoming fiscal year.

### **IN RE: CAPITAL IMPROVEMENT PROJECTS BUDGET**

Town Administrator Hynes noted that a portion of this budget was discussed at the Council's most recent meeting, and that this will be a continuation of that discussion.

The following items were discussed:

- The request for refurbishment or replacement of the building covering Well 719, which included discussion of the potential future use of this well. Mayor Ramsey strongly urged that nothing be done at this well site which would require a special exception. It was determined to repair the building as is necessary for continuing operation of the well and to avoid any violations being issued by the Virginia Department of Environmental Quality.
- The replacement of the trailer at the Waste Water Treatment Plant, with it being noted that the current trailer in use there is unsanitary and unsafe. It was reported that space for

storage, and for the use of staff (for meetings, for eating lunch, and for operators on-call during emergency situations to have a safe, clean place to sleep) are primary issues driving the request for replacement of the facility. It is proposed that a rental unit be placed at the site for approximately the next two years, with further study done to determine the best long-term solution. This rental would be a single-wide trailer, and would use the currently existing concrete pad. In response to a question from Council, it was noted that the trailer would have a heating and air-conditioning system, but would not provide ideal temperature control for storage of documents. It was also noted that there may be someone willing to haul the existing trailer away at no cost to the Town. Following discussion, it was decided that a double-wide trailer should be rented for use at the WWTP, with a plan devised for a permanent correction the issues existing there. The plan will be presented to Council at its fall retreat.

- The best way, going forward, to handle records storage, with the Council agreeing to the amount included in the proposed budget to facilitate this item.
- I&I issues throughout the Town, with it being decided that Project Specialist Lohr and Town Engineer Lane should work together to prepare a proposal for a scientific study to determine the origination of the I&I. It was also determined that this item should be included in the Operational Budget for the upcoming fiscal year, with a plan put forward for a more complete solution to the problem, which will be included in a future budget.
- Expanded Security at Utility Facilities, with the recommendation made that placing additional cameras at the Waste Water Treatment Plant/Sleeter Lake Park be delayed; Council directed that additional cameras be put in place which will provide coverage of the entirety of the lake/park, including at the boat launch area. Project Specialist Lohr recommended that the Control Building be outfitted with access controls on all doors, with Mr. Lohr to determine if controls are needed on windows at that facility, as well.
- An expenditure included for the purchase of black fencing, so that all fencing at Town utility sites matches.
- A proposed clean-up of the perimeter of the WWTP property, with the request made that the property boundary be verified prior to further discussion of this proposal.
- Additional security measures at the Evening Star Drive water tank, including that this facility be connected to the SCADA system. Staff is to provide additional quotes for clean-up of trees/brush at this site.
- Safety Upgrades at various Town properties, with it being decided that this item should be moved to the Operational Budget. There was discussion of the Evening Star Drive Water Treatment Plant, with it being noted that a determination regarding future use of this plant needs to be made as it relates to including additional safety upgrades at the site; Project Specialist Lohr will add documentation for this item, which will be provided for upcoming budget discussions. The large reservoir was also discussed, with the decision made to place the property on the market to be sold.
- Items which may be added to future CIP Budgets.

### **IN RE: GENERAL OPERATING FUND PROJECTED FY2020 BUDGET**

The following items were discussed:

- The break-down of staffing costs, with an explanation provided of staffing put in place to serve as a back-up to various employees. It was also noted that the newly-hired Town Planner possesses GIS skills, which removes the necessity of budgeting separately for these costs.
- The hiring of a Lake Monitor, to serve during the period when Sleeter Lake Park is open. It was noted that four days per week were budgeted for periods of peak use, during a seven-month long time period. It was decided to hire two lake monitors, so that shifts can be split, which will ensure coverage. Town Administrator Hynes is to prepare a proposal for the scheduling and budgeting of these positions for review at the next budget session. Town Staff is to work with the Round Hill Owners' Association on the issue of staffing at Sleeter Lake Park.

### **IN RE: TAX RATES**

The following items were discussed:

- The equalized rate for the upcoming fiscal year has been set at 0.1619. This rate is to be provided to the County by April 8, 2019; additionally, the remainder of the Town's budget documents are to be prepared using this rate.
- An adjustment to the Personal Property Tax revenue line-item was requested, so that it more closely reflects actuals revenues in this category to-date.
- The inclusion of a Meals Tax in the budget. Discussion ensued regarding how to levy this proposed tax on existing businesses versus new businesses, and of the types of businesses which are subject to this tax. It was the consensus that a Meals Tax be included in the Town's ordinances, with a rate to be determined at a later date.
- The request was made for information regarding the cigarette tax rates charged by neighboring municipalities; this information is to be provided prior to the next budget session, with Council determining the rate it wishes to set at that meeting.
- Updated numbers for BPOL Permits, Fees and Licenses will be provided for the next budget work session.

### **IN RE: GENERAL OPERATING FUND PROJECTED FY 2020 BUDGET**

The following items were discussed:

- The Council determined to provide Art Grant funding in the manner it has been provided in past years.
- Further investigation is to be done by Town Staff regarding the Litter Prevention Grant, as the line currently shows \$0 in funding.

- Changes which have occurred this year in the Administrative Salaries category were provided; the Town Administrator is to ensure that the amounts contained in these lines are correct.
- Adjustments made to the Professional Subcontractors line were provided.
- It is to be ensured that sufficient funding exists in the Training – Local Officials line-item.
- The Staff Support line-item was briefly discussed, with changes made to the line explained.
- The determination was made to continue to use the cell phone associated with the Utility Emergency Number only, and not to add an additional phone to this line-item.
- Funding is to be included in the budget for a summer intern; mapping of easements is to be a responsibility of the intern.
- It was decided to leave the Office Cleaning line-item as-is; this will be dependent upon if the rate charged to the Town is increased.
- Town Administrator Hynes explained that an increase in the Other Celebrations line-item is to cover the cost of hiring a firm with more expertise to install the Christmas lights at the Town Park. It was also determined that continued provision of funding to schools and/or community groups be done on the existing basis of requests being made to the Council.
- It was decided to discontinue the Community Shred event.
- Town Administrator Hynes explained that she is still working to obtain bids for trash/recycling collection; upon acceptance of a bid, ties with the current provider will be ended.
- The inclusion of a "place-holder" line-item for Tuition Reimbursement has been included, as some Town Staff have indicated an interest in this proposed program. It was decided to include this line-item, for reimbursement for courses applicable to the employee's job duties, as determined by the Town Administrator.

Town Administrator Hynes stated that she will provide information discussed this evening to Council Members not present. It was noted that the Cigarette Tax and the proposed Meals Tax will be discussed further at the next budget work session.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:57 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary