

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
March 30, 2017**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, March 30, 2017, at 7:00 p.m.

Council Members Present

Scott T. Ramsey, Mayor (arrived at 7:59 p.m.)
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Michael Hummel
Frederick J. Lyne (arrived at 7:08 p.m.)
Michael K. Minshall

Council Members Absent

Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator
Melissa Hynes, Town Planner/Zoning Administrator
Kimberly McGaha, Town Clerk
Angela Fletcher, Town Treasurer

Others Present

Maureen Gilmore, Town Attorney
Clinton Chapman
Tia Walbridge

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Vice-Mayor Graham called the meeting to order at 7:05 p.m. Councilperson Minshall led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT ON WORK SESSION AGENDA ITEMS

There was no Public Comment on the Work Session Agenda.

IN RE: ADOPTION OF THE WORK SESSION AGENDA (Amendments & Deletions)

Councilperson Heston asked that discussion of the Water and Sewer Ordinances be removed from the Agenda, as the documents are not completely ready for review. Ms. Heston requested that the Ordinances be placed on the next Work Session Agenda, and that it be ensured that all pertinent

information is provided with the Work Session packets for review prior to the meeting. Councilperson Heston stated her belief that it would not be appropriate to work on the Water and Sewer Ordinances at this evening's meeting, as Council has not had sufficient time for review. Councilperson Lyne stated his belief that additional comments made regarding the Ordinances were to be discussed this evening. Town Planner/Zoning Administrator Hynes explained that issues with the Ordinances arose on the County level, however, for the Ordinances to go to Public Hearing on April 20, 2017, the advertisement must begin tomorrow. Ms. Hynes also noted that the County's changes will not be complete by the April 20th date. Councilperson Heston reiterated her opinion that insufficient time has been provided for Council review. Vice-Mayor Graham then made a motion **to remove discussion of the Water and Sewer Ordinances from the Town Council March 30, 2017 Work Session Agenda**; Councilperson Hummel seconded the motion. Vice-Mayor Graham then requested that review of the 2018 Utility Operating Budget be added to the Agenda. Councilperson Hummel, who seconded the motion, agreed to this amendment. Councilperson Lyne stated his belief that Council should work through the Water and Sewer Ordinances at this evening's meeting; Councilperson Heston stated her concern that the expected final draft has not been provided, noting that several documents are before Council for review. Ms. Heston also noted that, originally, this meeting was to be a Budget review Work Session only. Discussion ensued regarding the history of work on, and review of, the Water and Sewer Ordinances; additionally, it was noted that the Mayor's comments on the Ordinances were received late. Following this discussion, a voice vote was held; the motion to remove discussion of the Water and Sewer Ordinances from the Agenda was approved 3-2, with Councilpersons Minshall and Lyne voting no, and Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Frederick J. Lyne	Nay
Michael K. Minshall	Nay
Christopher J. Prack	Absent

Vice-Mayor Graham stated that discussion of the Water and Sewer Ordinances has been removed from this evening's Agenda.

Prior to beginning discussion of the FY2018 Budget, Ms. Tia Walbridge, of 17170 Brookdale Lane, Round Hill, introduced herself. Ms. Walbridge stated that she is running for the office of Delegate in the 33rd District, in the election to be held in November. Ms. Walbridge also noted that she has attended Town Council meetings in the past, as a leader of the local Girl Scout Troop; her Troop was the one which provided the Little Library located on the front porch of the Town Office building. Ms. Walbridge thanked Council for the opportunity to speak.

IN RE: UPDATES & ITEMS FOR DISCUSSION

a. Budget – General Fund

Town Administrator Nicholson led this discussion, apologizing for being late in getting the information to Council Members, as an emergency arose. Mr. Nicholson pointed out that changes may be made to the Budget document up until the holding of the Public Hearing. Town Administrator Nicholson reported that the Mayor has recommended a four percent increase in salaries/wages. Discussion of each Line Item in the Budget was undertaken, as follows:

Revenues –

Line Item 1 – Miscellaneous Income – The sources of Miscellaneous Income were briefly discussed. No changes were made to this Line Item.

Line Item 2 – Real Estate Tax – Town Administrator Nicholson noted that methods for collecting these revenues were discussed with the Town Attorney. Mr. Nicholson explained that an attempt is always made to equalize this rate, and provided the calculations used in determining the amount of this line. Discussion ensued regarding how this Line Item may change, if some property owners do not pay taxes due; there was also discussion of possibly raising the amount contained in this Line Item, and factors which would contribute to that decision. It was decided to delay further discussion on this Line Item until figures are available for back taxes collected.

Line Item 3 – Personal Property Tax – Town Administrator Nicholson explained various items included under this Line Item, and noted that Town Treasurer Fletcher has worked to collect back taxes.

Line Item 4 – PPTRA Reimbursement – There were no changes or further information requested for this line.

Line Item 5 – Communications Tax – Town Administrator Nicholson explained that the Town's costs related to the Line Item have increased by three percent.

Line Item 6 – Utility Tax – Consumption – There were no changes or further information requested for this line.

Line Item 7 – Dominion Power Utility Tax – There were no changes or further information requested for this line.

Line Item 8 – Cell Antenna Revenue – There were no changes or further information requested for this line.

Line Items 9, 10 and 11 – Sales Tax, Bank Franchise Tax, and Cigarette Tax – There was discussion of various items included in these Line Items. The item which prompted the most discussion was the possibility of raising the cigarette tax. After lengthy discussion, Town Administrator Nicholson was directed to determine the total amount of Line Item 11 – Cigarette Tax, based upon an increase of ten cents per pack; that information is to be provided to Council for further review.

Line Item 12 – Art Grant – There were no changes or further information requested for this line.

Line Item 13 – Fire Programs – There were no changes or further information requested for this line.

Line Item 14 – Litter Prevention Grant – There were no changes or further information requested for this line.

Line Item 15 – Motor Vehicle Licenses – The amount in this Line Item was raised to \$10,500.00.

Line Item 16 – Contractor BPOL – Following discussion, it was decided to leave the amount in this Line Item at the currently listed \$1,300.00.

Line Item 17 – Retail Merchants BPOL – Councilperson Heston suggested reducing the amount in the Line Item, as one retail outlet in Round Hill has closed. It was decided to reduce the amount in this line to \$2,000.00.

Line Item 18 – Professional Services BPOL – There were no changes or further information requested for this line.

Line Item 19 – Repairs/Personal/Business Services – There were no changes or further information requested for this line.

Line Item 20 – Wholesale Merchants BPOL – There were no changes or further information requested for this line.

Line Item 21 – Vending Machine BPOL – There were no changes or further information requested for this line.

Line Item 22 – Rental by Owner BPOL – Councilperson Heston asked if the Town levies a tax on short-term rental properties (e.g., Airbnb's). Town Planner/Zoning Administrator Hynes stated that the Town does not at this time, but may levy a tax; Ms. Hynes will ask the Town Attorney to provide further information on this.

Line Item 23 – Restaurant Sales BPOL – It was decided to table discussion on this item.

Line Item 24 – Zoning Permits – It was noted that this Line Item includes fees assessed in issuing permits to build sheds, decks, etc. Town Planner/Zoning Administrator Hynes will develop a fee schedule for review by the Council.

Line Item 25 – Zoning Applications – There were no changes or further information requested for this line.

Line Item 26 – Zoning Applications - Reimbursable – It was requested that the word *Zoning* be spelled out in the title of this Line Item.

Line Item 27 – Office Space Rental – Town Administrator Nicholson explained that a dollar amount of \$0.00 was included in this Line Item, as it is not certain when the upstairs office space will again be rented. Discussion ensued regarding various possibilities available for rental of this space, including renting partial amounts of the total space, or providing "hot desks." It was noted that the various partial rental possibilities being discussed would allow the Town to utilize the common area upstairs. The amount of rental income these uses may provide were discussed, as well. It was decided to include an amount of \$12,000.00 in this Line Item, while continuing to pursue various options for renting the space. The parameters of the contract the Town has with the realtor were discussed, with Town Administrator Nicholson stating that he would like to continue to work with the realtor. Mr. Nicholson also stated that he will determine the expiration date of the contract and provide that information to the Council.

Line Item 28 – Transfer from Water/Sewer – There were no changes or further information requested for this line.

Line Item 29 – Other Celebrations – Town Administrator Nicholson explained that this Line Item must be retained in the Budget for five years.

Line Item 30 – Hometown Festival – There were no changes or further information requested for this line.

Line Item 31 – Book Sales – Town Administrator Nicholson explained that this is for the sale, by the Town, of Mrs. Ann Thomas' history of Round Hill. Town Clerk McGaha explained that the Balch Library, who owns the copyright, is willing to print additional copies of the book. Mr. Nicholson stated that the purchase price would be \$15.00 per book, with the Town selling it for \$20.00 per book, and that a minimum order of one-hundred books is required. It was decided to lower the amount in this Line Item to \$500.00.

Line Item 32 – Empty

Line Item 33 – General Operating Fund Revenue Totals – This Line Item lists the total amount of General Operating Fund Revenues.

Expenditures –

Line Item 34 – Park Supplies (TPM) – This line was combined with Line Item 36 – Town Property Maintenance, Line Item 37 – Park Maintenance, and Line Item 38 – Street Signs.

Line Item 35 – Direct Deposit Fees – It was decided to raise the amount in this Line Item to \$250.00.

Line Item 36 – Town Property Maintenance – Town Administrator Nicholson explained that this is a new Line Item, and contains the amounts previously included in Line Items 34, 37 and 38. Expected expenditures in FY2018 were discussed, including painting the roof of the Town Office building, and possible costs for maintenance at Sleeter Lake Park. Comparisons of these expenditures from FY2017 to FY2018 were made, with the Town Administrator explaining that the amount in the Line Item increased due to expenses related to Town-owned properties. Town Administrator Nicholson noted that he will provide a break-down of how this amount was devised. Mr. Nicholson also noted that the amount in this Line Item will change from year-to-year, due to the nature of work required.

Line Item 37 – Park Maintenance – This line was combined with Line Items 34 and 36, as noted above.

Line Item 38 – Street Signs – Town Administrator Nicholson noted that he will explore this Line Item further, as he believes the bill was paid, but the total amount charged was higher than expected. Councilperson Heston asked Mr. Nicholson for a break-down of the costs for lawn services.

Line Item 39 – Emergency Fund – Mayor Ramsey requested that the title of this Line Item be changed to *Contingency*, to provide for consistency throughout the various Budget documents.

Line Item 40 – Administrative Salaries, and Line Item 41 – Part-Time Employees – Town Administrator Nicholson is to provide the history of these items, for discussion at a later date.

Line Item 42 – Social Security – There were no changes or further information requested for this line.

Line Item 43 – Retirement, Line Item 44 – Life Insurance, Line Item 45 – Health Insurance – There was discussion of how the amounts in these categories are determined, with Mayor Ramsey noting that the totals are being drawn down because the Town now has a retiree. Mayor Ramsey requested that the Town Treasurer track these items, and provide long-term projections and recommendations.

Line Item 46 – Worker's Compensation – There were no changes or further information requested for this line.

Line Item 47 – GF Retiree Medical Coverage – There were no changes or further information requested for this line.

Line Item 48 – Audit – Town Administrator Nicholson explained that the amount in this Line Item increased, due to the quarterly reports requested and the additional hourly support required.

Line Item 49 – Subcontractors – Town Planner/Zoning Administrator Hynes noted that various reasons exist which may require that a subcontractor be hired, for example, to provide GIS services. Ms. Hynes also noted that the Town currently works with The Berkeley Group in the provision of some required services. Vice-Mayor Graham asked that the title of this line be changed to *Professional Subcontractors*. There was discussion of the possibility of hiring an intern to provide some of these needed services. Town Administrator Nicholson and Town Planner/Zoning Administrator Hynes requested that the amount in this Line Item be retained for one year, to see if this is a workable idea for the Town; it was the consensus of the Council to do so.

Line Item 50 – Legal Fees – Council, and Line Item 51 – Legal Fees – BZA – It was decided to include \$1,000.00 in Line Item 51, to more succinctly categorize the expenditure. There was also discussion of tracking legal fees incurred by the Planning Commission.

Line Item 52 – Legal Fees – Staff – There were no changes or further information requested for this line.

Line Item 53 – Fire Department – It was noted that \$7,000.00 of the total of this Line Item is for costs for electricity.

Line Item 54 – VA Arts Grant – It was decided to handle disbursements from this category as was done last year.

Line Item 55 – Training – Local Officials – There were no changes or further information requested for this line.

Line Item 56 – Public Hearing Notices – Town Planner/Zoning Administrator Hynes will determine the amount of advertising which is expected for the coming fiscal year.

Line Item 57 – Other Advertising, Public Notices – Town Administrator Nicholson explained that this Line Item must be retained for five years.

Line Item 58 – Seminars & Conferences (STC) – This Line Item has been combined with Line Item 60 – Staff Training/Conferences.

Line Item 59 – Dues & Subscriptions – There were no changes or further information requested for this line.

Line Item 60 – Staff Training/Conferences – This Line Item has been combined with Line Item 58 – Seminars & Conferences (STC).

Line Item 61 – Staff Support – (This was originally the Administration Discretionary Fund). There were no changes or further information requested for this line.

Line Item 62 – Mileage Reimbursement – It was noted that this reimbursement is now in effect for local travel only; travel for conferences has been moved to Line Item 60.

Line Item 63 – Reimbursable Zoning Appeal Fees – There were no changes or further information requested for this line.

Line Item 64 – PC Expenses – There were no changes or further information requested for this line.

Line Item 65 – Local Government Liability – There were no changes or further information requested for this line.

Line Item 66 – Fidelity Bond – There were no changes or further information requested for this line.

Line Item 67 – Property – There were no changes or further information requested for this line.

Line Item 68 – No Fault Property – There were no changes or further information requested for this line.

Line Item 69 – Excess Liability – There were no changes or further information requested for this line.

Line Item 70 – Electric – Town Office – Town Administrator Nicholson recommended that the amount in this line be retained.

Line Item 71 – Electric – Park – Town Administrator Nicholson reported that a resident has offered to donate lights for the Town Park at Christmas; this will provide more lights than have been used in the past, and thus will increase the cost in this line. This Line Item has been increased to reflect this change.

Mayor Ramsey requested that all insurance items be combined into one Line Item.

Line Item 72 – Electric – Street Lights – Town Administrator Nicholson explained that this Line Item has been projected, and that the amount included will be used.

Line Item 73 – Telephone – Town Administrator Nicholson explained that this is a real number, which is for Town Office telephones only.

Line Item 74 – Cellular Phone – Mr. Nicholson further explained that no one is currently using a Town-provided phone, but that the Line Item should be retained.

Line Item 75 – Propane – Town Administrator Nicholson reported that the amount in this line will remain the same.

Line Item 76 – E-Mail/Web Site Hosting & Maintenance (IT) – This Line Item was combined with Line Item 36 – Town Property Maintenance.

Line Item 77 – Building Supplies and Maintenance – Mayor Ramsey suggested that this Line Item could be combined with another related line; Town Administrator Nicholson stated that he will combine this with Line Item 36 – Town Property Maintenance.

Line Item 78 – Printing – Town Administrator Nicholson explained the various printing jobs which are included in this Line Item. In response to a question from Vice-Mayor Graham, Town Planner/Zoning Administrator Hynes explained that the updated Comprehensive Plan will be printed upon receipt of VDOT comments on the Transportation Chapter, and completion of work on the Water and Sewer Ordinances.

There was discussion by Council of various security issues, including the possible installation of a security system at the Town Office, and the process for back-up of the Town's computer systems. Town Administrator Nicholson stated that he will investigate a security system for the Town Office further, and provide a report to the Council.

Line Item 79 – Office Supplies – Town Administrator Nicholson explained that this Line Item increased due to the work required for the update of the Comprehensive Plan, and to an increase in color printing.

Line Item 80 – Postage – There were no changes or further information requested for this line.

Line Item 81 – Office Equipment & Furniture – Town Administrator Nicholson provided an overview of items included in this category.

There was discussion of dampness in the basement of the Town Office building, and of steps taken to mitigate the effects of this. Mayor Ramsey suggested that testing for mold be conducted.

Line Item 82 – IT – It was noted that the funding included in this Line Item will cover purchase/update of a firewall for office computers.

Line Item 83 – Office Cleaning – Town Administrator Nicholson explained that Staff would like for the provider of office cleaning to come twice a month, rather than the current one time each month. A quote was provided for this additional service.

Line Item 84 – Office Records Management – There were no changes or further information requested for this line.

Line Item 85 – Miscellaneous Expenses – There were no changes or further information requested for this line.

Line Item 86 – Bank Fee (Analysis Change/Remote Deposit) – It was decided to decrease this line to \$350.00.

Line Item 87 – July 4th – It is required that this line be retained for five years.

Line Item 88 – Round Hill Hometown Festival – There were no changes or further information requested for this line.

Line Item 89 – Other Celebrations – Town Administrator Nicholson explained that spinning flag poles will be purchased, and that all flags will be replaced.

Line Item 90 – Election – This covers the cost of Town elections to be held in November.

Line Item 91 – Community Outreach Programs – Town Administrator Nicholson explained that funds from this Line Item will be used to create a new Town Seal and logo. Town Planner/Zoning Administrator Hynes explained that Mr. Jeff Fitzgerald, of the Round Hill Volunteer Fire Department, has offered to help with this effort, at no charge. Funds in this Line Item will also be used to help with the new Historic Preservation Committee work, including printing a brochure for distribution.

Line Item 92 – Refuse/Recycling Pickup – Town Administrator Nicholson explained that quotes are being sought for this service, and the number currently in this line is a place-holder. Councilperson Hummel asked if a leaf pickup is included in the cost quoted; Town Administrator Nicholson stated that he would determine that issue. There was discussion of the types of recycling bins provided. There was also discussion of possibly joining with The Villages HOA in a single contract for these services. Town Administrator Nicholson stated that he will determine if rolling, covered recycling bins are available; he will also check to ensure that stricter regulations will not be attached to these additional services.

Line Item 93 – Newsletter – Town Administrator Nicholson explained that the amount in this Line Item remains the same, but that efforts are underway to lower this cost by utilizing electronic communications.

Line Item 94 – Transfer to Reserve, and Line Item 95 – Transfer to General CIP – Town Administrator Nicholson explained that changes are being made to how these lines are categorized.

b. Utility Operating Budget

The changes to this document which were previously requested were reviewed. Mayor Ramsey asked if significant changes were made to the Utility CIP; Town Administrator Nicholson stated that there were no significant changes made. Discussion then turned to financing the Yatton Road Loop project, with a focus on if the Town should pursue securing a loan for this work. Variables to be considered in making this determination were discussed, with it being noted that Council needs to ensure it is looking far enough into the future when making determinations on these issues.

The cash proffers made by the developers of Creekside were discussed, with it being noted that those are encumbered funds. The way in which these funds are reflected on the books was also discussed.

Brief discussion of the postponement of discussion of the update of the Water and Sewer Ordinances took place, with Town Planner/Zoning Administrator Hynes explaining how legal action undertaken by the Town of Hamilton, involving the County, has affected Round Hill's update of its ordinances, as it has created uncertainty.

IN RE: MAYOR & COUNCIL COMMENTS

Vice-Mayor Graham requested that a discussion of Boundary Line Adjustments be added to the Agenda for the next Council meeting. Mayor Ramsey requested that Staff present a plan of action for this undertaking, and noted that the Comprehensive Plan should be printed and "out the door" prior to work beginning on boundary line adjustments. Councilperson Lyne disclosed that his wife and her friend have put in an offer on the Round Hill Grocery store currently for sale; their offer was second in line, and is currently on hold. Town Planner/Zoning Administrator Hynes explained restrictions which exist on uses for the property. Councilperson Hummel presented information on the HeroHome to be constructed in Round Hill, noting that the construction is being done via donations. Mr. Hummel stated that a request may be made of the Council to provide an in-kind donation for availability fees; Mayor Ramsey noted that a donation of this sort would need to come from the General Fund. Several Council Members noted that they will be away during the week before Easter, which is the spring break for the County school system.

IN RE: ANNOUNCEMENTS

There were no announcements.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:52 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary