

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
September 5, 2019**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, September 5, 2019, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Donald W. Allen  
Amy E. Evers  
Melissa Hoffmann

**Council Members Absent**

Michael B. Hummel

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Rob Lohr, Project Specialist

**Others Present**

Arlene McGinnis  
Gil Paist  
Paul Smith  
Wes Cantrall  
Jacki Feijoo  
Tony Feijoo

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

Mayor Ramsey called the meeting to order at 7:33 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Mayor Ramsey stated that with all members of the Town Council, except Councilperson Hummel, and the Mayor in attendance, a quorum was established. The Mayor also noted that there is a vacancy on the Council at this time.

**IN RE: PUBLIC COMMENT**

Mr. Wes Cantrall, of 17771 Airmont Road, Round Hill, spoke. Mr. Cantrall thanked the Council for the replacement light fixtures recently installed in his neighborhood. Mr. Cantrall then noted

that he previously spoke to the Town Council regarding the Comprehensive Plan Amendment under consideration, and reiterated his opposition to the proposal, especially in regard to the Weona Villa property located adjacent to his subdivision. Mr. Cantrall stated his belief that the development proposed for the site was a bad idea a couple of years ago, and is a bad idea now, and noted specifically that the proposal to build twenty houses for low-income and/or first-time homebuyers may have a negative impact on property values. Mr. Cantrall explained that the social media campaign which was launched by residents in opposition to the project is being taken up again, and noted that, of the approximately 1,500 people who have joined the on-line campaign, no one is in favor of the project. Mr. Cantrall also reported that he has contacted Supervisor Buffington regarding residents' opposition to this plan. Mr. Cantrall stated that he is unsure how the proposed development protects the character of Round Hill, and noted that there are no services in close proximity to the site. Mr. Cantrall noted that more houses are to be built on Airmont Road, as well, and stated that the additional development diminishes the value of the Town, which is, in part, the "hometown feel" of Round Hill. Mr. Cantrall also noted his concern that the continued development will create growth which resembles that of the eastern part of the County. Mr. Cantrall thanked the Council, which in turned thanked him.

Ms. Arlene McGinnis, of Lakefield Road, Round Hill, then spoke, noting her agreement with Mr. Cantrall regarding the proposal to extend utility service to the parcels on the east side of Round Hill. Ms. McGinnis also noted that surveyors were recently seen on a one-hundred-acre property, which adjoins her property, at the end of Lakefield Road, and asked why they were there. Mayor Ramsey responded that the surveyors were not working on behalf of the Town, and noted it is possible that the property, which is owned by Round Hill Investors, and which has been for sale for some time, may have a potential buyer. In response to Ms. McGinnis' question regarding whom she could contact regarding the property, Mayor Ramsey explained that she may contact Mr. Kevin Rogers, who represents Round Hill Investors.

There was no further public comment.

**IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)**

Vice-Mayor Graham made a motion **to adopt the Agenda, with the deletion of *Capital Projects and Parks*, under *Monthly Reports from Committee and Special Project Chairs*, to remove the *Town Council Vacancy Application Review* from the Closed Session, and to add *Discussion of Personnel Matters* to the Closed Session;** Councilperson Evers seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

## **IN RE: MONTHLY REPORTS FROM COMMITTEE & SPECIAL PROJECT CHAIRS**

### **a. Utility Operations**

Vice-Mayor Graham presented this item. Ms. Graham reported that the Town has hired a new maintenance employee, whom, Project Specialist Lohr explained, will assist with maintenance issues at the Wastewater Treatment Plant and at other Town facilities, such as parks and the Town Office. Vice-Mayor Graham asked to clarify if the position of Water Operator has been filled; Staff noted that an offer has been made, and that the candidate has verbally accepted the position. Mayor Ramsey asked if, upon this position being filled, the Maintenance Staff will be at full strength; it was noted that it will. Vice-Mayor Graham reported that the generator at the well in the Stoneleigh subdivision has been installed and is operational, in the event it is needed; Mayor Ramsey congratulated Project Specialist Lohr on the successful completion of this project.

Project Specialist Lohr reported that Staff is still working with VDOT to schedule paving in Round Hill, which it is believed will occur in late September or early October; all of Loudoun Street (Business Route 7) will be paved. Mr. Lohr noted that Town Staff has completed all the preparatory work for the paving. Project Specialist Lohr explained that paving for the secondary streets in Round Hill is currently scheduled for next year, but that Town Staff has requested a meeting with VDOT to request that this work be completed sooner. Mr. Lohr also reported that the request has been made to VDOT for paving to be done during the daytime hours; Mr. Lohr noted that, originally, this request was rejected, but that it has been made again and that VDOT has shown a willingness to consider the request. Project Specialist Lohr noted that Staff has requested a two- to three-week notice, at the minimum, prior to the beginning of this work.

Vice-Mayor Graham addressed a disruption in water service caused by a developer illegally flushing a line in the Brentwood Springs subdivision, and noted that the Town is investigating if recompense may be sought.

### **b. Capital Projects & Parks**

Mayor Ramsey noted that, although this item had been removed from the Agenda earlier in the meeting, he felt an announcement was in order; Mr. Ramsey referenced an e-mail sent to Council Members by Project Specialist Lohr, which stated that an invitation to bid on the Franklin Park Trail/Main Street Enhancement Project has been advertised by the County. Mayor Ramsey noted that this is a major milestone, to be followed by a three-to-four-month process; the project likely will not begin until next year. Project Specialist Lohr reported that a pre-bid conference will be held approximately two weeks from now, with bids due by November 5, 2019; Mr. Lohr and Town Administrator Hynes will participate in the pre-bid conference.

### **c. Administration, Communication & Technology**

Town Administrator Hynes reported that she recently participated in a conference call with the Director of Human Resources for Virginia Risk Sharing Association (VRSA), the

insurance division of the Virginia Municipal League (VML), regarding Round Hill's Personnel Policy Manual. The VRSA representative reviewed the manual and provided suggestions for improvements; Town Administrator Hynes stated that she will prepare an updated, red-line version of the manual, using these suggestions, for Council review. This version will be provided for the first Town Council meeting in October. Town Administrator Hynes stated that she will meet with Councilperson Evers, chair of the Administration, Communication and Technology Committee, to devise a plan for updating the Personnel Policy Manual.

Mayor Ramsey asked for a report on the status of the Town's website redesign; Town Administrator Hynes reported that content is being transferred to the new website, which should be operational before Christmas.

Councilperson Evers stated that she is looking forward to working with Town Administrator Hynes to determine how the committee will move forward.

#### **IN RE: APPROVAL OF MINUTES**

##### **a. July 11, 2019 Town Council Work Session**

Vice-Mayor Graham moved **that the minutes be approved.** Mayor Ramsey noted that the time of adjournment of the meeting is missing in the minutes, replaced by a blank; as no one who attended that meeting could remember the time of adjournment, the notation was retained as presented. Councilperson Evers then seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-1, with Councilperson Allen abstaining and Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Absent
Donald W. Allen	Abstain
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

##### **b. July 25, 2019 Regular Meeting Minutes**

Vice-Mayor Graham noted the following corrections: a misspelling on page three, in the first paragraph (a missing *s* on the word *miss*); on page ten, in paragraph two, a missing letter in the acronym for Americans with Disabilities Act (the notation should read *ADA* rather than *AD*); on page ten, in the fourth paragraph, in the first line, the word *the* is incorrect, and should be the word *that*; on page thirteen, in the first paragraph, the word *churches* is missing the final letter *s*; and, on page fourteen, in the first paragraph, the second sentence was incomplete, and should read "...*Buffington serves as a member of the Capitol Police Department, and was seen on television.*" Mayor Ramsey noted that the time that the meeting was called to order, and was adjourned, were missing from the

minutes; the 7:30 p.m. beginning time, and the 10:00 p.m. adjournment time were included in the minutes. There were no further corrections. Vice-Mayor Graham then made a motion **to approve the minutes, as amended**; Councilperson Evers seconded the motion. There was no discussion. A vote was held; the minutes were approved 2-0-2, with Councilpersons Allen and Hoffmann abstaining, and Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Absent
Donald W. Allen	Abstain
Melissa Hoffmann	Abstain
Mary Anne Graham	Aye
Amy E. Evers	Aye

### **IN RE: BUSINESS ITEMS**

#### **a. Council Vacancy**

Mayor Ramsey stated that no applications have been received for the vacant position on the Town Council, and that advertising the vacancy will continue. Mr. Ramsey also noted that no one has applied to fill the vacant position on the Planning Commission. Mayor Ramsey stated that an article regarding the vacancies will be included in the next Town newsletter.

#### **b. CPAM 2019-01: Extension of Water & Sewer Service Comprehensive Plan Amendment – Schedule Date for Joint Council/Planning Commission Public Hearing**

Mayor Ramsey explained that the Planning Commission has completed its work on this amendment, and that its next step is to go to Public Hearing; the Planning Commission has requested that a Joint Public Hearing be scheduled. Mr. Ramsey noted that the purpose of this discussion is not to debate the amendment, but rather to determine if the Council feels the amendment is ready to move to a public hearing, and if Council wishes to hold a Joint Public Hearing. Mayor Ramsey also explained that, if the Council wishes to make any changes to the document, it will be returned to the Planning Commission for those changes to be made, prior to a public hearing. Vice-Mayor Graham suggested that the first Town Council meeting in October, scheduled for October 10<sup>th</sup>, would be the appropriate time to hold a Joint Public Hearing; Council and Staff agreed with this suggestion. Vice-Mayor Graham then moved **that the Town Council schedule a Joint Public Hearing for CPAM 2019-01, on October 10, 2019, at 7:30 p.m.**; Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

Mayor Ramsey directed Staff to schedule and advertise the hearing.

**c. Creekside at Round Hill, Phase 3 – Request for Bond Reduction**

Town Administrator Hynes presented this item, explaining that this pertains to the Water and Sewer Performance Bond. Ms. Hynes reported that Town Engineer Lane has reviewed the request for a reduction of the bond to twenty percent, and has recommended that it be accepted. Councilperson Allen then moved **that the Round Hill Town Council approve the Bond Reduction Request made by Creekside Land, LLC, for Creekside at Round Hill Phase 3 for a Reduction of Bond #1069684 to twenty percent of the original bond, to \$68,420.00, and that the Town retain the bond until the entire development is complete, including final street paving, or the Town has accepted the final phase of the water and sewer utilities, whichever is later;** Councilperson Hoffmann seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

**d. FY2021 County CIP Funding Request**

Project Specialist Lohr presented this item, explaining that, each year, Loudoun County provides towns the opportunity to submit funding requests for CIP projects which meet one of the two following criteria: 1) capital improvements to facilities owned by the County or located within a town, but run by the County; and, 2) local pedestrian or transportation related improvements that benefit the County. Mr. Lohr noted that Round Hill has received funding under this program for projects including Sleeter Lake Park, and \$500,000.00 in funding to assist with the Main Street Enhancement Project. Project Specialist Lohr reported that one suggestion was received by Staff from Council, to request funding for the purchase of two Variable Message Signs; as the cost for a higher-end, solar-charged sign is approximately \$20,000.00, a request would be made for \$40,000.00. Mr. Lohr noted that these signs, if purchased by the Town, would also be made available to the schools and nearby parks. Project Specialist Lohr provided two additional suggestions: 1) to ensure that the \$500,000.00 in funding currently set aside for the Main Street Enhancement

Project is carried over from FY2020; and, 2) to request additional funding as needed in FY2021 for the Main Street Enhancement Project, following receipt of bids. Mr. Lohr stated that a third possible funding request would be for a matching share for later phases of the Main Street Enhancement/Franklin Park Trail Project; however, Mr. Lohr noted, it may be several years before the Town is ready to proceed with that work. Therefore, Mr. Lohr stated, Staff recommends that the following requests be made: 1) for funds for the purchase of two Variable Message Signs; and, 2) for confirmation that the current funding of \$500,000.00, for pedestrian improvements, be carried over. It was noted that the deadline for submission of these requests is September 30, 2019. Mayor Ramsey noted that all of the funding previously received for use at Sleeter Lake Park has not yet been spent, and asked if the engineering design for the water line to the park has been completed; Project Specialist Lohr reported that work continues on that design. Mayor Ramsey asked if a funding request could be made for this project under this program; discussion ensued regarding the water line project, with Mr. Lohr noting that existing funds could be reallocated, and/or an additional request for funding could be made of the County. Mayor Ramsey noted that he has spoken with the leadership of the Round Hill Owners' Association (RHOA) regarding the easement for the extension of this line to the park, and they verbally indicated that they do not expect there to be any issues with this request. Mayor Ramsey directed Staff to provide a plat to the leadership of the RHOA, upon its completion.

Mayor Ramsey then reviewed the suggestions made by Staff regarding the funding requests. Councilperson Evers asked if it would be possible to include a flashing speed limit sign on each of the Variable Message Signs; Project Specialist Lohr stated that he will make the request for that add-on feature. Vice-Mayor Graham then moved **that the Town Council direct Staff to forward the following projects to the County for funding under the FY2021 CIP Budget: two Transportation Variable Message Signs to advertise special programs and events, and to indicate violation of speed limits; and, confirmation of the carryover of \$500,000.00 from FY2020 for Main Street and to request any additional money needed for FY2021 after the bids come in later this year.** Councilperson Evers seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

**e. Phase 2 Streetlight Installation Project**

Project Specialist Lohr presented this item, reporting that Round Hill is one of the first communities in Virginia which has all LED streetlights, and is the only town, city or county which has full-cut-off, dark-sky compliant lights. Mr. Lohr noted that the program implemented by the Council will provide for dark-sky compliance and will result in a savings to the Town. Project Specialist Lohr provided a brief recap of the program, thus far, noting that it began with the installation of three light fixtures, as a pilot program, proceeded to the installation of thirty-five fixtures in Lake Ridge Estates and in various sections of Round Hill, and will be completed with the replacement of the remaining thirty-three fixtures in Town, if the Council decides to go forward with this second phase of the program. During the past forty-five days only one inquiry has been received from the public, and was responded to by Staff. Project Specialist Lohr also noted that, through adjustments made to the lumens/wattage of the lights during this initial phase, an agreement has been reached on the preferred wattage to be used throughout the Town. Discussion ensued regarding the three to four private lights in place in the areas included in the project, and if they could be replaced under this program; it was noted that they could, with the Town assuming the cost of the fixtures, and the private account holder continuing to pay for the electricity used, with it being noted that their costs will decrease with the use of the new LED lights. It was the consensus of the Council that these lights should be replaced; Project Specialist Lohr will meet with the property owners to provide the details of this proposal. Mayor Ramsey asked if it would be possible to obtain before and after aerial photographs of the Town, taken at night; Project Specialist Lohr stated that he will determine a way to accomplish this. There was no further discussion. Councilperson Allen then moved **that the Town Council authorize Staff to proceed with Phase 2 of the LED streetlight changeout program which involves installing the final thirty-three LED shoebox lights on Main Street, Loudoun Street, New Cut Road, and Mosby Street/Longstreet Avenue;** Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

**f. Council Strategic Planning Retreat & Annual Survey – Discussion**

Town Administrator Hynes presented this item, explaining that, as in past years, a Strategic Planning Retreat will be held to set goals for the upcoming year; additionally, this year's retreat will serve to kick-off budget discussions for the upcoming fiscal year. Ms. Hynes noted that a survey will be sent to Council Members in September, which will be used at the retreat to determine projects Council may wish to undertake next year; the Strategic

Action Plan will then be voted upon at a November Town Council meeting. Town Administrator Hynes also explained that, in order to meet County deadlines, budget discussions will begin in December this year. Finally, Ms. Hynes noted that Utility Supervisor Feltner will be more involved in this process. Town Administrator Hynes stated that she will endeavor to provide additional, targeted information to Council regarding "big ticket" items, such as proposed upgrades to the Wastewater Treatment Plant.

Council Members indicated their desire to hold the Strategic Planning Retreat in the evening, with it tentatively scheduled for October 30th. The meeting will begin with a meal at 5:30 p.m., and the meeting will commence at 6:00 p.m. It was noted that the public is welcome to attend the meeting, but that no public comment will be heard.

**g. Employee Recognition Policy**

Vice-Mayor Graham presented this item, noting that a revised version of the policy has been provided to Council Members; this version includes changes requested by the Council. Vice-Mayor Graham stated that she will work with Town Administrator Hynes to implement the policy, if approved by the Council, and that an award recognition ceremony will be held prior to the Christmas holidays. Town Administrator Hynes noted that she will explore options to the use of a certificate in presenting these awards; it was decided to change the term *certificate* to *memento* in the document. Vice-Mayor Graham then made a motion **that the Town Council adopt the Town of Round Hill Awards Program, as amended**; Councilperson Evers seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

Town Staff will integrate this policy into the Policy Manual.

**h. Sewer-Only Billing Policy**

Vice-Mayor Graham presented this item, noting that it is being raised this evening in order to bring the topic to the attention of Council; Ms. Graham reported that the issue arose following a customer complaint. Vice-Mayor Graham explained that there are twelve customers in the Town's service area which are provided sewer only, as they have private wells; the customer complaint has raised the issue of how to appropriately bill for service at these properties. Vice-Mayor Graham explained that, in about 2009, it was determined that customers with unmetered private wells would be billed for 9,000 gallons for the two-month billing cycle; Ms. Graham further explained that the meters in place at two

customers' residences have broken, and that one customer has requested the meter be replaced, as the usage at that site is less than 9,000 gallons per billing cycle. Vice-Mayor Graham stated that the Ordinance states that these customers are required to pay for a meter on their property, even though water and sewer customers do not normally pay for the meters. Vice-Mayor Graham explained that the materials contained in Council Members' packets include proposed revisions to the Town's Ordinance concerning meters at properties served by private wells and Town-provided sewer. Discussion ensued regarding if, under the current Ordinance, the Town is responsible for the cost of installing meters at these properties; Mayor Ramsey read from the Ordinance, in which it states that the Town is to provide the meter, to be installed at the customer's expense, with it being the Town's responsibility to replace a broken meter. Mayor Ramsey further noted that the Ordinance is vague, and that it suggests that the customer may choose to have his/her water usage metered, or to pay a flat rate. Mayor Ramsey stated his belief that it would be preferable for all customers to have their usage metered. Vice-Mayor Graham noted that one of the customers affected by this may attend the next Town Council meeting, and stated that she would like for Council to uphold the policy by which the Town provides the meter, and the customer pays for its installation. Councilperson Allen sought to clarify the issue being raised by the Vice-Mayor, that Council should determine whether or not it should inform the customer that the Ordinance may be amended, and that no charges for the meter will be assessed prior to any potential amendment of the Ordinance. Mayor Ramsey reiterated his belief that the Town should replace meters for sewer-only customers, just as it does for all other customers.

#### **i. Excess Water Usage Policy**

Vice-Mayor Graham introduced this item, noting that this issue has been under discussion for some time, but that a vote has been delayed so that as many Council Members as possible could participate. Mayor Ramsey provided a summary of the current Excess Water Usage Policy, under which, if a leak occurs, sewer charges for that time period may be forgiven by the Town Administrator, with the customer responsible for payment of the water charges. Because of an instance in which a service line leak occurred, which was not easily detectable, Council discussed the possibility of allowing for the forgiveness of some portion of the water charges in any similar instance; the amount forgiven would be above the normal, customary usage by the customer. Mr. Ramsey explained that the amendment to the Excess Water Usage Policy before Council this evening, prepared by Vice-Mayor Graham, would allow for this type of adjustment. Vice-Mayor Graham then made a motion **that the Town Council amend the Leak/High Usage Adjustment Conditions Policy, as presented;** Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-1, with Vice-Mayor Graham voting no and Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Nay
Amy E. Evers	Aye

Mayor Ramsey requested that Staff post an updated version of the policy on the Town's website.

#### **IN RE: SPECIAL ACTION ITEM**

##### **a. Schedule Joint Town Council/Planning Commission Public Hearing on CPAM 2019-01**

This item was addressed under *Business Items "b."*

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

Vice-Mayor Graham reported that Michelle Hummel is creating a drawing of the design for the proposed lapel pins, which may be ready for presentation to the Council by the next meeting. Additionally, Ms. Graham stated that plans are underway for the next Appalachian Trail Festival, and that anyone who is interested may volunteer to assist with this event; those who are interested in helping should inform Town Administrator Hynes.

Mayor Ramsey reported that the Coalition of Loudoun Towns (COLT), along with the *Loudoun Times-Mirror* and *Loudoun Now*, is co-sponsoring a series of debates for the candidates for the Board of Supervisors, for the western and at-large representatives to the Board; Mr. Ramsey provided the location of each of these events, all of which will begin at 7:00 p.m. It was noted that the organizers of the debates hope to live-stream the sessions. Additionally, Mr. Ramsey reported, all of the candidates have agreed to participate in the debates.

Mayor Ramsey also reported that he recently spoke to Joe Luppino-Esposito, the president of the Round Hill Owners' Association (RHOA), regarding the proposed new well, to determine if the RHOA is willing to negotiate with the Town regarding locating the well at the site on RHOA property. Mayor Ramsey stated that a main concern of the association is the water rates, which, he informed them, are not open to negotiation; however, he explained to Mr. Luppino-Esposito that the equalization of water rates could be addressed through the boundary line adjustment process. Mayor Ramsey stated to Mr. Luppino-Esposito that a majority of the residents in the RHOA would have to agree to being included inside the Town's boundaries for that process to move forward. Mayor Ramsey noted that he wanted the members of the Council to be aware that the RHOA may be willing to consider a boundary line adjustment.

Vice-Mayor Graham welcomed Town Administrator Hynes back; additionally, she reported that she will not be at the next Town Council meeting.

**IN RE: CLOSED SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss personnel issues, as required by the Virginia Freedom of Information Act, §2.2-3711(A)(1); those invited to participate are all Town Council Members and Town Administrator Melissa Hynes.** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

Mayor Ramsey declared that the Town Council is now in a Closed Session, and called for a recess at 9:10 p.m.

**IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING**

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its open meeting;** Councilperson Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

**IN RE: CERTIFICATION OF CLOSED SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council certify that, while in Closed Session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its Closed Session, and that were lawfully exempt from open meeting requirements;** Councilperson Allen seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Absent
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

Mayor Ramsey stated that the Town Council is now in Open Session

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 9:45 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary