

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
June 16, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, June 16, 2021, at 7:30 p.m. Due to the ongoing COVID-19 Pandemic, this meeting was conducted electronically pursuant to *Ordinance 2020-04: Providing for Continuity of Government* adopted by the Mayor and Town Council on April 28, 2020, and re-adopted on January 6, 2021. There was no public access to the Town Office for this meeting. The Mayor, Town Council Members, and Staff attended this meeting remotely. Members of the public were able to attend this meeting electronically using the link published with the Agenda.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Jesse Howe
Michael Hummel
Paula James

Council Members Absent

Melissa Hoffmann

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Marty Feltner, Utility Supervisor
Maureen Gilmore, Town Attorney
Sue Holland, Town Treasurer
Robert Lohr, Town Project Specialist
Harriet West, Town Clerk

Others Present

There were no members of the public in attendance.

IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:32 p.m., and read the *Emergency Ordinance to Modify Public Meeting Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster* into the record.

IN RE: ROLL CALL

Roll Call was held; Mayor Ramsey noted that Councilpersons Hummel, James, and Howe, Vice-Mayor Graham, and himself were present, constituting a quorum. Mayor Ramsey stated that Councilperson Hoffmann was absent.

IN RE: PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led the Pledge of Allegiance.

IN RE: PUBLIC HEARING

A. FY2022 Town of Round Hill Budgets, Rates, and Fees

Mayor Ramsey opened the Public Hearing at 7:35 p.m.

Ms. Hynes reported that this evening's Public Hearing was advertised twice in the newspaper *Loudoun Now*, with all portions of the Budget advertised. Ms. Hynes further reported that the only changes made in the budget documents were to the *Boat Storage Fees* and the *Availability Fees*. Ms. Hynes provided a one-page overview of the *FY2022 Budget*, noting that the document will be posted on the Town's website. Finally, Ms. Hynes stated that passage of a Resolution will be required to accomplish the CIP Fund roll-over. Ms. Hynes explained that these issues will be addressed, and a vote will be held on the *FY2022 Budget*, at a special meeting of the Town Council scheduled for Wednesday, June 23, 2021.

It was determined that a quorum will be present at the Special Meeting slated for June 23.

There was no public comment on the *FY2022 Budgets, Rates, and Fees*.

Mayor Ramsey closed the Public Hearing at 7:38 p.m.

IN RE: PUBLIC COMMENT

There was no public comment.

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

Vice-Mayor Graham made a motion **that the Town Council adopt the Agenda, with no changes**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Paula James	Aye
Jesse Howe	Aye
Mary Anne Graham	Aye
Melissa Hoffmann	Absent

IN RE: APPROVAL OF MINUTES

A. April 14, 2021

Councilperson Hummel noted a correction to a vote, as contained on page two, line 49; the notation should read 3-0-3, not 3-0-2. There were no further corrections. Vice-Mayor Graham made a motion **to approve the minutes, as amended**; Councilperson Howe

seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Paula James	Aye
Jesse Howe	Aye
Mary Anne Graham	Aye
Melissa Hoffmann	Absent

IN RE: BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported on the following:

- Utility Staff met last week and reviewed current projects – these include Poplar Hill, the Yatton lots, and Well D. It was decided to contract with a surveyor for the Well D/Evening Star Drive Treatment Plant project. It was reported that a mound will be necessary at Well D, but that it will not be visible by adjacent property owners. Project Specialist Lohr reported that the final survey will determine the height of the mound, which is expected to be less than three feet; the mound is required to lift the well above the 100-year flood plain level. Mayor Ramsey noted that acquisition of this asset will be a two-to-three-month process.
- The Southern Water Tank was also addressed at the recent meeting.
- East Coast Utilities is working on the water line at Sleeter Lake Park.

2. Franklin Park Trail/Main Street Enhancement Project Update

Mr. Lohr presented this item, noting that he submitted his written two-week summary report to the Council. He highlighted the following:

- All remaining valves on Loudoun Street have been checked, and all valve boxes have been vacuumed. Testing of this type is scheduled to be conducted on Main Street next week.
- The six-inch service line to the fire department building on Main Street was relocated this morning; this was done with minimal interruption to service in that area.

Mayor Ramsey asked if there will be a need to close West Loudoun Street during work in that area; Mr. Lohr stated that there should not. Mayor Ramsey and Mr. Lohr discussed a brief loss of water service to West Loudoun Street during the work conducted on East Loudoun and Main Streets; information pertaining to this was included in Mr. Lohr's written report.

3. American Rescue Plan Act Funds Update

Ms. Gilmore presented this item, noting that information regarding receipt of these funds, for localities with fewer than 50,000 in population, has been received. Required certification forms were submitted by the Town prior to the June 15 deadline. Ms. Gilmore stated that Staff is requesting Council authorization to submit any additional forms required. She noted that the Town may refuse to accept these funds, if Council so chooses.

Ms. Gilmore also explained that localities are not required to comply with the Davis-Bacon Act, which stipulates that the prevailing federal wage must be paid.

Ms. Holland reported that the Town has not yet received guidance from the United States Treasury Department regarding reporting requirements.

Mayor Ramsey reviewed the motion options, then called for a motion. Vice-Mayor Graham moved **that the Town Council ratify the Town Administrator's June 15, 2021 Submission of the Certification of Payment of Coronavirus State and Local Fiscal Recovery Funds and authorize the Mayor, Town Administrator and Treasurer to submit all necessary documents for receipt of the funds;** Councilperson Hummel seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Mary Anne Graham	Aye
Paula James	Aye
Jesse Howe	Aye
Melissa Hoffmann	Absent

4. Farmers' Market Management Services Request for Proposals

Ms. Hynes presented this item, stating that a resident has expressed an interest in the establishment of a farmers' market in Round Hill. Ms. Hynes explained that only a privately operated market would be appropriate for Round Hill, with no Round Hill Staff involved in the venture; additionally, the private entity operating the market would be responsible for leasing the property at which the market would be located.

Ms. Albright explained the process required to implement this type of venture, stating that this item is time-sensitive, as the growing season is already in progress. Ms. Albright briefly reviewed a *Request for Proposal* (RFP) included in Council packets and asked if there were any questions. Vice-Mayor Graham expressed concern regarding any liability to the Town; Ms. Gilmore explained that any use of public property must go through the public hearing process, and that the market manager would be required to provide insurance, with Round Hill indemnified.

Discussion ensued regarding the most appropriate location for a farmers' market, with the consensus being that Niels Poulsen Park would be the logical location due to the availability of parking at that site.

Mayor Ramsey suggested that the RFP be opened for two seasons (2021 and 2022), with the document worded to make it clear that Round Hill is under no obligation to approve a farmers' market.

Councilperson Hummel then made a motion **that the Town Council authorize Staff to issue a Request for Proposal for a Farmers' Market**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Mary Anne Graham	Aye
Paula James	Aye
Jesse Howe	Aye
Melissa Hoffmann	Absent

IN RE: ACTION ITEMS

1. Suspension of Local State of Emergency and Action on Continuity of Government Ordinance

Ms. Gilmore presented this item, noting that she provided a memorandum to Council Members prior to this evening's meeting containing information on this topic. Ms. Gilmore reported that it is expected the State of Emergency in Virginia will end on June 30, 2021; that order was the predicate upon which the Town Council adopted its *Continuity of Government Ordinance*. Ms. Gilmore stated that the Council may allow this declaration to expire on the June 30 ending date of the State declaration, or may enact a new ordinance. It was noted that Council may wish to provide for safety measures, with safety protocols included in the memo to Council.

Mayor Ramsey asked if there were any questions regarding repeal of the Town's ordinance; there were none.

Mayor Ramsey then suggested that the Council allow its *Continuity of Government Ordinance* to expire on the June 30 end date, to accommodate remote/electronic attendance at the special meeting scheduled for June 23.

Vice-Mayor Graham then moved **that the Town Council end its *Declaration of State and Local Emergency*, on the end date of the Virginia State of Emergency; and that the Town Council adopt *Ordinance 2021-04*, to repeal the *Continuity of Government Ordinance Number 2020-04*, and *Ordinance Number 2021-01*, effective as of the end**

date of the Virginia State of Emergency. Councilperson Howe seconded the motion. Mayor Ramsey clarified that, if Council approves this motion, two actions are being taken – to end the Local State of Emergency, and to repeal Round Hill's Continuity of Government Ordinance, to be effective on June 30, 2021. A voice vote was then held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Jesse Howe	Aye
Mary Anne Graham	Aye
Paula James	Aye
Melissa Hoffmann	Absent

Discussion ensued regarding the moratorium on disconnects and fees and penalties, with it being noted that the moratorium will remain in effect for 60 days following the end of the State of Emergency, which will occur in late August; payment plans entered into prior to that date must be honored.

Ms. Hynes provided information on safety protocols which will be put in place following a return to in-person meetings. Ms. Hynes and Ms. Gilmore referenced the remote attendance policy, previously adopted by the Town Council, noting that a member of any Town governing body may use that option more than two times per year for health reasons; however, Ms. Gilmore stated, a quorum must physically be present at the meeting. Ms. Hynes noted that it is preferred that a hybrid method for holding meetings be put in place, and explained how that option would be accomplished.

Mayor Ramsey asked that Staff ensure that the electronic Agenda and attachments are better organized.

Ms. Hynes stated that Staff will ensure the Town Office is ready for a return to more normal operations by the beginning of July.

2. Boundary Line Adjustment Authorization to Move Forward with County Negotiations

Ms. Hynes presented this item, explaining that she is requesting the Council authorize formally moving forward with negotiations with Loudoun County on this effort. She explained that Loudoun County and the Town of Round Hill are both required to hold public hearings to adopt the new boundary line. Ms. Hynes reported that the County is offering a Concept Plan for the future fire department site, and is willing to add notes suggested by representatives of the Town for inclusion in the plan. Ms. Hynes explained that this process will take approximately one month.

Ms. Gilmore explained that, upon Round Hill holding its public hearing, all properties must be included; any properties added to the Boundary Line Adjustment (BLA) at a later date would require that another public hearing be held.

There was discussion of various aspects of this proposal, including that sufficient sewer and water capacity exists to undertake the effort, which property owners to-date have indicated their interest in being included, and of the school board parcel, with Ms. Gilmore explaining that the negotiations regarding that parcel will be lengthy.

Ms. Hynes reiterated that she is requesting Council authorization to proceed with this process with the County, explaining the steps in the process, and stating that the Town will adhere to its Comprehensive Plan in these negotiations. Ms. Hynes stated that updates will be provided at each Town Council meeting.

There was discussion of other parcels which may be considered for inclusion in this BLA.

Mayor Ramsey then called for a motion, so that the process may move forward. Vice-Mayor Graham moved **that the Round Hill Town Council authorize the Town Administrator to officially begin the formal process with Loudoun County for a Boundary Line Adjustment of the Town of Round Hill to include areas in A-2, A-3, A-4, and B-2, as shown on the Town Expansion Map in the 2017 Comprehensive Plan, with the following conditions: 1) if a property owner does not agree to come into the Town Limits, their property will not be included in the Boundary Line Adjustment; and, 2) the only property to be included with the B-2 area is PARID 585272235000 (80.71 acres) which is Stoneleigh Golf Course, not any residential properties.** Councilperson James seconded the motion. Mayor Ramsey summarized the motion prior to a vote being held; there was no further discussion. A vote was then held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye
Michael Hummel	Aye
Melissa Hoffmann	Absent

The vote was followed by brief discussion of areas which may be considered in future BLAs. Ms. Hynes reiterated that she will keep Council informed of progress on this effort. Mayor Ramsey requested that Staff follow up with residents of Mystic Lane who have not yet responded to the Town's letter.

3. Dean Subdivision Fee-In-Lieu

Ms. Hynes presented this item, noting that the topic had been presented and discussed at the last Town Council meeting. Ms. Hynes explained that the correct dollar amount to be collected is now available; those monies will be ear-marked and handled by the Town's auditor.

Councilperson Hummel reported that he obtained quotes for this type of work from three companies; he used this information to determine an approximate cost for the trees required in the original agreement, and to determine the approximate cost of the one streetlight also required in the agreement.

Discussion ensued regarding the best way forward regarding this effort, with Mr. Hummel noting that the residents of this area do not want the trees planted or the road paved.

Town Attorney Gilmore explained that no provision for collection of a Fee-In-Lieu is contained in Round Hill's Ordinance; Mayor Ramsey requested that clarifying language be added to Round Hill's Ordinance to provide for this type of collection.

Councilperson Hummel then made a motion **that the Town Council approve a Fee-In-Lieu option for the amount stated previously for three trees and one streetlight in the Dean Subdivision.** Mayor Ramsey clarified the amounts to be collected - \$275.00 per tree and \$5,000.00 for the streetlight. Vice-Mayor Graham then seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye
Michael Hummel	Aye
Melissa Hoffmann	Absent

4. Utility Department Job Descriptions

Mayor Ramsey asked if these Job Descriptions are ready for Council approval and adoption; it was noted that they are, with only some scrivener's errors having been corrected.

Vice-Mayor Graham made a motion **that the Town Council adopt the Utility Department Job Descriptions.** Ms. Hynes reviewed the minor changes made. Councilperson James then seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye
Michael Hummel	Aye
Melissa Hoffmann	Absent

IN RE: REPORTS

Ms. Hynes reported on the following:

- An end-of-fiscal-year budget wrap-up is being conducted.
- Information will be presented to the Town Council in July regarding funding provided by the American Rescue Plan.

Ms. Albright reported on the following:

- Installation of the security equipment and painting has been completed at the pedestrian tunnel.
- The Sheriff's Office has been asked to increase its patrols at the pedestrian tunnel.
- Security cameras on the trail are now in operation.
- Additional kayak storage for Sleeter Lake Park has been purchased.
- There have been no complaints, and no patrons have been locked-in, at Sleeter Lake Park.
- The Community Garden is almost full, with only two plots still available.

Vice-Mayor Graham asked for an update on the boat ramp at Sleeter Lake Park; Ms. Hynes reported that Staff is working with Loudoun County to resolve a related zoning issue.

Mayor Ramsey reported on the following:

- A Coalition of Loudoun Towns (COLT) meeting was recently held, at which updates on the upcoming Virginia Municipal League (VML) Conference were provided, and at which discussion was held on the update currently underway of the County Zoning Ordinance. Mayor Ramsey reported that COLT has not yet stated a position on the changes made to the Zoning Ordinance.

Mayor Ramsey asked if the construction of restrooms at Sleeter Lake Park may now be scheduled, in light of the upcoming installation of the water line. Mr. Feltner reported that East Coast Utilities is on-site, but that work for the water line has not yet started, as the contractor is waiting for supplies to be delivered; Mr. Feltner reported that work may not start for about another two weeks. Mayor Ramsey asked if any excavations are underway in the park; Mr. Feltner reported that East Coast Utilities has requested that the trail in the construction area be closed while work is being undertaken. Mayor Ramsey stated that closure of the trail should not cause any problems. Mr. Feltner reported that installation of the hydrant at the treatment plant will require the road be closed

for one day only. There was general discussion of the installation of the water line at the Wastewater Treatment Plant.

IN RE: TOWN COUNCIL COMMENTS

Vice-Mayor Graham asked who has filed to run in the November Town Council election; it was reported that Mayor Ramsey, Councilperson James, and Councilperson Howe have filed.

Councilperson Hummel asked if there have been any applications for the Town Council vacancy; Ms. Hynes reported that the closing date for receipt of applications is not until June 30, 2021.

Councilperson Howe voiced his support of the proposed Farmers' Market, and of its location near the center of Town.

Councilperson Hummel reported that contractors are stating that, within the next few weeks, there will be no water main piping available; he requested that the Town ensure we have these pipes in stock. Mr. Feltner reported that Round Hill does have some piping in stock, but does not have appropriate storage space for a large stockpile of materials. Mr. Feltner reported that working with the Town of Leesburg, the Town of Purcellville, and Broy and Sons on these issues has worked well in the past.

Councilperson James asked if the contract with Wachs Water Services has been let; Ms. Hynes reported that only the contract with Bowman Consulting, approved earlier by the Town Council, has been signed.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:01 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary