

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
April 21, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, April 21, 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 electronically using Zoom. 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
Melissa Hoffmann
Jesse Howe
Michael Hummel
Paula James (arrived at 7:48 p.m.)

Council Members Absent

Donald Allen

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Marty Feltner, Town 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 & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the April 21, 2021 meeting of the Round Hill Town Council 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*, as included in the introductory paragraph of the minutes, into the record. The Pledge of Allegiance was not recited.

IN RE: ROLL CALL

Roll Call was held. Mayor Ramsey stated that, with four Council Members and himself present, a quorum was established; Mayor Ramsey noted that Councilpersons Allen and James were absent.

IN RE: PUBLIC COMMENT

There was no public comment.

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

Mayor Ramsey called for a motion to adopt the Agenda and requested that *Action Item #1 – Approve 2021 Water and Sewer Rate Study* be deleted. Vice-Mayor Graham made a motion **that the Town Council approve the Agenda, with the deletion of Action Item #1 – Approve 2021 Water and Sewer Rate Study.** Mayor Ramsey requested that *Action Item #2 – Schedule FY2022 Budget and Fees Public Hearing*, be moved to be the fourth *Business Item*; Vice-Mayor Graham agreed to this change. Councilperson Howe then seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Councilpersons Allen and James absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

1. March 3, 2021

Councilperson Hummel noted that, on page five, in line 182, the reference to *Slip Fees* should instead be *Boat Storage Fees*. Councilperson Hummel asked to clarify if, as referenced on page nine, beginning in line 361, split lots are or are not to be included in the Boundary Line Adjustment; it was determined that the reference should read *...consensus was to include split lots in the Mystic Lane area*. Finally, Councilperson Hummel noted that, on page nine, beginning in line 372, the zoning designation noted is incorrect; the correct designation should be *JLMA-1*, with the designation *AR-1, Agricultural Rural* to be removed. There were no further corrections. Councilperson Hummel then moved **that the minutes be adopted, subject to the three changes noted**; Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Councilpersons Allen and James absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Utility Department Update

Town Administrator/Zoning Administrator Hynes reported that the Goose Creek Treatment Plant is off-line for repairs, with two wells also affected; the media for the filters at the plant arrived yesterday, and its installation, as well as other repairs, are now underway. Ms. Hynes reported that Utility Supervisor Feltner has suggested the plant be allowed to operate for a few days following repairs, to ensure that it is working properly. Ms. Hynes also reported that the system will need to be thoroughly flushed upon bringing it back on-line, and there is currently not enough water to accomplish this final step in the repair process. With these things in mind, Staff recommends keeping Mandatory Water Restrictions in place until it is determined all systems are running properly.

Ms. Hynes reported that Well 12 is again operating; it was discovered that there was a large hole in the pipe at this well, which has been repaired.

Town Administrator/Zoning Administrator Hynes stated that these repairs should provide for three to five more years use of the Goose Creek plant. Ms. Hynes reported that East Coast Utilities is assisting Round Hill with these repairs.

Town Administrator/Zoning Administrator Hynes reported that information pertinent to the Mandatory Water Restrictions will be provided to the public using signs, by inclusion on the Town's website, and by sending postcards to residents. Ms. Hynes stated that Staff wants to ensure residents have been provided with information regarding infractions related to the restrictions, as these infractions could lead to the levying of fines.

Town Administrator/Zoning Administrator Hynes reported that only one complaint has been received in relation to the Mandatory Water Restrictions, from a homeowner who had just purchased a large amount of sod for her home; Ms. Hynes informed the homeowner that Round Hill will work with her regarding this, but could not make an exception to water usage.

In response to a question from Vice-Mayor Graham, Utility Supervisor Feltner reported that Well 12 is on-line, but that production at that well is still below normal. Town Administrator/Zoning Administrator Hynes reported that production of all Town wells is presently lower than normal, with Staff unsure why this is occurring.

Mayor Ramsey stated that the Town will remain under water restrictions for the next two weeks, and that when mandatory restrictions are cancelled the Town will return to voluntary restrictions. Mayor Ramsey noted that that will likely occur this summer.

There was discussion among Council Members and Staff of possible solutions to ongoing problems with the Town's wells, including adding wells and well rehabilitation.

2. Franklin Park Trail/Main Street Enhancement Project Update

Project Specialist Lohr presented this item, noting that he had submitted his bi-weekly written update to Council Members on Sunday. Mr. Lohr highlighted the following items:

- Notice has been provided by both the contractor and the subcontractor that a second crew will be brought in by the subcontractor; this crew will be working on Main Street, beginning the first week of May. A status update will be provided to residents.
- Activity is increasing on Main Street, with coordination with the fire department, with businesses, and with the Post Office taking place.
- A planned shut-down of service was scheduled for Wednesday, however, a corporation stop on Loudoun Street failed; this corporation stop was previously unknown, was not in the excavated area, and is believed to have been installed at least 20 years ago. Lines were shut down when the failure occurred, as the failure created a collapsing of the sides of the wall in that area. This failure required that the planned shut-down be moved to Monday. Customers in the affected area were without service for approximately 45 minutes.

Project Specialist Lohr stated that he would be glad to answer any questions. Vice-Mayor Graham asked to clarify that the upcoming work on Main Street is to begin at the intersection with Loudoun Street; Mr. Lohr stated that that is correct. Mayor Ramsey asked if the contractor has submitted its request to work evening hours to the Virginia Department of Transportation (VDOT) and/or the County; Mr. Lohr stated that the request has been submitted, and that additional requests like this are expected in the future. Project Specialist Lohr provided additional details regarding the extended work hours, noting that VDOT is the final decision authority. Mr. Lohr further noted that all such requests made, thus far, have been approved. Mayor Ramsey asked to clarify if there are entities which have not been approving requests; Project Specialist Lohr stated that he was unaware of any requests, previously approved by the Town, which have been denied. Mayor Ramsey asked that he be informed of any requests which are denied, as well as of the entity denying the request, so that these cases may be investigated further. Project Specialist Lohr explained that these project delays, and the resulting need to again request extended work hours, are usually caused by factors such as weather, and unexpected occurrences, such as the failure of the corporation stop. In response to a question from Vice-Mayor Graham, Mr. Lohr stated that each occurrence which requires extended hours must be approved separately.

3. Business License Renewal Update

Town Clerk West presented this item, noting that information regarding the topic was included in Council Members' packets. Ms. West reported that the number of businesses renewing their licenses for 2021 seems to be on-track. Town Clerk West stated that the variance for the total collected for FY2021 is a little over \$2,000.00 in comparison to 2020, with 90% of this related to one business; this indicates that the majority of businesses have

been holding their own during the pandemic emergency. Finally, Ms. West stated that notices will be sent to businesses which have not yet responded.

4. Schedule FY2022 Budget and Fees Public Hearing

Town Administrator/Zoning Administrator Hynes presented this item, explaining that only minor changes have been made to the Budget since it was last reviewed by the Council. Ms. Hynes reviewed changes made to the Budget for the *Main Street Enhancement Project*, including the addition of \$100,000 to address unknowns that have arisen since the project began, such as the three driveways on Main Street which did not exist when the original plans for the project were devised, and which will not be compatible with the street in those plans. Town Administrator/Zoning Administrator Hynes further reported that \$1.5 million has been included in the County's budget, allowing Round Hill to accept VDOT funding; this will move the project ahead by one year.

Mayor Ramsey indicated that his understanding was that County-provided funding was to be used for engineering and design, with a commitment made to VDOT funding following that phase. Ms. Hynes stated that Round Hill has not yet made any commitment regarding funding and asked the Council for guidance on this issue. Mayor Ramsey stated that VDOT funding has attached, approximately, a three-year window for construction, and noted that Round Hill does not yet know the cost of the project, or of other requirements which may arise in committing to the VDOT funding. Therefore, Mayor Ramsey stated, accepting County funding for the initial stages of this project seems less risky. Ms. Hynes replied that Staff will inform VDOT that Round Hill will not be accepting the funds; Mayor Ramsey requested that VDOT be informed that the Town will apply for funding in the next one to two years. Project Specialist Lohr further explained that the funding Council requested from Loudoun County is a full year out, with the Board of Supervisors reviewing funding requests each year, for projects up to five years in the future. Mr. Lohr noted that the County generally keeps these funding commitments.

Discussion ensued regarding the best way to approach this funding need, and if the Town itself can fund the work, with reimbursement made from another entity later. Mayor Ramsey stated that the cost of some type of design will need to be funded before the project can move forward.

Ms. Hynes explained that the Town still needs seed money to start the project; Mayor Ramsey agreed with this and asked that it be ensured the County understands that this is a joint Town/County project. Mr. Lohr reported that Staff did discuss this with County Administrator Hemstreet, stating that they could meet again with County representatives to ensure the funding requested for 2023 and 2024 will be provided.

Ms. Hynes stated that she will edit the Capital Improvement Projects (CIP) Budget sheet, and that she and Mr. Lohr will speak with VDOT regarding the refusal of funding for FY2022, retaining the right to make the request for FY2023 and FY2024.

Ms. Hynes reported that, in the *Utility Fund – Operations* portion of the Budget, a line titled *Water and Sewer System Planning* was added; this was done to account for Round Hill's portion of costs for the required regional plan, and to cover a portion of the costs of the Bowman contract.

Vice-Mayor Graham asked if the CIP Budget will be increased, to address improvements and emergencies; Ms. Hynes stated that it will be increased, with she and Utility Supervisor Feltner working on this effort.

Mayor Ramsey requested that it be ensured that the most recent Budget documents are posted to the Town Council workspace.

IN RE: ACTION ITEMS

1. Approve Bowman Consulting Group Contract

Ms. Hynes presented this item, noting that information regarding this contract had previously been sent to Council Members. She stated that the incident at the Goose Creek plant provided a good lesson in the need to regularly "catalog" the Town's utility assets, noting that it was good to have "fresh eyes" look at the system. Ms. Hynes explained that Bowman will set up a database for utility assets, with each unit assigned a number and entered into the system; Town Staff will be provided instruction on how to utilize the system. Mr. Bob Krallinger will serve as the project manager for Bowman. Ms. Hynes also explained why information regarding the firm, which had been given to the Council earlier, was incorrect, and noted that correct references have now been provided.

Ms. Hynes stated that implementation of this process will provide for utility system maintenance and will provide guidance to Staff into the future.

Vice-Mayor Graham asked if the work done by Bowman and Wachs will be duplicative; Ms. Hynes stated that they will not, as Wachs will collect data, with Bowman providing the framework for the compilation of the data. Mayor Ramsey asked who will manage the checklists and procedures which result from this effort; Ms. Hynes recommended that Wachs be kept on retainer to review information once every three to five years. Mayor Ramsey asked who will be responsible for short-term updates; Ms. Hynes stated that the intent is to provide checklists and processes for Staff to follow, but that the method for doing so has not yet been determined.

Vice-Mayor Graham asked if Bowman and Wachs are to begin work at the same time; Ms. Hynes responded that Bowman must create the overall system first. Vice-Mayor Graham asked if Wachs will start its efforts in the Stoneleigh subdivision; Town Administrator/Zoning Administrator Hynes stated that it will, then will undertake efforts in an older section of Round Hill, with the sections to be determined by age. Vice-Mayor Graham expressed concern that the two firms may be "stepping on one another;" Ms. Hynes assured her that they will not, and that Utility Staff will assist with the process.

In response to a question from Council, Ms. Hynes reported that a subcontractor is currently working on the Geographic Information Systems (GIS) portion of this project.

Vice-Mayor Graham then made a motion **that the Town Council approve the Bowman contract for the amount of \$19,808.00**; Councilperson Hummel seconded the motion. Mayor Ramsey noted that he has spoken to Mayor Littleton of Middleburg regarding Mr. Krallinger, the Bowman representative; Mayor Littleton stated that he was impressed with Mr. Krallinger. There was no further discussion of the motion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Allen absent. The vote is recorded as follows:

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

2. Approve Wachs Water Contract

Ms. Hynes presented this item. She reported that the Town's request that Wachs work with a smaller number of valves resulted in a higher cost per valve; further discussion will take place regarding the possibility of adding valves to the contract. At present, Ms. Hynes stated, 320 valves are included in the contract. Vice-Mayor Graham asked for the total number of valves in Round Hill's system; Ms. Hynes reported that there are a total of 720 valves, with only those in the area of work on the Franklin Park Trail Project having been exercised. Ms. Hynes explained that maintenance of the valves will make the system more efficient. In response to a question from Council, Ms. Hynes reported that the funding for this effort is included in the CIP Budget.

Vice-Mayor Graham then made a motion **to approve the proposal from Wachs Water Services, for a total amount of \$28,520.00**; Councilperson James seconded the motion. Councilperson James asked to clarify the total number of valves included in the proposal; Town Administrator/Zoning Administrator Hynes and Mayor Ramsey responded that the total is 320 valves. There was no further discussion. A voice vote was then held; the motion was approved 5-0-1, with Councilperson Allen absent. The vote is recorded as follows:

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

IN RE: REPORTS

Vice-Mayor Graham requested that Utility Supervisor Feltner provide an update on the Goose Creek Treatment Plant. Mr. Feltner reported that all old media has been removed from the filters, and installation of new media has begun, with the top layer of anthracite coal to be installed tomorrow. It was discovered, Mr. Feltner reported, that some piping between the wells and the filters were clogged, and some valves were sticking; work to correct these issues is underway. Mr. Feltner further reported that controls have been ordered, and that, once received and installed, they will provide for proper backwash of the filters. He further noted that today's test resulted in pressures of half of those seen prior to the repairs being made. Mr. Feltner explained that the contractor working with Utility Staff believes the filters will be installed by Friday afternoon, which will allow for the system to be running by the weekend. Mr. Feltner reported that this effort will result in an overall cost savings to the Town and will allow for approximately 20 additional years of service at the facility.

Mr. Feltner reported that all work done at the Poplar Hill subdivision was conducted by Hazel, the general site work contractor, who agreed to make needed changes. Additionally, Mr. Feltner reported that the Stoneleigh subdivision has been completely disconnected, with the Falls Place area of Town now correctly connected.

Mr. Feltner stated he will respond to e-mails tomorrow and asked if there were any further questions.

Mayor Ramsey asked if the company which built the Goose Creek plant also built the West Lakes facility; Mr. Feltner stated that they did not, but they were responsible for the construction of the Evening Star plant. Mayor Ramsey sought to ensure that what happened at Goose Creek will not happen at West Lakes; Mr. Feltner stated that it will not, as that plant is of a different design, and that Town Staff was involved in its design. Additionally, Mr. Feltner explained, the firm which produced the filter at the West Lakes plant will stand behind its product. Mayor Ramsey asked if this was a Goose Creek plant specific issue; Mr. Feltner stated that it was.

There were no further questions.

IN RE: TOWN COUNCIL COMMENTS

Vice-Mayor Graham asked if there is an update on the study done by the Berkley Group; Ms. Hynes stated that it will be included on the Agenda for the next Town Council meeting.

Councilperson Howe asked for an update on the resident who bought sod and was faced with difficulties in watering it properly due to the mandatory water restrictions; Ms. Hynes reported that Staff will work with the resident to devise a credit of some type related to the needed trucking in of water. A report on this issue will be provided at a future date.

Councilperson Hoffmann noted that the crew working on the Franklin Park Trail/Main Street Enhancement Project, and located on East Loudoun Street, are fabulous. Mayor Ramsey stated

that it is a well-functioning crew. Mr. Lohr stated that he will pass this information on to the contractor.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 8:58 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary