

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
August 4, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, August 4, 2021, at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. The option to participate remotely was made available using information provided on 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  
Molly McNally, Planning & Zoning Intern  
Marty Feltner, Utility Supervisor (participated remotely)  
Maureen Gilmore, Town Attorney (participated remotely)  
Robert Lohr, Town Project Specialist (participated remotely)

**Others Present**

There were no members of the public in attendance.

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:32 p.m.

**PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led the Pledge of Allegiance.

**ROLL CALL**

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

**PUBLIC COMMENTS**

There were none.

### **ADOPTION OF REGULAR MEETING AGENDA (Amendments& Deletions)**

Vice-Mayor Graham moved to **adopt the agenda with the addition of a Closed Session between Action Item 1 and 2 to discuss real estate with the Town Administrator and Town Attorney in attendance**; 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:

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

### **APPROVE MINUTES**

#### **1. June 2, 2021**

Vice-Mayor Graham referenced page 3, line 117 and asked if the contractor for the Main Street Project had been notified about the date for the Hometown Festival; Mr. Lohr confirmed that the contractor had been notified several times. Vice-Mayor Graham referenced several sections of the minutes containing individual titles which were to have been eliminated after the individuals had already been identified; Ms. Hynes confirmed the titles will be removed in future minutes. For clarification, Vice-Mayor Graham requested that on page 8, line 316 read *"the second Closed Session is to be attended by Town Council Members only."*

Councilperson Hummel referenced page 3, Item 2, the first bullet and asked if the re-routing is for a 12-inch line, or a two-inch line. Mr. Lohr confirmed this was referring to a 12-inch line at Chamblin Way. Councilperson Hummel referenced the bottom of page 3 and asked if the risk assessment due in June had been received from Peed & Bortz; Ms. Hynes confirmed that it had been received and that she would send it to the Council Members.

Councilperson Hummel requested clarification on page six, Item 3 regarding the Dean subdivision fee in lieu. Following discussion, the wording was amended to read, *"There was a request from the Dean subdivision owner to substitute a fee in leu for unplanted trees and streetlights, which would be in future conflict of the Town's main-street enhancement project."*

There were no further corrections. Vice-Mayor Graham made a motion **that the minutes be approved, 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:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael Hummel	Aye
Paula James	Aye
Mary Anne Graham	Aye

Jesse Howe  
Melissa Hoffmann

Aye  
Absent

## **BUSINESS ITEMS**

### **1. Utility Department Update**

Vice-Mayor Graham reported on the following:

- The tunnel bypass had been tagged with graffiti. Ms. Hynes noted that cameras and lights had been installed. The cameras will be checked for evidence and provided to the Sheriff's Office; staff is scheduling the cleanup.
- The Town has received the final survey for Well D.
- The surveyors are working on the plat for the Evening Star Treatment Plant.
- East Coast Utilities is waiting on the delivery of the equipment to complete the safety enhancements; the delivery is due by the end of the week.
- The final survey of the southern tank should be completed in September.

Ms. Hynes added the following:

- The risk assessment was submitted on time; the deadline for the emergency plan is December 30, 2021.
- Staff is working on notifying the cell carriers about the lease opportunity on the water tower.
- A public hearing will need to be scheduled regarding the sale of the large reservoir

Councilperson Hummel asked for an update on the wells, given the lack of rain. Mr. Feltner reported that production was still holding; he gave an update on recent repairs to increase production for Well 7D for Westlake. He also noted that Well 7A fluctuates, but is staying steady, and that the work on Goose Creek is increasing production.

### **2. Franklin Park Trail/Main Street Enhancement Project Update**

Mr. Lohr reported on the following:

- Details regarding construction are included in his bi-weekly email report to the Council.
- Work on Loudoun Street has been completed, as scheduled.
- The contractor will be working to install the 36-inch line and rerouting the sewer on Main Street.

### **3. Restroom Options for Sleeter Lake Park**

Ms. McNally presented three options for prefabricated restrooms at Sleeter Lake Park for the Council's consideration. She reviewed the proposed site location; quotes received from the Public Restroom Company, Easi-Set, and CXT; and an initial comparison of the three options. A discussion ensued regarding safety measures, parking spaces, and American Disability Act (ADA)

accessibility. Councilperson Hummel requested the placement be pushed 10-15 feet back off the driveway.

Ms. McNally provided an initial comparison of the three quotes including scope of work, costs, and design concepts. Discussion included water fountains, ventilation specifications, exterior look, water connection, and slab costs. Staff recommended Easi-Set based on a competitive price, low maintenance, and compatibility with other structures.

Following discussion about the options and costs, the Council asked Staff to further evaluate the design options for compatibility with the future pavilion designs, and to come back with all-inclusive costs for the restroom options.

#### **4. Road Maintenance Cost for Sleeter Lake Park**

Ms. Hynes presented this item. The Council is being asked to discuss road maintenance costs of the road to Sleeter Lake Park and to provide feedback to Staff about requesting funding assistance from the County.

Ms. Hynes explained the recurring need for gravel and grading repair on the road with an estimated cost of \$10,000 to \$20,000 per year. She is requesting direction from the Council about asking the County to provide a 70/30 cost split to make the road asphalt someday or if Staff should continue to budget for road maintenance each year. Mr. Feltner stated he received a verbal estimate of \$193,000 for four inches of asphalt paving.

Mayor Ramsey noted that the County is currently revising the master plan for its 100-acre park; he asked if the current road alignment will match the revised plan. Ms. Hynes indicated that was unknown at this time. The Mayor recommended not paving the road immediately; however, he said the Town should request the County's assistance with any road work that needs to be done, since the road is on County property.

A discussion ensued about the rezoning of Sleeter Lake Park and the County's parcel. The Council agreed to have Ms. Hynes follow up with the County on paying for most of the road costs.

#### **5. Scope of Work for Street Names and Asset Names Inventory**

Ms. Albright presented this item. The Council is being asked to discuss creating a Street Name and Asset Name Inventory documenting the historical significance and/or background of the name of each street in the Town of Round Hill and to develop a policy for future street names, public facilities, buildings, and parks.

Vice-Mayor Graham noted that two streets are missing from the list – Longstreet Avenue and Train Station Way. Councilperson James noted that Mystic Lane had been omitted from the list. Councilperson Hummel noted that Bridge Street is listed twice.

Mayor Ramsey agreed it would be good to have a list of suggested future street names. Ms. Hynes explained the process for submitting street names to the County. She stated that Staff will return to the Council in September with the inventory and will be looking for feedback on the policy. Mayor Ramsey said it would be helpful at some point to conduct a public survey.

A discussion ensued about documenting what is publicly known about figures being honored; Ms. Albright suggested this will be addressed by research conducted and documented by Staff.

Mayor Ramsey noted that the Town Office has been known as Ford's Store.

#### **6. Scope of Work for Boundary Line Adjustment Study**

Ms. Hynes presented this item. The Council is being asked to authorize the Town Administrator to hire the Berkley Group to develop a study of the Boundary Line Adjustment of the Round Hill Owners Association (RHOA). The study is based on a written request from the RHOA on July 7, 2021 to consider the outcomes and impacts if the RHOA were to come into the Town limits.

Ms. Hynes discussed elements of the Scope of Work, including the State mandated requirements once the Town exceeds a population of 3,500. She noted that once they bring in the RHOA the Town's population would exceed 3,500; the main impact is that the Town would have to take over the maintenance of road/streets from the Virginia Department of Transportation.

Following discussion, the Council agreed to include the trash contract and a ward system, with at-large seats, in the Scope of Work. Mr. Lohr suggested that the Town of Berryville would be a good model for how to implement wards and at-large seats.

Vice-Mayor Graham asked if the Town would be responsible for handling RHOA issues; Ms. Hynes explained the RHOA would still deal with its Home Owner Association matters, not the Town.

Councilperson Hummel asked why the Berkley Group was the only group being considered. Ms. Hynes explained they have a number of former town managers with the expertise to perform the study and they are on retainer to the Town.

Ms. Hynes stated she would finalize the Scope of Work and follow up with the Berkley Group.

#### **ACTION ITEMS**

##### **1. Approve Security Fencing for Wells 7A and 7B**

Ms. Hynes presented this item. The Council is being asked to authorize the Town Administrator to sign the Long Fence proposal to install fencing at Well 7A and Well 7B (West Lakes Neighborhood). Ms. Hynes noted that this cost was omitted from the budget, but security fencing is needed now since the neighborhood has started to build up around that area. The quote is approximately \$20,000 for both fences; funding would come from the contingency fund.

Vice-Mayor Graham asked if signs would be installed after the fencing is in place; Ms. Hynes confirmed that proper signage will be installed.

Following discussion about the cost of the proposal, Staff was asked to get another quote.

### **EXECUTIVE SESSION**

Vice-Mayor Graham moved that **the Round Hill Town Council recess its open meeting and convene a closed session to discuss and consider the acquisition of real property interests for utility projects, as authorized by Virginia Code Section 2.3-3711 (A) (3), with the Town Administrator and Town Attorney attending.** Councilperson Howe seconded the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote was recorded as follows:

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

The Mayor and Council went into closed session at 9:24 p.m. The closed session was held in the conference room on the second floor of the Town Office. The Mayor and Council returned to the Council Chamber at 9:46 p.m. Ms. Hynes left the meeting at this time. Vice-Mayor Graham moved **the Round Hill Town Council adjourn its closed session and reconvene its open meeting.** Councilperson Howe seconded the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

Vice-Mayor Graham moved to **adopt Resolution 2021-06 to certify that only those matters identified in the motion to convene the closed session were discussed.** Councilperson Howe seconded the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael Hummel	Aye
Paula James	Aye
Mary Anne Graham	Aye

Jesse Howe	Aye
Melissa Hoffmann	Absent

Vice-Mayor Graham moved that **the Round Hill Town Council authorize the Town Attorney, Town Administrator, and Mayor to make an offer to the Round Hill Owners Association to purchase the necessary easements and fee simple property required to build and operate Well D, also known as RND-D, and to build an expansion of the Evening Star Treatment Plant.** Councilperson Hummel seconded 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
Paula James	Aye
Mary Anne Graham	Aye
Jesse Howe	Aye
Melissa Hoffmann	Absent

#### TOWN COUNCIL COMMENTS

Councilperson Hummel reported that the Planning Commission has made good progress on the Intent to Amend for the Boundary Line Adjustment on the west side of Town. He noted the Planning Commission is in agreement with the schedule the Town Council laid out. Councilperson Hummel suggested the Town Administrator talk to the Mayor about process issues raised by a member of the Planning Commission.

Councilperson James also asked if the \$2,000 had been sent for the Scout Project. Councilperson Hummel said that Ms. Hynes sent an explanation to the Friends of the Blue Ridge, but he did not know what the outcome was.

Mayor Ramsey said that the Coalition of Loudoun Towns (COLT) did not meet, so he had nothing to report since their last meeting. The Mayor thanked Mollie McNally for her work this summer.

#### MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:46 p.m.

Respectfully submitted,  
Scott T. Ramsey, Mayor

CERTIFIED:



Harriet West, Town Clerk

APPROVED: January 19, 2022