

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
July 6, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, July 6, 2022 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. Instructions for participating remotely were provided on the meeting agenda.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Jesse Howe (participated remotely)  
Michael Hummel  
Paula James  
Sean Lloyd

**Others Present**

Council-appointee Isaac Pacheco (participated remotely)

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Robert (Rob) Lohr, Project Manager (participated remotely)  
Bobby Lohr, Town Planner  
Marty Feltner, Utility Supervisor (participated remotely)  
Maureen Gilmore, Town Attorney (participated remotely)

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:33 p.m.

**PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led the Pledge of Allegiance.

**ROLL CALL**

Roll Call was held. Mayor Ramsey noted that Vice-Mayor Graham and Councilpersons Hummel, James, Lloyd, and himself were physically present, constituting a quorum. Councilperson Howe participated remotely. Council-appointee Pacheco also participated remotely; Mayor Ramsey noted Mr. Pacheco had not been sworn in yet and therefore could not vote but that he was welcome to participate in any discussions.

**PUBLIC COMMENTS**

There were no comments from the public.

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

Vice-Mayor Graham moved to **adopt the agenda with the addition of a new item, “Disclosures.”** A discussion ensued about making this a permanent change to the agenda; Mayor Ramsey suggested this could be included on future agendas, after the Adoption of the Agenda. He explained this would be a standing item where anyone can disclose any meetings or contacts they have had relevant to any items on the agenda, or if they have any conflicts or perceived conflicts with an agenda item. Councilperson Hummel seconded the motion. Councilperson Hummel asked if there would still be a Closed Session; Mayor Ramsey confirmed that there would be. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

### **DISCLOSURES**

Vice-Mayor Graham stated that she has been on the Appalachian Trail Festival Committee for several years and coincidentally the individuals who are involved in the sale for the large reservoir, or would like to be, are some of the principals of the committee. She said they have all worked together closely and she was not aware of any discussions or conflicts regarding the large reservoir, but she wanted to bring it to the Council’s attention. Councilperson Lloyd said that this applied to him as well. Mayor Ramsey stated that this did not rise to the level of a conflict of interest, but it was more informational.

### **APPROVAL OF MINUTES**

#### **1. April 20, 2022**

Vice-Mayor Graham noted a correction on line 266, “task” should be “tasks.” Vice-Mayor Graham moved that **the minutes be adopted as corrected.** Councilperson Lloyd seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

### **BUSINESS ITEMS**

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

Vice-Mayor Graham reported on the following:

- The construction plan revision for Well-D has been submitted to Loudoun County.
- The environmental report for the South Tank has been submitted to the Virginia Department of Health.
- Goose Creek Water Plant is back in operation, but East Coast Utilities still has work remaining to do to improve piping at the facility.
- Emery & Garrett Groundwater Investigations (EGGI) was on site in June to visit the Stoneleigh wells and to investigate other potential well sites.

Ms. Hynes provided an update on the recent water theft incident and noted she is awaiting payment of the fine from the company. Mr. Feltner explained that some of the hydrants have locks on them to prevent water theft. Ms. Hynes stated that she is awaiting the report regarding the fire hydrant inspections.

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

Mr. Rob Lohr reported on the following:

- The contractor will be doing additional stabilization work on Main Street and Loudoun Street and then begin working on the underdrain and storm piping on Main Street.
- Concrete work, curbs, and aprons are scheduled for the week of July 18, with individual tie-ins and transitions following that.

Mr. Rob Lohr responded to questions about the retaining walls, stabilization for the bump outs, the replacement of fencing at properties on Main Street, and scheduling of final paving in August.

## **ACTION ITEMS**

### **1. CPAM-2022-01 Future Land Use Map – Central Commercial District**

Mayor Ramsey explained that the Council had discussed the business district at previous meetings and directed Staff to come back with a simplified Resolution and Scope of Work for the Planning Commission to amend the Future Land Use Map.

Ms. Hynes reviewed the modified Scope of Work, the area under consideration (10 parcels on Main Street), and the proposed six-month timeline. Vice-Mayor Graham reiterated that she is opposed to including the properties on the East side of Main Street on the basis that the Planning Commission already looked at this many years ago. Mayor Ramsey explained that the Planning Commission has the discretion to recommend excluding any of the properties based on their opinion.

Council-appointee Pacheco asked what was driving the interest in expanded commercial use in the core area of Town. Mayor Ramsey explained that the purchaser of 22 Main Street asked the Council to consider enabling the commercial use of the property as a doctor's office. The impetus is a property owner who wants to convert to commercial zoning but cannot do so under the current Comprehensive Plan. The Town decided not to do "spot" zoning on an individual basis but rather to evaluate the entire corridor; therefore, this is being referred to the Planning Commission to look

at some or all of the properties in this area and to determine if they should be considered future commercial.

Councilperson Hummel moved that **the Round Hill Town Council adopt Resolution No. 2022-06: Intent to Amend the Comprehensive Plan Future Land Use Map with the attached Scope of Work and Draft Map Amendment as presented.** Councilperson Lloyd seconded the motion. Councilperson Howe reiterated his concern for the surrounding residential properties on High Street, Main Street, and Church Street. A vote was held; the motion was approved 4-1, with Vice-Mayor Graham opposed. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Nay
Jesse Howe	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

## **2. Replacement of Waste Water Treatment Plant Tertiary Filters**

Ms. Hynes presented this item. The Council is being asked to approve a proposal from Aqua-Aerobic Systems Inc. (AASI) to replace the tertiary filters at the Wastewater Treatment Plant. This project was discussed during the FY 2023 budget season and funding was approved in June 2022. Ms. Hynes explained that the filters are custom made and that it will take nine months to one year to fabricate them. She noted that the quote of \$568,880 is for the equipment only and does not include installation. Mr. Feltner explained that the new tanks will be made of stainless steel and will last longer than the carbon steel tanks currently in use.

Vice-Mayor Graham moved that **the Round Hill Town Council direct the Town Administrator to approve the AASI proposal, with a total price of \$568,880.** Councilperson Hummel seconded the motion. Vice-Mayor Graham asked if the motion should specify that this is for the equipment only and does not include installation. Mayor Ramsey noted that the motion is to approve the proposal, which is for the equipment only. A voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Jesse Howe	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

## **REPORTS**

Ms. Hynes reported that she attended the County's Rural Town Hall meeting and that Vice-Mayor Graham and Councilperson Hummel were in attendance as well. A discussion ensued about the meeting, including the County's plan for drone camps and the status of White's Ferry.

Mayor Ramsey asked for an update on the status of the lights at the tunnel. Mr. Bobby Lohr reported that the meter is being installed this week and he is meeting with the security company to go over the designs and quote for the security system; he confirmed that the installation of the cameras and lights will be completed over the next couple of months.

Mayor Ramsey asked about the status of the boat launch. Ms. Hynes reported that it has been delivered and that she is working with the County so she can move forward with having it installed.

Councilperson Hummel asked about the design for the new Town signs. Ms. Hynes stated she will move forward with finalizing the design.

Councilperson James asked if the Town's mowing/landscaping contractor will maintain the grass that is planted in the bump outs on Loudoun and Main Streets; Ms. Hynes explained that this will be the residents' responsibility. A discussion ensued about the reinstallation of fences on Loudoun and Main Streets. Mr. Rob Lohr reported that Long Fence will be replacing fences if requested by the property owner.

Mayor Ramsey reported there will be three new members of the Coalition of Loudoun Towns (COLT). Mayor Simpson of Hamilton has retired and Mayor Fraser of Purcellville and Mayor Fontaine of Lovettsville are not running for re-election. COLT's main focus has been on the County's rewrite of the Zoning Ordinance.

## **TOWN COUNCIL COMMENTS**

Councilperson Hummel asked if there would be a second meeting in August; Mayor Ramsey suggested cancelling the second meeting. Following discussion, the Council agreed to cancel both meetings in August.

Vice-Mayor Graham noted that since there are no new availability fees coming in, the Council should discuss this in the fall and plan ahead. Mayor Ramsey stated that the Water Rate Study will need to be updated this fall/winter since the utility operating budget has grown faster than the rate study predicted and capital projects are coming in at a higher cost. Mayor Ramsey said he would update the Water Rate Study after the FY 2022 audit is completed. Ms. Hynes said the audit is scheduled to be presented to the Council in November. Ms. Hynes also reported that the Town's utility engineer will be doing monthly onsite inspections of the Town's utility facilities beginning in July to help identify capital projects in advance. Mayor Ramsey said it is likely the Council will need to increase the water/sewer rates; however, he emphasized that Round Hill still has the lowest rates of all the towns in Loudoun County.

### **CLOSED SESSION**

Vice-Mayor Graham moved that **the Round Hill Town Council go into Closed Session as authorize by Virginia Code, Section 2.2-3711(A)(3), discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, with the Town Administrator, Town Attorney, Town Project Manager, Utility Supervisor, and Council-appointee Isaac Pacheco invited to attend.** Councilperson James seconded the motion. A voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

The Council went into Closed Session in the Council Chambers at 8:57 p.m. and resumed its open meeting at 9:25 p.m. Vice-Mayor Graham moved **to certify that while in closed session, the Town Council only discussed those matters that were the subject of the motion to go into Closed Session.** Councilperson James seconded the motion. A voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

### **MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: September 7, 2022