

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
June 1, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, June 1, 2022 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill, Virginia. Instructions for participating remotely were provided on the meeting agenda.

**Council Members Present**

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

**Staff Members Present**

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

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:35 p.m.

**ROLL CALL**

Roll Call was held. Mayor Ramsey noted that Vice-Mayor Graham and Councilpersons Howe, Hummel, James, Lloyd, and himself were present in person, constituting a quorum. There was one seat vacant.

**PUBLIC HEARING**

**1. FY 2023 Town Budget, Rates, Charges and Fees**

Ms. Hynes stated that the legal notice for this hearing was published in *Loudoun Now* on May 19 and May 26; the budget was also posted on the Town's website and a copy was available at the Town Office. Staff members have not received any comments or questions from the public on the proposed budget.

Mayor Ramsey opened the public hearing on the FY 2023 Town Budget, Rates, Charges, and Fees at 7:36 p.m. and called for comments from the public or Council Members; hearing none, he closed the public hearing at 7:36 p.m. The Mayor noted that this will be before the Council for action at the next meeting on June 15, 2022.

## **PUBLIC COMMENTS**

**Kunal Shah**, 22 West Loudoun Street, asked the Mayor and Town Council to consider an amendment to the Comprehensive Plan to rezone 22 Main Street, likely to B2 (Neighborhood Business), for a medspa. Ms. Shah stated there is already a commercial establishment on this property (Etc.) and there are other commercial properties in the immediate area.

Ms. Hynes explained the process for amending the Comprehensive Plan and rezoning the property. Mayor Ramsey stated the property is not in the Comprehensive Plan for future commercial. The accessory structure is a grandfathered use and continued commercial use for retail is already covered, if there is a change of use, then it may need to go through the site plan process. Ms. Shah is requesting that the entire property be rezoned for commercial use.

Following discussion, staff was directed to come back to the Council with a draft Statement of Work outlining the parameters for the Planning Commission to consider. Once the Statement of Work has been approved by the Council, it will be forwarded to the Planning Commission.

(Due to technical difficulties, there is no audio recording for a six-minute period of this discussion.)

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

Vice-Mayor Graham moved that the agenda be adopted with the following changes: under Business Items, Number 5, add Resolution 2022-03 – Special Election; and under Closed Session, add “to discuss the performance and compensation of a Town employee as authorized by Code of Virginia 1950, as amended; Section 2.2-3711(A)(1).” Councilperson Howe 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

## **APPROVAL OF MINUTES**

### **1. March 2, 2022**

Vice-Mayor Graham noted a correction on page 1, line 39, “Hoffman” should be “Hoffmann.” Councilperson Hummel pointed out an error at the end of line 76, the parentheses need to be closed. Also, on line 192, clarify the bullet that mentions the water line extension by stating the “Water line extension to the Wastewater Treatment Plant.” On line 245, Councilperson Hummel asked for an explanation of why the costs for the Information Technology & Communications line increased if the Town is going paperless for its meeting packets. Following discussion, Mayor Ramsey suggested replacing this with “Costs for the Information Technology & Communications line

increased due to going to a managed service plan and additional software services.” Vice-Mayor Graham **moved that the minutes be adopted as amended.** Councilperson James seconded the motion. There was no discussion. A 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

## **BUSINESS ITEMS**

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

Vice-Mayor Graham was unable to attend the last utility meeting; however, she had several questions for staff:

- Was Visu-Sewer able to determine if there was any inflow from the sewer line? Ms. Hynes stated that Visu-Sewer, the company hired to camera the sewer lines, did not find any sewage going into Goose Creek; however, creek water is getting into the sewer lines.
- Has Emery & Garrett Groundwater Investigations been visiting Round Hill? Ms. Hynes stated that the contract has been signed and she will be working with them to schedule a meeting.

In response to an email that Ms. Hynes sent to the Council, Vice-Mayor Graham stated she had concerns about Beazer watering sod at night. Ms. Hynes stated the reason staff recommended watering at night is because it puts less pressure on the wells. Staff is working with the developer to come up with a plan that allows them to water sod but does not stress the wells.

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

Mr. Rob Lohr reported on the following:

- He is waiting for a completion schedule from Loudoun County.
- The contractor needs to provide a final delivery date for the structure that will be installed at the intersection of Loudoun and Main Streets.
- Most of the upcoming work will be a continuation of the storm sewer installation along Main Street and finishing up along Loudoun Street.

In response to a question from Mayor Ramsey concerning the section of sidewalk connecting Loudoun Street to the Villages, Mr. Rob Lohr explained that the Virginia Department of Transportation (VDOT) rejected its earlier approval of this section of sidewalk citing safety reasons. Since then, the Town has been working with the County to come up with alternatives that

would mimic the Town's gateway feature. Due to overruns the County is trying to keep costs down; a stamped concrete wall that will imitate a rock wall has been suggested for this area.

In response to a question from Councilperson Hummel about a warning sign near the creek where the sidewalk will go; Mr. Rob Lohr explained the sign was put there to notify residents that the water might be contaminated with *E. coli* from the buzzards. The sign was installed at the wrong location and will be relocated.

In response to a question by Vice-Mayor Graham, Mr. Rob Lohr said he was certain the project would not be completed in June. His estimate is that it will be completed in August, assuming the contractor receives all the materials needed to complete the project.

### **3. Discussion of Restoration and Future Use of Civic Lot on Greenwood Drive**

Mr. Rob Lohr presented this item. He stated that the agreement the Town has with the County is to make certain that the lot that is being used as the staging area for the Franklin Park/Main Street construction work is restored to its original condition when it is no longer needed. Ms. Hynes suggested that instead of restoring the grass, the lot could be converted to a multi-purpose parking lot to be used by people using the park or for Town events. Staff asked Council for feedback on options for this lot. Mayor Ramsey suggested the portion near the road be used for "park" parking or event parking with the back portion of the lot restored with grass. Councilperson Hummel suggested a path connecting the lot to the trail.

### **4. Draft Water Ordinance Amendments**

Ms. Hynes presented this item. She would like more tangible measures when water conservation measures are called for, such as the ability for her to declare a water emergency administratively and higher rates for excessive usage. Ms. Hynes distributed a report prepared by Mayor Ramsey in 2007 after mandatory water conservation measures were put into place. Mayor Ramsey said the data showed a significant drop in usage after the mandatory measures went into effect. Following discussion, staff will come back with more recent information on water usage and further recommendations for amending the Water Ordinance.

A discussion ensued about the Stoneleigh tank and the process for bringing Stoneleigh into the Town through a future Boundary Line Adjustment (BLA). Ms. Hynes noted that Stoneleigh was not included in the current BLA because there was not a zoning district that the property could be placed in.

### **5. Resolution 2022-03 – Special Election**

Ms. Gilmore presented this item. She explained the process for filling the vacancy created by Councilperson Hoffmann's resignation. She asked the Council for a Resolution to file a Petition for a Writ of Special Election. The election will be held during the General Election on November 8, 2022. Mayor Ramsey stated that the Council can appoint a replacement now, but that person needs to be formally elected in November. The deadline for applications for the vacant seat is June 8.

Vice-Mayor Graham moved that the Town Council adopt Resolution 2022-03: Authorizing the Filing of a Petition for Writ of Special Election and Any Necessary Documents to Fill the Town Council Vacancy Created by Melissa Hoffmann's Resignation. Councilperson Howe seconded the motion. There was no discussion. 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

### ACTION ITEMS

#### **1. Town-County Addressing Agreement**

Ms. Hynes presented this item. The Council is being asked to enter into an Addressing Agreement with Loudoun County for the purpose of maintaining logical addresses for public safety. The proposed agreement specifies that any properties inside the Town limits would be subject to Round Hill's addressing conventions. Mayor Ramsey wanted assurances that the agreement will expand with the Town's boundaries and cover any properties that come into the Town's jurisdiction in the future, after the agreement is signed. The agreement references properties on the tax map. Mayor Ramsey stated he wanted a clause added to the agreement that says if the Town boundary is expanded, any new Town areas would fall under a Town address. A discussion ensued about street numbers; Ms. Hynes confirmed the street numbers will not change.

Councilperson Lloyd moved that the Round Hill Town Council direct the Town Administrator and Town Attorney to work with Loudoun County to finalize the attached Addressing Agreement and authorize the Town Administrator to sign the final version of the Town-County Addressing Agreement after factoring in any potential changes with BLAs. Seconded by Councilperson James. Councilperson Howe asked Councilperson Hummel if he had any concerns about the provisions in the agreement; Councilperson Hummel said his only concern was that the house numbers did not change. A 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

## **2. Hillwood Estates Street Naming Project**

Ms. Hynes presented this item. The Council is being asked to support several actions related to the renaming of streets in Hillwood Estates in collaboration with Loudoun County. Ms. Hynes noted that Loudoun County will be sending letters to all residents affected by the renaming in July or August. Councilmember Hummel asked what if the whole street did not want the name changed; Mayor Ramsey said the County's process will disallow the current names. Ms. Hynes explained that all addresses will follow the same process and will receive the same letter. The County will handle the process for streets outside of the Town as well as those split between the Town and the County. Mayor Ramsey noted that he would want Mosby Court to follow the same process as the other streets in Hillwood Estates. The Mayor suggested a parallel process for the Town to send another letter to those in the Town limits with a list of historical names for them to consider. Ms. Hynes will prepare a list of potential names for the Council to consider at the next meeting. Mayor Ramsey said he wanted to make certain that all streets will go through the same process, including Mosby Court.

Following discussion, Mayor Ramsey asked the Town Administrator to confirm with the County that the house numbers will not change as a result of either the street renaming or Addressing Agreement, both in and out of Town. Councilperson Hummel asked about the five corner lots; Mayor Ramsey noted there are individual lots that will have to change based on the County's emergency ordinance because the driveway is on a different road than the house is numbered on.

## **REPORTS**

Ms. Hynes introduced Bobby Lohr as the new Town Planner.

Mayor Ramsey said there was no Coalition of Loudoun Towns (COLT) meeting. He said the Hometown Festival went well. He reminded the Council that the Appalachian Trail Festival will be held on June 11 at B-Chord Brewery.

## **TOWN COUNCIL COMMENTS**

Councilperson Hummel asked about the status of the gateway signs. Ms. Hynes said she will be working on it. Councilperson Hummel also asked if there was any information about the disposition of the property where the auto repair business was located. Ms. Hynes said the new owner wants to open a French boutique store and has inquired about a Town tax credit for interior work. Mayor Ramsey said she may qualify for a tax credit for historic preservation. Councilperson Hummel asked if the new owner could be approached about a possible shared parking arrangement on the back part of the property; Ms. Hynes said that could be explored.

Councilperson Lloyd expanded on the benefits of Hometown Festival and the resulting goodwill created with the community. He thanked Kim Ramsey for organizing the event.

Councilperson James asked about Well D. Ms. Hynes said she is still waiting for the purchase agreement to be finalized with the Round Hill Owners Association (RHOA) and then the Town can apply for the zoning permits. Ms. Gilmore clarified that the Town can continue with the

process even though the Town does not own the property. The Council discussed the two components of the project – getting the water piped from Well D and renovating the Evening Star Treatment Plant. Mr. Rob Lohr discussed alternative plans that can be used in the interim that will allow the Town to use the water if needed.

Councilperson James asked if there had been any progress with the RHOA for the permit. Ms. Hynes stated that the RHOA signed the right-of-way agreement with Virginia Power and she forwarded this to VDOT.

Vice-Mayor Graham said she was pleased that the Hometown Festival reverted to its pre-Covid format. She commended the Town staff for helping make the festival a success.

Councilperson Howe said that the Hometown Festival was awesome.

### **CLOSED SESSION**

#### **1. Discuss and Consider the Performance and Compensation of a Town Employee as Authorized by Code of Virginia 1950, Section 2.2-3711(A)(1)**

Vice-Mayor Graham moved that **the Round Hill Town Council recess its Open Meeting and convene a Closed Session to discuss the performance and compensation of a Town employee as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711(A)(1) and no one else is invited.** Councilperson Howe 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 at 9:47 p.m. and met in the conference room on the second floor of the Town Office. The Council returned to the Council Chambers at 10:20 p.m. **Vice-Mayor Graham moved that the Round Hill Town Council adjourn its Closed Session and reconvene its Open Meeting and certify that while in Closed Session, only the matter identified in the motion to convene the Closed Session was discussed.** Councilperson Howe 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 10:21 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:

A handwritten signature in blue ink, appearing to read "Harriet West", is written over a horizontal line.

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Harriet West, Town Clerk

APPROVED: September 7, 2022