

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
May 18, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, May 18, 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 (participated remotely)  
Jesse Howe  
Michael Hummel  
Paula James

**Council Members Absent**

Sean Lloyd

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Maureen Gilmore, Town Attorney  
Robert Lohr, Project Manager  
Harriet West, Town Clerk

**Others Present**

Mr. and Mrs. Gerken (participated remotely)

**PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led the Pledge of Allegiance.

**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 Councilpersons James, Howe, Hummel, and himself were physically present, constituting a quorum. Vice-Mayor Graham was participating remotely. Councilperson Lloyd was absent and there was one seat vacant.

**PUBLIC COMMENTS**

Mr. and Mrs. Gerken participated remotely. Mrs. Gerken said she and her husband put in a bid on the property on Tree Crops Lane. She expressed their sincere interest in the property and noted they have done extensive research on the reservoir to make sure it is cared for. She added that they have spent a lot of time in Round Hill. Mrs. Gerken thanked the Council for considering their

proposal and offered to answer any questions in the review process. Mayor Ramsey thanked her for their interest and noted this would be discussed in Closed Session this evening.

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

Vice-Mayor Graham moved that the Council approve the agenda with the addition of the requested easement for Brookfield Homes. Councilperson Howe seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0, with Councilperson Lloyd absent. 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	Absent

### **APPROVAL OF MINUTES**

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

This item was deferred until the next meeting at the request of Vice-Mayor Graham.

### **BUSINESS ITEMS**

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

Ms. Hynes reported that Utility Staff are currently responding to a leak to a service line at Stoneleigh.

Vice-Mayor Graham asked if the Stoneleigh wells were recovering from filling the pool; Ms. Hynes reported that the wells are slowly recovering. Mr. Feltner, the Utility Supervisor, is continuing to monitor the wells, and Stoneleigh management is trucking in water to finish filling the pool. She is working with Stoneleigh management to develop a more formal process for using the Town's system to fill the pool without straining the wells.

Councilperson Hummel said he was contacted by Mark Nelis regarding the status of the Stoneleigh Golf Course being brought into Town through a Boundary Line Adjustment (BLA) and that he referred Mr. Nelis to the Town Administrator. Councilperson Hummel noted that the recent issue of the pool filling came up during his exchange with Mr. Nelis and that, according to Mr. Nelis, they used 30,000 gallons of water to fill the pool rather than 120,000 gallons. Councilperson Hummel noted this will likely not be an issue in the future since it is less expensive to truck water in than pay for Town water. Mayor Ramsey explained the Town is still interested in bringing Stoneleigh Golf Course into Town but that there were too many open questions to include it in the current BLA with the fire station.

A discussion ensued about the amount of water used to fill the pool and the impact on the Town's wells. Mr. Lohr explained that due to the intense spike of usage, chlorine was overfed into the

system. He noted that the Supervisory Control and Data Acquisition (SCADA) system can automate some things but not chlorine, which has to be tested manually. Mr. Feltner has been looking into improvements to the system, including additional SCADA monitoring tools.

Ms. Hynes reported on the following:

- East Coast Utilities is digging the line at the Waste Water Treatment Plant.
- Three fire hydrants have been taken off line due to leaks; they will be repaired by another contractor.
- The contractor has completed the leak detection for the entire system and will provide recommendations for how often the leak detection survey should be conducted.

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

Mr. Lohr reported on the following:

- The contractor has moved half of the crew to Franklin Park to complete work there before Memorial Day.
- Sidewalks and aprons have been completed on most of Main Street.
- The contractor will be installing the 36-inch storm sewer at High Street.
- He is pushing to get the landscaping done on Loudoun Street and to complete the walkway at the Town Sign.

Mayor Ramsey noted that no progress on Franklin Park has been completed in the past several weeks. Mr. Lohr noted that the contractor has been focusing on the Main Street portion of the project.

## **3. Summary of Transition Challenges and Opportunities on Main Street Project**

Mr. Lohr presented this item. The Council is being asked to approve modifications to the original plans to address the current needs and concerns of several property owners impacted by the Main Street Project.

Mr. Lohr explained that 16 of the 29 properties on Main Street have changed ownership in the past several years. He noted that the original engineering designs were approved more than 10 years ago and that some residents now have health and access issues. He further explained that the core area is substantially below grade, which has created flooding issues for many homes. To address that, the Town had two options – lowering the road and all utilities or bringing the road up. Lowering the road would have been substantially more expensive. The more logical design, which was to bring the road up, was discussed with every property owner at length. Now that the sidewalks and grading have been completed, Town staff and the Town's design engineer have been working closely with residents to develop a set of reasonable requests to address residents' concerns about grading, drainage, and access issues. In some cases, residents now prefer to have ramps instead of steps, while others are now requesting steps instead of ramps. The estimated

cost for these requests is approximately \$30,000 and the Town has adequate contingency funds to cover this.

Mr. Lohr stated he has given the Mayor, Councilmember Lloyd, and the Town Administrator a tour of the area and he offered to do so for the other Councilmembers. He noted that the work completed to date is taking 98% of the stormwater away from residents' properties.

Councilperson James asked about the projected costs. Mr. Lohr stated that the costs currently identified are approximately \$30,000; however, he is requesting a budget not to exceed \$75,000 based on the available contingency funds for the project.

Mayor Ramsey stated he toured the properties with Mr. Lohr a few weeks ago and it was very informative. He noted that Mr. Lohr is working with each homeowner on modifications to clean up areas where the plans and reality collide. The Mayor explained the costs for these "add-ons" are negligible and within the contingency budget. A discussion ensued about escalating costs and other issues that may have not been identified yet.

Councilperson Howe moved that **the Council direct the Town Administrator and Project Manager to make the changes outlined in the attached documents. These improvements will be completed under the existing approved CIP budget not to exceed \$75,000.** Seconded by Councilperson Hummel. Mayor Ramsey noted there was no budgetary change, rather it was direction on how to spend the budget. A voice vote was held; the motion was approved 4-0, with Councilperson Lloyd absent. The vote is recorded as follows:

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

#### **4. Request for Easement at West Lake Treatment Plant**

Mr. Lohr presented this item. The Council is being asked to provide direction to Staff regarding the relocation of an easement for a trail at West Lakes. The original easement now has conflicts that were created after the developer (Lerner) built the West Lakes Water Plant and placed a fence, manhole, and hydrant in the easement.

Mayor Ramsey summarized the staff report and noted that to build the trail under a new joint agreement on where the trail should go, the Town would have to grant an additional sidewalk easement. The Town Attorney and engineers have prepared the new easement; however, there are portions of the old easement that are no longer needed and may need to be vacated. Mayor Ramsey said the end goal is to get the trail network built. After further discussion, the Council provided the following direction to Staff:

- Reach a cooperative agreement with Brookfield Homes and bring the final formal package back to Council for approval.
- The Town will not seek compensation for the easement.
- The preference is to vacate the unused, old easement, but this is not crucial.
- Include visual protection/warning about the manhole and fire hydrant (bollards with reflection were recommended).

## **REPORTS**

There were no questions about Ms. Hynes' weekly report.

Mayor Ramsey stated he has been focused on the Hometown Festival over the past two weeks. He reminded the Councilmembers about riding in the parade on the Town truck.

Ms. Hynes reported that she has received one application for the Town Council vacancy; the deadline is June 8.

## **TOWN COUNCIL COMMENTS**

Vice-Mayor Graham thanked Mr. Lohr for assisting home owners on the Main Street project.

Councilperson James asked if the sewer line had been inspected yet; Ms. Hynes reported that the work had been completed and that a couple of small leaks into the sewer line were found. Ms. Hynes stated she will provide the information to Loudoun County. Mr. Lohr said he is working with the County and the Round Hill Owners Association on installing signs at key points along the creek alerting residents to the presence of *E. coli* from vultures.

## **CLOSED SESSION**

### **1. Discuss and Consider the Disposition of Real Property**

Councilperson Hummel moved that **the Round Hill Town Council recess its Open Meeting and convene a Closed Session to discuss the disposition of real property, specifically a reservoir, as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711(A)(3) with the following attendees: the Town Administrator, Town Attorney, Project Manager, and Town Clerk.** Seconded by Councilperson James. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilperson Lloyd absent. The vote is recorded as follows:

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

The Mayor, Councilmembers, Town Administrator, Town Attorney, Project Manager, and Town Clerk went into Closed Session in the Council Chambers at 9:09 p.m. They came out of Closed Session at 9:48 p.m.

Councilperson Hummel moved **that the Round Hill Town Council adjourn its Closed Session, 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.** Seconded by Councilperson Howe. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilperson Lloyd absent. The vote is recorded as follows:

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

Councilperson Hummel moved **to certify that while in Closed Session, to the best of each member's knowledge, the Round Hill Town Council discussed only those matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such matters identified in the motion by which the Town Council convened the Closed Session.** Seconded by Councilperson Howe. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilperson Lloyd absent. The vote is recorded as follows:

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

#### MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:49 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: July 20, 2022