

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
January 3, 2024**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, January 3, 2024 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 Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Dan Brzezynski
Paula James
Sean Lloyd
Isaac Pacheco

Council Members Absent

Councilmember-elect Jim Maulfair

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Maureen Gilmore, Town Attorney (participated remotely)
Rob Lohr, Project Manager
Cathy Owens, Treasurer
Bobby Lohr, Town Planner
Harriet West, Town Clerk (participated remotely)

CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led the Pledge of Allegiance.

ROLL CALL AND REMOTE PARTICIPATION

Roll Call was held. Mayor Ramsey, Vice-Mayor Graham, and Councilpersons Brzezynski, James, Hummel, Lloyd, and Pacheco were physically present constituting a quorum. Councilperson-elect Jim Maulfair was absent.

PUBLIC COMMENTS

Michelle Roberts, 5 McCauley Lane, spoke about the pedestrian safety issues at Locust Street and Loudoun Street. Mayor Ramsey noted this is on the Council's agenda this evening.

ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Vice-Mayor Graham moved **that the agenda be adopted**; seconded by Councilperson Pacheco. 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>
Dan Brzezynski	Aye
Mary Anne Graham	Aye
Paula James	Aye
Sean Lloyd	Aye
Jim Maulfair	Absent
Isaac Pacheco	Aye

DISCLOSURES

There were none.

APPROVE MINUTES

1. November 1, 2023

Vice-Mayor Graham moved **that the minutes be approved**; seconded by Councilperson Brzezynski. 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>
Dan Brzezynski	Aye
Mary Anne Graham	Aye
Paula James	Aye
Sean Lloyd	Aye
Jim Maulfair	Absent
Isaac Pacheco	Aye

BUSINESS ITEMS

1. Safety Issues – South Locust Street and West Loudoun Street

Mr. Bobby Lohr presented this item. He provided information regarding safety issues at the intersection of West Loudoun Street and Locust Street including a damaged grate and an unmarked crosswalk. He also reviewed steps that have been taken over the past two years. The Virginia Department of Transportation (VDOT) 2023 study identified major challenges and included two options – relocating the drainage inlet or offsetting the crosswalk. The American Council of the Blind of Virginia provided information about reported safety concern for this intersection to VDOT in September 2023. The Town does not have authority over roadways within the Town limits. Further VDOT studies may be required to understand the redesign of the stormwater drainage infrastructure. Ms. Hynes reported that the County looked into this issue in 2021. Mayor Ramsey suggested a joint letter from the Town and the County to get VDOT to include this in their capital plan. Staff will work with Supervisor Kershner’s office on this issue.

Mayor Ramsey noted that moving the culvert and storm drains would be expensive and would not happen quickly; any changes would have to meet VDOT’s standards. A discussion ensued about the possibility of moving the landing and crosswalk to the west of the drainage inlet. Mr. Bobby Lohr will look into this further. He will report back to the Council and keep Ms. Roberts updated.

2. FY 2025 Budget Introduction

Ms. Hynes presented this item. She presented the draft budget meeting schedule and items to be discussed including the general fund operating and capital budget, the utility fund operating and capital budget, and the rates/fees. The goal is to have the FY 2025 Budget adopted by mid-May. The main Capital Improvement Plan (CIP) Projects are the Airmont Water Tank and the Evening Star Treatment Plant. Ms. Hynes identified four additional utility CIP Projects:

1. Feasibility Study for Stoneleigh
2. Supervisory Control and Data Acquisition (SCADA) system modernization (radio to cellular)
3. Meter maintenance/replacement
4. Well rehabilitation based on forthcoming recommendations from Emery & Garrett Groundwater Investigations (EGGI).

Staff explained that there are approximately 700 water meters that are not being picked up by the new Neptune 360 Gateways, either due to interference with other communications equipment on the Evening Star Tank and the need to uncover or replace some of the meters. A discussion ensued about the accuracy of the older meters and options for replacing them. Ms. Hynes emphasized that all the meters are being read, but not all of them are being picked up by the new Advanced Metering Infrastructure (AMI) system due to communication or maintenance issues. Mayor Ramsey suggested focusing on getting the antennas to read the new system correctly.

Staff will present the first round of budget documents at the next meeting. Ms. Hynes offered to meet with any of the Council Members one-on-one to go over the budget and CIP projects. Mayor Ramsey asked staff to be prepared with information and recommendations for the merit pool and Cost of Living Adjustment (COLA). The Mayor said he will revisit the rates based on the audit, the County's promise of \$4 million, possible adjustments for water conservation, and a review of the CIP projects.

ACTION ITEMS

1. Southern Greenway Pedestrian Improvements – Phase 1 Final Design – 30% Design

Ms. Hynes introduced Shelby Olsen, Stantec Consulting Services. The Council is being asked to approve a proposal from Stantec for engineering services for the Southern Greenway Pedestrian Improvements at a cost not to exceed \$237,770. Ms. Hynes explained that the total cost of engineering over the life of the project could be upwards of \$800,000 for full design, acquisition, permitting, and project management. The 30% Design will provide the Council with a full plan and cost estimate for construction.

Ms. Olsen reviewed the work that would be covered under the proposal. She and Town staff responded to questions from the Council about the type of pipe to be used, purchasing phosphorus credits, and the purchase of easements. Ms. Olsen explained that the 30% Design Plan starts the VDOT review process and buy-in on the waivers. Ms. Olsen said she is confident that VDOT will approve the project. Mayor Ramsey stressed the need to start the easement and right-of-way acquisition process early on. Ms. Hynes stated she is asking the Council to approve the contract with Stantec tonight to develop a full set of plans. The Council discussed concerns for getting VDOT approval and resident buy-in. Councilperson Brzezynski noted that, based on his experience, the survey costs seemed high. Following further discussion, Ms. Hynes said that staff

will review the survey cost with Councilperson Brzezynski and come back to the Council with more information. Mayor Ramsey stated the Council is committed to the project and needs to keep the momentum going.

2. Mandatory Water Conservation Update

Ms. Hynes and Mr. Bobby Lohr presented this item. Key discussion points included:

- The downward consumption trend continued for the entire November/December billing cycle. The median consumption was 111 gallons per day (GPD) and the average was 119.4 GPD. There were only 25 accounts with more than 300 GPD.
- Production at one of the wells at Goose Creek declined due to a mechanical problem; the pump has been replaced and production increased from 20 gallons per minute to up to 90 gallons per minute.
- When Well D comes online the Town will have emergency backup.
- Staff are continuing to monitor for leaks using Neptune 360 and notifying customers.

Ms. Hynes recommended ending Mandatory Water Conservation and moving to Voluntary Water Conservation. She also requested that the Council authorize staff to move to monthly billing to allow customers to track their consumption on a monthly basis. Staff will work with the Town Attorney to review the ordinances and schedule a public hearing.

Following discussion, Mayor Ramsey called for a straw vote about staying in Mandatory Water Conservation or going to Voluntary Water Conservation. Councilpersons James, Lloyd, and Brzezynski were in favor of going to Voluntary; Vice-Mayor Graham was in favor of staying in Mandatory. Following further discussion, Vice-Mayor Graham moved **to go from Mandatory to Voluntary subject to a staff report on Well D being available**; seconded by Councilperson Pacheco. A discussion ensued about when and how Well D can be used for non-emergency purposes. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Dan Brzezynski	Aye
Mary Anne Graham	Aye
Jim Maulfair	Absent
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

The Council discussed monthly billing, which will require a public hearing for a change to the fee schedule. Ms. Hynes explained the process for meter reading and billing. Vice-Mayor Graham moved **that the Council approve monthly utility billing starting March 2024**; seconded by Councilperson Lloyd. There was no discussion. A vote was held; the motion was approved 4-1. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Dan Brzezynski	Aye
Mary Anne Graham	Aye

Jim Maulfair	Absent
Paula James	Nay
Sean Lloyd	Aye
Isaac Pacheco	Aye

3. Appoint Town Council Representative to Planning Commission

Vice-Mayor Graham moved **to appoint Isaac Pacheco to the Planning Commission**; seconded by Councilperson James. There was no discussion. A voice vote was held; the motion was approved 4-0-1. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Dan Brzezynski	Aye
Mary Anne Graham	Aye
Jim Maulfair	Absent
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Abstain

4. Appoint Vice-Mayor

Councilperson Pacheco moved **to appoint Mary Anne Graham as Vice-Mayor of the Town Council**; seconded by Councilperson Brzezynski. There were no other nominations. A voice vote was held; the motion was approved 4-0-1. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Dan Brzezynski	Aye
Mary Anne Graham	Abstain
Jim Maulfair	Absent
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

REPORTS & UPDATES

1. Well D, Evening Star Water Treatment Plant, and Airmont Water Tank

Mr. Rob Lohr reported that he worked with staff and contractors over the holidays to pull samples for Well D. Once Well D is completed, they will begin working daily on the Airmont Water Tank and the Evening Star Water Treatment Plant. In response to a question from Councilperson Pacheco, Mr. Rob Lohr explained that the new trail from Yatton Road to West Lakes is an emergency access road required by proffer between the County and Brookfield Homes. Staff will provide additional information on the Lerner parcels at a future meeting.

2. Staff Report

Mr. Bobby Lohr gave an update on Planning Commission items including the Mystic Lane project, the 12-acre commercial parcel, a rezoning for 28 Main Street, and the Boundary Line Adjustment Western Area Plan.

TOWN COUNCIL COMMENTS

Councilperson James asked about the budget overview; Ms. Hynes noted that the line item for SCADA is over budget.

Councilperson Lloyd reported that the Round Hill Appalachian Arts Show begins in February and goes through March 10. The Appalachian Trail Festival is scheduled for June 8; there is no new chairperson yet.

Councilperson Pacheco thanked staff for assisting a high-water user in Lake Ridge Estates. The customer discovered a malfunctioning irrigation system installed by a contractor; the problem has been fixed and their bill has gone down significantly.

Vice-Mayor Graham encouraged the Council Members to attend the quarterly meetings at the Western Loudoun Sheriff's Station. She will forward the emails she receives from the Loudoun County Sheriff's Office.

Mayor Ramsey said he attended the Coalition of Loudoun Towns (COLT) holiday party and noted that the County has approved the zoning ordinance amendment. He will be updating the rate model for the upcoming budget discussions. He complimented staff on getting the interior of the Town Office painted.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:57 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



Harriet West, Town Clerk

APPROVED: January 7, 2024