

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
November 16, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, November 16, 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  
Michael Hummel (participated remotely)  
Paula James (participated remotely)  
Sean Lloyd  
Isaac Pacheco

**Council Members Absent**

Jesse Howe

**Staff Members Present**

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

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:34 p.m.

**PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led the Pledge of Allegiance.

**ROLL CALL**

Roll Call was held. Mayor Ramsey, Vice-Mayor Graham, and Councilpersons Lloyd and Pacheco were physically present, constituting a quorum. Councilperson Hummel and James participated remotely. Councilperson Howe was absent.

**PUBLIC COMMENTS**

There were none.

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

Vice-Mayor Graham moved that **the agenda be adopted**. 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:

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

### DISCLOSURES

There were none.

### APPROVAL OF MINUTES

#### **1. September 21, 2022**

Vice-Mayor Graham noted the following corrections:

- Page 4, line 150 – delete the extra “that”.
- Page 6, line 229 – add that “incentive” is referring to a “reduced tap fee”.

Councilperson Hummel asked that the reference to “East Option” on page 5 be clarified; staff will change this to “East Side of Airmont Road”.

Vice-Mayor Graham moved that **the minutes be approved as amended**. Councilperson Pacheco 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	Absent
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

### BUSINESS ITEMS

#### **1. Franklin Park Trail & Main Street Update**

Mr. Rob Lohr reported on the following:

- He participated in the walkthrough of Main Street and Loudoun Street yesterday with the contractor and County staff.
- The contractor has completed most of the punch list items except for installing railings, completing concrete repair work, and adjusting the heights of two fire hydrants.
- The Town will have a drone operator video the final project after everything is completed so the Council and community have a before and after comparison.
- The new drainage grates will be installed within the next couple of weeks. The Town will pay for replacing the grates.

Vice-Mayor Graham read Resolution 2022-09: Recognition of Service & Management of the Main Street Enhancement and Franklin Park Trail Project to honor Project Manager Robert Lohr. Councilperson Pacheco seconded the Resolution. 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	Absent
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

Mayor Ramsey presented Mr. Lohr with several commemorative items and a copy of the Resolution. Mr. Lohr thanked the Mayor and Council for the honor to serve on this project. Mayor Ramsey thanked Mr. Lohr for the individual attention he gave each resident to understand their concerns and connect on a personal level.

## **2. Evening Star Treatment Plant & Well D Update**

Mr. Rob Lohr reported on the following:

- He is working with staff, the Town Attorney, and Town Engineer on multiple things simultaneously, including the fee-simple purchase of the property from the Round Hill Owners Association, a Boundary Line Adjustment (BLA), and designing the facility.
- The Evening Star Treatment Plant will replace the existing facility built by the developer. The new facility will be needed to provide additional water treatment capacity.

## **3. Airmont Water Tank Update**

Mr. Lohr reported on the following:

- He is working with staff on moving the project forward based on the timelines for the County permits and loan requirements.
- Costs have increased significantly for concrete and steel and additional funding will be needed.

Mayor Ramsey suggested getting costs for a temporary bladder tank, rather than waiting several years for the new tank to come online, so maintenance on the Evening Star Tank can be completed. Mr. Lohr said they are looking at other options for the new tank to keep the costs down. Mayor Ramsey asked if the loan for the new Airmont tank can be used for the Evening Star Plant instead; Mr. Lohr said there may be a mechanism to do this and staff will look at different funding options.

In response to a question from Councilperson Pacheco, Mr. Lohr explained that they are looking at clearing the site and installing the access road, pad site, and fencing, then building the tank at a later date when hopefully construction costs are more reasonable. The Town has asked the County for a letter of determination to see if this is sufficient to show progress under the current special

exception permit. Mr. Lohr also noted the construction limitations between April and November due to federal requirements protecting the long-eared bat.

Vice-Mayor Graham asked about the figure of \$12,000 to purchase nutrient credits for Well D project; Mr. Lohr stated that was calculated using an engineering formula based on pounds and the working area that will be disturbed.

Mr. Lohr responded to additional questions from the Council about the process for getting quotes for the tank, the timeframe for clearing the tank site by April 2023, the County's requirement to install monitoring wells for turbidity during construction, and maintenance on the Evening Star Tank and the possible utilization of a temporary tank.

#### **4. Utility Department Update**

Vice-Mayor Graham stated she had nothing new to report.

#### **5. Draft 2023 Town Council Meeting Schedule**

Mayor Ramsey noted that the proposed meeting schedule is based on the current practice of meeting on the first and third Wednesday of the month; the Council Members agreed to continue with this schedule.

Following discussion, Vice-Mayor Graham moved **to adopt the calendar as presented with the following changes: the August 2, 2023; August 16, 2023; and December 20, 2023 meetings are cancelled subject to provisional meetings if necessary.** Councilperson Hummel 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	Absent
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

#### **ACTION ITEMS**

##### **1. Consider Approval of Contract for Town Office Siding & Gutters**

Ms. Hynes presented this item. The Council is being asked to approve the contract for Town Office siding and gutters.

A discussion ensued about the gutters, the German style profile for the siding, and shutter options. The Council agreed to postpone action on this item until Councilperson Hummel, Vice-Mayor Graham, and the Town Administrator are able to get additional information about the siding options to bring to the Council, and costs for the shutters and gutters. Vice-Mayor Graham stated she is against removing the door and replacing it with a window. The other Council Members supported replacing the door with a window and adding shutters.

## **2. Appoint New Town Treasurer**

Mayor Ramsey presented this item. The Council is being asked to appoint a new Town Treasurer due to the retirement of the current Treasurer, Sue Holland. Ms. Hynes confirmed that the new Treasurer, Cathy Owens, is bonded through the Town's insurance provider.

Vice-Mayor Graham moved **to adopt Resolution 2022-10, presented November 16, 2022: Appointment of the Town Treasurer Pursuant to Round Hill Town Charter. Now Therefore, Be it Resolved, that the Round Hill Town Council hereby appoints Cathy Owens, as the Town Treasurer, effective November 16, 2022.** Councilperson Lloyd seconded the motion. Ms. Hynes noted Ms. Holland's last day is December 16, 2022. A discussion ensued about the Town Holiday Party and staff recognition on December 14. 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	Absent
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

## **REPORTS**

Mayor Ramsey gave an update on the Water Rate Study. He has been looking at tiered water rates for other towns and his preferred model for encouraging water conservation is Hamilton, which is based on 800 gallons per month (approximately 130 gallons of water per day). The rate above this amount is significantly higher. The Mayor discussed the possible effect of tiered rates on usage and noted that analysis would be addressed in the study, as well as how to handle commercial, institutional, and multi-family users. He noted that tiered rates are more complicated than the current flat rate. He will complete the rate study after he receives the audit and the CIP budget.

Mayor Ramsey reported that Round Hill will be hosting the December Coalition of Loudoun Towns meeting at Savoir Fare. The former mayors have been invited to attend, as well as the recently elected mayors. Mayor Ramsey asked staff to put together a display with the former mayors and their dates of service.

## **TOWN COUNCIL COMMENTS**

Councilperson Lloyd reported that the Round Hill Outdoors Committee will be meeting on Thursday, November 17.

Vice-Mayor Graham reported on the following:

- She will not be at the December 16 meeting.
- The Utility Billing Administrator showed her the changes Councilperson Lloyd made to simplify the billing system.

Councilperson Pacheco said several residents contacted him about safety issues at the intersection of Hill High and Rt. 7 and asked the Council to provide input to the County and the Virginia

Department of Transportation. A discussion ensued about potential safety measures for that intersection.

Councilperson James asked if the County has selected a site for the new community center; Ms. Hynes said that the site has not been selected yet. Mayor Ramsey stated that the Town provided information to the County confirming the Town has the capacity to provide water to the new recreation center if it is located at Franklin Park. He explained that this is based on Well D and the Evening Star Treatment Plant coming online and noted that the fire flow would meet the minimum standards.

Mayor Ramsey asked Councilperson James how she is doing; she stated she is feeling better every day and recovering from her recent accident.

Councilperson Hummel stated he was glad Councilperson James is doing well and he congratulated Councilperson Pacheco on winning his election.

Mayor Ramsey reminded everyone about the Tree Lighting on Saturday, December 3 at 4:30 pm. in the Town Park. There will be a free dinner afterwards at the fire department.

### **CLOSED SESSION**

Vice-Mayor Graham move that **the Round Hill Town Council recess its Open Meeting and convene a Closed Session to discuss the disposition of real property, specifically four parcels of vacant land in the Blue Ridge District, 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, Town Planner, and Town Clerk.** Councilperson Pacheco seconded the motion. There was no discussion. 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	Absent
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

The Mayor, Council Members, Town Administrator, Town Planner, and Town Clerk convened in Closed Session at 9:33 p.m. in the Council Chambers. The Town Attorney participated remotely.

The Mayor and Council reconvened the Open Meeting at 10:01 p.m. Vice-Mayor Graham moved that **the Round Hill Town Council adjourn its Closed Session and reconvene its Open Meeting. I further move 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.** Councilperson Hummel 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	Absent
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

**MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 10:02 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: January 4, 2023