

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
November 2, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, November 2, 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
Michael Hummel
Sean Lloyd

Council Members Absent

Paula James
Isaac Pacheco

Staff Members Present

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

CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:35 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 Howe, Hummel, and Lloyd were physically present, constituting a quorum. Councilpersons James and Pacheco were absent.

PUBLIC COMMENTS

There were none.

ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Vice-Mayor Graham moved that **the Council adopt the agenda, along with the following changes: move Recognition of Pete Gray Contribution up to Item 5 and add a Closed Session at the end, Item 11, regarding Personnel Matters.** Councilperson Lloyd seconded the motion.

There was no discussion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

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

RECOGNITION OF PETE GRAY CONTRIBUTION TO TOWN HISTORY

Vice-Mayor Graham read Resolution 2022-08: Recognizing Edward (Pete) Gray's Service to the Round Hill Community. Councilperson Lloyd seconded the Resolution. There was no discussion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

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

The Mayor and Councilmembers shared their appreciation for Mr. Gray's contributions to the Town, including the donation of his collection of historical photos and tools. Mayor Ramsey presented the Resolution to Mr. Gray. The Mayor requested that staff include a history roundtable discussion at the Hometown Festival.

DISCLOSURES

There were none.

APPROVAL OF MINUTES

1. September 7, 2022

Vice-Mayor Graham noted the following corrections:

- Page 1, line 35, "himself" should be "he".
- Page 3, Line 100 – "confederate" should be capitalized.

Vice-Mayor Graham moved that **the minutes be approved as amended**. Councilperson Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Jesse Howe	Aye

Michael Hummel	Aye
Paula James	Absent
Sean Lloyd	Aye
Isaac Pacheco	Absent

BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported on the following:

- She will be meeting with the Utility Billing Administrator Kim McGaha to review the new billing system.
- She met with Project Manager Vanessa Plant to review how the projects are managed in Microsoft Teams.

2. Franklin Park & Main Street Update

Mr. Rob Lohr reported on the following:

- He sent the Council a copy of the punch list which includes 160 items.
- The contractor's performance bond will not be released until all work is completed.
- The Town is working with the contractor to replace three industrial steel drainage grates that have been installed in residents' yards; the existing grates are not considered safe for small children and pets due to the three-inch wide gap between the steel rods.
- The Town is doing well with the \$75,000 budget for residents' modifications; only \$25,000 has been used to date.

A discussion ensued about the wall at East Loudoun Street and Evening Star Drive. Staff will develop several options to improve the appearance of the wall and bring them back for the Council's consideration; any modifications will need to be coordinated with the Virginia Department of Transportation.

3. Draft List of FY2024 Priorities & Projects

Ms. Hynes presented this item. She reviewed the following list based on the input provided at the Strategic Planning Meeting held on October 26, 2022:

HIGH PRIORITIES

1. Well D (*Replacement Well*)
2. Evening Star Water Treatment Plant
3. Southern Water Tank
4. Southern Greenway Pedestrian Improvements (*New Cut Rd & Airmont Rd*)
5. Large Reservoir Real Estate

ONGOING PROJECTS (High Priority/Long-Term)

6. Sleeter Lake Park Improvements
7. Utility Administrative Office Building
8. Town Expansion/Boundary Line Adjustment (BLA)
9. Modernize Town Code & Move to Online Platform

10. Acquisition of Future Well Sites

OPERATIONS

11. Improvements to Annual Christmas Tree Lighting Event (two-year project)

POLICIES & PROGRAMS

12. Information Technology Modernization

13. Advocate for a County Community Center in Round Hill

14. New Comprehensive Utility Preventive Maintenance Program

NEW PRIORITIES & PROJECTS FOR FY2024

15. West Joint Land Management Area (JLMA) Comprehensive Plan Amendment

16. New Optimal Utility System Planning & Management Program

Mayor Ramsey requested that staff begin the BLA for Niels Poulsen and split lots in 2023 and work on doing one BLA per year. He also noted that the Town Office, Tunnel, and Main Street projects should stay on the “Ongoing Projects” list until they are completed. If projects are completed by July 1, 2023, then they do not need to be on the FY2024 Priority List.

Ms. Hynes noted that staff will include cost estimates for street lights, beautification, leaf collection, and extra staff time for Hometown Festival in the FY2024 Budget.

ACTION ITEM

1. Amendment to Fiscal Policy

Mayor Ramsey presented this item, which was discussed at the previous Council meeting. He drafted language about managing reserves and recommended that 90 days of operating expenses be maintained in the primary bank account and provided options for investing reserves.

Vice-Mayor Graham moved that **the Town Council adopt the revised Town of Round Hill Fiscal Policy dated November 2, 2022**. Councilperson Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

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

Mayor Ramsey stated that the Town’s auditor Jeff Mitchell is retiring. He noted it is good practice to change auditors periodically and asked staff to gather proposals for the next fiscal year audit.

REPORTS

Councilperson Hummel reported there was no Planning Commission meeting in November. He informed the Planning Commission Chairman about the Council's decision not to conduct the economic development study that had been requested by the Planning Commission.

In response to a question from Vice-Mayor Graham, Ms. Hynes said she is working with staff to look into options for improvements to the information sign at the Town Park.

Mayor Ramsey reported that he and Ms. Hynes visited Virginia Quinn, who served as the Mayor in 1976. Although she was only Mayor for one year, she was involved in working with the County and the developer on the Town's water and sewer system, as well as the bicentennial celebration. Mayor Ramsey noted that the December meeting of the Coalition of Loudoun Towns will include a holiday reception for the former mayors of Loudoun County. Round Hill will be hosting the event at Savoir Fare.

Mayor Ramsey reported that he and Councilperson Lloyd will be working on the Water and Sewer Rate Study. The study will include a long-range outlook for expenses (5-10 years) and options for including tiered rates based on consumption, versus the current flat rate. Mayor Ramsey asked staff to determine if the billing system can support tiered rates.

TOWN COUNCIL COMMENTS

Councilperson Hummel said he is encouraged by how many young children were out for Halloween. He stated he will be attending the November 16 meeting remotely.

Councilperson Lloyd said he met with the Utility Billing Administrator to discuss the water report, which seems to be working well. Mayor Ramsey said he would like the ability to do more frequent meter reads to detect high water usage within a couple of days. A discussion ensued about the meter reading and billing process; Ms. Hynes explained that the meters are read monthly, and bills are sent out every other month.

CLOSED SESSION

Vice-Mayor Graham moved that **the Round Hill Town Council recess its Open Meeting and convene a Closed Session to discuss the reorganization of specific employee duties and related compensation, as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711 (A)(1), with the Town Administrator invited to attend.** Councilperson Hummel seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0. The vote is recorded as follows:

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

The Mayor, Council Members, and Town Administrator convened in Closed Session at 9:20 p.m. in the Council Chambers and reconvened the Open Meeting at 9:42 p.m. Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its Open Meeting and certify that to the best of each member's knowledge, only the matter identified in the Closed Session motion was discussed.** Councilperson Howe seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0. The vote is recorded as follows:

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

Vice-Mayor Graham asked the Town Administrator if there were any updates on the fraudulent check; Ms. Hynes stated the investigation is ongoing and the Town has opened a new bank account.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:43 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



Harriet West, Town Clerk

APPROVED: January 4, 2023