

**ROUND HILL TOWN COUNCIL  
STRATEGIC PLANNING MEETING MINUTES  
October 26, 2022**

The Round Hill Town Council conducted its Annual Strategic Planning Meeting on Wednesday, October 26, 2022 at 6:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. The option to participate remotely was made available using information provided on the agenda.

**Council Members Present**

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

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Sue Holland, Town Treasurer  
Robert Lohr, Project Manager  
Bobby Lohr, Town Planner  
Vanessa Plant, Project Manager  
Harriet West, Town Clerk

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 6:35 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, James, Lloyd, and Pacheco were physically present, constituting a quorum.

**OPENING TOWN COUNCIL COMMENTS**

Mayor Ramsey and each of the Councilmembers briefly discussed what drew them to serving on the Town Council.

**OPENING PRESENTATION WITH GOALS OF MEETING**

Mayor Ramsey reviewed the purpose of the Strategic Planning meeting, which is to set priorities for the Town's projects and to provide direction to staff. These priorities will be reflected in the budget and the Strategic Action Plan.

Mayor Ramsey discussed the State of the Town and reviewed the list of “no brainer” projects the Town is already fully committed to and that will not be debated tonight: Well D, Southern Water Tank, Evening Star Plant Repainting, Sleeter Lake Park Phase Two and Three, Town Office Renovations, continued support for the Outdoors Committee, and Large Reservoir Rehab based on the State’s requirements.

Mayor Ramsey discussed “bikeshedding” and its impact on getting work done (i.e., spending more time on little things, and less time on big things). He emphasized that the Council’s role is to set priorities and policies.

### **REVIEW FY 2023 TOWN COUNCIL PRIORITIES**

Ms. Hynes introduced staff members present at the meeting and reviewed the current FY 2023 Town Council priorities adopted in February 2022:

1. Well D and Evening Star Water Treatment Plant
2. Utility Preventative Maintenance
3. Sleeter Lake Park (cooperative Master Planning and Rezoning with Loudoun County)
4. Southern Greenway Pedestrian Improvements
5. Utility Department Office Building
6. Round Hill Community Center
7. Town Office Upgrades
8. Airmont Water Tank
9. Large Reservoir
10. Western Boundary Line Adjustment (BLA)
11. Municode Ordinance Codification
12. Loudoun Street Park Improvements
13. Future Well Sites
14. Christmas Lighting
15. Information Technology Modernization

Mayor Ramsey explained that the Council will have the opportunity to revisit these projects and the chance to reprioritize them during this meeting.

### **REVIEW CURRENT CAPITAL IMPROVEMENT PROJECTS BUDGET**

Ms. Hynes reviewed the Utility Fund and General Fund Capital Improvement Projects (CIP) that are included in the current budget. She noted that the projects in the Strategic Action Plan reflect the Council’s priorities.

A discussion ensued regarding CIP projects, Strategic Action Plan priorities, required maintenance projects, and overall staff support. Mayor Ramsey explained the need for the Council to rank and prioritize these projects so staff knows what to focus on. Mr. Lohr gave an update on the status of Well D and the Evening Star Treatment Plant.

Following further discussion, Mayor Ramsey suggested that the Town Code Review be set aside for a separate meeting so the Council can go through the Town Code sections at a high level.

### **PRESENTATION AND DISCUSSION OF RESULTS OF FY 2024 TOWN COUNCIL PRIORITIES SURVEY**

Ms. Hynes reviewed the results of the online survey completed by the Council Members prior to the meeting. Council Members were asked to rate 15 Town projects/initiatives and to suggest ideas for other projects. Based on the survey results, the Council ranked the following projects as high priorities – New Utility Office Building (six votes), New Well for Additional Capacity (five votes), and Second Water Tank at Stoneleigh (four votes).

A discussion ensued about the New Utility Office Building; Staff will return with design concepts for the new facility based on the site that is selected. It was agreed this is a top priority and Council does not need to vote on this.

### **VOTE ON DRAFT FY 2024 TOWN COUNCIL PRIORITIES**

Mayor Ramsey reviewed the projects on the survey. Two items were added to the list:

- 1) Formal Council action for the Town to transfer Sleeter Lake Park to the County. The Council agreed this will be added to the “no brainer” list and not voted on.
- 2) Adding a section to the Comprehensive Plan for the Western BLA properties.

The Council Members were then given the opportunity to vote on the FY 2024 Town Council Priorities, which were posted on the wall in the Council Chambers. Each Councilperson was given five green stickers to vote aye and five red stickers to vote nay; up to two stickers could be used for each priority. The results of the sticker exercise are shown below:

<b>Priority</b>	<b>Red</b>	<b>Green</b>
Economic Development/Downtown District Study	8	
Town Shared Parking	5	2
Niels Poulsen Phase 2	4	3
Southern Greenway Trail		6
Downtown Street Lights	3	3
Loudoun Street Park Phase 3 (secure 2.5 acres/trail)	6	3
BLA – Continue to Expand		5
Second Stoneleigh Water Tank	1	3
Focus on Utility Planning		8

The Council agreed that the following items will be dropped from the survey next year:

- Develop Town of Round Hill Design Guidelines
- Town Beautification (address through the budget process)

- Management of Hometown Festival (address through the budget process)
- Downtown Street Lights (address through the budget process)

Mayor Ramsey asked for feedback from the Council Members on the Strategic Planning Meeting process. A discussion ensued about the relevance of the survey. It was agreed to continue using the survey to help staff and the Council prepare for the meeting; however, staff will modify the survey based on the items to be dropped. The Mayor and Council requested a one-page list of all the projects that is updated quarterly and shows the Strategic Plan Status.

#### **FINALIZE FY 2024 TOWN COUNCIL PRIORITIES**

Ms. Hynes will use the results of the Strategic Planning Meeting to update the Strategic Action Plan for the Council's approval and to begin budget preparations.

#### **MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 9:41 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



---

Harriet West, Town Clerk

APPROVED: January 4, 2023