

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
October 5, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, October 5, 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 (participated remotely)
Paula James
Sean Lloyd

Council Members Absent

Isaac Pacheco

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Marty Feltner, Utility Supervisor (participated remotely)
Sue Holland, Treasurer (participated remotely)
Maureen Gilmore, Town Attorney (participated remotely)
Harriet West, Town Clerk

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, James, and Lloyd were physically present, constituting a quorum. Councilperson Hummel participated remotely. Councilperson Pacheco was absent.

PUBLIC COMMENTS

Captain T.J. DeLitta, Western Loudoun Station Commander for the Loudoun County Sheriff's Office (LCSO), introduced himself to the Mayor and Council and encouraged them to contact him directly with any questions or concerns. Deputy Josh Edney, Community Resource Officer, reminded residents to lock their cars at night and noted the LCSO will be doing extra patrolling on

Halloween. A discussion ensued regarding the speed study the County is conducting at the four entrances into Town. Captain DeLitta said the next LCSO quarterly meeting is October 26, 2022.

ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Vice-Mayor Graham moved to adopt the agenda, with the following item added as the first Business Item, Planning Commission Update. Councilperson Lloyd seconded the motion. Councilperson Hummel asked if the addition of the Planning Commission update included considering the Planning Commission's request tonight; Mayor Ramsey confirmed that it did. A vote was held; the motion was approved 5-0, with Councilperson Pacheco absent. The vote is recorded as follows:

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

BUSINESS ITEMS

1. Planning Commission Update

Planning Commission Chairman Mirabal explained the written request prepared by the Commissioners at their meeting on October 4, 2022. Mayor Ramsey noted that the Council had received a copy of the Planning Commission's Resolution regarding the Comprehensive Plan Map Amendment (CPAM 2022-01). The Commissioners recommend that the Town Council consider implementing the economic analysis studies referenced within the Comprehensive Plan to provide the Planning Commission with additional information necessary to provide a recommendation on the future possible expansion of the Central Commercial District.

Chairman Mirabal explained that the Planning Commission has discussed the Town Council's request to study the Central Commercial District for the past two months and have been unable to come to a consensus. He explained the background on recommendations for the Central Commercial District when the Comprehensive Plan was amended several years ago. The result of the October 4, 2022 Planning Commission meeting was to request more information. Specifically, the Commissioners would like staff to look into more detail of the historical aspects of each of the particular parcels that would be part of any changes the Town Council would consider. The Commissioners also determined that the Comprehensive Plan recommended that certain things be done before the Commissioners recommend changes; this would help them make a more informed recommendation to the Town Council.

Mayor Ramsey noted that the Comprehensive Plan recommends these studies; however, there is no specific sequencing mentioned in the list of strategies. It does not say the study is a precursor to do other things in the Comprehensive Plan. The Town conducted a market study in 2016 and a parking study for downtown. A discussion ensued about the scope of the study area (10 parcels

not currently planned for future commercial), the 2016 market study, and how this might change the character of Round Hill.

Ms. Hynes explained the process that starts with the policy decision to amend the Comprehensive Plan so the Town can consider applications, then the applicant could apply for a rezoning but must demonstrate the project meets the guidelines in the Comprehensive Plan. If the Town grants the rezoning, then the applicant would submit a site plan that proves compliance with the Zoning Ordinance and Subdivision Ordinance, then the applicant would have to prove that the project meets the building code.

Mayor Ramsey stated that doing a study would essentially be saying no to any future commercial development at this time while the study was being conducted. He said he is not opposed to considering doing a Central Commercial District study but not stopping all other work by the Planning Commission until the study is done.

A discussion ensued about the Planning Commission's concerns about the effect additional commercial space could have on the development of the existing potential future commercial properties that have not yet been converted from residential to commercial use. Councilperson Hummel noted the other strong concern is that this could change the residential character of the neighborhood. Chairman Mirabal stated the Planning Commission is asking the Town Council if the recommendation included in the Comprehensive Plan is something the Council agrees with; if not, the Planning Commission will proceed with what it has.

The Council agreed to table further discussion of the Central Commercial District study until the October 26, 2022 Strategic Planning meeting. Chairman Mirabal confirmed that the Planning Commission will continue to discuss this topic at their next meeting.

DISCLOSURES

There were none.

APPROVAL OF MINUTES

There were none.

BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported that the Utility staff met this week to discuss the status of the utility projects.

Mr. Feltner gave an update on the electrical problems with the controls at the waste water treatment plant. The cause has not yet been determined. The plant is being operated manually; there are two people scheduled at all times, working 12-hour shifts. He is working on sourcing the replacement parts needed. No additional staff support is needed at this time. After the plant is back online, staff will debrief on the incident to determine the cause.

Ms. Hynes reported that the muffin monster (wastewater grinder) failed this week and she told Mr. Feltner to replace it. She will come back to the Council with a list of unexpected utility problems that have come up since July 1. There are also five inoperable fire hydrants that need to be replaced at an expected cost of up to \$120,000, including replacing valves. Mayor Ramsey stated the Rate Study accounts for \$500,000 of unexpected capital utility expenses but this amount may need to be increased.

A discussion ensued about preventative maintenance and the Asset Management Plan; the Council agreed to discuss this further at the Strategic Planning meeting.

2. Future of Main Street & Franklin Park Trail Mobilization Lot

Ms. Hynes presented this item. The Council is being asked to authorize staff to present a proposal to Loudoun County to make improvements to the civic lot at Niels Poulsen Park to maintain some of the gravel area for a parking lot and return the rest of the site to grass after the site is no longer needed for the construction mobilization area for the Franklin Park Trail/Main Street Project.

Following discussion, the Council agreed to leave some of the site gravel, remove all debris, and ask the County to install a chain gate. Ms. Hynes and Mr. Lohr will follow up with the County.

3. Investment of Operating Cash Policy (Fiscal Policy Amendment)

Ms. Hynes presented this item. The Council is being asked to invest all cash over what is needed for 90-days operating cost in the Virginia Investment Pool.

Following discussion, Mayor Ramsey stated he would revise the Fiscal Policy and bring this item back for the Council's approval in November.

ACTION ITEMS

1. Poplar Hill Bond Extension Request

Ms. Hynes presented this item. The Council is being asked to approve the water and sewer bond extension request from Carr Homes for Poplar Hill.

Following discussion, Vice-Mayor Graham moved that **the Round Hill Town Council approve the Bond Extension Request made by Carr Homes for Poplar Hills to November 4, 2023.** Councilperson Howe seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Pacheco absent. The vote is recorded as follows:

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

2. Supervisory Control and Data Acquisition (SCADA) Upgrade

Ms. Hynes presented this item. The Council is being asked to approve the contract with DRControls to upgrade the SCADA system for the Town's water and waste water utility system.

Staff provided an update on the security questions previously raised by the Council and responded to questions regarding the implementation of the new software. Ms. Hynes read the following statement from DRControls for the record, "We recommend that our technicians maintain the new SCADA PC and Secomea hardware. If your IT department is going to maintain the system, they should gain some expertise on Inductive Automation Software and Secomea hardware maintenance."

Following further discussion, Vice-Mayor Graham moved that **the Town approve the amount \$32,235 to DRControls for the new SCADA system.** Councilperson James seconded the motion. Councilperson Lloyd encouraged staff to take advantage of new security features and controls and to use the system to its full capacity. Councilperson Howe noted the need for internal security policies. Mayor Ramsey asked if a security assessment will be done for the whole system; Ms. Hynes stated that it would be. A voice vote was held; the motion was approved 5-0, with Councilperson Pacheco absent. The vote is recorded as follows:

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

REPORTS

Ms. Hynes stated she would provide additional information on the dam inspection. She reported that the sale of the property did not go through.

Ms. West reported that the Virginia Department of Transportation completed a courtesy inspection of the Franklin Park Trail/Main Street Project and that there is a long list of punch list items. Mayor Ramsey reported that the Ribbon Cutting ceremony for the Franklin Park/Main Street project went very well.

TOWN COUNCIL COMMENTS

Mayor Ramsey reminded the Council Members to submit any projects to Ms. Hynes to be included in the survey for the Strategic Planning meeting.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:44 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:

A handwritten signature in blue ink that reads "Harriet West". The signature is written in a cursive style with a large, stylized "H" and "W".

Harriet West, Town Clerk

APPROVED: January 4, 2023