

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
September 21, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, September 21, 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  
Paula James  
Sean Lloyd  
Isaac Pacheco

**Council Members Absent**

Michael Hummel

**Staff Members Present**

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

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:37 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, Lloyd, and Pacheco were physically present, constituting a quorum. Councilperson Hummel was absent.

**PUBLIC COMMENTS**

Ms. Hynes explained that Martha Mason, 7 Early Street, has a failed septic field and she will have to connect to public sewer. Ms. Hynes has authorized a payment plan for the availability fee so Ms. Mason can connect to the Town's sewer system.

**Martha Mason**, 7 Early Street, said she was trying to understand why the availability fee is so high for an existing residence when there is minimal cost to the Town. Mayor Ramsey explained the availability fee is based on the overall capital costs of the system. He noted that the fees are a share of those costs, and everyone pays the same rate.

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

Vice-Mayor Graham moved that **the Council approve the agenda**. Councilperson Lloyd seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Howe absent. The vote is recorded as follows:

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

#### **DISCLOSURES**

There were none.

#### **APPROVAL OF MINUTES**

There were none.

#### **PROCLAMATION**

##### **1. Constitution Week Proclamation**

Councilperson Howe introduced the Constitution Week Proclamation. He noted the Constitution is something that Americans should celebrate and know about. A discussion ensued about the process for issuing and signing proclamations; Ms. Gilmore explained the Mayor can sign a proclamation that has been approved by the Council.

Councilperson Howe moved **to authorize the Mayor to proclaim Constitution Week**. Councilperson Pacheco seconded the motion and expressed his support for the Constitution Week Proclamation. A vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

Mayor Ramsey explained the process that has been used for considering proclamations and he encouraged any Councilmember who feels strongly about an item to bring it forward to the Council.

## **BUSINESS ITEMS**

### **1. Utility Department Update**

Vice-Mayor Graham reported on the following:

- All the wells are operating normally.
- The utility staff responded to a minor water line break at the Town Office.

### **2. Franklin Park Trail/Main Street Enhancement Project Update**

Mr. Rob Lohr reported on the following:

- The contractor has paved all of Main Street and completed most of the landscaping.
- The walk-through for punch list items on Main Street was completed today.
- The Virginia Department of Transportation (VDOT) will be doing a walk-through next week.
- The concrete barrier wall at Evening Star has been framed up; the wall is replacing the guard rail that was there previously.
- The contractor will be working on correcting areas where there is minor ponding of water when it rains.
- Staff continued to work with Main Street residents to address their concerns.
- There is still work to be done to fix the concrete aprons at two locations near the Post Office on the east side of Main Street; this will be completed next year with County funding and using a different contractor.
- The ribbon cutting is scheduled for September 27 in the Town Park.
- There will be no center line down Main Street but there will be striping for parking.
- There will be parallel parking and concrete planters in front of the Round Hill Grocery.
- Staff are looking at options for residents to drop off payments in front of the Town Office.

### **3. Discussion of Playground Equipment, Historic Panels, and Memorial Pavers**

Ms. Hynes presented this item. The Council is being asked to review the costs and design to implement the Park Upgrades and New Playground Capital Improvement Project at Loudoun Street Park. The Comprehensive Plan calls for replacing the current playground equipment, creating a Memorial Paver Program, increasing awareness of the Appalachian Trail, and recognizing the Town's history as a National Register District.

A discussion ensued about the use of historic panels, the location of the pavers around the flagpole, and the projected costs. Ms. Hynes said she is only requesting approval for the costs of the playground equipment this evening. Staff will return with more information about the pavers and historic panels.

Vice-Mayor Graham moved that **the Council approve \$75,000 for playground replacement and installation.** Councilperson James seconded the motion. Ms. Hynes confirmed that this project is already in the budget using American Rescue Plan Act (ARPA) funds. A voice vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

Ms. Hynes noted, for the record, that ARPA requires community support for projects and this initiative is supported by community surveys and the Comprehensive Plan.

### **ACTION ITEMS**

#### **1. Request for Private Grinder Pump in Stoneleigh Neighborhood**

Ms. Hynes presented this item. The Council is being asked to approve the installation of a grinder pump at 17940 Stoneleigh Drive. Ms. Hynes explained that the Water and Sewer Ordinance requires that all grinder pump requests must come before the Town Council. The construction company building the home submitted a letter on behalf of the homeowners. Following discussion, the Council directed Ms. Hynes to develop a form that homeowner would sign and date. A discussion ensued about the use of grinder pumps in other parts of the Town's utility service area and the homeowners' responsibility for maintaining the pumps. Mayor Ramsey requested that the homes with grinder pumps be identified in the system.

Vice-Mayor Graham moved that **the Council approve the request for a grinder pump conditioned upon receipt of a signed form from the owner as designed by the Town.** Councilperson James seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

#### **2. Contract for Ignition SCADA System for Water & Wastewater Utility System**

Vice-Mayor Graham explained how the Supervisory Control and Data Acquisition (SCADA) System is used to communicate between the plant and wells from a remote location. The current

system has been in place for 20 years and the Utility Supervisor is requesting an upgrade to a more robust software platform.

Vice-Mayor Graham moved that **the Council approve \$32,235 for Ignition SCADA system for the Town of Round Hill**. A discussion ensued about the capabilities of the new system, historical data, and cybersecurity concerns. Mr. Feltner explained that the historical data has been captured and stored; he noted that the current SCADA computer is not connected to the Town's network.

Following further discussion, Staff will provide additional information to address the Council's cybersecurity concerns and bring this item back at the next meeting for the Council's approval.

### **3. Contract for Southern Pedestrian Trail – East Side of Airmont Road Option**

Ms. Hynes presented this item. The Council is being asked to approve the revised Stantec Task Order for the Southern Greenway Pedestrian Improvements Feasibility Report in the amount of \$36,500.

Councilperson Pacheco moved that **the Council authorize the Administrator to approve the Task Order with Stantec to prepare the 15% plan for the Southern Greenway Pedestrian Improvements, including a Feasibility Study and other documents to advertise a future Request for Proposals for the Final Design and Plans, in the amount of \$36,500**. Councilperson Lloyd seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

### **REPORTS**

In response to questions from the Council, Staff reported on the following:

- Mr. Bobby Lohr gave an update on the tunnel and noted that the installation of the electric meter base has been delayed. He is working with VDOT on approval of the electric components for the lights and security system. He is also looking into the issue of the paint bubbling along the bottom of the tunnel wall due to drainage issues.
- Ms. Hynes will be working with the Utility Supervisor on revisions to the Sewer Ordinance and the fees will be discussed during budget season.
- Ms. Hynes explained the nature of the recent zoning complaints, which included two roosters and an illegal business.

- Ms. Hynes gave an update on the rezoning application and master plan for Sleeter Lake Park.

Mayor Ramsey reported that the topic of the recent Coalition of Loudoun Towns (COLT) meeting was cybersecurity issues and the lack of Countywide coordination for cybersecurity policies and preparation. COLT sent a letter to the Loudoun County Board of Supervisors requesting that a cybersecurity working group be set up that includes representatives from the towns. Mayor Ramsey reminded the Council Members about the ribbon cutting on September 27.

### **TOWN COUNCIL COMMENTS**

Councilperson Pacheco thanked Mr. Feltner for the comprehensive tour of the utility system; he will follow up with Staff on security and surveillance questions.

Councilperson Howe said he will send his questions regarding the SCADA software to Staff.

Vice-Mayor Graham said she had a chance to kayak at Sleeter Lake and she was very happy with her experience. She also mentioned an incentive (reduced tap fee) the Town use to provide for residents outside of the Town to connect to the sewer system; she suggested the Town may want to consider offering this again. A discussion ensued about the County possibly subsidizing the costs for failed septic systems located outside of Town.

### **CLOSED SESSION**

Vice-Mayor Graham moved that **the Round Hill Town Council recess its Open Meeting and convene a Closed Session to discuss the disposition of real property as authorized by Virginia Code Section 2.2-3711(A)(3) with the following attendees – the Town Administrator, Town Attorney, Attorney James Lang, Town Planner, and Town Clerk.** Councilperson Howe seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

The Council, Town Administrator, Town Planner, and Town Clerk went into Closed Session at 9:30 p.m. in the Council Chambers. Ms. Gilmore and Mr. Lang attended the Closed Session electronically using Zoom.

The Council came out of Closed Session at 9:50 p.m. Vice-Mayor Graham moved that **the Round Hill Town Council adjourn its Closed Session, reconvene its Open Meeting, and certify that**

**while in Closed Session only the matter identified in the motion to convene the Closed Session was discussed.** Councilperson Howe seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

**MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 9:51 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: November 16, 2022