

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
April 20, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, April 20, 2022 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill, Virginia. Instructions for participating remotely were provided on the meeting agenda.

Council Members Present:

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Jesse Howe (participated remotely)
Michael Hummel
Paula James
Sean Lloyd

Staff Members Present:

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

CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:40 p.m.

PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led the Pledge of Allegiance.

ROLL CALL

Roll Call was held. Mayor Ramsey noted that Vice-Mayor Graham and Councilpersons Hummel, Lloyd, and James, and himself were physically present, constituting a quorum. Councilperson Howe was participating remotely for personal reasons. Mayor Ramsey noted that Councilperson Melissa Hoffmann submitted her resignation, effective April 20, 2022.

PUBLIC COMMENTS

There were no comments from the public.

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	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

APPROVAL OF MINUTES

1. February 16, 2022

Councilperson Hummel noted that on line 246, the word “project” should be “projects”.

Vice-Mayor Graham moved **to adopt the minutes as amended**. 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:

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

BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham deferred to Mr. Feltner for the Utility Department report. Mr. Feltner noted the following:

- Well 12 is currently out of service.
- The company that will be doing the camera inspection of the sewer line has had additional delays; he expects them to be available soon.

2. Franklin Park Trail/Main Street Enhancement Project Update

Mr. Lohr reported on the following:

- The main focus this week has been getting enough area ready for pouring the sidewalk.
- The contractor has extended the underdrains and the conduit to the store at the intersection of Mulberry and Main Streets.
- He has been working closely with several residents to develop modifications to the original plans (approved nearly 12 years ago) to make sure they meet the current needs of the property owners; engineering solutions have been developed to address most of the issues.
- The final eight-inch relocation that is needed to allow for the storm drainage inlet will be set next week; this will impact two businesses and six residences.

- Final approval from the Virginia Department of Transportation (VDOT) has been received for the wall along the creek.
- With the exception of the final top coat on Loudoun Street, all crews will be moving to Main Street. They will also be relocating several fire hydrants, and then proceeding with aprons, curb, and underground utilities.
- Variable message boards and banners will be provided to advertise that businesses in the construction zone are open and he is working with the manager at the Round Hill Grocery to minimize lost business.

Mayor Ramsey asked if work on Loudoun Street will be completed before Hometown Festival; Mr. Lohr said that work on Loudoun Street should be completed by then; work will be continuing on Main Street.

3. Boundary Line Adjustment Update

Ms. Hynes presented this item. The Council is being asked to approve a Resolution confirming the Town Council's support of a Boundary Line Adjustment (BLA) between the Town of Round Hill and Loudoun County.

Ms. Hynes explained that the BLA process will take three to four months after the County receives the Resolution from the Town. The next step is to put the request before the Loudoun County Board of Supervisors, then separate public hearings will be held by the Town Council and the Board. The final step will be to put the request before a judge. Round Hill staff will stay in touch with affected residents during this process. Ms. Hynes noted that ownership of two of the properties have changed hands since the BLA process was initiated; she has been in touch with the family members for the estate and they are still interested in being included.

In addition, the Council is being asked to consider including the Niels Poulsen Park property in this BLA. Ms. Hynes noted that bringing Niels Poulsen into the Town limits would make it easier to complete Town capital projects at that facility. She added that there are two Resolutions before the Council – one includes Town-owned parcels and the other does not. Ms. Hynes reviewed the items in the packet sent to the County, including the letters of consent from property owners.

A discussion ensued about preparing the BLA map using metes and bounds versus using the County's Graphic Information System (GIS). Ms. Hynes will contact the County Administrator to see if GIS can be used. Mayor Ramsey suggested that the County pay for the metes and bounds if the County Attorney requires it.

The Council discussed including Niels Poulson Park and a small portion (0.03 acres) of another property on Main Street in this BLA. The Council had no objection to including Niels Poulsen Park, the two-acre Town-owned parcel next to the Park, and the privately-owned property on Main Street.

Vice-Mayor Graham moved **that the Council approve Resolution 2022-02: To confirm the Town Council's support of a Boundary Line Adjustment between the Town of Round Hill and Loudoun County and authorize the Mayor and Town Staff to work with the County to proceed with the preparation of the necessary documents.** Vice-Mayor Graham then read aloud the second paragraph of the Resolution, "WHEREAS, Town and County Staff proceed to explore the boundary line adjustment process for an area comprised of County-owned parcels, Loudoun County School Board owned parcels, a Town-owned parcel, and privately-owned parcels." Ms. Hynes noted there are two Town-owned parcels, Niels Poulsen and the adjacent two-acre parcel. Vice-Mayor Graham agreed to amend the Resolution from "a Town-owned parcel" to "Town-owned parcels." Councilperson Lloyd seconded the motion.

Councilperson Hummel stated he is abstaining from the vote on the basis that he is a property owner of one of the parcels on the map. He further stated he has no possible benefit from being in Town because he has recorded the parcel as a permanent open space.

Vice-Mayor Graham asked about the parcel that contains a sliver of 100 feet; Mayor Ramsey clarified that the Resolution does not include the list of Property Identification Numbers (PINs). In response to a question from Councilperson James regarding the property where the 719 Well House is located, Mayor Ramsey said this will not be included until staff have spoken to the property owner. A voice vote was held; the motion was approved 4-1, with Councilperson Hummel abstaining. The vote is recorded as follows:

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

ACTION ITEM

1. Water Line Extension to the Waste Water Treatment Plant

Ms. Hynes presented this item. The Council is being asked to authorize the Town Administrator to sign a contract with East Coast Utilities to complete the water line extension from Sleeter Lake Park to the Waste Water Treatment Plant.

Vice-Mayor Graham moved that **the Round Hill Town Council authorize the Town Administrator to sign a contract with East Coast Utilities to complete the water line extension to the Waste Water Treatment Plant in an amount not to exceed \$100,000.** Ms. Hynes noted this is in the Capital Improvement Program with a budget of \$150,000. Councilperson Hummel seconded the motion. Mayor Ramsey noted that the Council has not actually seen the quote. Following further discussion about the costs for labor and materials, the Council discussed tabling this item until the next meeting to allow staff to provide additional information about what materials had been ordered and to obtain a revised quote from East Coast Utilities for installation

only. Vice-Mayor Graham moved **to table her previous motion**. Seconded by Councilperson James. 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	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

2. Home Occupation – Open House Permit

Ms. Hynes presented this item. The Council is being asked to approve the revised Open House Permit application for the Town's home occupations.

In response to a question from Councilperson Hummel, Ms. Hynes explained the background for this request which would allow home-based businesses to conduct an open house once a year.

Ms. Hynes reviewed the following proposed additions to the application based on feedback provided by the Council when this item was previously discussed:

- Noise from the Open House shall not become a nuisance, or future Open House Permits may not be approved.
- Outside vendors (that do not reside on the property) are only permitted during a Town Festival by the Town of Round Hill – that has Sheriff and VDOT support for road/crowd management.
- This is a Pilot Program that will be considered for renewal by the Town Council on or about May 3, 2023.

A discussion ensued about how the Open House Permit process would be implemented and managed. Ms. Hynes recommended moving forward on a trial basis. Councilperson Lloyd moved **that the Round Hill Town Council approve the Home Occupation Open House Permit as presented for one year**. Seconded by Vice-Mayor Graham. 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	Aye
Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye

FY2023 BUDGET DISCUSSION

1. Utility Fund Operating and Capital Improvement Plan Budget

Ms. Hynes reviewed the list of FY 2023 Utility Fund Capital Improvement Plan (CIP) projects and noted the following:

- Southern Water Tank – There is no change in the scope of the project, but \$100,000 has been added to the budget as a contingency in anticipation of increased costs.
- Well D – This is now one project rather than two separate projects for Acquisition and Testing/Development; no additional funding is being requested this year.

Mayor Ramsey noted that the water/sewer rate study does not match the projected loan amounts. Ms. Hynes and Mr. Lohr noted that costs for utility projects are going up quickly, there are no more availability fees in the near future, and the Town has had \$400,000 to \$900,000 in unanticipated utility expenses two years in a row. Mayor Ramsey explained that the Council will have to review the rate study if the CIP budget is significantly larger than what the rate study was based on.

- Wastewater Plant Upgrades – This includes a new funding request for painting the exterior of the plant, which is visible from Sleeter Lake.
- Inflow and Infiltration – This includes a \$100,000 placeholder to identify manhole covers and add them to the Asset Management Plan.
- Lakefield Facilities Water Main – This is a two-phase project that is currently running under budget.
- Water Repair, Replacement, and Rehabilitation – This project was formerly referred to as *Replacement of Water Lines & Valves/Goose Creek*; preventative maintenance for fire hydrants has been added.
- New Regional Water Treatment Plant – This includes \$250,000 for the design of the Evening Star Treatment Plant; no additional funding is being requested at this time.
- Groundwater Supply Needs Program – This project was formerly known as *Well Rehab*; the proposal from Emery & Garrett Groundwater Investigations (EGGI) includes improving existing wells and identifying new wells.
- Utility Office Building, Storage, and Garage – This project, which includes a new complex for utility operations, is on hold pending the rezoning from the County.
- Utility System Asset Management Program – This project is underway and is being expanded to the rest of the utility system.
- Utility Fleet Replacement – The Utility Department is requesting a new truck for water/sewer operators.
- Goose Creek Water treatment Plant Rehab – This includes funding for additional work at the Goose Creek facility.
- Utility CIP Projects Contingency – The proposed amount is based on one percent of all the projects combined. Mayor Ramsey said he would prefer to have the contingency built in to each project, rather than having a separate contingency line.

- Water Meter Replacement Program – This project would serve as a pilot for the use of Smart Meters.
- Wastewater Plant Tertiary Filters – This is a new project. The estimated cost is \$800,000 with a lead time of one year for the acquisition and installation of the new filters. Mayor Ramsey noted that this is a “wear and tear” issue that was not previously identified as a Council priority. Staff will include this item on the next Council meeting agenda. Mayor Ramsey noted that the filters should have lasted 30 years, but they rusted more than expected; the new filters will be stainless steel.

A discussion ensued regarding the Groundwater Supply Needs Program. Mayor Ramsey noted that the Council previously approved \$55,000 for EGGI to begin work on several tasks; this work is currently underway. The proposed amount of \$164,000 in FY 2023 is for the next phase. Following further discussion, the Council agreed to see the results of the existing tasks before determining how the remaining tasks are authorized and funded.

Ms. Hynes presented information about a proposed pilot program using Smart Meters in the Stoneleigh Community. The cost of the pilot is approximately \$47,000. Mayor Ramsey explained the differences between the current radio read meters and Smart Meters. The Town has radio read meters, which are read once a month by utility staff who drive around the service area. Smart Meters connect through cell towers and are read daily. A discussion ensued regarding the compatibility of the meters, cost of the meters, infrastructure costs, and cell reception. Mayor Ramsey requested additional information on the cost of installation, annual fees, and the expected life of the system. As an alternative to Smart Meters, a discussion ensued about hiring someone to drive around and read the meters on a weekly basis and then having utility staff review the data. Mr. Feltner noted it takes the Utility Billing Administrator several days to review the data after the meters are read. Councilpersons Lloyd and Howe offered to assist with reviewing current processes and helping modernize the work flow.

Ms. Hynes presented information about the 719 Well House, which is located on private property outside of the Town limits and accessed through two easements. Town utility staff currently access the well through the property owner’s driveway and backyard. She noted that the well is operational and is a big producer. The well house surrounding the well needs to be replaced, which will require going to the County for a building permit. The facility has a lot of challenges, and she is seeking direction from the Council on how to proceed with the well and the well house. A discussion ensued about relocating the well house away from the well hole, so it is easier to access, and possibly adding a green sand filter to make it a quality well.

REPORTS

In response to questions from Vice-Mayor Graham, Ms. Hynes explained how payments through Paymentus are manually entered into Southern Software, the Town’s financial management system. Ms. Hynes will provide a summary of the responses she received from other towns about their Cost of Living Adjustment (COLA).

Mayor Ramsey reported on the following:

- The County has released the draft Zoning Ordinance Amendment. Ms. Hynes reported that Zoning Specialist Martha Semmes and the Town Attorney are currently reviewing the draft document. The two most important things are to make sure municipal wells are by-right in the Planned Development Housing-3 (PDH3) Zoning District and to determine what the County is doing with Joint Land Management Areas (JLMA) 1 and 2.
- COLT has been inactive the past month.

TOWN COUNCIL COMMENTS

- Councilperson Howe said to feel free to reach out to him with any software integrations.
- Councilperson Hummel asked about the helmets and safety vests that had been distributed to the Council this evening; Mr. Lohr said they are required in active construction zones such as the Loudoun Street/Main Street projects. Councilman Hummel asked about Melissa Hoffmann's replacement; Mayor Ramsey noted her seat will initially be filled by a temporary appointment and then by a special election in November 2022. Staff will announce the opening and bring back any applicants for the Council's consideration at the meeting in July. Councilperson Hummel said he will be late for the next meeting; he will be participating in a land conservation seminar that evening.
- Councilman Lloyd said he will miss the May 18 meeting.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 10:53 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



Harriet West, Town Clerk

APPROVED: July 6, 2022