

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
April 6, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, April 6, 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**

Mary Anne Graham, Vice-Mayor  
Jesse Howe (arrived at 7:37 p.m.)  
Michael Hummel  
Paula James  
Sean Lloyd

**Council Members Absent**

Scott T. Ramsey, Mayor  
Melissa Hoffmann

**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)  
Robert Lohr, Project Manager  
Harriet West, Town Clerk

**CALL TO ORDER**

Vice-Mayor Graham called the meeting to order at 7:34 p.m.

**PLEDGE OF ALLEGIANCE**

Councilperson Hummel led the Pledge of Allegiance.

**ROLL CALL**

Roll Call was held. Vice-Mayor Graham noted that in addition to herself, Councilpersons James, Lloyd, and Hummel were present, constituting a quorum. Mayor Ramsey and Councilpersons Hoffmann and Howe were absent.

**PUBLIC COMMENTS**

There were none.

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

Councilperson Lloyd moved to **amend the agenda to add a Closed Session to discuss the disposition of real property, specifically the reservoir.** Vice-Mayor Graham noted that the Closed Session will be added as Item Number 11 after “Town Council Comments.” Councilperson Hummel amended the motion to add “Lake Ridge Trail” under “Action Items.” Councilperson Lloyd agreed with the amendment to his motion. Councilperson James seconded the motion, as amended. There was no discussion. A vote was held; the motion was approved 4-0-2, with Councilpersons Hoffmann and Howe absent. The vote is recorded as follows:

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

Councilperson Howe arrived at 7:37 p.m. as the vote was being taken.

### **APPROVAL OF MINUTES**

#### **1. February 2, 2022**

Vice-Mayor Graham stated that on page 3, lines 126 and 130, “Eckels” should be “Eckles”.

Councilperson Hummel moved to **approve the minutes of February 2, 2022, with the inclusion of the changes noted by Vice-Mayor Graham.** Councilperson Lloyd seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

### **BUSINESS ITEMS**

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

Vice-Mayor Graham reported on the following:

- The contractor is waiting for parts to continue the repairs at the Goose Creek facility.
- The proposal from Emery & Garrett Groundwater Investigations (EGGI) was amended several months ago; the Town Administrator submitted the revised budget to the Council.

- A water leak was identified at the Town Office. The leak was repaired but unfortunately the Virginia native plants garden had to be dug up to repair the water line. The garden has been there for several years and was planted by members of the Round Hill Outdoors Committee. Ms. Hynes noted that the native garden will be replanted.

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

Mr. Lohr reported on the following:

- As of Monday, all the concrete work on East Loudoun Street was completed, except for a small section in front of the Exxon station.
- A new eight-inch valve will be installed on East Loudoun Street.
- The sidewalk on both sides of East Loudoun Street is now functional, and the base paving has been improved.
- The contractor's goal is to have the work in Franklin Park finished before Memorial Day weekend.
- Crews started work on Main Street. To date, five driveways have been excavated and three driveways have been poured.
- The revised substantial completion date for the entire project is mid-April, which is contingent upon rain dates and change orders. The Main Street component will probably be completed in June. A formal ribbon-cutting ceremony is planned to celebrate the completion of the project.

## **ACTION ITEM**

### **1. Lake Ridge Trail**

Councilperson Hummel gave an update on the 290-foot connection between the Lake Ridge Trail and the trail being built in West Lakes. On April 1, the Round Hill Owners Association (RHOA) voted to allow the Town Council to make the proposed connection on their property. They agreed that if the Town built the trail, the RHOA would perpetually maintain it. To save money on the construction costs, Brookfield has agreed to include the 290-foot connection in the bids they are gathering for a trail on their property. Councilperson Hummel asked for authorization to get a separate proposal from the contractor hired by Brookfield based on all the work being done at the same time. He estimated that the total length of the Town's portion of the trail would be 290 feet of six-foot wide asphalt trail and the cost is approximately \$15,000.

Councilperson Hummel moved that **the Town Council authorize Staff to complete negotiations for accepting bids and entering into a contract to build the Lake Ridge/West Lake Trail connection as discussed, up to a maximum of \$15,000. Anything higher than that, Staff will come back to Council.** The motion was seconded by Councilperson James. There was no discussion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

**MEMBER**  
Jesse Howe

**VOTE**  
Aye

Michael Hummel	Aye
Paula James	Aye
Sean Lloyd	Aye
Mary Anne Graham	Aye
Melissa Hoffmann	Absent

## **FISCAL YEAR 2023 TOWN OF ROUND HILL BUDGET**

### **1. Utility Fund Operating Budget**

Ms. Hynes presented the Utility Fund Operating Budget and noted the following:

- Water/Sewer rates are based on the 2021 *Town of Round Hill Water and Sewer Rate Study*.
- Salaries are based on the 2021 salary study and direction from Town Council at the March 2, 2022 meeting for a three percent Cost of Living Adjustment (COLA) and a two percent merit pool. If an employee has reached the top of the salary scale, they will only be eligible for a COLA increase.
- Staff projects approximately 18 new utility customers in FY 2022/FY 2023 and no new customers in FY 2024.
- To balance the FY 2023 budget, \$90,000 will need to be transferred from the Utility Fund Reserves.
- The “Telephone” line item is going up because new two-way radios are being purchased. The current radios are approximately ten years old and additional radios are needed for part-time staff. For safety purposes, radios are more reliable than cell phones.
- Two Utility Fund projects were moved to the Capital Improvements Program (CIP): Sewer Line Cleaning and a Meter Replacement Program.
- A \$10,000 placeholder was inserted for Large Reservoir maintenance in case it is not sold during FY 2023.
- Mowing costs will increase due to increased fuel costs and a change in contractors.
- Easement maintenance costs will increase due to additional road maintenance at Sleeter Lake Park.
- Additional funds (\$1,000 per month) were added for the Town’s Utility Engineer to conduct monthly site inspections. Staff believes this will result in savings in the long term.
- Due to the change from Paymentus to Invoice Cloud, the online convenience fees may be increasing; \$25,000 has been budgeted for the first year.

Councilperson Hummel said he was pleased that the budget increase was held to five percent over the prior year given the current economic conditions. He asked that the “FY 22 Projected” column be replaced with an “FY 21 Actual” column.

Vice-Mayor Graham asked Mr. Feltner if he was able to obtain a landfill waiver; Mr. Feltner explained that he will not find out whether the Town’s waiver request was approved until after the budget is approved.

In response to a question from Vice-Mayor Graham, Ms. Hynes explained how average monthly usage fees are calculated based on 125-127 gallons per day per household.

Councilperson James asked about the status of the camera inspection of the sewer lines; Ms. Hynes stated that the contractor continues to experience equipment failures. Mr. Feltner added that he asked the contractor to hold off due to the cold, wet weather.

### **REPORTS**

Ms. Hynes announced that the new Town Planner, Bobby Lohr, will be starting at the end of May to fill Ms. Albright's position; however, Ms. Albright will work up to 12 hours a week doing monthly bank reconciliations and website updates.

Councilperson Hummel reported that Mr. Lohr updated the Planning Commission on the Franklin Park Trail/Main Street projects and future trails/sidewalk connections. The Commissioners asked Ms. Hynes to provide updates at their next meeting on the status of the meeting with the developer of the 12-acre parcel, the shared parking study, and the future street naming project. Ms. Hynes said she notified the developer that if they wanted to organize a charette the Town would attend. Councilperson Hummel noted that the Planning Commission does not currently have any projects to work on at this time; he said it would be great to have something referred from the Town Council for them to work on.

### **TOWN COUNCIL COMMENTS**

Councilperson Hummel said he is delighted to be meeting in person again.

Councilperson Lloyd said some members of the Round Hill Outdoors Committee have expressed disappointment concerning the native plant garden that was dug up to repair the water line. Mr. Feltner suggested relocating the garden to another location that is not over a water line and less at risk. Ms. Hynes said the native garden can be relocated in front of the Town Hall after the sidewalk project has been completed; the Town will pay for the cost of the new garden.

Councilperson James asked for an update on the tunnel; Ms. Hynes indicated this project has been set aside until the Main Street project and the budget process have been completed. Councilperson James also asked for an update on the Stoneleigh fire hydrant and valve inspections; Ms. Hynes stated the work at Stoneleigh has been completed and the inspections for the rest of the Town will be conducted in the coming months.

### **CLOSED SESSION**

Councilperson Lloyd moved **that the Round Hill Town Council recess its Open Meeting and convene a Closed Session to discuss the disposition of real property, specifically a reservoir, as authorized by Code of Virginia 1950, as amended, Section 2.2-3711 (A)(3), also to include Town Staff with Melissa Hynes, Harriet West, Rob Lohr, and Maureen Gilmore.** The motion was seconded by Councilperson Hummel. There was no discussion. A voice vote was held; the

motion was approved 5-0-1, with Councilperson Hoffmann 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
Melissa Hoffmann	Absent

The Council and Staff went into closed session in the Council Chambers at 8:56 p.m. The Council came out of closed session at 9:31 p.m. Councilperson Lloyd moved that the **Round Hill Town Council adjourn its Closed Session and 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.** The motion was seconded by Councilperson Howe. There was no discussion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann 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
Melissa Hoffmann	Absent

#### MEETING ADJOURNMENT

Vice-Mayor Graham adjourned the meeting at 9:35 p.m.

Respectfully submitted,

Mary Anne Graham, Vice-Mayor

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: June 15, 2022