

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
April 7, 2021
7:30 p.m.**

A Work Session was held by the Round Hill Town Council on Wednesday, April 7, 2021 at 7:30 p.m. Due to the ongoing COVID-19 Pandemic, this meeting was conducted electronically pursuant to the *Emergency Ordinance to Modify Public Meeting Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster*, adopted by the Mayor and Town Council on April 28, 2020, and re-adopted on December 16, 2020. There was no public access to the Town Office for this meeting. The Mayor, Town Council Members, Staff, and the public attended this meeting electronically using the link provided with the Agenda.

Town Council Members Present

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

Town Council Members Absent

Donald Allen
Melissa Hoffmann

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Marty Feltner, Town Utility Supervisor
Maureen Gilmore, Town Attorney
James High, Town Utility Department
Robert Lohr, Project Specialist
Harriet West, Town Clerk

Members of the Public Present

There were no members of the public present.

IN RE: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:32 p.m. and read the *Emergency Ordinance to Modify Public Meeting Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster*, as included in the introductory paragraph of the minutes, into the record. The Pledge of Allegiance was not recited.

IN RE: ROLL CALL

Mayor Ramsey conducted the Roll Call, noting that Councilperson Hummel, Councilperson Howe, Councilperson James, and Vice-Mayor Graham, and himself were present, thereby

establishing a quorum. Mayor Ramsey noted that Councilpersons Allen and Hoffmann were absent.

IN RE: PUBLIC HEARING

1. Intent to Amend Town Code Election Ordinance

The Public Hearing regarding the *Intent to Amend the Town Code Election Ordinance* was opened by Mayor Ramsey at 7:34 p.m.

There were no members of the public in attendance to provide comment, and no written comments were received regarding this amendment.

The Public Hearing was closed by Mayor Ramsey at 7:34 p.m.

IN RE: PUBLIC COMMENT

There were no comments from the public.

IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Vice-Mayor Graham made a motion **to adopt the Agenda, with the following changes: move Action Item #2 – Approve Bowman Consulting Group Contract, and Action Item #3 – Approve Wachs Water Contract, to be presented under Business Items.** Vice-Mayor Graham explained that the purpose of this change is so that the Council may further review these contracts. Councilperson Hummel seconded the motion. Town Administrator/Zoning Administrator Hynes clarified that these items will be reviewed with *Business Item #3 – Stoneleigh Water and Sewer Resiliency Project*. Ms. Hynes reported that these items are not time sensitive. There was no further discussion of the motion. A vote was held; the motion was approved 4-0-2, with Councilpersons Allen and Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Jesse Howe	Aye
Paula James	Aye
Mary Anne Graham	Aye
Donald Allen	Absent
Melissa Hoffmann	Absent

IN RE: APPROVAL OF MINUTES

1. February 17, 2021

Vice-Mayor Graham made a motion **that the minutes be approved;** Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Councilpersons Allen and Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye

Jesse Howe	Aye
Paula James	Aye
Mary Anne Graham	Aye
Donald Allen	Absent
Melissa Hoffmann	Absent

IN RE: BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham asked Utility Supervisor Feltner to present this report; the following items were highlighted:

- An inspection by the Department of Environmental Quality (DEQ) was held this morning. The inspector had no comments; a written report should be received in approximately one month.
- An improperly functioning filter at the Goose Creek Treatment Plant has been identified as the cause of pressure problems currently seen at the facility. East Coast Utilities has been identified as a potential contractor to carry out the repair work to the filter system, with Mr. Donald O'Connor to serve as the contact person for the firm. A quote for the cost of the work is to be provided soon. Completion of this work at the facility will provide for additional years of properly working equipment.

Town Administrator/Zoning Administrator Hynes provided information to follow-up on her e-mail to Council regarding the problems at this facility. Utility Supervisor Feltner provided additional information regarding the pressure problems being experienced at the plant.

Mayor Ramsey asked if there is a permanent pressure gauge on the line in question; Utility Supervisor Feltner stated that there are several pressure gauges in that area, however, this problem seems to have developed over time. Mayor Ramsey asked if it is possible to anticipate where these types of problems may occur in the future, and if gauges can be installed in those areas; Utility Supervisor Feltner stated that it is possible to do so, and reported that additional gauges will be installed. Mr. Feltner noted that the contractor identified to do this work is well-versed in these types of problems, and is able to spot where difficulties may develop in the future.

Vice-Mayor Graham thanked Town Administrator/Zoning Administrator Hynes for the informative e-mail, and thanked Utility Supervisor Feltner for his report this evening.

Councilperson James asked if the utility system in the Stoneleigh subdivision is "up and running;" Utility Supervisor Feltner reported that it is.

Utility Supervisor Feltner also reported that the work done at the lift stations was successful and that the station is now working well.

2. Franklin Park Trail/Main Street Enhancement Project Update

Project Specialist Lohr presented this item, highlighting the following:

- The contractor has asked that the Town Council revisit its policy guidance regarding hours of work, as they have requested to be allowed to work during the nighttime hours. Mr. Lohr noted that, to date, requests for extended hours have been approved by the regulating agencies, as has work on weekends. There have been no complaints from residents affected by this work during the extended hours and additional days.
- The contractor has been advised that the Town Council has directed to not allow nighttime work. Project Specialist Lohr requested guidance from Council regarding this request for nighttime hours.

Discussion of this request ensued, with it being noted that the contractor has not taken full advantage of the extended hours (3:00 p.m. to 9:00 p.m.) already provided to them. The consensus of the Council was that nighttime hours not be authorized, and that Project Specialist Lohr ask the entities involved to fully utilize the additional hours already provided to them.

- Two manholes, near Falls Place, will be set next week; this will result in a shut-down of utility service to approximately 30 to 40 customers.
- Suggestions have been provided to the contractor which will serve to lessen the amount of time needed to do the necessary work on the two-inch line.
- Three driveways on Main Street, which were constructed after the original design was completed, have been identified as not compatible. Any work undertaken to correct this problem falls outside the scope of the federal project agreements for which funding was accepted; therefore, federal funding cannot be used to correct this issue. Staff has worked with the property owners in an effort to correct the problems at these locations, and Town Administrator/Zoning Administrator Hynes has identified funding to cover the associated costs. Stantec provided additional work needed regarding easements, at no additional cost to the Town. Staff will keep the Council apprised any developments in this situation.

Vice-Mayor Graham asked for information regarding the installation of cable on the west side of Round Hill. Project Specialist Lohr explained that Loudoun County has contracted for installation of cable at its facilities; this installation interfered with the Franklin Park Trail/Main Street Enhancement Project. Mr. Lohr reported that he met with the County's contractor, and with County representatives, regarding this; the County was unaware of the two competing projects, and has made adjustments to ensure there is no further interference.

3. Stoneleigh Water and Sewer Resiliency Project (Bowman Consulting Group Contract and WachsWater Contract)

Town Administrator/Zoning Administrator Hynes presented this item, beginning by highlighting the following:

- The Stoneleigh Water and Sewer Resiliency Project is included in the FY2022 Strategic Action Plan.
- This project provides for a three-part preventive maintenance program.
- A pilot program is to be conducted in the Stoneleigh subdivision.
- This project will provide for a preventive maintenance team to work with Round Hill.
- The pilot project is slated for completion in September of this year.

Town Administrator/Zoning Administrator Hynes explained that this project is an effort to accurately account for, and map, utility infrastructure; the Stoneleigh pilot program will identify and map approximately 30 to 40 valves and will provide the basis for undertaking the project on a larger scale. Ms. Hynes further explained that this project will help Utility Staff and the Town Engineer with their workload, and will allow for a new set of eyes on this infrastructure.

Discussion ensued regarding the firms recommended to conduct the work, if proposals/bids were sought from any other companies, the information to be provided which will help to determine both crucial infrastructure and areas where additional infrastructure may be needed, and the possible integration during the project of Zone One and Zone Two. Council requested that information be obtained regarding work done by Bowman Consulting for the Town of Middleburg, for review.

Councilperson Hummel stated that, if Bowman is chosen as a contractor, he will recuse himself from any action, as he has worked with the firm for many years. Councilperson Hummel also pointed out issues with the written proposal that he found odd, including that there was no address for the firm included in the documentation. Councilperson Hummel requested that references be provided.

Council Members discussed the cost of the proposed contracts, and asked if the Bowman and Wachs contracts may be acted upon separately.

Mayor Ramsey asked if Council was prepared to make a motion on these contracts this evening; no motion was put forward, and the issue was tabled until the next Town Council meeting.

4. American Rescue Plan Act

Town Clerk West presented this item, including documentation provided by the International City/County Management Association (ICMA) regarding the *American Rescue Plan Act*, which was signed into law on March 11, 2021. Ms. West explained that there are numerous funding components contained in the plan and noted those areas most relevant to Round Hill:

- State and Local Governments – Funding is to be provided to state and local governments, with the details to be finalized by mid-May. At present, it seems that approximately \$80 million dollars have been allocated to Loudoun County, with \$600,000.00 allocated for Round Hill; these amounts are likely not correct, and the amounts allocated may be considerably less. There may also be an opportunity for the Town to request the redistribution of County funds.
- Community Projects – Specific projects can be submitted to Congressional representatives; the deadline to request funding is April 14, 2021.

Ms. West asked the Council to consider potential uses for the fund so that Staff can better coordinate with the County and other entities involved. Mayor Ramsey asked for an update on programs put in place for earlier funding provided to the Town; Town Administrator/Zoning Administrator Hynes reported that a local Girl Scout troop will work to assemble Personal Protective Equipment packages; that project is scheduled for this Saturday and will result in 500 packages being available to residents. Mayor Ramsey suggested that Staff contact the food bank at Round Hill United Methodist Church, to determine if they could use approximately 100 of these packages.

IN RE: ACTION ITEMS

1. Approve Amendment to Town Code Election Ordinance

Vice-Mayor Graham moved **that the Town Council adopt Ordinance 2021-03**; Councilperson Howe seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0-2, with Councilpersons Allen and Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Jesse Howe	Aye
Mary Anne Graham	Aye
Michael Hummel	Aye
Paula James	Aye
Donald Allen	Absent
Melissa Hoffmann	Absent

Mayor Ramsey stated that the Ordinance is hereby enacted; Town Attorney Gilmore reported that she will notify election officials. Ms. Gilmore provided information regarding requirements and deadlines to Council Members seeking office in the next

election. Mayor Ramsey requested that Staff prepare a press release; additionally, he asked that Staff provide, in writing, filing requirements to those eligible to run for office.

IN RE: REPORTS

1. Staff Report

Town Administrator/Zoning Administrator Hynes reported on the following:

- She is working with County Staff, Town Attorney Gilmore, Vice-Mayor Graham and Councilperson Hummel on the County's boundary line adjustment request
- She is determining how to present the boundary line adjustment proposal to the Planning Commission, to ensure that the work is completed in a timely manner.
- The most recent issue of the Virginia Municipal League's magazine contains an article about Round Hill.
- She and Councilperson Hummel will speak with Mayor Ramsey regarding the Parking Study currently under review by the Planning Commission.
- The Business License renewal process has been concluded; information regarding this will be presented to the Town Council at a future meeting.
- Staff has been involved in a number of different projects.

Discussion ensued regarding adherence to Town zoning ordinances by areas included in the proposed boundary line adjustment.

Mayor Ramsey asked if information has been received from the County regarding the possible Western Loudoun Recreation Center; Town Administrator/Zoning Administrator Hynes reported that no information has been received.

2. Mayor's Report

Mayor Ramsey reported on the following:

- He recently had a conversation with the president of the Round Hill Owners' Association (RHOA) regarding Well D; that conversation was productive. The RHOA is meeting this evening; it is hoped a final selection will be provided for screening at the site following this meeting.
- The mayors of Loudoun County towns participated in a COVID vaccination event last week; all mayors have been vaccinated. Members of the Town Council are now eligible for vaccination.
- A letter was received recently from Mayor Fraser of Purcellville, regarding the possible implementation of a western Loudoun policing consortium. Mayor Ramsey asked that Council think about this idea. Town Attorney Gilmore noted that additional financial liabilities should be considered when making a determination regarding this proposal. Mayor Ramsey noted that he will keep the Council apprised of possible future developments of this idea.

- The Virginia Municipal League conference is set for October, and will be held in Leesburg; the event is planned to be held in-person.

IN RE: TOWN COUNCIL COMMENTS

Councilperson James asked about the proposed tour of the Town of Lovettsville's new office building; Mayor Ramsey reported that that tour will take place next week.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:32 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary