

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
August 5, 2020**

A Work Session was held by the Round Hill Town Council on Wednesday, August 5, 2020, at 7:30 p.m. Due to the ongoing COVID-19 Pandemic, this meeting was conducted electronically pursuant to *Ordinance 2020-04: Providing for Continuity of Government* adopted by the Mayor and Town Council on April 28, 2020. The Mayor, Council Members, Staff, and public attended this meeting electronically using Zoom.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Michael B. Hummel
Paula James

Council Members Absent

Melissa Hoffmann

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Maureen Gilmore, Town Attorney
Danni Albright, Town Planner
Harriet West, Town Clerk
Robert Lohr, Project Specialist
Marty Feltner, Utility Supervisor
Bobby Lohr, Intern

Others Present

Peter Buxton
Frank Etro
Jesse Howe
Betty Welford

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:31 p.m. Mayor Ramsey noted that, as the meeting was being held via electronic means, and an American flag was not available, the Pledge of Allegiance would not be recited.

IN RE: ROLL CALL

Mayor Ramsey stated, *"In March 2020, Virginia Governor Northam declared a State of Emergency and Disaster, due to the Coronavirus-19 Pandemic; by Executive Orders 51, 53 and 55, Virginia's Governor issued "Stay-at-Home" orders for all residential services, and urged citizens to avoid gatherings. On April 24, 2020, Governor Northam signed amendments to the Code of Virginia, Section 2.2-3708.2, which allows public bodies to conduct electronic meetings remotely to conduct statutorily required and necessary business to continue government during the health emergency disaster. The Town of Round Hill has also declared a State of Local Emergency, which is still in effect. The public emergency created by COVID-19 makes it unsafe and impractical for the Town Council to assemble in a single location. The purpose of the meeting is to conduct regular business of the Town Council in a Work Session. The Regular Meeting Schedule, which includes tonight's meeting, was adopted by the Town Council in January 2020, and was published on the Town's website. The Agenda for tonight's meeting was distributed in advance of the meeting, and was posted on the Town's website. This meeting is being held by electronic communication, by the use of ZOOM Meetings; members of the public were invited to participate remotely in this meeting through the use of ZOOM Meetings Sign-In Policies, and the following Council Members are participating in the meeting remotely: myself, Mayor Ramsey, Vice-Mayor Graham, Councilperson James, Councilperson Allen, and Councilperson Hummel. Absent is Councilperson Hoffmann, and there is a vacancy for retired (relocated) Councilperson Evers. There does exist a quorum for this meeting, and a recording or transcript of the meeting shall be made available on the Town website, in accordance with the time-frames established in Virginia Code, Section 2.2-3707, and Section 2.2-3707.1 of the Code of Virginia.*

IN RE: PUBLIC COMMENT

No comments were received prior to this evening's meeting, and there was no public comment presented at the meeting.

IN RE: ADOPTION OF WORK SESSION AGENDA (Amendments & Deletions)

Vice-Mayor Graham moved **that the Town Council adopt the Agenda, as presented;** Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Paula James	Aye
Donald W. Allen	Aye
Michael B. Hummel	Aye
Melissa Hoffmann	Absent

IN RE: APPROVAL OF MINUTES

1) June 17, 2020 Regular Meeting Minutes

Councilperson Allen noted that, on page two, Mayor Ramsey should be referred to as *Mayor* throughout the section, rather than as *Mr. Ramsey*.

Town Clerk West noted that, on page eight, under *Item "e," Special Election Petition and Advertisement of Position*, the Resolution number, as contained in the final paragraph of the section, should be *Resolution 2020-11*.

Vice-Mayor Graham asked if any further action was taken by the Town Council regarding the Community Garden; Town Administrator/Zoning Administrator Hynes reported that Staff is working with the Round Hill Outdoors Committee to facilitate the Committee's adoption of the garden.

Vice-Mayor Graham asked if, on page seven, in line five, the reference to a *restructuring* of the loan is an accurate depiction. Project Specialist Lohr noted that the use of the term *restructuring* may denote an extension of the term of the loan, and may have a more negative connotation than use of the term *refinancing*. Mayor Ramsey noted that the term of the loan was not changed, with Project Specialist Lohr noting that only the interest rate was changed.

There were no further corrections.

Vice-Mayor Graham moved **that the Town Council adopt the minutes, as amended**; Councilperson James seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Paula James	Aye
Donald W. Allen	Aye
Michael B. Hummel	Aye
Melissa Hoffmann	Absent

IN RE: BUSINESS ITEMS

1. Applications for Planning Commission Vacancies

Mayor Ramsey noted that, originally, there was only one vacancy on the Planning Commission; however, following implementation of the process to fill that vacancy, another vacancy, that of Ms. Beth Caseman, became known. Mayor Ramsey reported that two applications were received, from Mr. Peter Buxton and Mr. Frank Etro. It was noted that each person's application has been included in Council Members' packets. Mayor

Ramsey stated that it has been recommended that Mr. Buxton be appointed to the term to expire in 2022, and Mr. Etro be appointed to the term to expire in 2023.

Mr. Buxton stated, "I appreciate everyone having me on-board," and thanked the Council.

Mayor Ramsey then called for a motion. Councilperson Hummel made a motion **to appoint Peter Buxton and Frank Etro to the two open Planning Commission vacancies, with the terms of office as previously provided.** Mayor Ramsey explained that Mr. Buxton's term will expire on December 31, 2022, and Mr. Etro's term will expire on December 31, 2023. Councilperson Hummel stated, "I think the Town is very lucky to have both to serve" on the Planning Commission. Councilperson Allen then seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Paula James	Aye
Donald W. Allen	Aye
Michael B. Hummel	Aye
Melissa Hoffmann	Absent

Mayor Ramsey congratulated Mr. Buxton and Mr. Etro, and noted that each is now a duly appointed member of the Planning Commission.

2. Application for Town Council Vacancy

Mayor Ramsey noted that this appointment is being made to fill the vacancy left by Councilperson Amy Evers' resignation, with one application received, from Mr. Jesse Howe; Mr. Howe's application was included in Council Members' packets. Mayor Ramsey noted that Mr. Howe is participating in this evening's meeting. Mr. Howe thanked the Council for considering his application, noting that he "is happy to be here." Town Administrator/Zoning Administrator Hynes explained that Mr. Howe's term will go to November 3, 2020, and that he may file to run for a full term to be filled on that date.

Mayor Ramsey then called for a motion. Vice-Mayor Graham moved **that the Town Council appoint Jesse Howe to the Town Council, to replace Amy Evers, for a term that expires on June 30, 2022.** Vice-Mayor Graham asked for clarification of the end date of the term; Town Attorney Gilmore explained that the term will expire upon the winner of the election, slated for November 3, 2020, taking the Oath of Office. Ms. Gilmore noted that the deadline to file to run in the November election is August 14, 2020. Mr. Howe indicated his interest in filing to run for the seat. Vice-Mayor Graham amended her motion, so that the correct ending date of the appointment was noted. Councilperson James seconded the motion. There was no discussion of the motion. A voice vote was

held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Paula James	Aye
Donald W. Allen	Aye
Michael B. Hummel	Aye
Melissa Hoffmann	Absent

Mayor Ramsey congratulated Mr. Howe, noting that he has now been duly appointed. Mayor Ramsey explained that Mr. Howe will not have the powers of the office until he has taken the Oath of Office, administered by the Clerk of the Circuit Court; however, Mr. Ramsey stated, Mr. Howe may participate in the remainder of the meeting, but may not vote.

3. Utility Department Update

Vice-Mayor Graham noted that information regarding this item was included in Council Members' packets, and asked Utility Supervisor Feltner to provide an update. Mr. Feltner first addressed issues surrounding Well 2C and Well 2A, located in the Stoneleigh subdivision. He noted that Well 2A had been pulled and then placed back into service, but not restarted, as Well 2 had been maintaining the system. Utility Supervisor Feltner explained the effects this action had on the water tank in the subdivision, efforts undertaken to ensure the safety of the water supply in the tank, and efforts undertaken to address problems with the wells and to ensure the safety of the water from those wells. Utility Supervisor Feltner explained that the action needed to disinfect the wells, which includes pulling and reinserting each pump, can introduce coliform contaminants into the wells; however, these contaminants were not found at a concerning level, and chlorine is being added to the wells. Utility Supervisor Feltner reported that a provider has been contacted; that individual will provide to the Town the cost for placing a flushing valve on each Stoneleigh well.

Utility Supervisor Feltner also reported on a service line break which occurred in the Stoneleigh subdivision last evening; a drop in the water level in the storage tank, and a drop of approximately sixty feet in Well 2A, were noted as a result of this break.

Mayor Ramsey asked for an explanation of where the blending of water occurs, when chlorine is added to Well 2C. Utility Supervisor Feltner explained that the blending occurs at a point where the three lines present in the subdivision meet, prior to that water entering the main. Mayor Ramsey also sought to clarify that adding chlorine to the tank was done as an emergency measure, and is not a regular practice; Utility Supervisor Feltner noted that is correct, and that the action was approved by the Virginia Department of Health for this occurrence.

Mayor Ramsey asked to clarify what, in the system, is currently not operating properly; Utility Supervisor Feltner stated that, currently, everything in the system is operational, noting that he is uncertain how long Well 2A will remain so. Mr. Feltner explained a linkage which is occurring regarding production from Well 2 and Well 2A, with Mayor Ramsey asking if the system would be sustainable if only Wells 2 and 2C were used; Utility Supervisor Feltner stated that it would be, and explained steps which could be taken to ensure that outcome.

Discussion ensued regarding water sources used by the golf course at Stoneleigh, and if the Town could request that the golf course place meters on its irrigation wells. Town Attorney Gilmore explained that there is no ordinance, at present, which would allow the Town to do so, but that the current water shortage, and resultant issues with the Town's wells, could provide for flexibility in putting forward this request. Town Attorney Gilmore stated that she will research this issue, and suggested that the Town install the meters if the request is made to place them on the golf course's irrigation wells. Mayor Ramsey asked if the Virginia Department of Health or Loudoun County would have the authority to require the golf course to monitor its usage; Town Attorney Gilmore stated that she would research that issue.

In response to a question from Vice-Mayor Graham, Utility Supervisor Feltner reported that the golf course does use water from Town wells for drinking water purposes, at its Pro Shop and tavern, but uses surface water for other purposes.

Mayor Ramsey reiterated his concern that use of private irrigation wells in Stoneleigh could be negatively impacting production of the Town's wells there, with Utility Supervisor Feltner stating that he understands the concern, but is seeing the same problem at Town wells in other areas. Mr. Feltner stated his belief that the problems being encountered are with the entire aquifer.

Mayor Ramsey stated that, if Utility Staff feels monitoring the Stoneleigh irrigation wells would be beneficial, the Town should move forward with the request to place meters on those wells. Utility Supervisor Feltner stated that Staff will discuss this with the Town Engineer.

Vice-Mayor Graham then asked Project Specialist Lohr to provide an update on the Well D project. Project Specialist Lohr reported that Staff had requested an update on issues surrounding access to this well from the Round Hill Owners' Association (RHOA), with the RHOA attorney providing changes to pertinent documents this afternoon. Mr. Lohr stated that he will forward those documents to Town Attorney Gilmore for her review. Project Specialist Lohr stated that the changes requested by the RHOA attorney were minor, and it is hoped the RHOA will sign the documents soon. Project Specialist Lohr also reported that Town Attorney Gilmore is working with Emery & Garrett Groundwater

Investigations (EGGI) on final contractual items, with the goal being to secure access to the site by next week. Mr. Lohr provided information on various items presently under discussion, which will allow EGGI to begin work soon.

Mayor Ramsey asked for an approximate time-frame for addressing the comments/requests made by the RHOA attorney; Project Specialist Lohr stated that he expects many of the comments/requests will be addressed quickly, with the Town being responsive to other, more involved requests, so that progress on this project may continue. Project Specialist Lohr noted that he will keep the Mayor and Council updated on this item.

Vice-Mayor Graham reported that a large number of letters have been sent out to utility customers regarding excessive water usage, which is unfortunate, as the Town has put in place Voluntary Water Restrictions. Discussion ensued regarding variables which may be impacting usage. Town Administrator/Zoning Administrator Hynes noted that additional general reminders of the conservation request will be provided to customers. Mayor Ramsey requested that Utility Supervisor Feltner provide usage information to Council, as time and workload permits.

Vice-Mayor Graham thanked Project Specialist Lohr and Utility Supervisor Feltner for their reports. Town Administrator/Zoning Administrator Hynes thanked Utility Supervisor Feltner for all his hard work during the past several weeks.

4. Update on VRA Refinance of 2009 Town Bond

Town Administrator/Zoning Administrator Hynes reported that the VRA Loan Refinancing closed today. This refinancing has resulted in a savings to the Town of twenty-three percent, or \$1,185,000.00. Town Administrator/Zoning Administrator Hynes noted that the amount of each payment will be provided to Council in the near future.

Mayor Ramsey stated that the Water Rate Study will likely be updated next spring, due to the impact of this refinancing.

5. Update on Main Street Project

Project Specialist Lohr provided this report, noting that the Groundbreaking Ceremony for the project, attended by Town and County officials, was held last week. Project Specialist Lohr reported that various permits required for the project have been issued, or are expected to be issued soon; upon issuance of all permits, construction may begin. Project Specialist Lohr noted that construction meetings, which have been held on a bi-weekly basis, will be held on a weekly basis once construction begins.

Project Specialist Lohr reported that the construction trailer will be put in place at the construction staging site near Niels Poulsen Park in the next two weeks; the Homeowners' Association (HOA) has been informed of expected activity there. The contractor has been made aware of the HOA's requirements regarding cleanliness and maintenance of the site.

Project Specialist Lohr reported that a meeting was held today with the County Public Information Office and the Project Manager to determine which items will be posted to the County's and Town's websites. Mr. Lohr noted that Round Hill's website will include information regarding the project beginning the week of August 16th – two months prior to the beginning of work inside the corporate limits. Items to be included on the websites include: a summary of the projects; budget information; a summary of the County and Town partnership; profiles of the construction companies; a listing of project milestones (rather than a project schedule); construction plans; emergency contact information; weekly and bi-weekly updates; and, frequently asked question. Mr. Lohr noted that items Council would like to have incorporated into this information can be included.

Project Specialist Lohr explained that initial preparations for the project will begin at Lakefield Road and will move toward the Town, with work to begin on East Loudoun Street in October.

Vice-Mayor Graham stated that the Groundbreaking Ceremony went well, and was well-attended; Ms. Graham thanked those who arranged the event. Mayor Ramsey stated that it was nice to see former Town officials and Staff who had worked on this project during their tenures at the ceremony.

6. Update on Tree City USA Application

Town Planner Albright presented this item, beginning by providing an update on application requirements for the December 2020 deadline. The application requirements include the establishment of a Tree Board, the adoption of a Tree Care Ordinance, having an established budget, and establishment of an Arbor Day observance. Town Planner Albright reported that the Round Hill Outdoors Committee has agreed to serve as the Tree Board; this group includes two certified Virginia Master Naturalists. Additionally, Ms. Albright reported that the budget for the program has been allocated through the existing Parks Maintenance line in the General Fund Budget. An Arbor Day observance has been held in Round Hill for the past two years, and will be held virtually this year in October, with a limited attendance by officials at the ceremony at Niels Poulsen Park.

7. Discussion on Zoning Ordinance Article 14, "Landscaping & Screening"

Town Planner Albright then addressed the required Tree Care Ordinance, noting that a memorandum included in the Council Members' packets contains recommendations for amendments to the text of the current Ordinance; the Round Hill Outdoors Committee reviewed the Ordinance and provided recommendations, including encouraging the use of native tree species. Town Planner Albright noted that this represents a first draft of the Ordinance amendment, with additional comments to be considered/included. Town Planner Albright stated that a motion has been included with the information provided to Council, but that further discussion could take place this evening, with a motion to be made at a September meeting. Mayor Ramsey clarified that the motion would be to adopt an

Intent to Amend the Zoning Ordinance, with a referral made to the Planning Commission for development.

Vice-Mayor Graham moved **that the Town Council approve the adoption of Resolution 2020-14 referring review and drafting of Zoning Ordinance amendments to the Planning Commission to implement changes to the Landscape Chapter in support of Round Hill Outdoors Committee projects and initiatives**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Paula James	Aye
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Melissa Hoffmann	Absent

8. Loudoun County FY22 Capital Improvement Program Funding Request

Town Administrator/Zoning Administrator Hynes introduced this item, noting that Staff is considering requesting funding through this program for upgrades to the pedestrian tunnel under the Route 7 Bypass.

Mayor Ramsey asked if a request will be made, under this program, to include the Greenway project in the County's long-range plan. Project Specialist Lohr explained that Loudoun County has implemented changes to this funding program, with only "shovel-ready" projects eligible for funding. Mr. Lohr explained that costs for this project have been estimated, and that it ties into the Franklin Park Trail Project currently underway, making it much more likely this funding request will be approved. Project Specialist Lohr noted that the next major request for funding to be made of the County will likely be for the Southern Greenway or for Sleeter Lake Park, depending upon direction by the Council.

Mayor Ramsey asked to clarify if the County is moving to a five-year planning cycle; Project Specialist Lohr stated that it is, and explained that requests for funding for future projects likely will be considered by the County in year three or four. Project Specialist Lohr explained that future projects, including cost estimates for each, will be presented to the Town Council at a September meeting; projects approved by the Council must be submitted to the County by September 30th. Mr. Lohr noted that the application process has been streamlined, and is now conducted on-line.

Mayor Ramsey noted that the Pedestrian Tunnel project is well-established, and that review of the final request by the Council is all that remains to be done. It was decided that it would be wise to place the Southern Greenway project on the County's five-year plan.

Mayor Ramsey asked for an update on the *Round Hill Ready for Business* grant program, for which the County is serving as administrator. Town Administrator/Zoning Administrator Hynes reported that, presently, Staff is determining if collection of receipts from grant recipients is required. Application packets are to be sent to business owners this Friday. Town Attorney Gilmore noted that the Loudoun County Economic Development Agency has agreed to the terms of the program as put forth by the Town, and is awaiting receipt of a letter from Round Hill finalizing the program.

Discussion ensued regarding the contents of the application packets, requirements for recipients, and possible future funding opportunities. Town Administrator/Zoning Administrator Hynes noted that the current grants are designed to assist with costs incurred by businesses to meet COVID safety requirements. Town Administrator/Zoning Administrator Hynes thanked Town Attorney Gilmore and Town Clerk West for their work on this initiative. Mayor Ramsey requested that a press release be written, to provide information on the program, and that it be placed on the Town's website.

9. Update on the VOSH COVID-19 Emergency Temporary Standard, 16V AC25-220

Town Clerk West presented this item, explaining that this Standard was put in place on July 27, 2020, and is effective immediately. Ms. West reported that the Town's insurance provider reviewed the standards with her, with the following items highlighted: Exposure Risk Assessment for Employees; Notifications Required for COVID Cases; Returning to Work Procedures; Training Requirements; Physical Distancing and Protection Equipment; and Requirements for a written Infectious Disease Preparedness and Response Plan. Town Clerk West explained that the necessity of having a written Infectious Disease Preparedness and Response Plan is dependent upon the number of employees who are in a medium- or high-risk category. Town Clerk West noted that she will review these requirements in depth, and provide a report on their impact on Town operations at a September Council meeting.

IN RE: REPORTS

1. Town Administrator Report

Town Administrator/Zoning Administrator Hynes provided this report, noting that she compiles the information from reports submitted by Staff members, and that she is proud of Staff for all they do, especially under these circumstances. Ms. Hynes noted that Staff is approaching the six-month mark of working from home, with only one Staff member at the Town Office at a time.

Highlights of the Town Administrator's Report are as follows:

- The storage shed has been delivered, following nine months of planning and preparation. This structure will provide centralized and safe storage for items at

the Town Office. A portion of the building is being rented by Apple House Contracting.

- Upgrades to the Town Office, including installation of new siding and new windows, are on-track for completion this fiscal year.
- The Groundbreaking Ceremony for the Franklin Park Trail/Main Street Enhancement Project was successfully held.
- The FY2022 budget process will begin in the November/December time frame. Mayor Ramsey stated that he is open to moving to a two-year budget process; Town Administrator/Zoning Administrator Hynes stated that she will research this approach to the budget process further, and report to the Council.
- Bobby Lohr, the Town's summer intern, had a great summer, and will be returning to school soon. Mr. Lohr provided information on his work researching wells in the Stoneleigh subdivision.
- Town Administrator/Zoning Administrator Hynes, Project Specialist Lohr, and Utility Supervisor Feltner have spent a great deal of time working on utility issues.

Vice-Mayor Graham asked who is in charge of moving items into the new storage shed; Town Administrator/Zoning Administrator Hynes reported that a firm which specializes in this type of service was hired. Vice-Mayor Graham asked if items will be properly labelled; Town Administrator/Zoning Administrator Hynes reported that they will, with Town Planner Albright handling that responsibility. Town Planner Albright reported that financial items and items of historic significance will be stored in the cellar at the Town Office, which has been properly waterproofed, and that other items will be stored in the shed.

IN RE: TOWN COUNCIL COMMENTS

Councilperson James asked for clarification regarding the expense noted in the *Bills for Payment* report for watercraft storage at Sleeter Lake Park; Town Administrator/Zoning Administrator Hynes explained that the expense was for construction of additional storage racks. Councilperson James asked about concerns which have been raised regarding swimming at Sleeter Lake Park. Town Administrator/Zoning Administrator Hynes explained that the RHOA owns the lake, and sets the rules for its use, which do not allow for swimming; however, these rules do not include guidance for those wading in the lake. Mayor Ramsey stated that, in speaking with leadership of the RHOA, it was determined that wading is also prohibited; Mr. Ramsey asked Town Administrator/Zoning Administrator Hynes to clarify with RHOA leadership how to handle issues surrounding those who wade in conjunction with fishing or boarding watercraft. Town Administrator/Zoning Administrator Hynes reported that additional signs will be posted to provide specific guidance on swimming prohibitions.

Councilperson Allen thanked Utility Supervisor Feltner for his follow-up on utility concerns on his property. Mr. Allen also thanked Mr. Feltner and Utility Staff for their work on multiple utility issues and concerns, stating that he has "been extremely impressed by what I've seen and heard."

Councilperson Allen thanked Town Administrator/Zoning Administrator Hynes for her leadership, and Staff for their work.

Councilperson Howe asked if the list of trees for the Tree City designation represents a finalized list; it was noted that it is a draft list, and will be forwarded to the Planning Commission. Mr. Howe provided information on his background in landscaping, with Town Planner Albright asking him to provide any comments he may have regarding this effort. Mayor Ramsey provided an overview of Planning Commission responsibilities regarding work on the Zoning Ordinance.

Councilperson Hummel noted the attendance this evening of Mr. Frank Etro, newly appointed Planning Commission Member and former Mayor of Round Hill, and Mrs. Betty Wolford, former Town Treasurer and former Member of the Planning Commission.

Mayor Ramsey thanked Staff for their work on the Groundbreaking Ceremony.

Mayor Ramsey reported that County Staff will conduct a study of unmet housing needs in Loudoun County, and that a consultant to assist with this effort has been hired. The consultant has been interviewing all Loudoun County mayors regarding this issue, and that he and the Town Administrator/Zoning Administrator will be meeting with the consultant tomorrow.

Mayor Ramsey reported that he will be out of Town next week.

Councilperson Hummel asked if the deed for the Round Hill West well site should be provided to the Town at this time; Town Administrator/Zoning Administrator Hynes stated that it should. In response to a question from the Mayor, Town Attorney Gilmore stated that a vote by the Town Council to authorize the Mayor to accept the easement on behalf of the Town would be appropriate. Mayor Ramsey called for a motion **that the Town accept the gift of the Deed of Easement from Round Hill West, LLC, for water rights.** Vice-Mayor Graham so moved, with Councilperson Allen seconding the motion. A voice vote was held; the motion was approved 3-1-1, with Councilperson Hummel abstaining and Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Paula James	Aye
Donald W. Allen	Aye
Michael B. Hummel	Abstain
Mary Anne Graham	Aye
Melissa Hoffmann	Absent

Mayor Ramsey stated that, in accordance with the will of the Council, he will accept this generous gift from Round Hill West, LLC.

There were no further Council Comments.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:15 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary

Date Approved: November 4, 2020