

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
December 1, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, December 1, 2021 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. The option to participate remotely was made available using information provided on the agenda.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Jesse Howe
Paula James
Sean Lloyd

Council Members Absent

Melissa Hoffmann
Michael Hummel

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner (participated remotely)
Maureen Gilmore, Town Attorney (participated remotely)
Robert Lohr, Project Manager
Harriet West, Town Clerk

CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:32 p.m.

PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led the Pledge of Allegiance.

ROLL CALL

Roll Call was held; Mayor Ramsey noted that Councilpersons James, Howe, and Lloyd, Vice-Mayor Graham, and himself were present, constituting a quorum. Mayor Ramsey confirmed that Councilperson Hummel and Hoffman were absent.

PUBLIC COMMENT

There was no public comment. Ms. Hynes requested that Stoneleigh residents be allowed to speak if they joined the meeting later.

ADOPTION OF REGULAR MEETING AGENDA (Amendments& Deletions)

Vice-Mayor Graham moved **that the agenda be adopted with the addition of an item for comments from Stoneleigh residents**; Councilperson Howe seconded the motion. A vote was held; the motion was approved 4-0-2, with Councilpersons Hoffmann and Hummel absent. The vote is recorded as follows:

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

PRESENTATION – RECOGNITION OF SERVICE, DEBRA MCDONALD

Mayor Ramsey and the Town Council recognized Debra McDonald for her 10 years of public service as the Town’s recording secretary and presented her with a “Gold Star” award and gifts. Vice-Mayor Graham read a Resolution in appreciation for Ms. McDonald’s work. Ms. McDonald thanked the Mayor and Town Council for the award and the opportunity to have been of service to the Town for so many years. The Council took a brief recess at 8:45 p.m. Mayor Ramsey resumed the meeting at 8:50 p.m.

Vice-Mayor Graham moved **that the Town Council approve the Resolution in appreciation of Debra McDonald**; Councilperson Howe seconded the motion. A vote was held; the motion was approved 4-0-2, with Councilperson Hoffmann and Hummel absent. The vote is recorded as follows:

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

APPROVE MINUTES

No minutes were presented; Ms. Hynes reported that Staff is working with a contractor and minutes will be presented in January.

BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported on the following:

- Staff is still shorthanded with two employees out on sick leave.

- There was a water main break on McCauley Lane last week; the leak was on the resident's side.
- Dominion Energy confirmed that the easements on the plat will be sufficient to supply power to Well D. The next step is for the Town to create a work request for the electrical services.
- A public hearing is scheduled on December 15, 2021 for the South Tank Environmental Impact Assessment.

Mayor Ramsey stated that the Round Hill Home Owners Association (RHOA) has a board meeting on December 14; the Town can expect a more formal reply after that meeting. The Mayor stated he has offered to attend the meeting and answer questions.

Vice-Mayor Graham also reported that Staff contacted Emery & Garret Groundwater Investigations (EGGI) regarding additional well sites. Ms. Hynes said EGGI will submit a Statement of Work and task order.

2. Franklin Park Trail/Main Street Enhancement Project Update

Mr. Lohr reported on the following:

- Work has been curtailed over the past two weeks due to holiday work stoppages based on the Virginia Department of Transportation (VDOT) requirements.
- The County has issued letters of deficiency to the contractor due to the rough condition of the road on Loudoun and Main Streets.
- Extended hours have terminated and work hours have returned to 9 a.m. to 3 p.m.
- The contractor is waiting for a structure to make a connection across Loudoun and Main Street.

Mr. Lohr said he asked the County for clarification about getting rolled curb in front of the park entrance. The original design that has been reviewed and approved on numerous occasions has a structure at that location and new sidewalks/crosswalks. It may be possible to get an unloading area in front of the park; however, the Town may want to look at making improvements to the rear of the park for access.

In response to questions from the Mayor and Council, Mr. Lohr explained that heavy underground utility work is still on track to be completed by the end of December, and crews are slated to work Monday to Saturday. He further explained the contractual roles for the County and Town's portions of the project.

3. Town Council Meeting Dates

Mayor Ramsey asked the Council whether the meeting nights should remain the first and third Wednesdays in 2022. Following discussion, it was agreed that the August 17 and December 21 meetings would be held only if needed. Staff will update the meeting schedule and bring it back

to the Council for adoption at the first meeting in January. Ms. Hynes will add an emergency policy to the meeting schedule.

ACTION ITEMS

1. FY2023 Strategic Action Plan

Ms. Hynes presented this item. She explained that many of the projects were carried forward from the previous year and noted that four main capital projects are nearing completion. She reviewed several new projects added to the list: a shared parking lot study, improvements to Loudoun Street Park, acquisition of future well sites beyond Well D, preliminary design and study of a second Stoneleigh water tank, and improvements to the annual Christmas tree lighting event. She also noted that the Stoneleigh Water and Sewer System Resiliency Pilot Program has grown into a comprehensive utility preventative maintenance program.

The Mayor and Council asked to move the Community Center up to a high priority long-term project. Further discussion included how the Strategic Action Plan provides direction to staff, reaffirms commitment from the Council, and sets the future allocation of funds. The purpose of the sticker exercise, to remove or advance capital projects, together with the option to change the exercise were discussed. Mayor Ramsey noted that the survey, sticker exercise, and discussion provide the Councilmembers with different ways of expressing themselves.

Following further discussion, it was agreed that adoption of the 2023-24 Strategic Action Plan will be brought back to the Council in January 2022.

2. Wachs Water Services Contract

Ms. Hynes presented this item. The Council is being asked to approve a contract with Wachs Water Services to complete valve and fire hydrant exercising in Town.

Ms. Hynes reported that Wachs Water Services has completed exercising the valves in Stoneleigh. The next step is to extend the contract to perform work in the rest of the Town. Ms. Hynes stated it took two to three weeks to complete the work in Stoneleigh.

Vice-Mayor Graham moved **that the Town Council authorize the Town Administrator to execute a contract with Wachs Water Services for an amount not to exceed \$28,520 to complete the valve exercising for the other half of Town;** Councilperson James seconded the motion. A voice vote was held; the motion was approved 4-0-2, with Councilpersons Hoffmann and Hummel absent. The vote is recorded as follows:

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

Michael Hummel

Absent

REPORTS

Ms. Hynes reported on the following:

- Recent Staff absences revealed the need for contingency operations planning, which she will be addressing so there are no gaps in service.
- Staff has continued E. coli testing in the stream near E. Loudoun Street and will be working with Friends of the Shenandoah River on next steps. Staff also reached out to the County Administrator and County Health Department and has taken proactive steps to communicate to the public that there is no impact on drinking water. Staff is working on scheduling the contractor to camera the sewer lines along the stream.

Mr. Lohr stated that they were 99% sure of pinpointing the vultures as the source due to spikes in the measurements directly downstream of the trees where they roost. Both trees are within the Town limits. He noted that camera work to verify whether water is infiltrating the sewer line is still valuable. Discussion included how to address the vulture issue, Loudoun County Health Department's jurisdiction over stream health, and the possibility of other sources of the E. coli.

The Mayor and Councilmembers reported they had not received an email update from Ms. Hynes on the E. coli issue through the Council email distribution list; Ms. Hynes will look into this and make sure the distribution list is working properly.

Vice-Mayor Graham asked about the replacement for the Town Planner; Ms. Hynes explained that Ms. Albright is still supporting the Town remotely and that the position will be advertised in March or April.

Vice-Mayor Graham asked about the sale of the Large Reservoir; Ms. Hynes said this is underway and confirmed that the Town will seek to get market price unless the Council decides to sell the property to a nonprofit.

Mayor Ramsey reported on the following:

- The County is moving forward with plans to rename Harry Byrd Highway to Leesburg Pike. The County can only rename the portions that do not go through a municipality. Round Hill would need to make a request to the Commonwealth Transportation Board to rename the bypass within Town limits. The Council agreed to renaming this portion of the road and asked Staff to prepare a Resolution for the December 15 meeting.
- The Coalition of Loudoun Towns (COLT) submitted their recommendation for the redistricting plan to the County along with a press release on November 31. Mayor Ramsey stated that having two districts would provide better representation for Western Loudoun voters, but the Chair for the County Board of Supervisors argued for one Western District

for all the rural voters. Mayor Ramsey noted this is something the Board considers every 10 years and in 2011 the County went from three Western Districts to two.

- Joe Esposito, the former President of the RHOA has moved, and Vonni Stamp is the new President.
- The Town received a request from the Brentwood Springs Home Owners Association to meet and discuss the Boundary Line Adjustment; the meeting has been scheduled for next week.
- The Christmas tree lighting is scheduled for December 4 with caroling coordinated by the Baptist Church between 3:00 and 4:00 p.m.

Councilperson Hummel was not present so there was no Planning Commission report. Mayor Ramsey noted that street renaming suggestions are underway and will be discussed further at the next Planning Commission meeting in January.

TOWN COUNCIL COMMENTS

There were no comments from the Councilmembers.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED



Harriet West, Town Clerk

APPROVED: March 2, 2022