

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
December 15, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, December 15, 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  
Michael Hummel (participated remotely)  
Paula James  
Sean Lloyd

**Council Members Absent**

Melissa Hoffmann  
Jesse Howe

**Staff Members Present**

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

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:34 p.m.

**PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led the Pledge of Allegiance.

**ROLL CALL**

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

**PUBLIC HEARING**

**1. Proposed Round Hill Water System South Tank**

Mayor Ramsey opened the public hearing at 7:35 p.m.

Ms. West reported that she possessed the certification of advertisement indicating that this public hearing was advertised on November 4 and November 11, 2021.

Mr. Lane presented this item. He noted there are several reasons for the need for a second tank, including additional capacity, redundancy should the existing tank become disabled, mitigation of risks associated with a single tank, and facilitation of maintenance activities. The “South” location is advantageous due to the amount of growth in the southern part of Town and with that an increase in demand for water service. Another benefit is that the proposed tank will boost fire flows and peak demand in this area.

Mr. Lane pointed out that the Town of Round Hill has already successfully completed the Loudoun County special exception process and the Commission permit process. This public hearing is specific to the environmental report, of which a draft has been posted on the Town’s website and made available at the Town Office. This is a requirement of the Virginia Department of Health (VDH) which is funding the project. No specific environmental issues were identified in the report in terms of environmental consequences as a result of locating the proposed tank in this area. The site itself is small and contains approximately one acre.

Mr. Lane noted one item that was identified as a possible issue and that is the potential presence of the Northern Long-Eared Bat. The species is considered to be threatened but can be found all over the state. Their habitat includes caves during the winter and wooded areas in warmer months. A conservative approach to address this concern is a “time of year” restriction which would prohibit clearing of the woods between April 15 and September 15.

Mr. Lane concluded his presentation by noting the purpose of the public hearing is to receive comments from the public on the environmental impact of the proposed South Tank.

Mayor Ramsey called for comments from the public; hearing none, he closed the public comment period. The Mayor then called for questions from the Council Members; hearing none, he closed the public hearing at 7:40 p.m.

### **PUBLIC COMMENTS**

There were none.

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

Vice-Mayor Graham moved **to adopt the agenda**; Councilperson James seconded the motion. Councilperson Hummel asked if there would be an update on the Loudoun Street Project; Mayor Ramsey said he told Staff there would be no reports this evening in order to keep the meeting short. Mr. Lohr said he would send out a written report. 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>
Michael Hummel	Aye
Sean Lloyd	Aye
Paula James	Aye

Mary Anne Graham	Aye
Melissa Hoffmann	Absent
Jesse Howe	Absent

## **ACTION ITEMS**

### **1. Resolution 2021-09: Renaming Route 7 Bypass in Round Hill**

Mayor Ramsey stated that this Resolution was introduced at the last meeting. Loudoun County has already adopted a Resolution renaming the road, and the Town of Leesburg is in the process of adopting a Resolution as well. As proposed in the Resolution, Harry Byrd Highway/Route 7 Bypass would be renamed to “Leesburg Pike” where it goes through Town.

Vice-Mayor Graham moved **that the Council adopt Resolution 2021-09 to rename Harry Byrd Highway/Route 7 to Leesburg Pike within the corporate limits of the Town of Round Hill;** Councilperson Lloyd seconded the motion. Councilperson Hummel suggested the name change should be conditioned upon the County changing the name also. Mayor Ramsey pointed out that Loudoun County already adopted a Resolution to change the name of the road. A voice 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>
Michael Hummel	Aye
Sean Lloyd	Aye
Paula James	Aye
Mary Anne Graham	Aye
Melissa Hoffmann	Absent
Jesse Howe	Absent

### **2. Resolution 2021-10: 2022 Town Council Meeting Schedule.**

Mayor Ramsey stated that a draft was presented at the last meeting.

Vice-Mayor Graham noted that the Work Sessions on the first Wednesday was done to accommodate a former Councilmember and that since there has been no difference in the agendas and items she suggested all of the meetings should be Regular Meetings. Vice-Mayor Graham moved **that the Council adopt Resolution 2021-10 to approve the 2022 Town Council Meeting Schedule and Emergency/Hazardous Conditions Policy, with the following change to the second WHEREAS: “WHEREAS, for the calendar year 2022, Regular Meetings of the Round Hill Town Council will be held on the first and third Wednesday of each month.”** Mayor Ramsey acknowledged that meetings of the Town Council are not treated differently whether it is a work session or a regular meeting. Ms. Gilmore indicated that from a Freedom of Information Act perspective, work sessions are treated as meetings; hence, there are no legal reasons for designating them separately. Councilperson James seconded the motion. A voice vote was held; the motion was approved 4-0-2, with Councilpersons Hoffmann and Howe absent. The vote is recorded as follows:

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

### **3. Authorize Invoice Cloud Contract**

Mayor Ramsey stated there is currently a project in the Capital Improvement Program (CIP) for a new Financial Software Program. Staff has determined that many of the issues may be related to Paymentus, the payment platform, rather than the financial software program. Other Western Loudoun towns were having similar integration problems and switched to Invoice Cloud which alleviated their problems.

Ms. West noted that the Paymentus contract requires that the Town give six-months' written notice to cancel the service. The contract ends in June 2022; therefore, notice must be given by December 2021. Staff would then move forward with a contract with Invoice Cloud to begin service in July 2022.

Councilperson James asked if the difference in cost between the two providers would be worth the additional expense. Ms. West stated that this would address the goals of the CIP project for the Financial Software Program. The budgeted amount in the CIP is a one-time \$50,000 cost, plus a \$5,000 maintenance cost. After viewing demonstrations from both vendors, Staff believes that Invoice Cloud is the system that best suits Round Hill's needs and addresses the items that were outlined in the capital project.

Ms. Gilmore asked what the terms for the contract with Invoice Cloud would be. Mayor Ramsey stated that first the Town must terminate its contract with Paymentus. After that the Town will negotiate with Invoice Cloud and enter into a contract with them sometime in February 2022.

Councilperson Lloyd reiterated the benefits of moving to Invoice Cloud, including integration with the Town's Financial Management System. He stated that feature alone benefits the accuracy of the Town's financial reporting. He believed the cost difference between Paymentus and Invoice Cloud seems reasonable in that the Town would be getting integration services as well. For the Town's customers who would be using Invoice Cloud the interface would be easier to use to pay bills and check account balances.

Councilmember James moved **that the Town Council of Round Hill authorize the Town to end the contract with Paymentus and authorize the Town Administrator to sign a contract with Invoice Cloud;** Vice-Mayor Graham seconded the motion. Mayor Ramsey suggested a friendly amendment to the motion to state "negotiate a contract with Invoice Cloud" rather than

signing a contract with Invoice Cloud. The contract will not be approved until it comes back to the Town Council after all the negotiations have been completed. Vice-Mayor Graham suggested a cap be placed on the final price of \$28,800; however, Mayor Ramsey stated that the Town Council will have an opportunity to review the contract once it has been negotiated. A voice vote was held; the motion as amended 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>
Michael Hummel	Aye
Sean Lloyd	Aye
Paula James	Aye
Mary Anne Graham	Aye
Jesse Howe	Absent
Melissa Hoffmann	Absent

### **TOWN COUNCIL COMMENTS**

Councilperson Hummel asked if anyone has been in contact with Councilperson Hoffmann to see if she is planning to start attending meetings again. Mayor Ramsey offered to reach out to Councilperson Hoffmann to inquire about her intentions.

Councilperson James asked about the recent leak. Mr. Lohr explained that Mr. Feltner was proactively addressing the elimination of a section that is a high risk for breakage. This section is located between the Fallswood subdivision and the new Poplar Hills neighborhood, along the creek. Mr. Lohr described the work that was done to repair the leak which included the installation of an insertion valve. In response to a question from Councilmember James, Mr. Feltner stated that the five-gallon-a-minute leak at the clubhouse was repaired.

Mr. Lohr elaborated on the two large at-risk projects Mr. Feltner's crews were working on this week. These two projects have been on their list for several years. They were able to find the line which was difficult because it was leaded cast iron jointed pipe that is difficult to trace and locate. Those two items should eliminate significant breaks that could occur, with either one of them having the potential to drain either the Stoneleigh system or the main system while crews tried to locate the lines.

Vice-Mayor Graham added that the company that was going to camera the lines to address the E. coli situation, has been unable to perform the work because the truck that was to be used is out of service for repairs. They are not expected to be on board here until sometime in January.

Mayor Ramsey thanked the Staff and Santa for their work on the tree lighting. There were at least 400 people in attendance. He noted that the lights in front of the park are out again; Ms. West reported that the Utility Department Staff and contractors have been working to get the lights fixed.

Mayor Ramsey also reported that he, Councilperson Hummel, and Ms. Hynes met with Charles Wellford who is on the board of the Brentwood Springs Homeowners Association (HOA). Mr. Wellford requested the meeting on behalf of the HOA to get an idea on where the Town stands

on Boundary Line Adjustment (BLA) as far as timelines and schedules. Due to COVID, representatives of the Town of Round Hill and the Brentwood Spring HOA had not met since late 2019 or early 2020. At the meeting, they let Mr. Wellford know that there is no set schedule for the BLA for the Brentwood Springs community. Looking at it from a long-term perspective, the Brentwood Spring community needs to be comfortable with this. If the community comes out strongly against it, that could end the whole matter.

Councilmember James asked if this was the same neighborhood that wanted the Town to do a study. Mayor Ramsey stated that the group referenced by Councilmember James was the Round Hill Owners Association (RHOA). The Town is currently working to hire a consultant to perform that study. Since the Villages involves thousands of people versus hundreds of people, the timeline for that project will be longer.

Mayor Ramsey reported that he met with the interim president of the RHOA, Vonni Stamp. The RHOA Board met last night and verbally accepted the Town's offer to purchase the easements and the property for both projects; however, there are some details yet to be worked out. In response to a question by Vice-Mayor Graham, Mayor Ramsey stated the RHOA did not counter on price. Mayor Ramsey indicated that a Closed Session will be scheduled for the first meeting in January which will include a report on the negotiations from the Town Attorney. Ms. Gilmore stated there were two amounts: \$45,201 for the Well D easements based on the appraisal and approximately \$6,000 for Evening Star.

#### **MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED



---

Harriet West, Town Clerk

APPROVED: March 2, 2022