

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
February 3, 2021
7:30 p.m.**

A Work Session was held by the Round Hill Town Council on Wednesday, February 3, 2021 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. 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 on the Agenda.

Town Council Members Present

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

Town Council Members Absent

Donald Allen

Staff Members Present

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

Members of the Public Present

There were no members of the public in attendance.

IN RE: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:33 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 Councilpersons James, Hummel, Howe, and Hoffmann, Vice-Mayor Graham, and himself were present, and that Councilperson Allen was absent. Mayor Ramsey stated that a quorum had been established.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Vice-Mayor Graham moved **to adopt the Agenda as presented**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0-1, with Councilperson Allen absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

1. December 2, 2020

Councilperson Hummel noted that, on page three, in paragraph six, line 115, the word *adoption* should be changed to the phrase *with a recommendation for adoption*. There were no further corrections. Councilperson Hummel then made a motion **to adopt the minutes, as amended**; Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0-1, with Councilperson Allen absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham presented this item, reporting that Utility Staff has been dealing with issues brought about by recent snowstorms. Additionally, problems have been reported at the West Lakes and Upper Lakes lift stations, with numerous instances of equipment not working properly occurring; the stations are currently running on the back-up systems. Vice-Mayor Graham noted that the cause of these problems is under investigation.

2. Franklin Park Trail/Main Street Enhancement Project Update

Project Specialist Lohr presented this item, noting that he provided a written summary today to Council Members. Mr. Lohr highlighted the following:

- The weather has caused delays in the project.
- Test-pitting is to begin on Main Street when weather conditions allow.
- An initial meeting was held last week with the relevant public safety agencies, pursuant to the beginning of work on Main Street.
- A tree on the Heston property on Main Street is presenting safety issues; a request has been made that the planned removal of the tree be expedited.
- Valve work, and the relocation of a twelve-inch line on East Loudoun Street, have been completed.
- During installation of the storm sewer on East Loudoun Street, a safety issue surrounding an exposed pipe was identified.

Project Specialist Lohr requested that Council Members call or e-mail him with any questions they may have regarding this report.

Discussion ensued regarding work remaining to be done on East Loudoun Street, and costs expected to be incurred by that work. In response to a question from Council, Mr. Lohr reported that it is hoped the estimate for the East Loudoun Street work will be received soon, noting that he has been pressing the contractor to provide this information. Project Specialist Lohr provided estimates of expected costs for the various phases of the project.

There was also discussion of safety concerns raised by the contractor regarding the East Loudoun Street work; the contractor prefers that water service be completely shut off during the work, with the Town believing that the work can safely be carried out with a reduction of water service to the area. Staff noted that it is preferred customers not be without water for several hours each day for the duration of the work.

Mayor Ramsey raised the issue of a driveway located at 31 Main Street, and its impact on work on the project in that area. Project Specialist Lohr reported that there exists no solution which will not delay progress on the work in that area, and noted that he has been working with the residents in that area regarding their concerns. Mr. Lohr stated that it may be possible to revisit this issue following completion of this phase of the Main Street Enhancement Project. Town Administrator/Zoning Administrator Hynes also noted that, upon completion of the project, there will be no parking directly in front of the Town Office; steps will be taken to create a handicapped parking spot at the Town Office building, which will help with parking at 31 Main Street, as well.

3. COVID Vaccination Discussion

Town Administrator/Zoning Administrator Hynes presented this item, beginning by reporting that the number of doses of vaccine currently available is not as large as expected.

Ms. Hynes reported that Loudoun County officials have stated that vaccine is currently available only for Town Staff over the age of sixty-five. Mayor Ramsey noted that a number of changes have been made to distribution plans due to the lower-than-expected availability of vaccine, with it expected that changes will continue to be made based upon availability. Mr. Ramsey explained how the County is currently prioritizing staff who qualify to be vaccinated, and when they may receive their doses. Mayor Ramsey requested that it be ensured any Staff member over age sixty-five be prioritized to receive their vaccination.

Vice-Mayor Graham and Mayor Ramsey noted that a new vaccination site has been opened at a vacant property in the Dulles Town Center Mall; this site is expected to be the farthest west of any site. Mayor Ramsey also noted that there are three private entities which are expected to begin administering vaccines, although no further information has been provided in the two to three weeks since this was announced to the Coalition of Loudoun Towns (COLT) – likely due to the lack of vaccine. Mayor Ramsey stated that it is unknown if any of these three entities are located in western Loudoun.

Town Administrator/Zoning Administrator Hynes stated that she and Mayor Ramsey will keep the Council updated on this issue.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: BUDGET WORK SESSION ITEMS

1. Round Hill Capital Improvement Program

Town Administrator/Zoning Administrator Hynes presented this item, beginning by noting that the *Capital Improvement Program (CIP) Budget* had been reviewed by Council at its meeting held two weeks ago, with the *Utility Fund Operating Budget* presented last week. Due to information included in discussion of the *Fee Study* and the *Fiscal Policy*, the *Utility Fund Operating Budget* will be reviewed again this evening, followed by review of the *Capital Improvement Program Budget*. The *General Fund Budget* will be presented at an upcoming meeting. Ms. Hynes noted that an error occurred in compiling the information for presentation this evening, explaining that that omission skewed information in the spreadsheets provided; Ms. Hynes apologized for the error.

Town Administrator/Zoning Administrator Hynes began by providing an update on changes to line-items in the *Utility Fund Operating Budget*, brought about by changes in insurance costs, and pertaining to the rental of a trailer at the Wastewater Treatment Plant. Ms. Hynes also explained changes seen in the *Overtime/Bonuses* line-item, and noted that Utility Supervisor Feltner will be working to refine this line-item.

In response to a question from Council, it was noted that Utility Supervisor Feltner will provide information regarding costs incurred by breaks in lines for the past year.

Discussion then turned to the *Capital Improvement Program Budget*, with Town Administrator/Zoning Administrator Hynes reporting that she and Utility Supervisor Feltner have worked to determine true costs for the various projects included in this portion of the budget. Town Administrator/Zoning Administrator Hynes then reviewed the items on the budget spreadsheet, and on the individual Project Sheets, providing information specific to the projects, explaining budget changes for various projects, and noting projects which will be brought to Council when more complete information is available.

Town Administrator/Zoning Administrator Hynes reported that changes made to the *CIP Budget* have reduced overall costs by approximately \$1,000,000.

Mayor Ramsey stated that Staff and Council are making good progress on the effort to adopt multiple-year budgeting for these projects.

Mayor Ramsey noted that the next two Agenda items were included for discussion, not as Action Items; however, the Mayor stated that the Council may vote upon either one this evening, if it is felt to be appropriate. Mayor Ramsey requested that the order of the two Agenda items be reversed; Council agreed to this request.

2. 2021 Water and Sewer Rate Study

Mayor Ramsey opened the floor to questions and/or comments regarding the *Draft Rate Study*, a copy of which had previously been provided to the Council. The following items were discussed:

- **Table 2 – System Users Current and Maximum Build-Out by Neighborhood:** Is the Poplar Hill subdivision included under the Fallswood line in this Table? It is included under Fallswood. It was decided to change the name of the line to *Fallswood/Poplar Hill*.
- **Section 5.3 – Debt Costs/2021 VRDW Loan:** Has Round Hill received the proceeds for the loan sought for construction of the Southern Water Tank? The loan has been approved, but has not yet been closed; closing the loan is dependent upon Round Hill receiving bids, which will be sought upon completion and submission of engineering. This is expected to occur within a year.
- **Section 5.3 – Debt Costs:** Is there a loan projection for *Well D*? This has been included with the *Evening Star Drive Treatment Plant* loan. It was requested that this section be notated to indicate that *Well D* is included in the information.
- **Section 6.2 – Sewer Availability Fee:** Is Staff confident that no additional major sewer CIP projects are expected in the five-year planning horizon? It was noted that there are no additional major projects included in the current *Utility Fund CIP Budget*.

There was discussion of the schedules for the upgrades to the Evening Star Drive Treatment Plant and the bringing on-line of Well D, with it being noted that work on each project is to occur simultaneously.

Mayor Ramsey explained that he will make changes to the Draft Water and Sewer Rate Study, based on updated CIP information.

Councilperson James asked about the amount of debt being carried by Round Hill for various projects; Mayor Ramsey provided information on each of those totals.

3. Round Hill Fiscal Policy

Mayor Ramsey presented this item, noting that he introduced the topic two weeks ago, and that a goal is to formalize in the Town's Fiscal Policy the amount of the *CIP Budget* which will be financed by taking on debt.

Mayor Ramsey stated that he proposed an additional section, Section Five, be added to the current Fiscal Policy, which would include the percentage of debt allowed by the Policy, noting that current projected debt is well below the amount suggested for inclusion in the Policy. Mayor Ramsey revisited different debt scenarios previously provided to Council, noting the impact of each on the Rate Study. Mayor Ramsey also explained reasons to consider taking on debt, at this time, for some projects, noting that interest rates are currently very low.

Mayor Ramsey noted that information was added to this document regarding the *General Fund Budget*; it was also noted that *General Fund CIP* projects are usually less costly. Mayor Ramsey stated that taking on debt for General Fund CIP projects is not considered, with existing funds and grant funding used to finance the projects.

Councilperson James asked how the Town handles unexpected costs for projects, particularly under the *Utility Fund Budget*; Mayor Ramsey explained that these are usually paid for from Reserves.

Following the Mayor's presentation, Vice-Mayor Graham made a motion **that the Town Council adopt the amended Town of Round Hill Fiscal Policy, dated February 3, 2021**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0-1, with Councilperson Allen absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Paula James	Aye
Mary Anne Graham	Aye
Michael Hummel	Aye
Jesse Howe	Aye

Melissa Hoffmann
Donald Allen

Aye
Absent

Mayor Ramsey requested that an updated copy of the document be placed on the Town's website.

IN RE: REPORTS

1. Staff Report

Town Administrator/Zoning Administrator Hynes reported on the following:

- The Town has hired a Geographic Information Systems (GIS) contractor.
- Work is underway with the Berkley Group on the Salary Study; the study will be presented at next week's Council meeting.
- Martha Semmes is assisting with issues surrounding a proposed boundary line adjustment, which would facilitate the building of a new fire station near the Sheriff's Office Substation.
- Bond issues are underway.
- Work continues on the Yatton Road lots.
- She recently made a visit to the southern water tank site.
- She thanked Councilperson Hoffmann, Town Planner Albright, Town Clerk West, and Vice-Mayor Graham for their help in the distribution of Personal Protective Equipment (PPE) packets. Ms. Hynes reported that an additional 250 to 300 packets will be assembled, to be made available to residents who have not already received a packet.

Councilperson Hoffmann thanked Town Administrator/Zoning Administrator Hynes and Town Staff for their work on the PPE packages.

Mayor Ramsey asked if there were any updates on exhibits for *Well D* and the *Evening Star Drive Treatment Plant*; Town Administrator/Zoning Administrator Hynes stated that there were none for presentation this evening, but that she would inform the Mayor when those items are available.

2. Mayor's Report

Mayor Ramsey reported that an expected call with Board of Supervisors Chairperson Randall did not occur.

Mayor Ramsey reported that COLT has sent a letter regarding the proposed change to municipal elections, requiring that they be held in November; Mr. Ramsey explained that COLT prefers that the choice be left to the various localities, which is the position held by the Virginia Municipal League (VML). Mayor Ramsey reported that this legislation barely passed the State Senate, and is now in the House of Delegates. Mayor Ramsey explained that, if this legislation is adopted by the General Assembly, the item will be included on a future Town Council Agenda, so that Council may determine if it wishes to hold municipal elections on even- or odd-numbered years.

Mayor Ramsey further reported that COLT has prepared a letter to the Board of Supervisors regarding land development in St. Louis; Mayor Ramsey explained changes requested by the developer to the original proposal, noting that COLT does not support these changes. Councilperson Hummel asked if it is clearly understood that COLT does not represent town governments; Mayor Ramsey stated that the members of the organization endeavor to make that clear. Mayor Ramsey also noted that he tries to present issues discussed by COLT to the Town Council, and stated that he would not participate in a COLT decision which is contrary to Round Hill's Comprehensive Plan, or with which the Town Council disagrees. Councilperson Hummel expressed concerns he has regarding some COLT actions.

IN RE: TOWN COUNCIL COMMENTS

There was discussion of an area east of Hamilton which, it seems, is being used as a landfill.

Mayor Ramsey reminded Council Members that a Budget Session will be held next week.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:54 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary

Date Approved: March 17, 2021