

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
January 19, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, January 19, 2022 at 7:30 p.m. Pursuant to the Town Administrator's Declaration of Local Emergency on January 12, 2022 this meeting was held electronically. Instructions for participating remotely were provided on the meeting agenda.

Council Members Present:

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

Council Members Absent:

Melissa Hoffmann

Staff Members Present:

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

Others Present via Zoom:

Tom and Pam O'Beirne

CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:38 p.m.

PLEDGE OF ALLEGIANCE

The pledge was not recited because this meeting was held electronically.

ROLL CALL

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

PUBLIC COMMENTS

Tom and Pam O’Beirne, residents of Stoneleigh, were present to talk about the potential water projects at Stoneleigh. Mrs. O’Beirne is the former president of the Stoneleigh Homeowners Association (HOA); she and Mr. O’Beirne continue to serve as the HOA’s liaison to the Round Hill Water Department.

Ms. Hynes provided background and noted that the Town received a letter from the HOA with questions about future projects in Stoneleigh. The O’Beirne’s participation in tonight’s meeting is introductory and Ms. Hynes promised to keep them advised of future discussions that concern projects affecting the Stoneleigh development so they can report back to their HOA.

Mayor Ramsey noted the ongoing asset management plan, which includes mapping of valves and hydrants, and valve exercising. Ms. Hynes stated that the valve exercising in Stoneleigh is complete; staff is currently working to integrate the data into the Town’s Geographic Information System (GIS) for scheduling future maintenance. For the record, Ms. Hynes stated that Stoneleigh residents are interested in what the Town is doing with regard to improvements to the Stoneleigh system. She noted that projects related to the resiliency of the Stoneleigh system are reflected in the Strategic Action Plan.

Mayor Ramsey indicated that this is a priority, including a second water tank with the possibility of an additional well for resiliency purposes. Mr. Lohr, the Town’s Project Manager, will be the best point of contact for capital projects at Stoneleigh. Mrs. O’Beirne said it has been great working with Mr. Lohr and Ms. Hynes and that she will keep the lines of communication open between the HOA and the Town.

ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Vice-Mayor Graham moved **that the agenda be adopted with the deletion of the Closed Session and the addition of discussion of the potential extension of Lake Ridge Trail to West Lakes as Business Item Number Three.** Councilperson Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

APPROVAL OF MINUTES

1. July 21, 2021

Vice-Mayor Graham asked for clarification on page 6, lines 217 to 219, pertaining to Mayor Ramsey's comment about partial reimbursement to the Round Hill Owners Association (RHOA) for providing twice a week garbage service. Mayor Ramsey suggested the following to address Vice-Mayor Graham's concern: "A partial reimbursement up to the amount spent for non-HOA Town residents."

Vice-Mayor Graham moved **that the minutes be adopted, as amended**; Councilperson Lloyd seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

2. August 4, 2021

Vice-Mayor Graham noted a typographical error on page 2, line 74, the word "leu" should be spelled "lieu." Vice-Mayor Graham referenced the discussion on page 4 and asked if the Utility Supervisor received an estimate for the asphalt paving for the road to the Waste Water Treatment Plant. Ms. Hynes confirmed that the estimates were received and forwarded to Loudoun County when the capital improvement funding request was submitted. Vice-Mayor Graham noted that on lines 200 through 204 there is an inconsistency in the spelling of "Berkeley;" Councilperson Hummel added that it is also misspelled on line 183. Vice-Mayor Graham asked if Action Item 1, Security Fencing for Wells 7A and 7B, had been done; Ms. Hynes confirmed that it has been completed.

On line 68, Councilperson Hummel questioned the size of the line near Chamblin Way. The minutes state a 12-inch line; however, Councilperson Hummel asked if it should be a two-inch line. Mr. Lohr confirmed that the minutes are correct as written. Councilperson Hummel asked if the Risk Assessment referenced on line 74 had been distributed to the Council; he did not recall receiving a copy. Ms. Hynes stated that she emailed the Risk Assessment and Emergency Plan to the Mayor and Town Council in July; she will resend both of those documents. On line 138, Councilperson Hummel asked if anyone was working on the pavilion designs. Ms. Hynes stated that the Town is now working with the County on the pavilion project as a cost-saving measure. On line 161, Councilperson Hummel asked why the street name list is called a "2021 Street Name Inventory" since it was started at the end of 2021. He asked that the year be deleted on both lines 161 and 181.

Vice-Mayor Graham moved **that the minutes be adopted, as amended**; Councilperson James seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann 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
Sean Lloyd	Aye
Melissa Hoffmann	Absent

3. September 15, 2021

Vice-Mayor Graham pointed out that Councilperson Melissa Hoffmann's last name is misspelled under "Council Members Present" on line 14.

Councilperson Hummel noted on line 90, the year is shown as five digits; it should be 2021.

Councilperson Hummel moved **to approve the minutes, with the two changes**; Councilperson Howe seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported on the following:

- At the last Utility meeting, discussion centered on what the Town would like Peed & Bortz to do in the future, including looking at existing infrastructure and potential sites for new wells.
- The project to camera the sewer lines is still on hold because the company that was hired to do the job is waiting for parts for their truck.

Ms. Hynes stated that a meeting will be held with Bowman Consulting on January 20, 2022 to review the status of the Asset Management System and integration of the valve exercising data.

2. Franklin Park Trail/Main Street Enhancement Project Update

Mr. Lohr reported on the following:

- The last two weeks have been very busy. The contractor, Highway and Safety Services (HSS), has consolidated all of their crews; they had two full crews that were working for the past several months at Franklin Park and along Lakefield Road.
- The connection to Lake Point has been completed; everything is at final grade, paved, and hydroseeded.
- All the work in the park has been completed except for some minor punch list items.
- Two HSS teams have been working in Town along with two private subcontractors. These crews have been constructing underdrains on both sides of road and the sidewalk will be installed soon. They have been working on Loudoun Street and will begin installing underdrains and conduit on Main Street later this week.
- HSS has a new superintendent for this project, Rob Alvez. Mr. Lohr stated that Mr. Alvez has been responsible for the recent progress on this project. A two-week schedule will be provided to the Town each week showing where crews will be working and what they will be doing; this will facilitate communications with residents as the work progresses through Town.

Mayor Ramsey asked if the Virginia Department of Transportation (VDOT) is satisfied with the paving work as it pertains to snow plowing. Mr. Lohr indicated that VDOT is satisfied; however, the Town and County are not from a transportation safety standpoint. Emergency repairs were necessary on Loudoun Street at Bridge Street to level the bump after the most recent snow. A second area on Falls Place needed attention as well. Additional temporary repairs will be made when the weather permits.

In response to a question from Vice-Mayor Graham, Mr. Lohr stated HSS is approximately 30 to 45 days behind schedule; however, the contractor expects to be caught up in the next month, weather permitting. Mr. Lohr said the Park, the connection through Lake Point, and all of Loudoun Street should be completed by late March. Main Street may not be finished until May or June.

3. Lake Ridge Trail Connection

Councilperson Hummel gave a summary of the proposed trail that would connect the existing asphalt trail built with Lake Ridge and proposed trails in the West Lakes subdivision. The existing Lake Ridge trail stops in the middle of the woods at the property line, which is also the boundary line between Loudoun County and the Town. He noted that the original property owner of the lots on the County side of the line was bought out by Brookfield Homes, but construction has not begun on the houses on this section of the Ridgewood Place cul-de-sac. There is a planned trail that will parallel Ridgewood Place, which will connect West Lakes with Upper Lakes; however, there is a gap between the proposed trail and the existing trail which is inside Town limits.

Councilperson Hummel proposed a trail that would connect the existing trail in Round Hill with the planned trail on Ridgewood Place. He estimated that the connecting trail would cost between

\$10,000 and \$15,000. He has been in contact with Brookfield Homes, and they have no objection to the trail; however, they indicated that they would not be contributing to the cost of construction. Councilman Hummel said he would like direction from the Council on how to proceed before he speaks with Mike Mortenson at the RHOA. It was noted that RHOA owns the land that the proposed trail would be located on. Councilperson Hummel noted he will need to show his proposed plan to Brookfield Homes so they can disclose to any potential purchasers that a walking trail could be built adjacent to one of the lots on the Ridgewood Place cul-de-sac.

Discussion included approaching Brookfield Homes about paying for the cost of the trail connection. Ms. Hynes noted that this trail is part of the Town's \$1.5 million funding request to the County to build the Southern Greenway. This connection is already part of the funding request since one of the Town's arguments for asking for the money was that the trail would benefit both Round Hill and Loudoun County residents. Ms. Hynes has been in touch with the President of the Lake Ridge Estates Home Owners Association (HOA) and that group has indicated that it would be in favor of the trail because they would like the ability to walk through the Brookfield development.

Councilperson James asked if the Town usually undertakes upgrades of land outside of its jurisdiction. Mayor Ramsey pointed out that Sleeter Lake Park and Neils Poulsen Park are not in Town.

Mayor Ramsey asked Councilperson Hummel to find out if the RHOA is in favor of the trail in theory, without determining who is paying for it. Maintenance of the trail would be the responsibility of the RHOA. Ms. Hynes pointed out that one of the goals of the Comprehensive Plan is to promote connectivity of the Town and to provide trails. Mayor Ramsey stated the benefits of connection outweigh the cost of building the trail.

Councilperson Lloyd also promoted the benefits of connecting neighborhoods via safe trails. Councilperson Hummel will contact Mr. Mortenson at the RHOA to get an idea of their acceptance of the trail and its maintenance.

ACTION ITEMS

1. Town Administrator's Declaration of Local Emergency

Ms. Hynes presented this item. The Council is being asked to confirm the Town Administrator's declaration of a local state of emergency on January 12, 2022 and to approve an Ordinance to provide for Continuity of Government during the state of local emergency. This action is being taken as a result of the recent surge in COVID-19 cases.

Concerning Resolution 2022-01, Vice-Mayor Graham moved **that the Round Hill Town Council affirm the Town Administrator's January 12, 2022, Declaration of Town State of Emergency which is attached hereto incorporated as if fully set forth herein;** Councilperson Lloyd seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

Ms. Hynes explained that Ordinance 2022-02, “Continuity of Government,” formalizes the procedure to be used for remote meetings. Vice-Mayor Graham moved **that the Town Council adopt Ordinance 2022-01 immediately and shall remain in effect during the pendency of the Emergency Ordinance, including for any applicable period upon the re-adoption of such Ordinance by the Town Council**; Councilperson Lloyd seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

2. Stantec Task Order 51 (Complete Main Street and Franklin Park Project)

Mr. Lohr presented this item. As a result of unforeseen issues, the Town and the consultant have had to put in extra hours to keep the project moving. Stantec has exhausted its Task Order and has asked for an additional \$30,000 to their base contract to move the project to completion. The additional funds will allow the contractor to continue to handle construction administration, meetings, and other tasks associated with management of the project. Mr. Lohr said he did not anticipate that the Town would have to spend anything additional on the project, with the exception of the costs associated with the Town’s internal staff.

Vice-Mayor Graham, moved **to approve Task Order 51 with Stantec Consulting Services, Inc., for construction support for the Main Street and the Franklin Park Trail Project and authorize the Town Administrator to sign it for the Town, not to exceed \$30,000**; Councilperson James seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Paula James	Aye
Mary Anne Graham	Aye

Sean Lloyd	Aye
Jesse Howe	Aye
Michael Hummel	Aye
Melissa Hoffmann	Absent

2. Stantec Task Order 52 (Southern Gateway Pedestrian Improvements-Feasibility Report)

Ms. Hynes presented this item and reviewed the background for the project which is part of the 2017 Comprehensive Plan. She noted that this is a priority project in the Council's FY2022 Strategic Action Plan. This project must be put out to bid in order to qualify for state and federal grants; however, Stantec can be used to assist in formulating the feasibility study and the 15% plan prior to putting it out to bid. This will not disqualify Stantec from bidding on the design project. In response to a question by Vice-Mayor Graham, Ms. Hynes stated that the cost for the feasibility study and 15% plan is \$28,000; this cost would not be reimbursable under any grant money received. Councilperson Hummel recommended that potential future easements should be identified as soon as possible. Mayor Ramsey directed staff to make certain the Task Order with Stantec includes identifying future easements.

Vice-Mayor Graham moved **that the Round Hill Town Council authorize the Town Administrator to approve Task Order 52 with Stantec to prepare the 15% Plan for the Southern Greenway Pedestrian Improvements, which includes a Feasibility Study and other documents to advertise a future Request for Proposals for the Final Design and Plans, not to exceed \$28,000.** Councilperson James seconded the motion. Councilperson James asked when this project would begin. Mayor Ramsey explained that Stantec would conduct the preliminary work covered under this Task Order in the current fiscal year. After that work is completed, the next step would be to put out an RFP for the design of the entire project; the Town would seek funding assistance from the County. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent.

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

2. FY2023 Town Council Strategic Action Plan

Ms. Hynes presented this item. She explained that based on discussion at the last meeting, the County Community Center project was moved to the list of "High Priority Long Term Projects."

Councilperson James asked about the project for a second water tank at Stoneleigh. Ms. Hynes explained that this is for a feasibility study; it does not commit the Town to constructing the tank. Discussion included the need for new wells in Stoneleigh and the rest of the Town.

Ms. Gilmore asked that Well D and the Evening Star Treatment Plant be added to the agenda for a Closed Session. There was no objection from the Council.

Mayor Ramsey asked that the Strategic Action Plan be placed on the next agenda as an Action Item to give the Council Members and himself a chance to complete their review of the document.

REPORTS

Ms. Hynes reported on the following:

- She has been sending her weekly written reports to the Council. The Mayor and Council Members said they appreciated receiving them and found them very informative.

Mayor Ramsey reported on the following:

- The County's process for street renaming is based on a vote by the residents who live on each street. Mayor Ramsey would still like the Planning Commission to come up with a list of recommended names to be included in the process.
- The Coalition of Loudoun Towns (COLT) put forth proposed redistricting plans based on maintaining two Supervisors in Western Loudoun, versus other options that only have one representative. The County is reviewing upwards of 20 plans that were submitted. COLT submitted two plans; one of which is moving forward to the next round of discussions.
- He will be meeting with the Brentwood Springs Home Owners Association in March to discuss a boundary line adjustment.

TOWN COUNCIL COMMENTS

Vice-Mayor Graham reported that planning is underway for the Hometown Festival on May 28.

Councilperson James asked for an update on the sale of the large reservoir; Ms. Hynes stated she is working with Sean Dunn on the listing agreement. Councilperson James also asked about the newsletter; she did not see one in her last water bill. Ms. Hynes stated that they usually skip the newsletter during the holidays.

Councilperson Hummel asked if anyone is spearheading the Town sign replacements; Ms. Hynes stated that it is on her list of things to do.

CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Open Meeting and convene a Closed Session to discuss the acquisition of real property for utility purposes as permitted by Code of Virginia, Section 2.23711(A)(3) and to discuss matters that require consultation with legal counsel regarding specific legal advice by such legal counsel as authorized by the Code of Virginia 2.2-3711(A)(8) with the following attendees: the Town Administrator and the Town Attorney.** Councilperson Hummel seconded the motion. There was

no discussion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent.

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

The Closed Session was conducted by telephone beginning at 9:16 p.m.

The Mayor and Council reconvened the Open Meeting by Zoom at 9:35 p.m. Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its Open Meeting.** Councilperson Howe seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0-2, with Councilpersons Lloyd and Hoffmann absent. Mayor Ramsey noted for the record that Councilperson Lloyd did not rejoin the Zoom meeting after the Closed Session.

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

Vice-Mayor Graham moved **to certify that while in Closed Session to the best of each members' knowledge, the Round Hill Town Council discussed only those matters lawfully exempted from Open Meeting Requirements under the Virginia Freedom of Information Act and only such matters identified in the motion by which the Town Council convened the Closed Session.** Councilperson Howe seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0-2, with Councilpersons Lloyd and Hoffmann absent. The vote is recorded as follows:

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

Councilperson Lloyd rejoined the meeting at 9:38 p.m.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:38 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:

A handwritten signature in blue ink, reading "Harriet West". The signature is written in a cursive style with a large, stylized "H" and "W".

Harriet West, Town Clerk

APPROVED: March 16, 2022