

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
January 23, 2020**

A Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, January 23, 2020, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Amy E. Evers
Melissa Hoffmann (arrived at 7:50 p.m.)
Michael B. Hummel
Paula James

Staff Members Present

Danielle Albright, Town Planner
Marty Feltner, Town Utility Supervisor
Maureen Gilmore, Town Attorney
Sue Holland, Town Treasurer
Robert Lohr, Project Specialist

Staff Members Absent

Melissa Hynes, Town Administrator/Zoning Administrator

Others Present

Deputy Fornwalt, Loudoun County Sheriff's Office
Patrick Szabo, *Loudoun Now*
Clinton Chapman

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:38 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, with all Councilpersons except Councilperson Hoffmann, as well as Vice-Mayor Graham and himself, present a quorum was established.

IN RE: COMMUNITY POLICING

Deputy Fornwalt reported that Deputy Carpenter recently had surgery, and will be out for six to eight weeks. The Deputy further reported that traffic control, particularly on New Cut Road and

Main Street, has been a main focus for the department. Deputy Fornwalt stated that an additional item being addressed by the Sheriff's Office is the pedestrian tunnel under the Route 7 Bypass; it was noted that security cameras will be installed at the tunnel this week, and will be monitored by the Town. Deputy Fornwalt explained how the Sheriff's Department manages these cameras, and asked that Town Staff/representatives call with any questions or concerns they may have. Deputy Fornwalt noted that a new Lieutenant, Lieutenant Buckman, has been assigned to the Western Loudoun Station and should be on-site soon, that the station's Sergeant has been promoted and will be leaving soon, with his replacement already appointed, and that the station's Captain is currently undergoing training at the FBI Academy.

Mayor Ramsey asked if the person who recently caused damage with a bb gun has been caught; Deputy Fornwalt stated that he/she has not yet, but that the issue continues to be investigated.

Deputy Fornwalt asked if there were any further questions; Mayor Ramsey noted that there will likely be a number of questions when the Route 9 project begins, with Deputy Fornwalt stating that the Department will work to help alleviate problems related to that construction.

The Council thanked the Deputy for his report.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Vice-Mayor Graham moved **that the Council adopt the Agenda, with the addition of the following: the Consortium Resolution, under Action Items, and a Closed Session regarding real estate matters, following Council Comments;** Councilperson Allen seconded the motion. Councilperson Hummel requested that a *Planning Commission Report* be added to the Agenda; Mayor Ramsey suggested that that report be provided during Council Comments. A vote was then held; the motion was approved 5-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

1. October 24, 2019 Regular Meeting

Vice-Mayor Graham made a motion **that the minutes be approved;** Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held;

the motion was approved 5-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Draft Amendments to the Water & Sewer Ordinance

Vice-Mayor Graham presented this item, providing to Council changes to the Ordinances she and Town Administrator/Zoning Administrator Hynes recommend following their review. Vice-Mayor Graham requested that Council Members review the documents and provide comments. Council provided some comments during the meeting, and Town Attorney Gilmore suggested that the Vice-Mayor and Town Administrator further edit Article II, Section 2.

2. Draft Meals Tax & Transient Occupancy Tax Ordinance

Town Attorney Gilmore presented this item, providing Council Members with draft documents which she and Deputy Zoning Administrator Semmes have reviewed and edited. Ms. Gilmore requested that Council provide potential tax rates, so that the documents may be finalized prior to advertisement. Town Attorney Gilmore explained how these taxes may impact business owners, with it being noted that the owners collect the tax, but that the amount collected does not come from the business' earnings. Ms. Gilmore noted that proceeds from these taxes go to the General Fund, to be used for community projects. Additionally, Ms. Gilmore explained, the alternate method available to the Town to raise funds for these projects is the levying of real estate taxes, which do come from a business' profits. Town Attorney Gilmore requested comment from Council on the documents.

A lengthy discussion of these taxes followed; the discussion included how the meals tax is broken down on a sales receipt, how the imposition/collection of a meals tax may affect a catering business, any potential affect on catering contracts in place prior to the adoption of a meals tax, and that the proceeds from these taxes are generally dedicated to specific projects. Mayor Ramsey requested that the Meals Tax Ordinance be written in such a way that the rate may be set in the Fee Schedule each year, and that the Ordinance be adopted with a zero percent rate. Mayor Ramsey noted his belief that the Council should move slowly on this effort, and that outreach must be made to business owners. Mayor Ramsey requested projections for the amount of revenue which may be realized from the imposition of these taxes.

Mayor Ramsey instructed Staff to provide an electronic copy of the updated Ordinances to Council prior to the meeting of February 6, with this item to be included on that Agenda; he further instructed Staff to advertise the Ordinances for Public Hearing only when the documents are ready.

3. FY2021-2025 Capital Improvement Plan (Utility & General Funds)

Project Specialist Lohr presented this item, noting that ten new projects are included in this budget document, most of which are slated for two-to-three years in the future. Mr. Lohr then provided information on the following projects:

- Tunnel Rehabilitation and Security Program – it was recently discovered that Round Hill is responsible for the maintenance of the pedestrian tunnel under the Route 7 Bypass; this project includes installation of security measures (such as cameras and lighting), providing education to the public regarding prohibited activities (via printed information and posting of signs), working with the County to secure funding for various measures proposed for the site, and working with the Round Hill Owners' Association (RHOA) on issues such as landscaping.
- WWTP Upgrades (Phase 2) – this project follows the Phase 1 upgrade, which was undertaken last year; Phase 2 includes paving around the SBR's/Blower Building and/or below the filter building, representing a two-year project.
- Replacement Utility Truck – the purchase of a light bar and converters will be added to the cost of this item.
- Water Line and Valve Upgrades – funding has been included for this project for the next five years; the project includes water line and valve upgrades in the Stoneleigh subdivision and to the main Town systems.
- Utility System GIS Mapping Program – this is a proposal to purchase a Utility GIS System which will allow for the marking, and subsequent storage, of the location data of all water and sewer mains, hydrants, manholes, valves, meters, and any other identified critical operational component of the Town's utility system.
- Painting and Repairs to Stoneleigh Water Tank – this is a proposal to paint the outside of the tank, and to continue, with Liquid Engineering, to dive inside the tank in order to make needed repairs; additionally, altitude valves and operational valves will be repaired, and trees that pose a threat to the tank will be removed.
- Well D Testing and Development – this is a proposal to complete the long-term testing, hydro study, and permitting of this potential well site, on a parallel track to acquiring the site from the RHOA.
- New Regional WTP to Replace ESWTP – this will be a necessary step to bringing the proposed Well D on-line, in order to provide adequate infrastructure; the plan is to continue to run the existing plant while land is acquired and a new facility is built.

Discussion of the New Regional WTP ensued, with Mayor Ramsey requesting alternatives to the building of a completely new facility, including the possibility of expanding the existing facility. Staff will provide this information to the Council.

- Existing Well Rehabilitation – this project includes cleaning of the well casing, recharge area around the well casing, and air and pressure jetting of any the Town's existing wells identified as being in need of this process; a pilot program to include the cleaning of two wells is proposed, with other wells in the system to be cleaned as needed.

It was requested that only one well be cleaned in the pilot program, during FY2021; discussion ensued regarding the well which should be included in the pilot program, with Well 2C identified.

- AWIA Risk Assessment – this is a risk assessment required under the *America's Water Infrastructure Act*, which assesses the security and operational components of the Town's utility systems; this is due by December 31, 2021.

Mayor Ramsey requested that a less expensive option to complete this requirement be identified.

IN RE: ACTION ITEMS

1. Contract for Utility Administrative Offices Study & Concept Plan

Project Specialist Lohr presented this item, explaining that Town Administrator/Zoning Administrator Hynes sought proposals for conducting this work, receiving three; it was felt that the proposal provided by Karl Riedel Architecture, PC, of Leesburg, Virginia, was the most suitable. Mr. Lohr noted that the proposal from this firm is included in Council Members' packets. Mr. Lohr further noted that Town Administrator/Zoning Administrator Hynes hopes to proceed with this effort as quickly as possible. In response to a question from Vice-Mayor Graham, Project Specialist Lohr explained that he does not recommend Round Hill attempt to meet the LEED standards in the construction of this building. Vice-Mayor Graham then made a motion **that the Town Council approve the contract for architectural engineering services by Karl Riedel Architecture, PC, in the total amount of \$25,950.00.** In response to a question from Council, it was explained that this contract is for the completed concept design; elements of the concept design included in the proposal were briefly discussed. Councilperson Hummel then seconded the motion. Mr. Hummel noted that the resume presented is very impressive, with Mayor Ramsey noting that the projects included in the proposal are all similar to the request Round Hill has made. A voice vote was held; the motion was approved 6-0. The vote is recorded as follows:

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

Mayor Ramsey instructed Staff to proceed with this effort.

2. Authorization for Participation in Town Consortium

Mayor Ramsey noted that this consortium has been discussed for some time, and called for a motion. Vice-Mayor Graham moved **that the Round Hill Town Council approve the Resolution authorizing Staff to participate in a Town Consortium for the purpose of the development and issuance of a Regional Request for Proposals for Refuse and Recycling services**; Councilperson Allen seconded the motion. Mayor Ramsey reminded those in attendance that approval of this Authorization does not obligate Round Hill to any specific proposal/contract, but allows representatives from Middleburg to solicit proposals on our behalf; each town will sign individual contracts. Project Specialist Lohr reported that, when this was done in the past, it was quite successful. Mayor Ramsey noted that the goal in undertaking this effort is to ensure that recycling is collected and actually recycled. It was noted that any questions regarding this be directed to Town Planner Albright. There being no further discussion, a vote was held; the motion was approved 6-0. The vote is recorded as follows:

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

IN RE: REPORTS

1. Town Planner Report

Town Planner Albright reported on the following items:

- A contract has been let for Town Office renovations; work continues to secure a company to do the needed grading. Ms. Albright noted that Mr. Bzdyk has been a great asset in this effort.
- The Round Hill Outdoor Committee recently met and discussed the Appalachian Trail Festival, which is scheduled for June. The *Tree City USA* program was

introduced to the committee at this meeting; a steward for this effort is needed. The next meeting of the committee is scheduled for February 18th.

- A number of professional development opportunities undertaken.
- She took the tour of Utility facilities and found it helpful.
- The contract with Wildwood Landscaping, for installation of Christmas lights at the Town Park, has been secured. Wildwood has expressed interest in providing this service again next year.
- Work continues on securing a grant through the *Sun Safety Program*.
- She met recently with an Eagle Scout candidate whose project will be constructed at Sleeter Lake Park.
- She will work to develop requirements for those wishing to volunteer with the Town.

2. Town Administrator Report

This report was not provided.

3. Mayor's Report

Mayor Ramsey reported on the following:

- He will meet with Mr. Luppino-Esposito, of the Round Hill Owners' Association (RHOA), tomorrow regarding the well easement, and to provide an update on the pedestrian tunnel.
- He attended a Coalition of Loudoun Towns (COLT) meeting last evening, also attended by new Board of Supervisors members. The purpose of the meeting was to build ties with the new Board, and to outline to the Board issues COLT hopes will be addressed in the near-term. Issues discussed included: the revision of the County's Zoning Ordinance; that clustering regulations be revisited to protect arable land; that co-housing represents a by-right use in the Zoning Ordinance, but that no regulations are associated with the use; that the Mayor of Hillsboro advocated for a County police force, representing his personal position, not an official COLT position; and, that Mayor Vance of Hillsboro has been appointed to the County Planning Commission by Supervisor Buffington.

IN RE: COUNCIL COMMENTS

Councilperson Hummel noted that he received a recommendation from an acquaintance for Riedel Architecture, PC. Mr. Hummel reported that the Planning Commission passed CPAM-2019-01 at its last meeting, with only the Weona Villa property included; a request was made that Staff provide the document to the Council at least a week in advance of its February 6th meeting. Comments from Planning Commission members will be received, and will be provided to Council, as well. Finally, a Staff Report is to be included with the CPAM forwarded to the Council. Councilperson Hummel noted that the deadline to file to run for office in Loudoun County is in early March; a list of those whose terms will expire was requested. Town Attorney Gilmore noted

that the deadline to file is March 3, 2020. Finally, Councilperson Hummel stated that care should be taken regarding opposition to clustering, as that could have detrimental effects on conservation easements. Discussion of clustering ensued. At the Mayor's invitation, Mr. Hummel indicated his interest in attending a COLT meeting, so that this issue may be further addressed.

Vice-Mayor Graham reported that Ms. Kim Ramsey is beginning to organize for this year's Hometown Festival, scheduled for Saturday, May 23rd, and that volunteers are welcomed. Ms. Graham asked about work being undertaken at the storm water management pond in Brentwood Springs; Councilperson Hummel reported that it is being converted to a permanent pond, with silt being excavated.

IN RE: CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss real estate matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(3), with Town Attorney Gilmore and the Utility Supervisor Feltner invited to attend;** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 6-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

Mayor Ramsey declared that the Town Council is now in Executive Session, and called for a recess at 10:10 p.m.

IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its open meeting;** Councilperson Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 6-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

Mayor Ramsey stated that the Town Council is now in Open Session.

IN RE: CERTIFICATION OF CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council certify that, while in Closed Session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its Closed Session, and that were lawfully exempt from open meeting requirements;** Councilperson Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 6-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:25 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary