

ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
January 6, 2021
7:30 p.m.

A Work Session was held by the Round Hill Town Council on Wednesday, January 6, 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 and Town Council Members, and Staff attended this meeting electronically using Zoom. Members of the public were able to attend this meeting electronically using the link published with the Agenda.

Town Council Members Present

Scott T. Ramsey, Mayor (arrived at 7:34 p.m.)
Mary Anne Graham, Vice-Mayor
Melissa Hoffmann
Jesse Howe (arrived at 7:34 p.m.)
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

Mike Mortensen
Keith Lane, Town Engineer
Jeff Mitchell, Mitchell and Company, CPA
Peter Foster, Emery and Garrett Groundwater Investigations
Anne Adkey
James Emery, Emery and Garrett Groundwater Investigations
Brittany Patten
Joe Luppino-Esposito

IN RE: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice-Mayor Graham called the meeting to order at 7:31 p.m. and read the *Pandemic Notice* (found in the introductory paragraph of the minutes) into the record. The Pledge of Allegiance was not recited.

IN RE: ROLL CALL

Vice-Mayor Graham stated that the following Council Members were present: Melissa Hoffmann, Michael Hummel, and Paula James. Vice-Mayor Graham noted that, with three Council Members and herself present, a quorum was established.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Councilperson Hummel moved **to adopt the Agenda, as presented**; Councilperson James seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Councilpersons Allen and Hoffmann absent. The vote is recorded as follows:

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

IN RE: SPECIAL PRESENTATIONS

1. Presentation of Final Hydrologic Report on Yield and Quality Testing of Proposed Production of Well RND-D by Emery and Garrett Groundwater Investigations

Mr. Peter Foster, of Emery and Garrett Groundwater Investigations (EGGI), provided this presentation, beginning with an explanation of the phases included in the investigation, and noting that the firm is ready to begin Phase IV of the process. Mr. Foster noted that the proposed well is located north of Round Hill, and is close to the existing utility system, facilitating tying-in to the system. A map showing the location of all existing wells in the system and a schematic drawing of the appearance of the proposed well were also provided. Mr. Foster reported that there is an ample amount of drawdown at the proposed well. Maps and drawings of the geology and topography of the area were included in the presentation.

Mr. Foster then presented information regarding a *Pumping Test*, which was conducted in October of 2020; pre- and post-test water levels, the effect of rainfall on the water levels, and a comparison to water levels at existing system wells were included in this information. It was noted that access to the well site took great collaboration by all entities involved, with Mr. Foster thanking them for their cooperation in this effort. A schematic drawing of the *Preliminary Well-Head Protection Area* was provided, as was a table which provided

Preliminary Water Quality Results for the proposed well. Mr. Emery provided further comment on the water quality of this well, noting that substances found in the water are common in Loudoun County, and stating that the water quality is favorable.

Mr. Foster provided to Council a *Recommended Operation Plan*, and a *Summary of Next Steps*, which includes submission of reports, follow-up on review comments, implementation of a monitoring program, and beginning the engineering design phase of the project.

Mayor Ramsey asked if long-term monitoring of nearby wells will be required; Mr. Foster stated that EGGI has not recommended monitoring of this type, at this time, but acknowledging that Loudoun County could request this monitoring.

Vice-Mayor Graham requested an explanation of the term "overburden," which Mr. Foster stated refers to sand, clay, and weathered rock on top of bedrock. Vice-Mayor Graham also asked if all involved are comfortable with the recovery time noted at Well D; Town Engineer Lane stated that the 12-hour recovery time is typical for all of Round Hill's wells.

There was discussion of an *Estimated Well Head Protection Area*, during which Mayor Ramsey asked if the Town Council should consider adopting protections in the Town's Ordinances; Town Attorney Gilmore explained that Round Hill has included a protection of this type in its Ordinance Amendments, but, as this site is outside the Town's corporate limits, Round Hill would need to work with Loudoun County to ensure protection of the well. In response to a question from the Mayor, Town Engineer Lane stated that, at present, Round Hill does not have a groundwater monitoring plan in place.

Mayor Ramsey and Town Engineer Lane discussed draft exhibits for the project, with Mr. Ramsey asking if there now exists enough information to provide final exhibits to the Round Hill Owners' Association (RHOA); Mr. Lane explained that some elements included in these exhibits may change, thereby impacting the schedule by which the Town could provide the final exhibits to the organization. Mayor Ramsey indicated his hope that final exhibits may be provided to the RHOA in the near future.

Councilperson Hummel thanked Mr. Foster and Mr. Emery for their presentation. He asked if Round Hill would need a Commission Permit from the Loudoun County Planning Commission to carry out work at the well site; Mayor Ramsey stated that the Town will need to undertake this step, and Project Specialist Lohr explained a technical error which occurred, on the part of Loudoun County, which is complicating this process.

Town Engineer Lane reported that the pumping rate from this well far outstrips that of the Town's other existing wells. Mayor Ramsey stated his hope that bringing this well on-line will allow for the retirement of a system well which cannot be filtered, thereby resulting in all system wells being under filtration.

Mayor Ramsey thanked Mr. Emery and Mr. Foster. Additionally, the Mayor reiterated the need of providing this information to the RHOA.

2. Presentation of FY2020 Audit Report by Jeff Mitchell, Town Accountant

Mayor Ramsey introduced Mr. Mitchell, who provided a presentation of the audit of Round Hill's financial records for the fiscal year ending on June 30, 2020. Mr. Mitchell noted that, due to pandemic restrictions, the audit this year was conducted largely by remote means. Mr. Mitchell noted that a full Audit Report was provided to Council.

Prior to making his presentation, Mr. Mitchell provided information on the following significant issue which occurred during FY2020:

Upon audit of Round Hill's *Personal Property Revenue* and *Unpaid Amount*, as of June 30, 2020, it was discovered that the amount in this category increased dramatically. Further research revealed an error, due in part to Loudoun County's assumption of billing for *Personal Property Taxes*, and to differences in billing periods between the two entities, that resulted in the County billing approximately \$120,000.00 in Personal Property Tax to Comcast for property in Round Hill; this was incorrect. Further, Mr. Mitchell explained, Loudoun County paid the Town of Round Hill that sum.

Mr. Mitchell reported that, in further talks with the County, the suggestion was made that Round Hill use that sum to offset future revenues collected. Mr. Mitchell stated that this arrangement seems inappropriate. Mr. Mitchell reported that this sum will be shown in the financial records as money owed to Loudoun County.

Mr. Mitchell then asked for questions from the Council regarding this issue.

Mayor Ramsey sought to clarify that this was Property Tax revenue that was not, in any way, owed to Round Hill; Mr. Mitchell stated that was correct. Mr. Mitchell further noted that Loudoun County has confirmed, in writing, that this transaction was done in error. Mayor Ramsey asked if it would be possible for Round Hill to simply return the money; Town Attorney Gilmore explained that the agreement, a *Memorandum of Understanding*, entered into by Round Hill and Loudoun County for collection of these taxes, provides that any amount collected in error be used to offset future amounts due. Town Treasurer Holland explained that this amount would be used to offset both *Personal Property* and *Real Estate Taxes*. Mr. Mitchell noted that keeping track of the offset will create additional bookkeeping burdens. Town Attorney Gilmore stated that, if the Town Council wished, a dialogue could be opened with the County to negotiate returning the money, since it is such a large amount, and as the error was on the part of the County.

Mayor Ramsey noted that either option will result in additional time and work, and stated that he would defer to Staff on how best to handle the situation.

Mr. Mitchell noted that he wanted to make Council aware of this issue, as it represents a major issue found during the audit.

Mr. Mitchell then presented a summary of the Audit Report, highlighting the following information:

- Key Financial Data – This information was for both the *General Fund* and the *Utility Fund*, and showed a fairly strong cash position. Recommendation was made to Staff to seek accounts which will provide greater return on the funds currently held in checking accounts, with the ability to transfer funds to a zero-minimum-balance account when needed for check-writing purposes.

Mayor Ramsey suggested the Town Treasurer speak with her counterpart for the Town of Leesburg, to determine how they handle this issue.

- Certificates of Deposit (CD) – There were 15 CDs on the books for FY2020, with Town Administrator/Zoning Administrator Hynes confirming that those have since been consolidated into four CDs. Mr. Mitchell reported that the rates of return on these CDs are very good.

There was discussion on the preferred amounts to be held in checking accounts and the investment pool, with Mayor Ramsey suggesting that the model used by the Town of Leesburg would be an appropriate one for Round Hill to follow, as well. Mayor Ramsey stated that Staff may present the program they decide upon to Council for approval.

- Accounts Receivable – The effect of utility billing done prior to June 30, 2020, but not due until July of 2020, was noted. Additionally, issues surrounding *Personal Property Taxes*, brought about by the Comcast-related error impacting this line, were also presented.
- Overfunded Pension – The Town of Round Hill is unique in the Commonwealth in that it is one of only a few towns to be overfunded in its Virginia Retirement System pension account.
- Fixed Assets – In the *General Fund*, the main activity centered around work done to the Town Office building; some work on sidewalks and parks is also included in this category. For the *Utility Fund*, generator work, work on water lines, and updates to the Supervisory Control and Data Acquisition (SCADA) system were activities reflected in this category.

- Unamortized Charge on Refunding – The FY2020 Audit reflects an earlier refinancing of debt, and will be adjusted in the upcoming fiscal year to reflect the refinancing completed in September of 2020.
- Accounts Payable – This line reflects routine, customary bills paid by the Town.
- Accrued Expenses – This line reflects proffer money received by the Town for future use. A breakdown of the proffer funds in this category was provided. These funds are included as Revenue at the time they are spent.
- Revenue/Expense Summary – An explanation was provided for various items included on this sheet, including the effect of the Comcast error; the transfer from the Water and Sewer Fund; Public Improvement Proffers, which are included to accurately depict cash flow; the Water and Sewer Fund Overall Surplus, with a breakdown provided to depict the operating surplus and/or deficit in this category; and Net Cash Flow, which was positive for the year.

Mr. Mitchell then presented the following charts:

- A comparison of *Operating Revenues* for the General Fund and the Utility Fund, for the years 2011 through 2020.
- A comparison of the *General Fund Budget* versus *Actual*, for the years 2011 through 2020.
- A comparison of *Operating Utility Fund Budget* versus *Actual*, for the years 2016 through 2020.
- A depiction of the *General Fund – Surplus Fund Balance*, for the years 2011 through 2020.

Mr. Mitchell then presented an Auditor Comments sheet, which provided the following:

- An outline of the process used to conduct the audit under COVID restrictions.
- An explanation of the communications which took place with Town Staff.
- A notation that, had any problems been identified, they would have been brought to the attention of the Town Council, for whom Mr. Mitchell and his company work.
- The recommendation that the process of *Project Budgeting* be adopted.
- The recommendation that *Fixed Assets* be tracked throughout the year.
- The suggestion that the Council revisit the *Town's Investment Policy*.

Mr. Mitchell indicated his appreciation at being able to be of service to the Town of Round Hill, and asked if there were any questions; there were none. Mayor Ramsey and Vice-Mayor Graham thanked Mr. Mitchell for his presentation.

Mayor Ramsey, in commenting to the Council, noted that the Town experienced two financial items of significance during the 2020 fiscal year – refinancing the utility debt and securing financing for the upcoming Southern Water Tank project. Mayor Ramsey also noted that a settlement was reached with Round Hill Investors regarding availability fees, providing clarity on future availability income. Finally, Mayor Ramsey noted, there was continuing residential growth. Mayor Ramsey stated that, as a consequence of these factors, Round Hill is in a very strong financial position; therefore, he will undertake an update of the Rate Study, which will be provided to Council at one of the upcoming budget sessions.

IN RE: BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported on the following items: 1) two recent incidents involving water line breaks and/or leaking valves, with Vice-Mayor Graham commending Utility Staff members for their response; 2) an update on safety issues at utility facilities; 3) an update on the installation of a water line to Sleeter Lake Park; 4) that one Utility Staff member was absent for a time due to illness with COVID, but has recovered and is back to work; 5) that the Utility Department continues to deal with issues/problems with valves; and, 6) that work related to the Franklin Park Trail/Main Street Enhancement Project was conducted on Main Street today, with Utility Supervisor Feltner reporting that test pitting was done there.

Mayor Ramsey thanked the Utility Staff for their response to the recent water line breaks.

2. Water/Sewer Ordinances Discussion

Vice-Mayor Graham presented this item, noting that Council Members received copies of the final ordinances, and that, as of this evening's meeting, no additional comments have been received. The Vice-Mayor further reported that a Public Hearing for these ordinances will be scheduled during an upcoming Town Council meeting. In response to a question from the Vice-Mayor, Town Administrator/Zoning Administrator Hynes reported that a copy of the documents will be available, both on-line and in paper form at the Town Office.

3. Franklin Park Trail/Main Street Enhancement Project Update

Project Specialist Lohr presented this item, noting that both inclement weather and a contractor's COVID illness slowed work on the project, but that work is getting back to a normal level. Mr. Lohr then highlighted the following: 1) that some problems have been encountered with various valves in the system; 2) that infrastructure concerns were identified during test-pitting, with Mr. Lohr reporting that test-pitting on Loudoun Street has been completed; 3) that a valve which had previously caused concern has now been installed; 4) that there will be an outage to approximately 30 customers, for a period of seven to ten hours daily, beginning Monday, with outreach provided to those customers. Mr. Lohr also noted that the completion of this work will allow the project to move forward,

with installation of storm sewers to commence; and 5) that work will be underway on both Loudoun Street and Main Street by the February/March timeframe.

Project Specialist Lohr reported that significant problems with this work have recently been solved. Mr. Lohr then asked if there were any questions; Vice-Mayor Graham noted that a citizen recently asked if it will be necessary to flush water lines following the outage; Project Specialist Lohr reported that some flushing will be done in the system, and that Staff will work with the customers regarding any additional cost of flushing of lines to the home. Vice-Mayor Graham thanked Staff for their response to this concern.

Mayor Ramsey asked if the Lake Point water line is ready to go to bid; Town Administrator/Zoning Administrator Hynes stated that work continues on the issue, but it has not yet been completed.

4. Revised FY2022 Budget Schedule

Town Administrator/Zoning Administrator Hynes presented this item, beginning by explaining that, due to extenuating circumstances, budget discussions have been rescheduled, to begin in late January; the target completion date of the discussions is still expected to be met. Mayor Ramsey reminded Council Members that weekly meetings will be held.

5. Round Hill Residential Utility Assistance Update

Town Clerk West presented this item, reporting that Town Staff has worked with three charities on this program, and has, through mid-December, assisted 25 Round Hill families. Ms. West further reported that a total of \$18,000.00 was distributed, with 63 percent of that amount going to assistance with water/sewer bills.

In response to a request from Vice-Mayor Graham, Town Clerk West stated that she will provide a written report to the Council.

It was also reported that approximately \$10,000.00 of the remaining funds were used to purchase Personal Protective Equipment; a discussion ensued about how to distribute these items.

Ms. West also noted that many of the residents she worked with have suffered significant hardships due to COVID and they are very appreciative of the assistance from the Town.

Town Administrator/Zoning Administrator Hynes thanked Town Clerk West for her work on this project. Mayor Ramsey commended both Ms. Hynes and Ms. West, noting that their work spurred the County to institute this type of program.

Town Administrator/Zoning Administrator Hynes noted that this experience has taught Staff how to best guide residents in need of help.

6. Discussion on Late Fees and Disconnections (Response to Governor's Moratorium)

Town Attorney Gilmore began this presentation, referencing the Staff Memorandum provided to Council regarding this issue. She reported that, during a Special Session of the General Assembly, a statute was passed which prohibited utilities regulated by the State Corporation Commission to cut off utility service to customers; the budget bill signed by the Governor in November extended this moratorium to utility systems run by municipalities. Town Attorney Gilmore explained the effect this action will have on Round Hill, providing responsibilities the Town has and actions it may take under this statute. Town Attorney Gilmore also provided information on funding provided by Loudoun County, for which Round Hill is eligible, which may assist in offsetting the costs of this mandate. Ms. Gilmore stated that how this issue is addressed is at the discretion of the Town Council.

Mayor Ramsey suggested that the Town's payment plan process be updated, noting that the resumption of cut-offs was not slated to begin until March. Mayor Ramsey further noted that there is more than one percent of Round Hill's utility accounts currently in arrears, and that would allow the Town to request an exemption from the State. Mayor Ramsey suggested that Round Hill, at present, not apply for a waiver, and then revisit the issue in the February/March timeframe.

Discussion ensued regarding a deadline by which an exemption must be sought, and of how other municipalities in Loudoun County are handling this issue. Mayor Ramsey suggested that this be revisited at the Town Council's February 17th meeting if Staff recommends doing so.

IN RE: ACTION ITEMS

1. Town Council Minutes of October 7, 2020 and November 4, 2020

In response to a question from Vice-Mayor Graham, regarding the minutes of October 7th, it was noted that a page was added to the Town's website, and communication with customers has been undertaken, to address concerns regarding the design of Round Hill's Water/Sewer bills. Also, in response to a question from the Vice-Mayor, it was noted that the proposal put forth for the Weona Villa property, on Business Route 7 east of Round Hill, will not be pursued.

Vice-Mayor Graham then made a motion **that the minutes of October 7, 2020 be approved**; 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>
Mary Anne Graham	Aye
Paula James	Aye
Michael Hummel	Aye

Melissa Hoffmann	Aye
Jesse Howe	Aye
Donald Allen	Absent

Regarding the minutes of November 4, 2020, Vice-Mayor Graham asked for a status report on the malfunctioning fire hydrant in the Stoneleigh subdivision; Utility Supervisor Feltner reported that it is still out-of-service. Vice-Mayor Graham referenced discussion of Change Orders for work on East Loudoun Street, included in paragraph three on page four of the minutes, noting that Project Specialist Lohr stated these costs are to be funded through the Contingency Line Item. Ms. Graham asked if that is valid, or if Round Hill will be required to pay these costs. Project Specialist Lohr responded that Loudoun County will pay for the "Insert-a-Valve" and its installation; Round Hill will pay for the elimination of the two-inch PVC line, with the monies for this work to be drawn next year from the Town's Budget and Utility Funds. Vice-Mayor Graham also referenced discussion of the improvement of existing valves, found in the same paragraph, asking how the valves will be improved; Project Specialist Lohr stated that a non-functioning valve, located at the intersection of Bridge Street and East Loudoun Street, has been replaced with a fully functional "Insert-a-Valve." Project Specialist Lohr further reported that a valve shown on the "as-builts" as existing on Falls Place, but not actually in place, is to be replaced with a 12-inch conventional valve. Finally, it was noted, in response to a question from Vice-Mayor Graham, that the correct name is the *Round Hill Owners' Association*, not the *Homeowners' Association*.

Vice-Mayor Graham then made a motion **that the minutes of November 4, 2020 be approved**; 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>
Mary Anne Graham	Aye
Paula James	Aye
Jesse Howe	Aye
Michael Hummel	Aye
Melissa Hoffmann	Aye
Donald Allen	Absent

2. Proposal for America's Water Infrastructure Act Risk and Resilience Assessment
Town Administrator/Zoning Administrator Hynes introduced this item, reporting that this proposal has been included in Round Hill's Capital Improvement Program Budget, as it is required by the Environmental Protection Agency (EPA).

Town Engineer Lane then provided additional information regarding the program, noting that the requirement was included in legislation passed in 2018, for which the EPA

provided detailed requirements, and which is handled through the Virginia Department of Health. Mr. Lane explained that the Town, under this program, is required to identify points of vulnerability in its water system, with a deadline of June 30, 2021 for completion of this step, followed by the development of an Emergency Response Plan. Town Engineer Lane noted that the program provides opportunities which will be of use to the Town.

Town Administrator/Zoning Administrator Hynes explained that Town Council approval is required for work on this program to commence.

Vice-Mayor Graham then made a motion **that the Town Council approve \$27,000.00 for Peed & Bortz to conduct a Risk and Resilience Assessment in compliance with America's Water Infrastructure Act;** Councilperson James seconded the motion. There was no discussion of the motion. A voice 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>
Mary Anne Graham	Aye
Paula James	Aye
Jesse Howe	Aye
Melissa Hoffmann	Aye
Michael Hummel	Aye
Donald Allen	Absent

3. Continuity of Governments Ordinance (readopt under COVID-19 Emergency)

Town Attorney Gilmore presented this item, noting that the original ordinance adopted by the Town Council in April of 2020 had an expiration period of six months from date of adoption, which the Town has exceeded. However, Ms. Gilmore reported, the Ordinance is still in effect, due to a statewide action by the Governor. Town Attorney Gilmore recommended that the Town Council amend the ordinance, removing the expiration date, and vote to adopt the amended ordinance.

Mayor Ramsey then called for a motion **to adopt Ordinance 2021-01.** Councilperson Hummel **so moved**, with Vice-Mayor Graham seconding the motion. There was no discussion of the motion. A voice 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>
Mary Anne Graham	Aye
Paula James	Aye
Michael Hummel	Aye
Jesse Howe	Aye
Melissa Hoffmann	Aye
Donald Allen	Absent

4. Approve FY2021 Budget Amendment – Coronavirus Relief Fund (Second Allocation)

Town Administrator/Zoning Administrator Hynes noted that this action is required for Round Hill to accept the second allocation of funds from Loudoun County via the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding.

Vice-Mayor Graham then made a motion **that the Round Hill Town Council adopt Resolution 2021-01, to amend the FY2021 Budget, to add \$59,077.00 to the General Fund Operations Emergency Funding Revenue line, and \$59,077.00 to the General Fund Operations Emergency Funding Expenditures line, for the second allocation of CARES Act funding, that was distributed by Loudoun County to the Town in October 2020;** Councilperson James seconded the motion. There was no discussion of the motion. A voice 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>
Mary Anne Graham	Aye
Paula James	Aye
Jesse Howe	Aye
Melissa Hoffmann	Aye
Michael Hummel	Aye
Donald Allen	Absent

5. Schedule Public Hearing for Water/Sewer Ordinances

Town Administrator/Zoning Administrator Hynes reported that this Public Hearing is planned for the Town Council meeting scheduled for January 20, 2021.

IN RE: REPORTS

Town Administrator/Zoning Administrator Hynes reported on the following:

- She and Project Specialist Lohr will attend a meeting with County Administrator Hemstreet tomorrow, to present future Town projects.
- Work is continuing on the Salary Study.
- Work with the Planning Commission on the Parking Study continues.
- Meetings with Staff have been held to plan for upcoming Budget discussions.
- Cathy Owens has joined the Town as a part-time finance assistant; she replaces a part-time Staff member who left in September.
- Work continues on a pilot program using the Town's Geographic Information System (GIS), which will assist with future preventive maintenance efforts.

Town Administrator/Zoning Administrator Hynes reported that there are a number of projects currently underway.

Town Planner Albright thanked the Council for its assistance during the month of December, when she and her family were ill with COVID. Ms. Albright then reported on the following:

- Two applications for programs in which the Town is pursuing membership have been submitted, with replies expected in March.
- Sleeter Lake Park is scheduled to open March 1st.
- Work continues on the upcoming Art Show, which will be held virtually this year.

In response to a question from Mayor Ramsey, Project Specialist Lohr reported on efforts underway regarding the pedestrian tunnel under the Route 7 Bypass.

Mayor Ramsey reported on the following:

- A Coalition of Loudoun Towns (COLT) meeting is scheduled for tomorrow; a current focus of COLT is the County's Zoning Ordinance Committee, to which the Mayor of Middleburg has been chosen as a representative from the organization.
- That outreach continues to the RHOA regarding the acquisition of the well site currently underway.
- An update will be made to the Water Rate Study.

Mayor Ramsey noted that Council should consider what may be possible in regard to the Hometown Festival this year, with the possibility of postponing the event until the fall; the Mayor stated he will suggest a postponement to the Festival's volunteers.

Mayor Ramsey asked if there were any questions related to his report. Councilperson James asked for an explanation of what is being sought in the acquisition of Well D, which Mayor Ramsey and Councilperson Hummel provided; it was noted that the Town is pursuing an easement to the site. Councilperson James also asked for an update on issues surrounding the possible sale of the large reservoir; Town Administrator/Zoning Administrator Hynes reported that the issue has been tabled until a later date. Councilperson James also noted the discussion which took place at last evening's Planning Commission meeting regarding the need for parking at the Town Park on Loudoun Street.

Councilperson Hummel provided the following Planning Commission report:

- A great deal of time at the Planning Commission's meeting last evening was spent on discussion of minutes.
- The Parking Study was the Agenda item reviewed and discussed by the Planning Commission at that meeting.

IN RE: TOWN COUNCIL COMMENTS

Vice-Mayor Graham noted that she attended the Planning Commission meeting held last evening, following which she was contacted by the Chair regarding an attendee at the meeting, whom he

did not know. Discussion ensued regarding how to ensure Planning Commission members know who is in attendance at these virtual meetings.

Councilperson Hummel commended Utility Supervisor Feltner and Utility Staff for their work to repair a waterline break over the weekend, noting that the event occurred on a 25-degree day, and on the day after Christmas. Utility Supervisor Feltner thanked Councilperson Hummel and Town Administrator/Zoning Administrator Hynes for their support during that incident.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:37 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary

Date Approved: March 3, 2021