

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
July 21, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, July 21, 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
Jesse Howe
Michael Hummel
Paula James

Council Members Absent

Melissa Hoffmann

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner (participated remotely)
Marty Feltner, Utility Supervisor (participated remotely)
Maureen Gilmore, Town Attorney (participated remotely)
Robert Lohr, Project Manager (participated remotely)
Mollie McNally, Intern (participated remotely)
Harriet West, Town Clerk (participated remotely)

Others Present

Bob Krallinger, Principal, Water Practice Leader, Bowman Consulting (participated remotely)
Phillip Weser, Geographic Information System (GIS) Analyst, Bowman Consulting (participated remotely)

CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:32 p.m.

PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led the Pledge of Allegiance.

ROLL CALL

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

PUBLIC COMMENTS

There were none.

ADOPTION OF REGULAR MEETING AGENDA (Amendments& Deletions)

Vice-Mayor Graham moved **to adopt the agenda**; Councilperson Howe seconded the motion. There was discussion about adding another item to the agenda, but Mayor Ramsey suggested handling it under Reports. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

PRESENTATION

1. Demonstration of the Stoneleigh Asset Management System Pilot (Bowman Consulting)

Mr. Krallinger and Mr. Weser presented the asset management system:

- The key objectives were to identify the number of water utility assets and where they were located, and to document maintenance activities and schedules in a paper-less system accessible and updatable by field workers virtually.
- Mr. Weser demonstrated the dashboard and web map for the Stoneleigh Pilot.
- The asset list and tracker show the last inspection date and maintenance dates for each asset; the system is linked to a Google Drive for Round Hill to facilitate cloud-based access.
- The map view provides the assets in map form with codes of red (needing attention); yellow (up-and-coming needs); and green (inspected and maintained on schedule).
 - Each type of asset or geographic feature could be toggled (turned on or off).
 - A Global Positioning System (GPS) unit would be able to update the spatial accuracy of the map. Any phone could access the application to locate utility assets via geolocation, retrieve information on any utility asset, or update the database.
 - Forms have been created to allow technicians to take pictures of and update data for each asset using an app on a mobile phone or computer.
- Mr. Weser was the coder for the system, and he would be able to update the system options according to Council's needs. Data fields could be added or removed from the system to optimize the application for Round Hill's tracking needs. Key Performance Indicators (KPIs) based on the American Water Works Association standards would be embedded in the software to drive the color code at a future date according to needs.
- Identifying assets with a physical location is possible by adding an address or coordinates to the asset in the database. The system can search by each of these variables.
- Over the next several months, Mr. Weser will assist in the population of data and provide staff training.

- Mr. Krallinger noted that Bowman has worked closely with Mr. Feltner to capture his knowledge and to create a legacy system with data that carries forward over time.

Mayor Ramsey expressed the need to ensure that the data be kept up to date. He noted that too many fields can introduce uncertainty into the database's accuracy. The system needs to have fields that technicians find relevant and would keep updated. Mr. Krallinger stated that the fields will be based on KPIs, which have not yet been established for the Town, and can be customized based on the Town's needs.

Mr. Krallinger explained that Phase Two will add additional water/waste water assets and expand the system on a Town-wide basis. The estimated completion time is three months. Ms. Hynes noted that, in the future, treatment plants could be added as Phase Three.

Vice-Mayor Graham asked for clarification on page 3 of the contract that no field services will be required to investigate infrastructure. Mr. Krallinger stated they are relying on information provided by the Utility Staff; however, they will be doing field services for training. Mr. Weser clarified the following fees:

- The \$500 license fee grants access to one desktop and five application users.
- The proposed contract allocates \$1,000 for storage on a secure Environmental Systems Research Institute (EZRI) server, which will allow the Town to own its own data. This can be removed from the contract if the Town wants to buy its own license.

A discussion ensued about future modifications to the code. Mayor Ramsey inquired about purchasing the services of a GIS analyst in conjunction with other municipalities; other possibilities discussed include an intern or an on-call contract. Mr. Weser explained that the code is not proprietary, so it could be expanded through many options.

APPROVAL OF MINUTES

1. May 19, 2021

Vice-Mayor Graham noted a correction on page six, line 249, change "*worked*" to "*work*." Councilperson Hummel noted corrections on page 7, line 280, replace "HHS" with "Hazel" and on page 7, line 288, clarify that the quote from East Coast Utilities is "*for valve exercising*." There were no further corrections. Vice-Mayor Graham made a motion **to approve the minutes as amended**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported on the following:

- East Coast Utility completed the installation of a waterline and fire hydrant at Sleeter Lake Park.
- There was a service-line blowout at Stoneleigh Tavern several weeks ago, but the wells have recovered.
- All of the wells are keeping up with demand and no water restrictions are anticipated.
- Well 7B at Westlake is out of service; the pump and motor need to be replaced and staff hopes to have the well back in service by next week.
- As budgeted, a new truck has been ordered; delivery will not occur until sometime next year.
- East Coast Utility also started installing the new back-wash controls at the Goose Creek Water Plant; the Utility Director is working with the Town Engineer on the next steps for long-term improvements at the facility.

Councilperson Hummel remarked how this underscored the need for the asset management system just presented. He noted that the line at Stoneleigh could not be shut down, and repairs were completed under pressure. Mayor Ramsey recalled the incident of the water line break at Stoneleigh a couple of years ago.

Mayor Ramsey asked if the permanent restrooms will be coming soon now that the water line has been extended into Sleeter Lake Park. Ms. Hynes said she met with County staff to discuss this, and she was advised that all amendments for zoning permits/changes should be submitted as a group including the kayak launch, restrooms, and pavilion.

Vice-Mayor Graham inquired about the line for the new fire hydrant at Sleeter Lake. Mr. Feltner said the water line ends at the hydrant; a "T" was installed so the line can be extended to the waste water plant. He said they confirmed the hydrant works.

2. Franklin Park/Main Street Enhancement Project Update

Mr. Lohr reported on the following:

- The contractor is in day three of the approved ten-day shutdown. Staff members have been working with residents and businesses to minimize the impact of the water service outages.
- The contractor has completed all the corporation stop taps on the eight-inch and twelve-inch lines; eight homes have been switched over to the new line and three homes/businesses will be completed tomorrow.
- It is anticipated that the two-inch line will be eliminated for service by Friday.
- The shut-down on Monday will impact the residents and businesses from Bridge Street to the Main Street/New Cut intersection.
- The final waterline will run from Bridge Street and Chamblin Way all the way to Main Street; the storm sewer laterals will be connected to the 36-inch pipe.

In response to a question from Mayor Ramsey, Mr. Lohr confirmed there would not be an extension of the ten-day road closure.

Ms. Hynes noted for the record that another member of the public, Norman Styer, had joined the meeting.

Mr. Lohr stated that a record discrepancy occurred between Town maps and actual water service including five additional residences fed by the line. He is working with staff to correctly map the pipes in this section of New Cut Road.

3. Presentation of the 2017 Preliminary Growth Study Area

Mayor Ramsey presented this item as suggested by Staff since the Town may be doing an update of this study. He noted that the *2017 Preliminary Growth Area Study (2017 Study)* was provided in the Council packet and that he emailed the Council Members a copy of an updated version of his October 2019 PowerPoint presentation, *Town of Round Hill Expansion*. The main purpose of the presentation is to update the Council on what has been done in the past and to discuss where the Town may want to go from here. He noted that the Round Hill Owners Association (RHOA) has asked the Town to do an analysis of bringing them into the Town.

Mayor Ramsey reviewed the following:

- The *2017 Study* was based on a smaller Boundary Line Adjustment (BLA) than the entire RHOA.
- The expansion of the full Joint Management Land Area (JLMA) is consistent with the Town's and County's Comprehensive Plans.
- The primary concern is that the Town is dealing with regional issues, such as parks and the utility system, which serve 600 Town residents and more than 3,000 people in the immediate area. However, when it comes to serving on the Town Council, Planning Commission, and Board of Zoning Appeals, participation is limited to Town residents. This is not how the system is supposed to work; people who use the parks and the utility system should have a say in how they are run.
- There is also a community divide based on the perception that there are competing interests between In-Town residents and those Out-of-Town.
- The *2017 Study* showed that it would be a win-win-win financially for the Town, in-Town residents, and those who came in. A good example is the estimated \$5,400,000 the Town could have received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan Act (ARPA), which is based on legal population not the service population. By increasing the population, the Town would be able to bring extra money into the community, which could be used to offset residents' costs and to provide additional services.

In response to questions from Council Member James, the Mayor stated the Town would not be responsible for the RHOA's common areas, unless this was done by a separate act. Following

further discussion, the Mayor noted that if the RHOA wanted to retain its twice-a-week garbage contract, the Town could provide a partial reimbursement up to the amount spent for non-HOA Town residents to the RHOA for providing this service to Town residents.

Mayor Ramsey explained that after the *2017 Study* was published, several public information sessions were held. This initiative was halted in 2018 due to the opening of Sleeter Lake Park, the bid process for the Franklin Park Trail/Main Street Project, and staffing changes. The Town was ready to re-start the prioritization of this project in 2019, but everything stopped due to the pandemic.

The Mayor reviewed several Town statistics and noted the imbalance between In-Town customers (15%) and Out-of-Town customers (85%). He stressed that the Town needs more population for its councils, boards, and committees.

The Mayor then reviewed the Town's responsibilities for utilities, parks, streetlights, sidewalks, economic development, community events, and coordination with the County for land use and regional public facilities. He noted that the Town is doing extremely well financially with strong reserves and low rates. The Mayor emphasized that the expansion is based on fixing the imbalance where there is a small number of people providing for the needs of a larger group of people who are not involved, as well as the need for more volunteers.

Mayor Ramsey then reviewed a diagram showing an example of the potential financial impacts for the Town and an incoming household, based on a small BLA of 50 to 100 homes. He noted that a big BLA, such as the RHOA, would look completely different and would result in higher water/sewer rates for the current In-Town residents, but the Town could eliminate other taxes. A discussion ensued about the two scenarios and the effects of a small and large BLA on taxes and rates.

Mayor Ramsey reviewed a map from the *2017 Study* depicting the short-term and long-term study areas. A discussion ensued about the process and timing for the inclusion of the smaller communities in the JMLA, based on the willingness of residents in those areas. Further discussion ensued about the zoning implications, especially for larger lots.

The Mayor then reviewed issues resulting from the Town exceeding the 3,500-population based on the BLA with the RHOA. He noted that a voluntary agreement would be required between the County and the Town, and he reviewed the suggested next steps for the smaller BLAs and RHOA study. The Mayor also showed a chart comparing Round Hill's water/sewer rates with other Western Loudoun towns. He noted that Round Hill's In-Town rates are among the lowest and the Out-of-Town rates are comparable to the In-Town rates of other towns.

Mayor Ramsey concluded by saying the *2017 Study* needs to be updated, but that a lot of the ideas and concepts have not changed.

ACTION ITEMS

1. Approve Revised Intent to Amend Zoning Ordinance (Public Facilities)

Ms. Hynes presented this item. She explained the proposed amendment would add *Public Facilities* to the Zoning Ordinance as part of the process for bringing the fire station and sheriff station into Town limits.

Ms. Hynes then presented the revised Resolution and the Scope of Work for the Planning Commission. She also reviewed the proposed timeframe for completing the Intent to Amend and scheduling a Joint Public Hearing on October 27, 2021.

Ms. Hynes presented the draft text amendments to Articles 2, 12, 21, and 25, which incorporates language from relevant County ordinances. Following discussion, the Council recommended the following changes: 1) removing “*The exception is*” from Article 25, Section 2. *Community Room*; 2) using the County language for the parking chart; and 3) eliminating abbreviations.

Vice-Mayor Graham made a motion to **adopt Resolution 2021-05 with the edits as discussed**. Councilperson James seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

2. Approve Municode Proposal for Codification of Town Code and Ordinances

Ms. West presented this item. The Council is being asked to approve the proposal from Municode for the codification of the Town Code and Ordinances. Ms. West noted this is one of the priorities approved in October 2020 as part of the Council’s strategic planning process and it has been included in the Fiscal Year 2022 budget. The total funding for this project is \$17,000, which also includes the Town Attorney’s time. Following discussion, the Council expressed a desire to add the optional service for gender neutralization at a cost of \$450.

Vice-Mayor Graham moved that **the Round Hill Town Council authorize the Town Administrator to sign the Municode proposal in the amount of \$10,400 for the recodification to the Round Hill Town Code and Ordinances**. Councilperson Hummel seconded the motion. Vice-Mayor Graham voiced her concern about the water and sewer ordinances, which had been recently updated. Ms. Hynes noted that Municode would just be checking for compliance with the State Code. There was no further discussion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye

Paula James	Aye
Mary Anne Graham	Aye
Jesse Howe	Aye
Melissa Hoffmann	Absent

3. Approve Bowman Contract for Phase 2 Asset Management Program Development

Ms. Hynes presented this item. The Council is being asked to approve Phase 2 of the Bowman contract to include more assets, water meters and sanitary sewer components, and to expand the project to the rest of the Town.

Ms. Hynes explained that the amount of the Stoneleigh Pilot Project was \$19,000 and did not include water meters or sanitary sewer components. The cost of Phase 2 is approximately \$50,000; funding would come from other Utility CIP budget line items and ARPA funds. Ms. Hynes stressed the need to move forward with implementing the expanded assessment management system now; Mayor Ramsey stated he did not want to lose momentum on this project.

Vice-Mayor Graham said she was reluctant to vote on this until she can see a more in-depth demonstration of the system. Ms. Hynes offered to have Mr. Weser work with the Vice-Mayor on this. A discussion ensued about the additional preventative maintenance measures being undertaken, including the valve and hydrant exercising.

Vice-Mayor Graham made a motion to **approve the Bowman Contract for \$49,518**. Councilperson James seconded the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

REPORTS

Ms. Hynes reported on her meeting with the County Administrator:

- **Sleeter Lake Park:** The County will be able to assist with park amenities and the stone house, and the Town will be involved in the master planning of the County's 100-acre park adjacent to Sleeter Lake Park. The County has paused work on the future Western Loudoun Regional Community Center pending the 100-acre master plan.
- **County ARPA Funds:** The County would prefer funding a specific project rather than a straight allocation per household. The Council discussed the south water tower, noting it was the most shovel-ready project and would benefit In-Town and Out-of-Town residents.

Mayor Ramsey reported on the following:

- The recent Coalition of Loudoun Towns (COLT) meeting focused on the upcoming Virginia Municipal League conference in October. It was noted that all Council Members have been registered for the conference which will be held October 4-6.
- Ms. Hynes will be responsible for the Round Hill table/booth during the conference and for providing a promotional item for the conference bags.
- The Sunday night reception will include several raffles. The Council decided to seek a round of golf at Stoneleigh as Round Hill's addition to the raffle prizes.

TOWN COUNCIL COMMENTS

Councilperson Hummel asked about the Board of Zoning Appeals meeting. Ms. Hynes said it has been scheduled for Wednesday, August 28 at 7:00 p.m.

Councilperson Hummel and Ms. Hynes explained a request for funds in the amount of \$9,000 from the Friends of Blueridge (FoB) for a high-school capstone project. The intent was to create a bioswale at Sleeter Lake Park to help handle runoff; however, the result did not function as a true bioswale. Councilperson Hummel estimated installation costs at \$2,000. Following discussion, Mayor Ramsey recommended that the Town reimburse FoB \$2,000 to cover the cost of the materials; FoB can pay the contractor the \$8,000 balance, if they choose to do so. Councilperson Hummel further recommended that the fence be removed, and the plants be weeded or mowed.

Councilperson James asked about the status of the land for the new well and the wetlands. Mayor Ramsey stated the Town is waiting for the survey to come back before making a fair market offer; the maximum elevation change for the wellhead is three feet.

Ms. Hynes noted that proposals for the farmers market are due Friday; none have been submitted to date.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 10:55 p.m.

Respectfully submitted,
Scott T. Ramsey, Mayor

CERTIFIED:



Harriet West, Town Clerk

APPROVED: January 19, 2022