

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

A Work Session was held by the Round Hill Town Council on Wednesday, July 7, 2021, at 7:30 p.m. With the expiration of the Governor's executive orders regarding the COVID-19 Pandemic on June 30, 2021, and the Town Council's action on June 16, 2021, to end the Local State of Emergency to coincide with the end of the Governor's State of Emergency, the Round Hill Mayor and Town Council resumed meeting in person at the Town Office, 23 Main Street, Round Hill. Members of the public were able to participate remotely using the information for the Zoom meeting provided on the agenda.

**Town Council Members Present**

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

**Town Council Members Absent**

Paula James

**Staff Members Present**

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

**Members of the Public Present**

Dani Low  
Kat Almeida  
Annette Halda

**IN RE: CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Ramsey called the meeting to order at 7:32 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Mayor Ramsey conducted the Roll Call, noting that Councilpersons Hummel and Howe, Vice-Mayor Graham, and himself were present, thereby establishing a quorum. Mayor Ramsey noted that Councilperson Hoffmann was attending remotely, Councilperson James was absent, and that one vacancy exists on the Town Council.

### **IN RE: PUBLIC COMMENT**

Mayor Ramsey opened the floor to comment by members of the public.

Ms. Kat Almeida, of 41 Main Street, Round Hill, with the concurrence of Ms. Dani Low, of Harmon Lodge Way, spoke to the Council regarding the proposed paving of Harmon Lodge Way. Ms. Almeida explained that she attended the Planning Commission meeting held on June 15, 2021, and spoke to that body regarding this issue, as well. Ms. Almeida stated that she felt, following the Planning Commission meeting, the road in the Dean Subdivision would not be paved; however, she was informed that the Town Attorney has advised that the road must be paved. Ms. Almeida noted that the most recent offer by the Dean family was that the road would remain a gravel road, which is in keeping with the wishes of the residents there, as the cost of upkeep of the road falls to residents, and as the residents feel the gravel road is more in keeping with the historic charm of that area. Ms. Almeida further noted that the original agreement regarding Harmon Lodge Way states that any upgrades must be agreed upon by all residents. Ms. Almeida stated that the Town's position on this issue creates difficulties for both the Deans and the current residents of the subdivision, and that she hopes the Town Council and the Town Attorney will consider the residents' request.

Councilperson Hummel asked if the Town is a signatory on the private maintenance agreement in place for this road; Ms. Almeida stated that it is not, and that the document contains a seal from Loudoun County. Councilperson Hummel asked if the agreement being discussed this evening is the second agreement; Ms. Almeida stated that it is, as the original agreement was for 1a and 1b, and was amended when the lots there were divided. Councilperson Hummel stated that he wanted to ensure that Council Members were aware an earlier document exists.

Ms. Gilmore explained that the Town was not a party to the revised maintenance agreement. Mayor Ramsey stated that the Town must adhere to the agreement to which it was a party. Ms. Gilmore stated that it would be best for the Town Council to discuss this issue, and obtain legal advice, in a Closed Session. Mayor Ramsey asked for additional information regarding this issue from Staff. Ms. Hynes reported that the Town did not request that the road be paved with asphalt, but rather the developer offered that option. Ms. Almeida noted that the developer sent a letter to residents regarding this issue on December 21, 2006.

Mayor Ramsey stated that the intention of Council this evening is to consult with the Town Attorney regarding this issue in a Closed Session; therefore, no decisions will be made this evening. The issue may be placed on the Agenda for a future Town Council meeting.

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

Vice-Mayor Graham made a motion **to adopt the Agenda, with the addition of a *Closed Session*, following *Town Council Comments***; 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 James absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael Hummel	Aye
Mary Anne Graham	Aye

Jesse Howe	Aye
Melissa Hoffmann	Aye
Paula James	Absent

## **IN RE: APPROVAL OF MINUTES**

### **1. April 21, 2021**

Vice-Mayor Graham requested that repetition of the titles of Council Members and Staff be reduced, to be implemented in future minutes. She also pointed out a typographical error on page six, line 254, in which the phrase should read *if Wachs*, rather than *it Wachs*. Vice-Mayor Graham referenced page eight, second paragraph, regarding a report provided by Utility Supervisor Feltner on work done by Hazel at the Poplar Hill subdivision; she asked that additional detail be included. Councilperson Hummel suggested that the phrase *William A. Hazel, general site work contractor*, be included. Vice-Mayor Graham requested, in regard to page three, the final paragraph, concerning discussion of ongoing solutions to problems with wells, that additional detail be provided on the recommended solutions. It was also requested that more detail be provided regarding items such as this in all future minutes. It was decided to include the following language in this section, .... *solutions included adding capacity, in the form of Well D, and additional wells to follow, and investigating well rehabilitation for wells with reduced service.*

Councilperson Hummel referenced page five, paragraph four, asking if the dollar amount included for the driveways to be installed in conjunction with the Main Street Enhancement Project is correct; Ms. Hynes and Mayor Ramsey provided additional language, as follows: *including the addition of \$100,000.00 to address unknowns which have arisen since the project began, including the three driveways on Main Street.*

Vice-Mayor Graham then moved **that the minutes be adopted, as corrected**; 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 James absent. The vote is recorded as follows:

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

## **IN RE: BUSINESS ITEMS**

### **1. Utility Department Update**

Vice-Mayor Graham reported on the following:

- East Coast Utilities has installed the pressure reducing valve (PRV) and has installed some piping at the Goose Creek Treatment Plant.
- East Coast Utilities is also working on the water line at Sleeter Lake Park.

- Staff met with Bowman Consulting regarding the asset management plan project.
- There will be a Utility Staff meeting on July 13, at 9:00 a.m.

Mr. Feltner reported that East Coast Utilities will need, in its work at Sleeter Lake Park, to cross the road for a brief time tomorrow, to continue work on the water line installation. Vice-Mayor Graham asked if emergency vehicles will have access during this closure; Mr. Feltner noted that access will be possible, but that there will be a ditch there during the installation.

## **2. Franklin Park Trail/Main Street Enhancement Project Update**

Mr. Lohr reported on the following:

- The white lines were painted last week in preparation for the temporary asphalt overlay to be installed; this will provide a smoother surface for driving until the permanent paving can be done.
- The water line at 12 Main Street has been relocated; work on the water line at 14 Main Street began today.
- The contractor has requested a complete road closure on Loudoun Street, from Evening Star Drive to Main Street; this request is for the last two weeks of July, and possibly into early August. It is important that this work be done prior to the opening of school. Residents and businesses will be provided access.

Mayor Ramsey noted that the Franklin Park Trail/Main Street Enhancement Project is progressing slowly but smoothly.

## **3. Farmers' Market Management Services Request for Proposals Update**

Ms. Hynes reported that an advertisement has been placed in the local newspapers for a *Request for Proposal* for this project; the proposals are due on July 23, with the subject to be addressed at an August Town Council meeting.

## **4. American Rescue Plan Act Allocation Request Update**

Ms. Hynes presented this item, reporting that Staff will present potential projects to be considered for use of these funds at a future Town Council meeting; a two-year window exists for the use of this funding. Ms. Hynes further reported that water and sewer projects is one choice of four for use of the funding. Discussion ensued during which it was asked that the request be made of Loudoun County to treat Round Hill as a service provider, in the same way as Loudoun Water. Ms. Hynes stated that she will include discussion of this item at the fall Town Council Retreat.

## **5. Town Council and Board of Zoning Appeals Vacancies**

Ms. Hynes reported that there have been no applications for either vacancy. Mayor Ramsey asked if Council would agree with conducting a direct mail appeal by Staff, in an

effort to fill the positions; Council agreed with this suggestion, and Mayor Ramsey directed Staff to proceed with this effort.

## **IN RE: ACTION ITEMS**

### **1. Draft Intent to Amend Zoning Ordinance (Public Facilities)**

Ms. Hynes presented this item, beginning by presenting to Council information provided by the County on the Fire and Rescue Station Project; Ms. Hynes stated that construction is expected to begin within the next year. Ms. Hynes noted that Staff was authorized by the Council to work on the boundary line adjustment for this site, and that zoning changes are required to implement the extension of the Town's limits; the process to effect these changes was explained, with it being noted that an *Intent to Amend*, issued by the Town Council, is the first step in this process. Following adoption of the *Intent to Amend* by the Council, the Planning Commission will work to develop the needed amendments, which it, in turn, recommends to the Town Council for adoption. Ms. Hynes stated that this work must be completed in the October/November time frame, as the County faces a December deadline for its work.

It was noted that the zoning designation suggested for this parcel is R-1A. Discussion ensued regarding the correct designation for the Hill High Orchard site, and for Mystic Lane, which are also being considered for inclusion in the boundary line adjustment.

The proposed schedule for completion of this work was provided by Staff; this includes a potential joint work session for the Town Council and Planning Commission, to be held on September 15, 2021, with a Joint Public Hearing to be scheduled for October 2021. Discussion ensued regarding the schedule, with it being decided to hold a joint work session on September 15, followed by a Joint Public Hearing in October. Ms. Hynes stated that she will provide a draft of this schedule to the Town Council and the Planning Commission.

There was discussion of possible language to be considered for the draft amendments, including discussion of the appropriate zoning designation, the amount of community space to be sought at the fire station, the appropriate zoning designation for the old fire hall on Main Street and the adjacent post office building, the amount of parking which may be needed at the new fire station, design standards and elements to consider, and minor changes to the draft language provided. There was also discussion of the County's request that there be no sidewalk in front of the fire station building, due to concern for pedestrian safety, with Mayor Ramsey expressing concern that this requirement could interfere with the Town's goals for pedestrian connectivity throughout the Town. Ms. Hynes requested that Council Members provide their comments to her regarding the *Intent to Amend* within the next five days, so that she may return to County representatives with the Council's comments. Ms. Hynes also noted that she will provide an updated draft of the document to the Council, with comments/suggestions included, at the next meeting. Mayor Ramsey

stated that this will be included on the Town Council agenda for its meeting in two weeks' time as an Action Item.

## **IN RE: REPORTS**

### **1. Planning Commission**

Councilperson Hummel reported on the Planning Commission's work on the *Parking Report*, noting that it is expected to be provided to the Town Council at its next meeting.

### **2. Staff**

Ms. Hynes reported on the following:

- The Town Council's annual Strategic Planning Meeting will held in October. A survey will go to Council Members in September; the results of this survey create the framework for the Strategic Planning Meeting.
- Progress on items from last year's Strategic Planning Meeting was reviewed; Ms. Hynes stated that Staff is excited that progress is being made on nearly all the priorities set at last year's meeting.

There was discussion of the date on which the Strategic Planning Meeting will be held, with it decided to tentatively schedule this year's meeting for November 3.

Mayor Ramsey reported on the following:

- The Coalition of Loudoun Towns (COLT) recently held a meeting with Board of Supervisors Chair Randall who reported that over 70% of adults in the County have been vaccinated against COVID-19, and that rates of infection were down. It was noted that vaccination rates are lower in the western part of the County. Those on the call were asked to encourage friends and neighbors to get vaccinated.
- County staff conducted an inventory of Confederate references throughout the County; Round Hill has the most references, particularly due to the street names in the Hillwood Estates subdivision. The Board of Supervisors has created a work plan designed to address renaming these items; Mayor Ramsey requested that residents be involved in any possible renaming effort. Mayor Ramsey suggested that the Town may want to devise a list of suggestions and/or guidelines for renaming. He explained that the County inventoried streets in the County, but that there are some streets here that are in both the Town proper and in the County (such as Longstreet Avenue); Mayor Ramsey suggested that those streets be renamed in keeping with the County's decision, to provide for uniformity. Mayor Ramsey also suggested the Town consider renaming Mosby Court, which is located entirely inside the Town limits, but is in the Hillwood Estates subdivision.
- A letter received from the Round Hill Owners' Association (RHOA), requesting that the Town study a potential boundary line adjustment for all RHOA properties, was provided to Council Members via e-mail; the association would participate in

the study. Mayor Ramsey stated that this does not represent a commitment to be included in the Town limits by the RHOA.

- The next COLT meeting is scheduled for next week; Mayor Ramsey will serve as the host.

#### **IN RE: TOWN COUNCIL COMMENTS**

Councilperson Hummel asked about the work van which is consistently parked in the Town Office parking lot; Ms. Hynes explained that it belongs to a resident at a neighboring property and is generally only parked at the Town Office during evening and weekend hours.

Vice-Mayor Graham thanked Staff for the reception they held this evening, and for arranging for devices which allow for the holding of hybrid meetings. She also stated that it was nice to welcome Councilperson Howe in person. Finally, Vice-Mayor Graham reported that the fire suppression section of the Water and Sewer Ordinance has been reviewed, but has not yet been included in the ordinance.

#### **IN RE: CLOSED SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a Closed Session to consult with the Town Attorney on a land development matter requiring legal advice and counsel, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(7);** Councilperson Hummel seconded the motion. Mayor Ramsey asked who is invited to the Closed Session; Vice-Mayor Graham amended her motion to state that Town Attorney Gilmore and Town Administrator/Zoning Administrator Hynes are invited; Councilperson Hummel agreed to this change. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson James absent. The vote is recorded as follows:

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

Mayor Ramsey declared that the Town Council is now in a Closed Session, and called for a recess at 9:55 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 Hummel seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0-1, with Councilperson James absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael Hummel	Aye
Mary Anne Graham	Aye

Jesse Howe	Aye
Melissa Hoffman	Aye
Paula James	Absent

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 adopt *Resolution 2021-04*, certifying that, while in Closed Session, the Round Hill Town Council discussed only those matters that were identified in the motion by which the Town Council convened its Closed Session**; Councilperson Howe seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0-1, with Councilperson James absent. The vote is recorded as follows:

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

**IN RE: MEETING ADJOURNMENT**

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

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary