

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
June 17, 2020**

A Regular Meeting of the Round Hill Town Council was held on Wednesday, June 17, 2020 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. The Mayor, Council Members, staff, and the public attended this meeting electronically using Zoom.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Donald W. Allen  
Amy E. Evers  
Melissa Hoffmann  
Michael B. Hummel  
Paula James

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Maureen Gilmore, Town Attorney  
Robert Lohr, Project Specialist  
Danni Albright, Town Planner  
Harriet West, Town Clerk  
Bobby Lohr, Intern

**Others Present**

Jeffrey Mitchell, CPA, Mitchell and Company, PC  
Steve Whitelick  
Sarah Whitelick

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

Mayor Ramsey called the meeting to order at 7:34 p.m. As this meeting was held by electronic means, the Pledge of Allegiance was not recited.

**IN RE: ROLL CALL**

Mayor Ramsey stated that, with all Councilpersons, Vice-Mayor Graham, and himself present, a quorum was established.

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

Steve and Sarah Whitelick, of 16 Mulberry Street, Round Hill, addressed the Council, asking if it would be possible to consider adding a beach area at Sleeter Lake Park. Mayor Ramsey responded that the proposal would not be considered, as the rules for the park do not allow swimming. Mr. Whitelick then asked if there are plans to address the graffiti on the pedestrian tunnel under the Route 7 Bypass. Mayor Ramsey stated that an active effort exists to upgrade the tunnel, the initial stages of which are underway; Mayor Ramsey noted that the entire interior of the tunnel will be repainted. Mr. and Mrs. Whitelick thanked the Mayor.

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

Vice-Mayor Graham made a motion **to adopt the Agenda with the following changes and additions: move *Business Item "a," Quarterly Financial Report*, to the first item following the *Adoption of Regular Meeting Agenda*; under *Business Items*, add *Wells – Water Level*; and, under *Action Items*, add *Advertisement of Open Position and Special Election Petition*.** Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 6-0. The vote is recorded as follows:

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

### **IN RE: BUSINESS ITEMS**

#### **a. Quarterly Financial Report – Jeffrey D. Mitchell, CPA, Mitchell & Co., PC**

Mr. Jeffrey Mitchell, CPA, Mitchell and Company, PC, presented this report, noting that a copy of the report was included in Council Members' packets. Mr. Mitchell explained that, for the purposes of this Quarterly Report, his firm ensures that the Town's books and records reconcile with bank statements, that cash deposit restrictions are examined, and that a sample of water/sewer billings are reviewed to ensure appropriate rates are being applied and billed.

Mr. Mitchell then provided a review of the following: *Summary of Cash (Restricted and Unrestricted)*, for both the *General Fund* and the *Utility Fund*; and a summary sheet for *Proffers for Lake Ridge and Brentwood Springs*, and for funding from Loudoun County for the *Main Street Enhancement Project*.

Mr. Mitchell asked to confirm that no proffer monies for the Main Street Enhancement Project have yet been spent. Town Administrator/Zoning Administrator Hynes stated that it is possible some of these funds have been spent, with Town Staff still learning the proper

way to note these items in the Town's financial records. Ms. Hynes stated that they will work with Mr. Mitchell to ensure that these transactions are recorded correctly; Mr. Mitchell explained how his firm can assist in this process. Mayor Ramsey and Mr. Mitchell discussed the method by which Town Staff may address these Restricted Funds.

Mr. Mitchell then returned to his review of the Quarterly Report, referencing the following documents included in the report: the *Summary of Cash for the Utility Fund*; the *Restricted Funds for the Utility Fund*; and, an overview of all *Cash Accounts*.

Mr. Mitchell reiterated his recommendation, from prior reports, that the Town consolidate all Certificates of Deposit into one or two accounts. Town Administrator/Zoning Administrator Hynes noted that preliminary work on this effort has taken place, and that those accounts will be consolidated.

Mr. Mitchell ended his report by thanking the Council for allowing his firm to be of service to the Town, and by noting that planning for conducting the annual audit has begun, with the possibility of conducting an off-site audit available, if necessary. Mr. Mitchell asked if there were any questions. Vice-Mayor Graham asked for an explanation of acronyms contained in the report, which Mr. Mitchell provided. There were no further questions. Mayor Ramsey and the Council thanked Mr. Mitchell for his report.

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

### **a. March 19, 2020 Regular Meeting**

Vice-Mayor Graham asked if contracts for cellular equipment on the water tower, and trash/recycling collection, have been signed, as discussed on page six of these minutes; Town Administrator/Zoning Administrator Hynes reported that the contract for trash service will be completed soon, with service to begin on July 1<sup>st</sup>, and that, due to the merger of Sprint and T-Mobile, discussion of a lease for cellular equipment placement has been suspended. It was noted, in response to a question from Council, that a different company will be providing trash/recycling collection in Round Hill, and that residents will be notified of this change. Council asked if assurances have been provided that the recycling collected will actually be recycled; Town Administrator/Zoning Administrator Hynes stated that the company has assured the towns participating in the consortium that recyclable items will be recycled and not just disposed of with trash. There was discussion of concerns which have existed regarding trash and recycling collection, with it being noted that the provider has assured the Town that those concerns will be addressed. Staff will provide the terms of the contract to Council Members. Town Administrator/Zoning Administrator Hynes noted that a letter will be sent to Town residents to inform them of the changes, with this information to be posted to the Town's website and Facebook pages, as well. Council requested that information be provided to residents regarding items which may be recycled.

There were no corrections to the minutes. Vice-Mayor Graham moved **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 6-0. The vote is recorded as follows:

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

**b. April 28, 2020 Special Meeting**

Councilperson Hummel requested clarification on the numbering and titles of Resolutions and Ordinances, with it being noted that an Ordinance referenced on page four of the April 28<sup>th</sup> minutes is titled and numbered incorrectly; this error will be corrected by Staff. Councilperson Hummel then made a motion **to approve the April 28, 2020 Special Meeting Minutes, with the changes requested**; Councilperson Allen seconded the motion. There was no discussion of the motion. 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
Mary Anne Graham	Aye
Paula James	Aye
Amy E. Evers	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye

**IN RE: BUSINESS ITEMS**

**b. Round Hill Community Garden**

Town Administrator/Zoning Administrator Hynes presented this item, noting that a resident has expressed interest in leading this effort this year; the Garden has not been in operation recently. Issues related to the supervision and use of the parcel remain to be determined, with the item to come before the Council in July; at that time Council will vote on a cap for water usage at the Garden, traditionally paid from the General Fund Budget.

**c. Well Water Levels**

Vice-Mayor Graham presented this item, reporting that Utility Supervisor Feltner reported, at the weekly Utility meeting, that increased usage due to residents being at home during the pandemic is adding stress to the Town's wells; the Town may need to implement water restrictions in the future, if the trend continues. Mayor Ramsey explained that the first step

will be to implement *voluntary* water restrictions, with signs posted throughout the community to inform residents of this restriction. Mayor Ramsey reported on developments at the Kedleston Court well. Brief discussion ensued regarding future work to be undertaken by Emery and Garrett (EGGI).

#### **IN RE: SPECIAL ACTION ITEMS**

##### **a. Approve FY21 COVID-19 Budget Amendment**

Town Administrator/Zoning Administrator Hynes presented this item, reminding Council that Round Hill is to receive CARES Act funding from the Federal Government through Loudoun County, and that a Budget Amendment to the FY21 Budget is required to account for this additional revenue. Ms. Hynes stated that the line-item will likely be entitled *Emergency Revenue*; additionally, Ms. Hynes noted that this amendment does not require a Public Hearing, as the total amount to be received is less than one percent of the Town's total budget. Discussion ensued regarding the method by which the funding will be accounted for in the General Fund and Utility Fund Budgets, with a transfer to be required. There was also discussion of reimbursing FY20 expenses, with Town Administrator/Zoning Administrator Hynes to work with Mr. Mitchell to ensure this is handled correctly, and in a timely manner.

Typographical errors in the Resolution were discussed, and will be corrected by Staff.

Vice-Mayor Graham then made a motion **to approve Resolution 2020-10**, reading the following into the record:

***NOW, THEREFORE, BE IT RESOLVED that the Round Hill Town Council amends the Town of Round Hill FY2021 Budget, to show revenue and expenditure of Emergency Funds, in the amount of \$59,077.00.***

Councilperson Allen seconded the motion. Councilperson Hummel requested that it be confirmed that the numbering of the Resolution is correct. There was no further discussion of the motion. A vote was held; the motion was approved 6-0. The vote is recorded as follows:

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

**b. Approve COVID-19 MOU with Loudoun County Economic Development Authority**

Mayor Ramsey noted that this is in regard to the *Round Hill Ready for Business* program, previously discussed by the Council. Town Administrator/Zoning Administrator Hynes explained that Council approval of this item will allow Staff to move forward with the Draft *Memorandum of Understanding* (MOU), to be presented to the Loudoun County Economic Development Authority for approval at its June 26, 2020 meeting.

Town Attorney Gilmore reported that this MOU, drafted by Town Staff, will be used as a model for other towns wishing to enter into this type of agreement with the County EDA. Ms. Gilmore explained the process to be used in the administration of the program, and provided the two methods available for the distribution of funds to Round Hill businesses; it was decided to move forward with the method of distribution which will be easiest for the County to administer. Town Attorney Gilmore also addressed a portion of the MOU, added by a County attorney today, which stipulates how any possible legal challenges are to be met, with the Town taking the lead. Ms. Gilmore reported that she and Town Administrator/Zoning Administrator Hynes worked together to ensure that the criteria for the program are concise. Discussion ensued regarding the removal of the dollar amounts of grants provided by the program, with it being decided to include the dollar amounts, and the phrase *up to \$\_\_\_\_\_*, to provide clarity.

In response to a question from the Mayor, Town Attorney Gilmore stated that this MOU may be used if it is decided to provide a second round of funding to Town businesses.

A copy of the MOU, revised as requested this evening, will be provided to the Council.

Councilperson Allen then moved **that the Town Council adopt the Draft 2020 Memorandum of Understanding for the management of the Round Hill Ready for Business Grant Program, between the Loudoun County, Virginia, Economic Development Authority (EDA) and the Round Hill, Virginia, Town Council. Staff is directed to work with the EDA to finalize, and to provide a final copy to the Council in July.** Vice-Mayor Graham seconded the motion. There was no discussion of the motion. 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
Mary Anne Graham	Aye
Paula James	Aye
Amy E. Evers	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye

**c. Amend Chapter 2, Administration, Article II, Section 2-7, Days Upon Which Regular Meetings are Held**

Town Administrator/Zoning Administrator Hynes presented this item, noting that Town Council approval of this Ordinance is required to change the days upon which Town Council meetings are held.

Councilperson Allen moved **that the Town Council adopt Ordinance 2020-04, repealing Chapter 2, Administration, Article II, under the Rules of Order of the Council, Section 2-7, Days Upon Which Regular Meetings are Held.** Vice-Mayor Graham seconded the motion. Councilperson Hummel noted that the correct number for this Ordinance should be *Ordinance 2020-05*. Councilperson Allen and Vice-Mayor Graham agreed to this change in the motion. There was no further 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
Mary Anne Graham	Aye
Paula James	Aye
Amy E. Evers	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye

**d. Refinance 2009 VRA Loan for Wastewater Treatment Plant**

Town Administrator/Zoning Administrator Hynes presented this item, explaining that the Town owes a balance on the loan obtained from the Virginia Resources Authority (VRA) for construction of the Wastewater Treatment Plant, and that this opportunity to refinance the loan will result in a savings of up to nineteen percent over the life of the loan. Ms. Hynes further explained that this is not a restructuring of the loan. Town Administrator/Zoning Administrator Hynes provided an overview of the process to be undertaken in refinancing the loan, and noted that action by the Council on this item this evening will allow Staff to move ahead with the process. This will be presented to the Town Council again at its meeting of July 1, 2020.

Discussion ensued regarding the total cost to the Town to refinance the loan, the entities involved, and the methods by which that cost may be paid. Staff is to provide additional information regarding these costs to Council.

Mayor Ramsey clarified that any action taken by Council this evening will simply authorize Staff to submit the application. Mr. Ramsey stated that refinancing this loan is a good idea, and an action which the Town has been pursuing for a number of years.

Councilperson Allen then moved **that the Town Council direct Town Staff to work with the Virginia Resources Authority (VRA) to refinance the Town's VRA General**

**Obligation Refunding Bonds, Series 2009, presently outstanding in the amount of \$5,140,000.00, as of April 2020. This motion includes authorization to spend up to \$20,000.00 to hire legal counsel and a financial planning firm to assist in this refinancing application.** Vice-Mayor Graham seconded the motion. There was no discussion of the motion. 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
Mary Anne Graham	Aye
Paula James	Aye
Amy E. Evers	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye

Mayor Ramsey thanked the Town Administrator/Zoning Administrator for initiating this process.

**e. Special Election Petition and Advertisement of Position**

Councilperson Evers explained that, due to the purchase of a new home outside the Town limits, she will no longer be eligible to serve on the Town Council. Ms. Evers thanked everyone for all they have taught her during the last two years, and stated that it has been an honor to serve. Ms. Evers also thanked Town Staff for all they do for the Town. Councilperson Evers stated that she will still be in the Round Hill ZIP Code and will continue to serve as a volunteer. Ms. Evers stated, "Thank you all for this opportunity; it has been a pleasure." Councilperson Evers noted her resignation will be effective June 30, 2020.

Mayor Ramsey explained that Council must pass a Resolution to file a petition requesting a Special Election. Town Administrator/Zoning Administrator Hynes explained that Council must also authorize the advertisement of the vacancy.

Vice-Mayor Graham moved **that the Town Council approve Resolution 2020-11, to notify the Court of the resignation of a Council Member, and to request that the open position be included on the ballot for the November General Election;** Councilperson James seconded the motion. It was noted that the date of the General Election, as noted in the Resolution, is incorrect; Staff is to correct the error, with Vice-Mayor Graham and Councilperson James agreeing to this change. There was no further discussion of the motion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Evers abstaining. The vote is recorded as follows:

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



Paula James	Aye
Amy E. Evers	Abstain
Donald W. Allen	Aye
Melissa Hoffmann	Aye

It was noted that this vacancy must be filled, by appointment, within 60 days, and that Council will authorize the immediate advertisement of the position. It was decided to set a deadline of August 1, 2020 for receipt of applications. There was also discussion of advertisement of the pending vacancy on the Planning Commission, due to the expected resignation of Commission Member Stephan Evers; the suggestion was made that both vacancies be advertised together. Mayor Ramsey directed Staff to advertise both vacancies.

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

Councilperson Hummel noted that the Council will miss Councilperson Evers. Mr. Hummel thanked Project Specialist Lohr for his work in seeing that the paving of streets throughout Round Hill was done.

It was noted that Dominion Energy has contracted with a tree trimming company, which has been trimming growth away from power lines throughout the Town; trees were severely cut, and problems have occurred with the clean-up of debris left by this operation. Requests have been made to Dominion Energy for a resolution to this problem.

Mayor Ramsey explained the story behind the gifting of a turkey to departing Town Council Members.

Councilperson Allen thanked Councilperson Evers for her service.

Vice-Mayor Graham thanked Councilperson Evers for her service.

Councilperson Evers thanked Council and Staff.

Councilperson James noted that she will miss Councilperson Evers. Additionally, Ms. James noted that the fountain feature on New Cut Road has been removed.

Councilperson Hoffmann thanked Councilperson Evers for her service.

Mayor Ramsey thanked Councilperson Evers for her service to the Council, and noted the many hours in excess of meetings she has devoted to the Town.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 9:45 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary

Date Approved: August 5, 2020