

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
June 2, 2021  
7:30 p.m.**

A Work Session was held by the Round Hill Town Council on Wednesday, June 2, 2021, at 7:30 p.m. Due to the ongoing COVID-19 Pandemic, this meeting was conducted electronically pursuant to the *Emergency Ordinance to Modify Public Meeting Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster*, adopted by the Mayor and Town Council on April 28, 2020, and re-adopted on January 6, 2021. There was no public access to the Town Office for this meeting. The Mayor, Town Council Members, Staff, and the public attended this meeting electronically using the link provided with the Agenda.

**Town Council Members Present**

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

**Town Council Members Absent**

Melissa Hoffmann  
Paula James

**Staff Members Present**

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

**Members of the Public Present**

Charles \_\_\_\_\_

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

Mayor Ramsey called the meeting to order at 7:34 p.m. and read the *Emergency Ordinance to Modify Public Meeting Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster*, as included in the introductory paragraph of the minutes, into the record. The Pledge of Allegiance was not recited.

### **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. Mr. Ramsey noted that Councilpersons James and Hoffmann were absent.

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

There was no Public Comment.

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

Vice-Mayor Graham made a motion **to adopt the Agenda, with the addition to the *Closed Session of discussion of personnel matters***; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-2, with Councilpersons Hoffmann and James absent. The vote is recorded as follows:

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

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

#### **1. April 7, 2021**

Vice-Mayor Graham asked Utility Supervisor Feltner if the Virginia Department of Environmental Quality (DEQ) report, as referenced on page three of the minutes, had been received; Mr. Feltner noted that it had, and that the Town had provided its response. Mr. Feltner stated that he would provide a copy of the report to Ms. Graham. Vice-Mayor Graham then made a motion **that the minutes be approved**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-2, with Councilpersons Hoffmann and James absent. The vote is recorded as follows:

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

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

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

Vice-Mayor Graham reported that Council Members have received a copy of the report from Peed and Bortz, that Utility Supervisor Feltner had returned from vacation, and that all wells in the system have been replenished and are producing at a normal rate. In

response to a question from Council regarding if water usage had increased, Mr. Feltner reported that the next reading of the meters will provide that information.

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

Project Specialist Lohr presented this item, noting that his written report was provided to Council on Friday; the written report outlines work scheduled for this project at this time.

Mr. Lohr then highlighted the following:

- Two shut-downs of service are planned, related to the rerouting of the twelve-inch line. It is expected that there will be a quick turn-around time for this work, with the County conducting the needed engineering.
- The contractor found that the line located at the fire department building on Main Street had never been mapped; this created some issues with the work in that area. The valve located in that area will be assessed soon, to determine if it still works.
- This recent time period has been difficult, and included the discovery of lines which had been previously unknown to the Town.
- A progress chart has been sent to the Council; this chart will provide a timeframe for work on the project.

Vice-Mayor Graham asked if the Town knew, at the time of its installation, about the line at the fire department building; Project Specialist Lohr stated that Staff has been unable to find documentation regarding the installation of the line, but that officials from the Town must have been aware of the installation, as excavation of the street would have been necessary.

Mayor Ramsey asked if this project is on-track to meet the deadline of late 2021 for completion of excavation work. Project Specialist Lohr reported that the contractor believes they will meet that deadline, and will use two crews to do so; Mr. Lohr noted that this schedule could be delayed by winter weather. Mayor Ramsey stated that the Round Hill Hometown Festival is scheduled to be held on October 9<sup>th</sup>, and asked that it be ensured the Town Park and parade route are orderly prior to that event taking place. Mr. Lohr stated that he will raise that issue with the principals at their meeting next week, and noted that the Town Park should be fine for use, but that the Main Street parade route may still be rough.

## **3. America's Water Infrastructure Act Risk/Resilience Assessment Update – Keith Lane, Peed and Bortz**

Town Administrator/Zoning Administrator Hynes reported that a contract has been entered into with Peed and Bortz for completion of this work, with the *Risk Assessment* due on June 30, 2021. Ms. Hynes noted that the final, completed plan will be due at the end of the year.

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

Town Clerk West presented this item, noting that an overview of the program was included in Council Members' packets, and that a spreadsheet containing the most recent information provided by the U.S. Treasury Department was sent to Council, as well. Ms. West reported that Round Hill will receive an allocation of \$680,611.00, and that recommendations for the use of these funds will be provided at the next Town Council meeting.

Town Treasurer Holland provided additional information on this issue, including the timeline for receipt and use of the funding, its impact on the Town's Budget for the upcoming fiscal year, and that annual reporting to the Treasury Department is required. It was reported that the funds will likely be used for water and sewer infrastructure; in response to a question from Council, it was noted that a portion of the funding could be used for the development of wells.

Staff reported that the first step in this process is to inform the administrator of the program that Round Hill is interested in receiving the funds. It was noted, in response to a question from Council, that a deadline for application for funding has not yet been set, with no direction provided from the State. Mayor Ramsey asked Staff to ensure that the following of federal labor standards is not mandatory in the use of this funding, as that could increase costs of any project significantly. Mayor Ramsey asked Town Treasurer Holland if training is to be provided regarding the execution of this program; Ms. Holland stated that it will not, but that the Treasury Department is expected to provide guidance. Mayor Ramsey suggested that Ms. Holland network with her counterparts in the neighboring towns, and with the County, to determine how best to approach this effort.

#### **5. Boundary Line Adjustment Update**

Town Administrator/Zoning Administrator Hynes presented this item, beginning by providing to Council a list of residents and/or business owners who have responded to the letter of inquiry sent by the Town regarding joining in the boundary line adjustment. There was discussion of how to address a property, whose owner does not want to be included in the boundary line adjustment, but which is surrounded by properties intending to join. Mayor Ramsey requested that Ms. Hynes follow-up with residents who have not yet responded to the Town's letter. Councilperson Hummel reported on meetings and conversations being held with County representatives regarding design of the project. There was discussion of possible zoning designations for the properties involved.

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

#### **1. Loudoun County Community Development Block Grant Cooperation Agreement**

Mayor Ramsey explained that this is a County-run program with which Round Hill cooperates. Town Attorney Gilmore noted that she provided the proposed agreement to the Council, and reported that: the Town may opt out of the agreement if it wishes; participation in the County administered program precludes application with other entities;

the Town must agree to a formula distribution of funding; and, there are law enforcement requirements included. Vice-Mayor Graham asked if there exists any down-side to participating in the agreement; Town Attorney Gilmore responded that the Town's reliance on the County's administration of the program has worked well in the past. Mayor Ramsey noted that the much larger Town of Leesburg does not administer this type of program, and stated his belief that it is in Round Hill's best interests to renew the agreement. Mayor Ramsey then called for a motion **that Round Hill renew its Loudoun County Community Development Block Grant Cooperation Agreement for an additional three years.** Vice-Mayor Graham **so moved**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0-2, with Councilpersons Hoffmann and James absent. The vote is recorded as follows:

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

Mayor Ramsey directed Town Administrator/Zoning Administrator Hynes to notify the County of Round Hill's intention to renew this agreement.

## **2. Utility Department Job Descriptions**

Town Administrator/Zoning Administrator Hynes presented this item, noting that the update of these Job Descriptions was included in the recently adopted Market Study. Ms. Hynes stated that adoption of these Job Descriptions will help to create a structure, and will provide for implementation of various positions in the Utility Department. Ms. Hynes noted that the descriptions provided to Council this evening were taken from the Town of Leesburg, and adjusted to properly reflect Round Hill's needs. Ms. Hynes explained how the different licensing classifications fit into these proposed descriptions, noting that a goal of this effort is to set clear expectations for new hires.

Mayor Ramsey asked if Utility Supervisor Feltner has reviewed these Job Descriptions; Ms. Hynes stated that he has, and has expressed concern regarding the grandfathering of employees into the position descriptions. Mr. Feltner stated that this proposal will be good for employees, giving them goals to which to aspire; additionally, he noted, this proposal gives the Town some control over salaries.

Town Administrator/Zoning Administrator Hynes reviewed the proposed changes to the Job Descriptions. Discussion ensued regarding the difficulty of passing license class examinations, and how best to address this for Round Hill Utility Staff. Ms. Hynes stated that she is asking Council to approve three new job descriptions this evening.

Vice-Mayor Graham then made a motion **that the Utility Department Job Descriptions be approved, with changes recommended by Council included.** Mayor Ramsey stated that, if the document before Council this evening contains changes which the Council has not previously been able to review, the matter should be tabled. It was decided to table this item until the Town Council meeting scheduled for June 16<sup>th</sup>.

### **3. Dean Subdivision Fee-In-Lieu**

Town Administrator/Zoning Administrator Hynes presented this item, beginning by providing background information on the property in question, and noting that it was subdivided in 2006. A plat depicting the parcel, which is located on Main Street, was provided to the Council. Ms. Hynes reported that homes planned for the property have been built, except for one lot behind the original house. There is a request from the owner of the Dean Subdivision to substitute a Fee-In-Lieu for the unplanted trees and street lights.

Discussion ensued regarding the length of time the fee collected for this work will be held, prior to the work being completed, with concern expressed that it will be overlooked if too much time elapses and may never be used. It was requested that, if an escrow account is established for the fee, a reliable tracking system for the funds be put in place. There was also discussion of appropriate ways to use the funds, with the emphasis being on installing streetlights. Mayor Ramsey requested that it be ensured this money is encumbered in such a way as to benefit the residents of those properties. In response to a question from Council, Town Treasurer Holland stated that a system can be put in place to properly track the funds, with Town Staff noting that a Letter of Credit exists. The possible amount of funding was also discussed, with it decided to defer further discussion of the topic until the exact amount has been determined and provided to Council for review.

## **IN RE: REPORTS**

### **1. Planning Commission**

Councilperson Hummel reported that the Planning Commission meeting scheduled for last evening was cancelled; the Commission will meet two weeks from the date of the cancelled meeting.

### **2. Staff**

Town Administrator/Zoning Administrator Hynes reported on the following:

- An attendant for Sleeter Lake Park has been hired, and began work on Monday.
- A security camera will be installed at the boat ramp at Sleeter Lake Park; new signs outlining the rules for using the facility will be installed soon.
- The Town is still waiting for the building permit for the boat launch to be approved by the County. Vice-Mayor Graham asked that this issue be expedited.
- The Memorial Day service was held on Monday, and went well.
- Staff is moving toward reopening the Town Office. Discussion of ending the local State of Emergency will be on the Agenda for the next Town Council meeting. A

hybrid format for meetings will be put in place when meetings return to in-person. Mayor Ramsey stated that he found the ability to attend remotely was helpful for contractors. Town Attorney Gilmore reported that the Governor has not yet lifted the State of Emergency, but that that is expected to happen on June 30<sup>th</sup>. When the emergency order is lifted, Ms. Gilmore noted, the Town may want to consider lifting its local State of Emergency. Discussion of this issue ensued, with it being decided to simply allow the local State of Emergency to expire, as it is scheduled to do on July 5, 2021. Town Administrator/Zoning Administrator Hynes noted that she and the Town Attorney may need to revise the current policy which allows for remote attendance by Council Members

Discussion ensued regarding the replacement of a Council Member who recently resigned.

Town Planner Albright reported on the following:

- Cleaning the pedestrian tunnel has been completed, and painting is underway, completion of which will be subject to the weather. Mayor Ramsey requested that it be ensured the camera is installed, as well, with Ms. Albright reporting that it will be installed by the end of next week.
- Work is underway to install electric service to Sleeter Lake Park.
- Work continues toward installation of kayak storage at Sleeter Lake Park.
- The Friends of the Blue Ridge's capstone project for high school students at Sleeter Lake Park began today; the project consists of installation of a bioswale. A sign explaining the project will be installed at the site.

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

Vice-Mayor Graham reported that plans are underway for a Round Hill Hometown Festival, named the "FestiFall," as it is being held in the autumn this year. The fire department has committed to participating in the parade, and amusements and food will be available to festival goers; however, a dinner will not be held this year.

Councilperson Hummel asked Project Specialist Lohr and Utility Supervisor Feltner if they have seen an increase in the prices for water main pipes and fittings; Mr. Feltner reported that he has seen this increase, and that Utility Staff strives to keep materials in stock. Mr. Feltner noted that, in addition to the higher prices, obtaining these materials has been more difficult. Project Specialist Lohr reported that Round Hill has developed a relationship with the Town of Purcellville and the Town of Leesburg to facilitate obtaining these items, as both of those towns are able to maintain a larger inventory, and both have allowed Round Hill to obtain items from them when needed. Utility Supervisor Feltner thanked Mr. Lohr for his work in setting up this program.

Mayor Ramsey reported that the Coalition of Loudoun Towns (COLT) did not hold a meeting this month. Mr. Ramsey also reported on Round Hill's Memorial Day Ceremony, noting that a public

address system is needed for these types of events, as the audience found it difficult to hear the speakers. Mayor Ramsey reported that the video of the program is on the Town's website.

**IN RE: CLOSED SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a Closed Session to discuss and consider the acquisition of real property interests for utility resources, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(3). And further that the Round Hill Town Council review performance and salary of personnel, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1). The first Closed Session is to be attended by Town Administrator Melissa Hynes and Town Attorney Maureen Gilmore; the second Closed Session is to be attended by Town Council Members only.** Councilperson Howe seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0-2, with Councilpersons Hoffmann and James absent. The vote is recorded as follows:

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

Mayor Ramsey declared that the Town Council is now in Closed Session, and called for a recess at 9:32 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 3-0-2, with Councilpersons Hoffmann and James absent. The vote is recorded as follows:

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

Mayor Ramsey stated, at 10:29 p.m., that the Town Council is in Open Session.

**IN RE: CERTIFICATION OF CLOSED SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council adopt Resolution 2021-003, and certify that, while in Closed Session, the Round Hill Town Council discussed only the matters for which a Closed Session was convened;** Councilperson Hummel seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0-2, with Councilpersons Hoffmann and James absent. The vote is recorded as follows:

**MEMBER**

Mary Anne Graham  
Michael Hummel  
Jesse Howe  
Melissa Hoffman  
Paula James

**VOTE**

Aye  
Aye  
Aye  
Absent  
Absent

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:21 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary