

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
June 3, 2020**

A Work Session of the Round Hill Town Council was held on Wednesday, June 3, 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 GoToMeeting.

**Council Members Present**

Scott T. Ramsey, Mayor  
Donald W. Allen  
Amy E. Evers  
Michael B. Hummel  
Paula James

**Council Members Absent**

Mary Anne Graham, Vice-Mayor  
Melissa Hoffmann

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Maureen Gilmore, Town Attorney  
Danni Albright, Town Planner  
Harriet West, Town Clerk

**Others Present**

Gary Clemens, Clerk of the Circuit Court  
Patrick Szabo, *Loudoun Now*

**IN RE: OATH OF OFFICE CEREMONY FOR NEWLY ELECTED OFFICIALS**

The Clerk of the Circuit Court, Mr. Gary Clemens, administered the Oath of Office to Councilperson James, Councilperson Hummel, and Mayor Ramsey; Mr. Clemens thanked each official for his/her service and congratulated each one. As Vice-Mayor Graham and Councilperson Hoffmann were unable to attend this evening's meeting, Mr. Clemens stated that he will administer the Oath to each of them at another time. Mr. Clemens provided information to those sworn this evening on the proper completion of all necessary paperwork.

Clerk Clemens also congratulated the Town of Round Hill on the addition to Town Staff of Ms. Harriet West, as Town Clerk.

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

Mayor Ramsey called the meeting to order at 8:45 p.m. Mayor Ramsey noted that, as the meeting is being held via electronic means, and an American flag is not available, the Pledge of Allegiance will not be recited.

**IN RE: ROLL CALL**

Roll Call was held; Mayor Ramsey noted that with Councilpersons Allen, Evers, Hummel and James, and himself 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 made a motion **to approve the Agenda as presented, with the deletion of Business Item "a," Quarterly Financial Report, as presentation of this report has been deferred to the Town Council meeting of June 17, 2020;** Councilperson Allen seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0-2, with Vice-Mayor Graham and Councilperson Hoffmann absent. The vote is recorded as follows:

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

**IN RE: MONTHLY REPORTS FROM COMMITTEE & SPECIAL PROJECT CHAIRS**

No Monthly Reports from Committee and Special Project Chairs were provided.

**IN RE: APPROVAL OF MINUTES**

**a. February 6, 2020 Work Session (amended)**

Mayor Ramsey explained that these minutes had previously been approved by the Town Council; however, following that action, corrections were requested, which Town Clerk West has made; therefore, the minutes of the February 6, 2020 meeting are being presented again for approval. Town Attorney Gilmore explained that two motions are required; the first to amend the previously adopted minutes, and the second to adopt the minutes.

Councilperson Evers then moved **that the Round Hill Town Council amend the February 6, 2020 meeting minutes, approved on May 20, 2020;** Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Vice-Mayor Graham and Councilperson Hoffmann absent. The vote is recorded as follows:

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

Councilperson Evers then moved **that the Round Hill Town Council approve the amended February 6, 2020 meeting minutes**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Vice-Mayor Graham and Councilperson Hoffmann absent. The vote is recorded as follows:

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

Town Attorney Gilmore noted that the amendment to the minutes requires a vote by a two-thirds majority of the Town Council; therefore, the Mayor will be required to vote. Mayor Ramsey voted "aye;" the amended minutes were therefore approved by a vote of 5-0-2.

**b. February 20, 2020 Regular Meeting**

Councilperson Hummel made a motion **to approve the February 20, 2020 minutes**; Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Vice-Mayor Graham and Councilperson Hoffmann absent. The vote is recorded as follows:

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

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

Due to the deferral of the presentation of the Quarterly Financial Report, there were no Business Items.

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

#### **a. Acceptance of CARES Act Funds from Loudoun County**

Mayor Ramsey introduced this item, noting that a Staff memorandum has been included in Council packets which provides the requirements the Town must meet to be eligible to receive these funds, including the passage of a Resolution and submitting a spending plan to the County.

Councilperson Evers moved **that the Round Hill Town Council authorize the execution of the *Certification for Receipt of Coronavirus Relief Fund Payments to Loudoun County*, and to authorize the Town Administrator to prepare a high-level spending plan for the use of the funds;** Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Vice-Mayor Graham and Councilperson Hoffmann absent. The vote is recorded as follows:

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

Mayor Ramsey directed Town Administrator/Zoning Administrator Hynes to execute the agreement and provide the spending plan.

#### **b. Round Hill Ready for Business Grant Program**

Town Administrator/Zoning Administrator Hynes introduced this item, explaining that the program's emphasis will be to assist Round Hill businesses with costs incurred in meeting coronavirus safety requirements, and to provide assistance to employees negatively impacted by the emergency. Ms. Hynes explained that award amounts will be determined based upon the business having a physical location in Round Hill, or being a home-based business. Town Administrator/Zoning Administrator Hynes explained that the Town may not administer a grant program, and will request that the County do so, if this program is approved. Ms. Hynes further explained that a Memorandum of Understanding (MOU) will be put in place so that Loudoun County may administer the program on behalf of Round Hill.

Town Attorney Gilmore provided additional information on this effort, noting that the Town will work with the Loudoun County Economic Development Authority in the

administration of the program, and that the necessity of working with another entity will likely cause a delay in providing funding to Town businesses. Ms. Gilmore stated that she and Town Staff will work to implement the program as quickly as possible.

Town Administrator/Zoning Administrator Hynes stated that Staff is seeking direction from the Council regarding if it wishes to move forward with the program with County administration. Additionally, Staff is requesting Council authorization to negotiate the MOU.

Mayor Ramsey asked if this item would return to Council following negotiation of the MOU, or if Staff will move ahead with this program with no further action by Council; Town Attorney Gilmore stated that Council will make that determination. Ms. Gilmore suggested that the Town Council determine the criteria for the program, and implement a mechanism to ensure that the criteria are met. Town Attorney Gilmore noted that it must be ensured that funds from this program are not mixed with any other funds; negotiating the MOU will guarantee that this requirement is met. Town Administrator/Zoning Administrator Hynes stated that it is unlikely the MOU will be finalized prior to the Council's next meeting, scheduled for June 17<sup>th</sup>.

Mayor Ramsey asked if there were any comments from Council regarding the program's structure, as described in the Staff memo, noting that this proposal is simpler than ideas previously discussed, which will help to ensure ease of administration. Council Members indicated their approval of the program presented this evening.

Town Administrator/Zoning Administrator Hynes explained that the program will provide funding to businesses to assist with expenses incurred in meeting emergency requirements, and would not conflict with the County program to replace revenue lost due to restrictions; Council Members indicated that they had no concerns regarding businesses qualifying for both programs. Additionally, Council determined that the program should go forward, independent of whether CARES Act funding may or may not be used to reimburse expenses. Discussion ensued regarding methods by which Round Hill may provide funding for the program, to be reimbursed later by CARES Act funds. Town Administrator/Zoning Administrator Hynes stated that Staff will provide an update on this effort at the June 17<sup>th</sup> meeting.

Councilperson Allen then moved **that the Round Hill Town Council adopt Resolution 2020-09, requesting the Loudoun County Economic Development Authority to administer the Round Hill Ready for Business Grant Program, to assist businesses located within the corporate limits of the Town of Round Hill with expenses created by the COVID-19 pandemic;** Councilperson Evers seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Vice-Mayor Graham and Councilperson Hoffmann absent. The vote is recorded as follows:

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

Mayor Ramsey stated that *Resolution 2020-09* had passed, providing Town Administrator/Zoning Administrator Hynes the authority to negotiate a Memorandum of Understanding with Loudoun County, with an update on the effort to be provided to the Council at its meeting scheduled for June 17, 2020.

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

Councilperson Hummel noted that he provided to the Mayor and Council an e-mail regarding future events at Town parks, requesting that Staff draft rules for events, such as the vigil held this evening, for discussion at the Town Council meeting scheduled for June 17<sup>th</sup>. Councilperson Hummel asked if meetings will continue to be held using the current remote attendance format; Mayor Ramsey suggested that Council continue to hold its meetings remotely, at least until this region moves into Phase Two of the Emergency Plan, with discussion to take place at that time regarding returning to in-person meetings.

Councilperson Hummel noted the passing of Mrs. Elaine Walker, the long-time Mayor of Lovettsville. Mayor Ramsey provided information to Council regarding Mrs. Walker, noting that she was probably the longest-serving, and most dedicated, Mayor in Loudoun County in modern history. Mayor Ramsey noted that Mrs. Walker grew up in Lovettsville, served for a decade on the Lovettsville Town Council, and then served for twenty-two years as Mayor. Mayor Ramsey stated that Mayor Walker was an amazing person who left an imprint on all the Mayors in Loudoun County.

Councilperson Evers noted increased traffic and speeding in Round Hill, due to the Hillsboro/Route 9 road project, and wondered if there is any way to address this problem; the safety concerns created by these traffic issues in relation to increased pedestrian traffic due to the pandemic shutdowns was highlighted.

Mayor Ramsey reported on the caravan scheduled for this Saturday, beginning at 4:00 p.m., which is being held to honor both Woodgrove High School and college graduates from the community.

Mayor Ramsey stated that he and the Town Administrator will discuss further potential changes to Council meetings.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 9:27 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary

Date Adopted: July 15, 2020