

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
March 16, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, March 16, 2022 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. Instructions for participating remotely were provided on the meeting agenda.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Jesse Howe  
Paula James  
Sean Lloyd

**Council Members Absent**

Melissa Hoffmann  
Michael Hummel

**Staff Members Present**

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

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:36 p.m.

**PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led the Pledge of Allegiance.

**ROLL CALL**

Mayor Ramsey noted that Councilpersons Lloyd, James, and Howe; Vice-Mayor Graham; and himself were present, constituting a quorum. Councilpersons Hoffmann and Hummel were absent.

**PUBLIC COMMENTS**

There were none.

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

Vice-Mayor Graham moved that **the agenda be adopted, with the addition of the Invoice Cloud contract to “Business Items,” Number Five.** Councilperson James seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0-2, with Councilpersons Hoffmann and Hummel absent. The vote is recorded as follows:

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

### **APPROVAL OF MINUTES**

#### **1. January 19, 2022**

Vice-Mayor Graham noted the following corrections:

- Page 2, line 71 and Page 5, lines 202 and 206, “Lakeridge” should be “Lake Ridge”.
- Page 2, line 71, “Upper Lakes” should be “West Lakes.”

Councilperson Lloyd questioned the format of the minutes noting that at one time the minutes were less detailed. Mayor Ramsey explained that a previous recording secretary began providing more detail. Councilmembers became accustomed to this format and this style has continued even though the statute does not require it. Ms. Hynes noted that the current practice is very time consuming for staff. Ms. West explained that the new system that will be implemented will streamline the meeting minutes so that they are more action oriented and will be supplemented with transcripts and closed captioning. All materials will be consolidated in one place on the website and will include the agenda, the meeting packet materials, the video/audio, and the minutes.

Vice-Mayor Graham moved that **the minutes be approved as amended.** Councilperson Howe seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0-2, with Councilpersons Hoffmann and Hummel absent. The vote is recorded as follows:

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

## **BUSINESS ITEMS**

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

Vice-Mayor Graham commended staff for obtaining a supply of pipes for use in case of an emergency.

In response to a question from Vice-Mayor Graham concerning the status of Well D, Ms. Hynes reported that staff is proceeding through the zoning process with Loudoun County which is required due to its location in the floodplain. A discussion ensued regarding the Town's purchase of the easement from the Round Hill Owners Association; Ms. Hynes noted this is occurring simultaneously with the County zoning process.

Councilperson Lloyd thanked the Utility Supervisor for the tour of the Town's facilities.

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

Mr. Lohr reported on the following:

- Curb, sidewalk, wedge paving, and base paving should be completed on the north side of East Loudoun Street in the next two weeks.
- By the end of next week, the final apron work at the Exxon and Tammy's will commence. When that is finished all the concrete work on Loudoun Street will be complete. After the final paving is down, the crews will start working on Main Street.

Mayor Ramsey asked if the County has provided a timeframe for opening the Franklin Park Trail. Mr. Lohr reported the opening of the section on Lakefield Road will probably occur by mid-May.

### **3. Donated Round Hill Historical Items from Family of Ms. Juanita S. Ransbottom**

Mr. Lohr presented this item. The Council is being asked to accept the donation of Round Hill memorabilia from the estate of Juanita S. Ransbottom who lived in Round Hill for many years. The items include a Patterson Pharmacy visor shade, Round Hill National Bank deposit books, a 1915 postcard "Welcoming You to Visit Round Hill," and a 1910 postcard "People/Horses on Main Street Looking Towards Town Office."

Vice-Mayor Graham suggested that these items should be preserved and displayed and made available to the public. A discussion ensued about possibly having the items on display at the Hometown Festival. Vice-Mayor Graham moved **to direct staff to display the historic items related to Round Hill and send a letter to the family of Juanita S. Ransbottom thanking them for the donation.** Councilperson Howe seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0-2, with Councilpersons Hoffmann and Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye

Sean Lloyd	Aye
Melissa Hoffmann	Absent
Michael Hummel	Absent

#### 4. American Rescue Plan Act (ARPA) Discussion

Ms. Hynes presented this item. She provided background information on ARPA funding in preparation for a more in-depth presentation and discussion at the upcoming budget meetings. She noted that ARPA funds can be used for General Fund projects, such as improvements to the Town Park, or Utility Fund projects. Ms. Hynes asked for direction from the Council on what percentage of the ARPA funds should be spent on General Fund projects and what percentage should be used for water-sewer projects, with the understanding that there are other funding sources available for utility projects.

Mayor Ramsey noted that ARPA funding will be about \$340,000 per year or around \$1,000 per resident. He recommended that the Town concentrate the use of ARPA funds on General Fund capital projects. He suggested splitting the money 75/25 between the General Fund and Utility Fund for existing projects; he did not recommend adding new projects to the list. Council members concurred with Mayor Ramsey's recommendation to use 75% of ARPA funding for General Fund projects and 25% for Utility Fund projects.

#### 5. Invoice Cloud Contract

Vice-Mayor Graham explained that she has been in touch with the Town Attorney regarding questions she had and is now supportive of the Council approving the contract this evening.

Ms. Gilmore recapped several issues previously discussed, including security of the Town's data, protection of customer information, term length, termination provisions, and contract renewal provisions; she noted that these items have been addressed in the revised contract. In addition, Invoice Cloud has agreed to pay for any costs incurred by the Town as a result of any claims against it regarding the program. Ms. Gilmore stated the contract is ready for the Council's approval.

Vice-Mayor Graham moved **that the Round Hill Town Council authorize the Town Administrator to sign the Invoice Cloud contract document with the estimated FY 2023 cost of \$28,800.** Councilperson Lloyd seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0-2, with Councilpersons Hoffmann and Hummel absent. The vote is recorded as follows:

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

## **FISCAL YEAR 2023 TOWN OF ROUND HILL BUDGET**

### **1. General Fund Operations and Capital Improvement Program (CIP)**

Ms. Hynes presented this item. She reviewed budget highlights based on the direction provided by the Council at previous meetings. The new budget documents reflect a balanced budget, a decrease in property tax revenue, an increase in sales tax revenue, an increase in the Cost-of-Living Adjustment (COLA), and the correction of identified errors.

Mayor Ramsey explained that a skeleton budget for FY 2024 has been included to help with budget preparations next year. At the end of the FY 2023 budget season, the Council will discuss the preliminary FY 2024 budget further.

Ms. Hynes explained the process for the CIP and noted the following:

- Pedestrian Project/Main Street and Loudoun. The \$100,000 shown in FY 2023 is being withdrawn; Staff believes it has sufficient funds to complete the project.
- Sleeter Lake Park. The County is studying the stone house site and will provide the Town with a report; the Town will then decide to either keep it or raze it. Loudoun County will give the Town \$250,000 toward the cost of following the recommendations in its report. Ms. Hynes noted that the existing fence around the site is failing, and children are getting into the house. For safety reasons, a new fence is being installed around the house.
- Boundary Line Adjustment. No additional funding is needed in FY 2023.
- Southern Gateway Pedestrian Trail. An additional \$47,055 is needed for increases in design and engineering costs.
- Town Office Upgrades. An additional \$62,000 is being added to this project for an increase in costs for siding, windows, and insulation. If the Council is not in favor of spending this amount, staff will remove the windows component of the project. Vice-Mayor Graham questioned the funding split for this project, shown as 70% Utility Fund and 30% General Fund. Mayor Ramsey suggested lowering it to 65% Utility Fund and 35% General Fund.
- Tunnel Rehabilitation and Security, Financial Software Program, and Niels Poulsen Park Upgrades. No additional funding is needed in FY 2023 for these projects.
- Playground at Town Park. Staff hopes to use ARPA funding for this project. Mayor Ramsey asked that the amount of \$110,000 be reduced and that staff provide examples of playground equipment at different funding levels for the Council to consider. Staff will come back with additional information at the next meeting, including the costs associated with removal of the existing equipment, regrading, fencing, etc. Mayor Ramsey suggested doing something with the long, solid wall at the park, such as installing historic photographs or public art.
- Shared Public Parking Lot. This is a new project identified at the 2021 Strategic Planning Meeting. The \$30,000 budget is a placeholder for a preliminary plan. Mayor Ramsey noted that the Town does not yet have buy in from the property owners. It was noted that the study needs to be completed before the 2022 Strategic Planning Meeting.

The Council reviewed the capital projects. Vice-Mayor Graham asked about the boat launch at Sleeter Lake Park. Staff indicated that it has been submitted to the County numerous times and they are still considering the proposal.

## **2. FY 2023 Fee and Tax Schedule**

Ms. Hynes stated no adjustments are being proposed other than the equalization of the property tax rate, which will be advertised as an eight-cent rate. Water and sewer rates will be discussed in April.

## **REPORTS**

Mayor Ramsey reported that the Brentwood Springs Homeowners Association meeting was canceled.

## **TOWN COUNCIL COMMENTS**

Councilperson Lloyd said he appreciated the tour of the Town utility system.

Vice-Mayor Graham noted an article in the *Virginia Town and City* magazine about Draper Aden's annual report on water-sewer rates and the ability to compare Round Hill's utility rates with other towns and localities in Virginia; the report is available on the Virginia Municipal League website.

Councilmember Howe noted he needs to coordinate the second half of the utility tour with staff.

## **MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 9:33 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: June 15, 2022