

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
May 19, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, May 19, 2021, 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 and re-adopted on January 6, 2021. There was no public access to the Town Office for this meeting. The Mayor, Town Council Members, and Staff attended this meeting electronically using Zoom. Members of the public were able to attend this meeting electronically using the link published with the Agenda.

Council Members Present

Scott T. Ramsey, Mayor (arrived at 7:32 p.m.)
Mary Anne Graham, Vice-Mayor
Melissa Hoffmann
Michael Hummel
Paula James

Council Members Absent

Jesse Howe

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Maureen Gilmore, Town Attorney
Sue Holland, Town Treasurer
Robert Lohr, Town Project Specialist
Harriet West, Town Clerk

Others Present

Donald Allen
Kara Doyle, *Mitchell and Company*
Meghan Cantrall
Wes Cantrall
Stephen Gregg
Ashley Johnson
Allison Whitehouse
Brian (no last name provided)
Charles (no last name provided)

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Vice-Mayor Graham called the May 19, 2021, meeting of the Round Hill Town Council to order at 7:31 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 stated that Councilperson Donald Allen has resigned from the Town Council, with his resignation effective May 18, 2021; Mr. Allen, therefore, will not be included in the Roll Call. Mayor Ramsey then conducted the Roll Call, noting that Councilpersons James, Hummel and Hoffmann, and Vice-Mayor Graham were in attendance, thereby establishing a quorum. Mayor Ramsey noted that Councilperson Howe was unavailable this evening.

IN RE: PUBLIC COMMENT

Brian stating that he is new to Round Hill and was joining the meeting out of interest in the business of the Town.

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

Mayor Ramsey requested that a farewell to Mr. Allen be included as the first item on the Agenda. Vice-Mayor Graham made a motion that the Agenda be approved, with the following changes: the addition of an item to address the *Resignation of Councilperson Donald Allen*; the addition, to *Action Items*, of *Well D* as *Item #5*, and *Rockwool*, as *Item #6*; and the addition, to *Business Items*, of *Item #4 – Memorial Day*. Councilperson Hummel seconded the motion. Mayor Ramsey called for discussion of the motion; Councilperson Hummel suggested that *Action Item #1 – Mandatory Water Conservation Status*, be moved to be the first item on the Agenda, as some members of the public were in attendance to hear discussion of that item. Vice-Mayor Graham agreed to that change. Mayor Ramsey sought to clarify that the *Resignation of Councilperson Allen* will be the first item discussed, with *Action Item #1 – Mandatory Water Conservation Status* to be discussed next, followed by the remainder of the Agenda, to include discussion of *Memorial Day*, *Well D* and *Rockwool*. Vice-Mayor Graham and Councilperson Hummel agreed with this clarification of the revised order for the Agenda. There was no further discussion of the motion. A vote was then held; the motion was approved 4-0-1, with Councilperson Howe absent. The vote is recorded as follows:

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

IN RE: RESIGNATION OF COUNCILPERSON DONALD ALLEN

Mayor Ramsey reported that Councilperson Donald Allen submitted his resignation, which was effective yesterday; Mayor Ramsey noted that he asked Mr. Allen to dial into this evening's meeting, so all would have the opportunity to say farewell. Mayor Ramsey then opened the floor to Mr. Allen.

Mr. Allen stated that he did not expect to be unable to fulfill his term on the Town Council, but the situation changed for him and his family, and they decided to go forward with the purchase of a home out-of-state, and to start a new chapter in their lives. Mr. Allen stated that he was excited about the move, but noted that, of all the places he has lived, Round Hill "was definitely the best."

Mr. Allen stated, "You guys are amazing, Scott especially – I appreciate the knowledge that you gave me. Melissa, you're amazing – stepping in, taking over for our last guy; I'm honestly happy that it happened that way, you were able to show what you could do. Rob, you're a jack-of-all-trades – I've never seen anybody with more knowledge about everything that we've done; I appreciate all that, too." To the rest of the Council, Mr. Allen stated, "I really appreciated the courtesies that you show each other, and I wish you all the best going forward. I'll miss you."

Members of the Council expressed their appreciation for Mr. Allen and the sentiments he expressed. Council Members wished him "all the best," and noted that they enjoyed working with him.

Councilperson James asked if Mr. Allen will receive a turkey, with Mayor Ramsey asking Mr. Allen to check at his front door. While Mr. Allen did so, Mayor Ramsey explained the tradition of presenting a turkey to every departing Council Member. Mayor Ramsey noted that, although it is a bit of a "gag gift," it is also meant to show appreciation. Mayor Ramsey stated, "We all know that what we really get out of " service on the Town Council "happens every day, in terms of the sense of public service, being involved with the community, helping your neighbors – which is why we do this." Mayor Ramsey also stated, "Don, I've been really happy to have you on the Council, you've been a no-nonsense person who likes to ask questions, likes to understand things, and also wants to help." Mayor Ramsey thanked Mr. Allen for his service.

Councilperson Hummel stated that he will miss Mr. Allen, and that he wished Council could have met in-person for the past several months. Vice-Mayor Graham told Mr. Allen, "Take care." Council and Staff offered their thanks to Mr. Allen, with Mr. Allen also thanking all.

IN RE: ACTION ITEM

1. Mandatory Water Conservation Status

Ms. Hynes presented this item, beginning by providing an overview of budget discussions held earlier this year, dealing with the eventual replacement of the system of filters at the Goose Creek Treatment Plant; Ms. Hynes reported that that system began to show signs of failure shortly after those discussions. She further reported that, to protect the two wells associated with that facility, the plant was shut down.

Ms. Hynes also reported that East Coast Utilities, the firm constructing the Sleeter Lake Park water line, has been working with Utility Staff on the repairs needed at the plant.

Ms. Hynes explained that parts needed to complete the repairs are made on-demand, so there is some lag time while waiting for components to be delivered.

Ms. Hynes stated that the need to take the two wells associated with the plant off-line has impacted the water system, creating the concern that additional wells could fail. Ms. Hynes reported that a third well, Well 12, has since failed. Having these wells off-line has made it necessary to implement Mandatory Water Restrictions.

Ms. Hynes reported that the first phase of repairs has been completed, with the necessary flushing of the filter system done; this is to be followed by completion of the next phase of repairs.

She explained that Staff is requesting, this evening, that the Town Council rescind the Mandatory Water Restrictions, although further updates will be made to the Goose Creek plant over the next six weeks. Ms. Hynes explained that concerns regarding well capacity/production, related to the uptick in use normally seen during the summer months, still exist; She recommended moving out of mandatory restriction, and not going into voluntary restrictions, with careful monitoring of the wells to take place during the summer. Staff will work to keep the public informed, on an on-going basis, of the status of the water system.

Ms. Hynes apologized to the members of the public in attendance for the implementation of mandatory restrictions during a time of year when water needs usually increase, and stated that their patience and cooperation are appreciated.

Vice-Mayor Graham reported that she has communicated, via e-mail, with Utility Supervisor Feltner, who concurs with the removal of mandatory restrictions.

Mayor Ramsey asked if there were any questions for Ms. Hynes on the Staff recommendation to end Mandatory Water Restrictions, with an increase in public education efforts to advise residents that Voluntary Water Restrictions may be necessary at some point during the summer months. There were no questions. Mayor Ramsey then called for a motion. Vice-Mayor Graham moved **that Round Hill go off of Mandatory Phase 1 Restrictions, effective immediately**; Councilperson James seconded the motion. Councilperson Hummel asked how information regarding the ending of water restrictions will be disseminated; Ms. Hynes explained that signage will be removed, a press release will be placed on Facebook, the Round Hill Owners Association (RHOA) president will be notified, and local newspapers will be informed. There were no further questions. A vote was then held; the motion was approved 4-0-1, with Councilperson Howe absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the motion carried, and Round Hill is now off of Mandatory Water Restrictions.

IN RE: PRESENTATION

1. Quarterly Financial Report (Jan.-Mar. 2021), Kara Doyle, Mitchell and Company
Ms. Kara Doyle, of Mitchell and Company, introduced herself, noting that she has worked with Mr. Jeffrey Mitchell on Round Hill's audits for the past eight years. Ms. Doyle noted that, for the past two years, the firm has been conducting quarterly reviews for the Town; these cover cash reconciliations, Virginia Investment Pool items, matters of compliance, and utility billing.

Ms. Doyle reviewed the following items, for the first quarter, ending on March 31, 2021:

- Cash Deposits – for both the General Fund and the Utility Fund, broken down into *Operating* and *Capital Improvement Projects* categories, with the additional *Streets* category included under the General Fund. Totals in these categories were provided. *Restricted* and *Unrestricted Cash Deposits* were reviewed.

Mayor Ramsey noted that Round Hill does not have a specific policy to guide the percentage of funds which are placed in Virginia Investment Pool (VIP) versus cash accounts, and asked how the determination should be made. Ms. Doyle agreed that there is no policy which Round Hill follows, with the decision usually made by the Council. She stated that it is advisable to keep at least 25% of the next quarter's Operating Budget in *Unrestricted Cash*, noting that many municipalities increase the amount to 50%.

- A Summary of Cash Deposit Funds Held – this provided additional detail of the various accounts held by the Town, for both General Fund and Utility Fund, and reflected that all statements of the accounts are being properly reconciled on a timely basis. This sheet also reflected the consolidation of eleven Certificates of Deposit (CD) into four.
- The Water/Sewer Billing Test – in which it is ensured that Round Hill's published Water/Sewer billing rates are being properly applied to system accounts. Each quarter five accounts are chosen, at random, for comparison of the rates charged to the published rates; all billing during the quarter was done properly.
- Compliance (Agreed-Upon Procedures) AUP – which ensures compliance with various statutes. Compliance is determined at the end of each fiscal year, therefore, is not applicable at the end of each quarter; information provided in this review was as of June 30, 2020. The next update will be through June 30, 2021. As of June 30, 2020, Round Hill was well within all compliance requirements.

- General Capital Improvement Plan (CIP) Proffers – which provides a more detailed review of proffer accounts. No changes were seen, except for in the Brentwood Springs account, due to receipt of funds; these funds were not credited directly to revenue, but were accounts for as restricted funds, as it is required they be spent as specified.

Ms. Doyle asked if there were any questions; there were none. She noted that the next presentation to the Town Council will be an audit report, which will include much more detail.

Councilperson Hummel suggested that the water/sewer accounts chosen for use in the *Compliance AUP* not display the names of the account holders; Mayor Ramsey requested that personally identifiable information be masked, which Ms. Doyle stated they will do. Mayor Ramsey suggested the account number be used, to provide for traceability.

IN RE: APPROVAL OF MINUTES

1. March 17, 2021

Vice-Mayor Graham referenced the first paragraph on page five, asking if Staff has been able to work with County representatives regarding the proposed Boundary Line Adjustment; Ms. Hynes stated that they have.

Vice-Mayor Graham referenced discussion of the cost to replace the meter at Sleeter Lake Park, as included on page eight, in the second paragraph, and asked if clarification was sought from Utility Supervisor Feltner regarding this. Ms. Hynes and Council Members noted that they were unsure to what this sentence refers to, as there is not a meter in that location; it was determined that the reference to Sleeter Lake Park was an error, and that the phrase *at Sleeter Lake Park* should be removed.

Councilperson Hummel referenced line 132, on page four, noting that the public may find it strange that the minutes state, "Ms. Hynes reported that Staff worked with Ms. Taylor of the County regarding a project in Lovettsville." Mr. Hummel noted that someone reading this would wonder why our Staff is working on a project in Lovettsville. Mr. Hummel suggested that the reference be reworded as follows, "Ms. Hynes reported that Staff, in their previous employment with Lovettsville, had worked with Ms. Taylor." Ms. Hynes reported that the sentence is correct, in that Ms. Taylor worked with Lovettsville on a boundary line adjustment. Mayor Ramsey suggested that the word *regarding* be replaced with the phrase *who worked on a similar project*. Councilperson Hummel agreed with this change.

Councilperson Hummel referenced line 200, on page five, which references a public information session to be held in April regarding the Boundary Line Adjustment, noting that he assumed that did not occur; Ms. Hynes stated that it did not, but it will be scheduled at a future date.

Councilperson Hummel requested that, in line 365, on page nine, RHOA be referred to as the Round Hill Owners Association, rather than the acronym being used.

There were no further corrections. Vice-Mayor Graham then made a motion **that the minutes be approved, as amended**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Howe absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported on the following:

- Utility Staff is working with the owner of the Poplar Forest subdivision, with no problems encountered. Utility Staff member James High has been in contact with Hazel, the general site work contractor, regarding their work.
- Work related to the Main Street Enhancement Project has begun on Main Street.

Ms. Hynes reported that Mr. Feltner is currently on vacation; this will serve as a test of the department, to determine how they manage without him on-site. Ms. Hynes reported that this has gone well, with Mr. High doing a great job in Mr. Feltner's absence; Utility Billing Supervisor McGaha has provided administrative back-up in Mr. Feltner's absence.

Ms. Hynes reported that she will seek a quote from East Coast Utilities for valve exercising, to compare to the proposal provided by Wachs Water Services. Ms. Hynes noted that East Coast is familiar with the work involved in this effort, and has previously worked with Bowman Consulting. Ms. Hynes stated that she has not yet signed the contract with Wachs. Mayor Ramsey expressed concern regarding any possible delay of the water line at Sleeter Lake Park/Wastewater Treatment Plant which could occur as a result of this; Ms. Hynes stated that she will speak with both firms, to ensure work is completed in a timely manner.

Vice-Mayor Graham noted that the weekly Utility Report was not provided last week; Ms. Hynes stated that she will work to provide this report. Councilperson Hummel requested that each Council Member be copied on the report.

2. Franklin Park Trail/Main Street Enhancement Project Update

Mr. Lohr presented this item, providing the following information in addition to his written report:

- On Monday of last week, the contractor successfully set Structure 4-3; setting that structure was one of the last planned outages related to stormwater structures. Two hydrants will be relocated.
- On Thursday, the County received the plan for the elimination of the two-inch water line, which feeds the south side of Loudoun Street. The proposal is to install a temporary line, and to complete stormwater work; there are some concerns regarding costs and sequencing. Updates regarding this effort will be provided to the Council.
- The contractor has begun setting Structure 1-1 on Main Street; there will be two crews working on this effort.
- Most businesses and residents in the construction areas have been notified regarding the impending work, notices were personally delivered, and Staff has spoken to most residents and business owners who are new to the work area.
- The contractor was put in touch with a representative of the Round Hill Baptist Church; the church has allowed the contractor to store equipment there.

Mr. Lohr reported that there has been much activity related to this project, and that the weather has been good for work to continue; much progress is expected.

In response to a question from Vice-Mayor Graham, Mr. Lohr explained the numbering system employed for the stormwater structures, as referenced in his report.

Mayor Ramsey requested that a "step-back" briefing be provided to Council in the late summer/early fall time frame, in order to provide a long-term, month-to-month schedule for the project. Mayor Ramsey requested that the presentation be provided to both the Council and the public. Mr. Lohr reported that he should be able to provide an initial report of this type next month, with updates to follow on a monthly basis.

Mr. Lohr explained that road closures may be necessary for work on the two-inch line; these closures, utilizing brief closures/extended lanes during the day, with needed detours, should prevent a longer (four to six weeks) impact on the project. Mr. Lohr stated that he will keep Council updated on this issue.

3. Boundary Line Adjustment Update

Ms. Hynes presented this item, explaining that she is preparing a more detailed presentation for the Council, to be provided at the first June meeting. Ms. Hynes explained that she is requesting authorization be provided to Staff to move forward with the County on this process.

Mayor Ramsey asked if responses have been received to the letter sent to residents in the area of the boundary line adjustment (BLA); Ms. Hynes explained that the deadline for responses from residents is set for May 28, and that four to five positive responses have been received to date. Ms. Hynes reported that she will follow-up with residents who have not yet responded to the letter.

Ms. Hynes reported that, parallel to the work with the County, Staff will work on the standards to be sent to the Planning Commission for the required *Intent to Amend*. Mayor Ramsey asked to clarify that the R-1-A zoning designation will be amended; Ms. Hynes stated that that is correct, and further explained that there will be a parallel process, including both a BLA process and a zoning amendment process. Mayor Ramsey requested that it be ensured residents understand the zoning designation. In response to a question from the Mayor, Ms. Hynes reported that the Hill High Orchard property owner was contacted regarding the BLA effort and indicated interest in being included. There was brief discussion of the proper zoning designation for that property. There was also discussion regarding the provision of water/sewer service to the parcels behind the Sheriff's Office Substation/Fire Department site, with Councilperson Hummel explaining that water and sewer infrastructure has already been partially extended, with easements provided to the County. Ms. Hynes and Councilperson Hummel will hold further discussions on this issue.

Mayor Ramsey requested that residents in affected areas be informed of the presentation regarding the BLA adjustment process to be provided at the first June meeting of the Town Council.

4. Memorial Day

Ms. Albright presented this item, reporting that all who have expressed an interest in participating in the ceremony will be included, and that the Boy Scouts are willing to participate. In response to a question from Ms. Albright, Mayor Ramsey noted that Taps was played at last year's ceremony; Ms. Albright stated that she will ensure that occurs this year, as well.

Vice-Mayor Graham asked if invitations are to be sent. Ms. Albright reported that they are, and that, at present, she is planning that attendance at the ceremony be by invitation only. Mayor Ramsey requested that an open invitation be provided to veterans and their families. The time for the ceremony was briefly discussed, with Mayor Ramsey noting that last year's event began at 10:00 a.m. Mayor Ramsey clarified that he would like to have invited guests, with an open invitation provided to veterans and their families.

Ms. Albright reported that an announcement regarding the ceremony will go out on Friday.

IN RE: ACTION ITEMS

1. Approve Position Classification Plan and Compensation Plan

Ms. Hynes presented this item, explaining that she would like to adopt the recommendations for a *Position Classification Plan* and a *Pay Scale*, provided by The Berkley Group in the study it conducted for Round Hill, as an appendix to the Personnel Manual, within the next two weeks. Ms. Hynes explained that adoption of these items will allow their use in the setting of salaries in the FY2022 Budget. Ms. Hynes explained that, if these plans are adopted, Staff can move forward with creating the *Water Trainee* and the *Senior Operator* positions, as recommended in the study. Ms. Hynes further explained that a cost-of-living adjustment (COLA) will not be used in setting salaries/wages for FY2022, as it was provided for in the study. Finally, Ms. Hynes explained that adjustments will be made, over a two-year period, to modify salaries which are either above or below the current market.

Vice-Mayor Graham noted that the Personnel Manual addresses bonuses provided to employees who pass an exam and attain a higher professional rating, and stated that the plan under consideration does not include this item; Vice-Mayor Graham asked how this would be handled. Ms. Hynes explained that the current policy does allow for a bonus to be paid upon passing such an exam, but that some Staff have not moved forward with attaining higher levels of licensure; the goal is to develop a method to incentivize doing so. Ms. Hynes reported that Ms. Margaret Schmitt, of The Berkley Group, is conducting a review of the Personnel Manual, in an effort to appropriately address issues such as this.

At the request of Ms. Hynes, Town Attorney Gilmore provided the following language for the first motion: a Council Member *may move to amend the Personnel Manual to adopt the Position Classification Plan, and the Compensation Plan, as presented in the final report of The Berkley Group.* Vice-Mayor Graham **so moved**; Councilperson James seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Howe absent. The vote is recorded as follows:

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

Town Attorney Gilmore then provided the following language for the second motion: *move to authorize the Town Administrator to create two new positions, Water or Wastewater Trainee, and Senior Water Operator.* Mayor Ramsey asked if Position Descriptions exist for these two new positions; Ms. Hynes stated that they do, but they were not included in Council packets. Mayor Ramsey asked that they be provided at the next Town Council meeting. It was decided to table this item until the next Town Council

meeting, to allow for review of the Position Descriptions prior to their being adopted and included in the Personnel Manual.

Mayor Ramsey suggested that compensation and/or COLA decisions be left to the discretion of the Town Administrator, with Council agreeing to Ms. Hynes' plan to address this issue this year.

2. Approve 2021 Water and Sewer Rate Study

Mayor Ramsey noted that the completed study was provided to Council Members last week, with only one change made, per Vice-Mayor Graham's request; this was to rename the Capital Project denoted as *Source Explorer* to *Well D*.

Vice-Mayor Graham made a motion **that the Town Council adopt the 2021 Water and Sewer Rate Study**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Howe absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Water and Sewer Rate Study has been adopted, noting that the Study recommends no changes be made to User Rates and Availability Fees, with the customary three percent increase to be applied yearly, following FY2022.

3. Approve FY2022 Budget and Fee Schedules for Public Hearing

Ms. Hynes reported that Staff is prepared to send the Budget to Public Hearing and reminded Council that changes can be made to the Budget at the Public Hearing. She noted that funds were included in the FY2022 Budget to plan for repairs at the Goose Creek Treatment Plant, however, repairs began during this fiscal year; Ms. Hynes stated that approximately \$45,000 will be needed to complete those repairs, funding for which can be taken from emergency funding in the current budget or be included in the FY2022 Budget. Mayor Ramsey suggested that funding for those repairs be taken from the FY2021 Budget. Ms. Hynes reported that no changes have been made to the FY2022 Budget since the review by Council held on April 21. Ms. Hynes provided a brief review of work done on the budget to-date.

Mayor Ramsey noted a change needed to *Water Availability Fees*; Vice-Mayor Graham requested that *Boat Storage Fees (Enclosed Storage)* be reduced to \$125.00, with no change made to the fees for open storage.

Discussion ensued regarding the schedule for completion of the Budget process, in order to meet advertising requirements; it was decided to hold the Public Hearing for the Budget on June 16, with adoption of the Budget to occur at that meeting, or at a special meeting to be held the following week.

Mayor Ramsey then requested a motion from Council to approve the advertisement of the Budget and fees, as discussed this evening, with the two changes noted to *Water Availability Fees* and *Enclosed Boat Storage Fees*. Vice-Mayor Graham **so moved**; Councilperson James seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Howe absent. The vote is recorded as follows:

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

Mayor Ramsey stated that approval has been provided to advertise the FY2022 Budget.

4. Well D

Ms. Gilmore provided an update on this effort to the Town Council, reporting that she had a conversation with the attorney for the RHOA, during which it was noted that there is support for the project, with some residents who have properties adjacent to the well, voicing questions; those involved in the conversation were able to discuss a path forward to acquire an easement to be able to access Well D, and to facilitate the acquisition of property needed to expand the Evening Star Drive treatment plant. Ms. Gilmore further reported that, at some point soon, she will be coming to Council to present options, and to request authorization for the option chosen by the Council to pursue. Ms. Gilmore suggested that a survey be done, and reported that the Project Engineer from Peed and Bortz has contacted a surveyor, so that plats may be made of both the easement and the approximately 50,000 square foot area needed to expand the plant. Ms. Gilmore stated that it is believed the acquisition can be done by use of a BLA. Ms. Gilmore suggested that the Town Council consider what compensation may be appropriate to offer to the RHOA. Mayor Ramsey stated that he has discussed this with a principal of the RHOA, and that he will provide those details to Ms. Gilmore.

5. Rockwool

Vice-Mayor Graham presented this item, noting the Council was provided information regarding this issue. The Vice-Mayor reported that Rockwool is not following construction guidelines, and that the request has been made that Round Hill send a letter to the company regarding this. Mayor Ramsey stated that he has not seen this discussed at the County level, to date; he provided a brief review of discussions held the first time an issue related

to Rockwool was presented to the Town Council. Mayor Ramsey stated that he felt comfortable following the County's lead on this two years ago, and feels the Council should do so again, that the Council should work with the County, and that Round Hill should not take the lead. Mayor Ramsey also noted that he wishes to ensure information Council has about this issue is correct. Mayor Ramsey suggested that, if more information is provided, and it is found that the County and/or other towns are considering action, the issue be brought before the Town Council at that time. Finally, Mayor Ramsey stated that this issue was not on the agenda for the Coalition of Loudoun Towns (COLT) meeting held last week.

IN RE: REPORTS

Ms. Hynes thanked Council and Staff for agreeing to the cancellation of the last meeting, and thanked all for their patience, during a personal emergency. Ms. Hynes reported that, during the next 30 days, projects and proposals approved by the Council will begin to be implemented.

Councilperson James inquired about the status of the pedestrian tunnel. Ms. Hynes and Ms. Albright reported that the structure is to be cleaned in the next two weeks, followed by painting. Staff will work with Dominion Energy and the security company regarding installation of power, lights, and security cameras.

Ms. Albright reported on the following: 1) the Arbor Day ceremony was held on April 30, at which time it was announced that Round Hill has received a *Tree City, USA* designation; signs and a plaque will be installed; 2) plans are underway for the Appalachian Trail Festival, which will be held in September; and 3) the Round Hill Community Garden officially opened this past Saturday.

It was reported that the Board of Zoning Appeals (BZA) met this week, with Town Attorney Gilmore reporting that additional members are needed for the BZA, and asking that Town Council members let residents who are eligible know of the openings.

Councilperson James asked about the Parking Study being undertaken by the Planning Commission, with it being noted that work continues on that effort.

Mayor Ramsey reported on the following: 1) he attended the Arbor Day and Community Garden events; 2) a COLT meeting was held last week, at which the upcoming Virginia Municipal League conference was discussed – this conference is to be held in Leesburg, October 2 through 5, at Lansdowne, with all who can attend encouraged to do so. The opening of the conference will focus on *The Seven Towns of Loudoun*, with an information tent available to each town. Mayor Ramsey offered organizers a donation of \$500.00 from Round Hill to help with expenses; Councilperson Hummel suggested the amount be increased to \$1,000.00. In response to a question from Councilperson Hummel, it was noted that information will be provided to Council Members regarding how to sign up to attend the event.

IN RE: TOWN COUNCIL COMMENTS

Vice-Mayor Graham asked when construction of the boat ramp at Sleeter Lake Park will occur, with Ms. Hynes reporting that the application for a building permit is with the County at this time.

Councilperson Hummel reported that he recently had dinner with former Councilperson Fred Lyne, who sent greetings to the Council. Mr. Hummel stated that "things are rapidly opening up," and it seems it may soon be time to begin holding in-person Town Council meetings. Discussion of this ensued, with most Council Members in favor of returning to in-person meetings. Mayor Ramsey requested that Staff provide recommendations to the Council regarding this issue at the meeting scheduled for June 2, with a decision to be made at the meeting. Vice-Mayor Graham asked if there are plans to reopen the Town Office; Ms. Hynes reported that that is planned to occur after the Labor Day holiday. Mayor Ramsey stated that the Council will not meet in person prior to its scheduled July meetings; he asked Staff to plan for an informal reception soon for Staff and Council.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:08 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary