

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
May 4, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, May 4, 2022 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill, Virginia. Instructions for participating remotely were provided on the meeting agenda.

**Council Members Present**

Scott T. Ramsey, Mayor (participated remotely)  
Mary Anne Graham, Vice-Mayor  
Jesse Howe  
Michael Hummel (arrived at 8:26 p.m.)  
Paula James  
Sean Lloyd

**Staff Members Present**

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

**CALL TO ORDER**

Vice-Mayor Graham called the meeting to order at 7:36 p.m.

**ROLL CALL**

Vice-Mayor Graham noted that Councilpersons Howe, Lloyd, James, and herself were physically present, constituting a quorum. Mayor Ramsey participated remotely. Councilperson Hummel was absent for the Roll Call and there was one seat vacant.

**PLEDGE OF ALLEGIANCE**

Councilperson James led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were none.

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

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

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

## **APPROVAL OF MINUTES**

There were none.

## **BUSINESS ITEMS**

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

Vice-Mayor Graham reported on the following:

- The Town's utility engineer met with Loudoun County staff regarding Well D and the treatment facility; the County has requested more information.
- The environmental report for the South Tank has been submitted to the Virginia Department of Health for review.
- East Coast Utilities provided a quote on the water line extension.
- East Coast Utilities completed additional work on the greensand filters at the Goose Creek Plant.
- Emery & Garrett Groundwater Investigations will be coordinating with the Town's engineer on the groundwater investigation tasks previously approved by the Council.
- Development is beginning on the Yatton lots. Ms. Hynes clarified that no permits have been issued for houses yet; any work being done now would be for water/sewer infrastructure improvements.

Mayor Ramsey asked about the status of permitting for Well D. Ms. Hynes indicated that the Town is still in negotiations with Loudoun County concerning the floodplain. Mr. Lohr stated that he requested a 15-day review from the date of submission, rather than the standard 30- to 45-day review period. The County has agreed to an expedited review.

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

Mr. Lohr reported on the following:

- Work on Loudoun Street and Main Street is continuing with multiple crews.
- The relocation of several eight-inch lines and water meters has been completed.
- Town staff put in a 15-hour day last week to relocate an eight-inch line in front of the Exxon station; two businesses and six houses were minimally impacted. Mr. Lohr thanked the Utility Staff for their efforts that day.

- The County and the contractor have requested that the Town Council permit them to extend the work hours from 7:00 p.m. to 8:00 p.m. to take advantage of the daylight hours during the summer. There were no objections from the Council.

Mr. Lohr noted that there have been many creative solutions for working in tight spaces and making sure the public knows that businesses are open. He has received no direct complaints from businesses and has asked business owners to let the Town know if they have difficulties receiving deliveries. He is meeting with the Fire Department weekly to ensure their vehicles can get through in an emergency.

### **ACTION ITEMS**

#### **1. April/May 2022 Contract to Extend Water Line to Wastewater Treatment Plant**

Ms. Hynes presented this item. The Council is being asked to approve a contract with East Coast Utilities to bring potable water to the wastewater treatment plant. The cost is \$51,450 for labor.

Councilperson Lloyd **moved that the Town Council authorize the Town Administrator to sign the contract with East Coast Utility Contractors for the Lakefield Water Line for the quoted price of \$51,450.** Seconded by Councilperson James. Ms. Hynes clarified that this is under the \$150,000 that was budgeted for this phase of the project. A voice vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

#### **2. FY 2023 Landscape Contract for Parks, Streetscape, Town Office, and Utility Sites**

Ms. Hynes presented this item. The Council is being asked to approve a contract with Epling Landscaping for maintaining Town properties. Ms. Hynes requested approval of an amount not to exceed \$78,727 so she and the Town Attorney can move forward with finalizing the contract with Epling Landscaping, give the required 30 days' notice to the current contractor, and begin the new contract on July 1, 2022.

Vice-Mayor Graham asked about the cost of the current contract; Ms. Hynes stated it was between \$61,000 and \$65,000. Ms. Hynes is negotiating with Epling on the frequency of mowing for some of the sites, which will help lower the costs. Vice-Mayor Graham recommended that the Large Reservoir be taken off the list. She also questioned the amount of \$2,200 for "Leaf Management." It was noted that this is referring to removing leaves from the Round Hill Town Park two times during the fall/winter season. In response to a question from Councilperson Howe, Ms. Hynes explained that this proposal does not include snow removal.

Councilperson Lloyd moved **that the Town Council authorize the Town Administrator to negotiate a contract with Epling Landscaping and Lawn Services not to exceed \$78,727.** Seconded by Councilperson James. A voice vote was held; the motion was approved 4-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

### **FISCAL YEAR 2023 BUDGET**

#### **1. Final Review of Complete FY 2023 General Fund Budget and Utility Fund Budget**

Utility Fund Operating Budget: Ms. Hynes presented the Utility Operations Budget. She noted that she added “Actuals” for FY 2020 and FY 2021 as requested by Councilperson Hummel.

Cost-of-Living Adjustment (COLA) and Merit Increases: Vice-Mayor Graham asked what other towns are doing for the COLA in light of the current economy. Ms. Hynes reported the following:

- Middleburg is considering a 5% COLA.
- Leesburg approved a 2% COLA with the possibility of a 4% merit increase.
- Lovettsville approved a 1% COLA and 2% merit increase.
- Purcellville approved a 5% COLA.

Vice-Mayor Graham felt the Town should do more for its staff based on the current economy. At a previous meeting, the Council discussed a 3% COLA with the possibility of a 2% merit increase. Vice-Mayor Graham suggested the Council consider a 4% COLA for all employees. Ms. Hynes clarified that Middleburg and Purcellville are providing 1-2% merit increases plus a 5% COLA. Mayor Ramsey noted that the federal COLA for calendar year 2022 will be in the 7% to 8% range. Based on the potential for a severe economy next year, Mayor Ramsey suggested a 5% COLA with the possibility of a 2% merit increase. Councilperson Howe favored putting a higher percentage of the increase on the merit and bonuses side with a smaller COLA. Referencing a recent salary study, Mayor Ramsey asked if most employees are in the middle of their current pay scale. Ms. Hynes stated there are no employees in the middle of their pay scale. Town Office staff are at the low end; however, there are two utility staff members who are at the end of their pay grade and would only be eligible for a COLA increase. Following further discussion, the Council agreed to a 3% COLA, plus the possibility of a 4% merit increase.

Councilperson Hummel arrived at 8:26 p.m.

Vice-Mayor Graham summarized the previous discussion and moved **that the Town Council change the budget to reflect a 3% COLA with a 4% merit increase.** Seconded by Councilperson James. Councilperson Hummel asked what the previous percentages were; Vice-Mayor Graham stated it was 3% and 2% and now it is 3% and 4%. A vote was held; the motion was approved 4-1. The vote is recorded as follows:

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

General Fund Operating Budget: Ms. Hynes responded to questions from the Councilmembers regarding the cigarette tax projections, cell antenna revenue, and reimbursable costs with the Round Hill Owners Association (RHOA) for the park attendant. Ms. Hynes noted that revisions will be necessary to the FY2023 General Fund Budget before the budget is advertised to reflect the COLA/merit raise change and the landscaping contract which the Council voted on earlier in this meeting.

General Fund Capital Improvement Plan (CIP) Budget: Ms. Hynes indicated that the only change from the last meeting is that she added a note to ensure that historic interpretation signs along the Town Park are included and a note for planning for a future veterans' memorial. There have been no changes to the budget numbers. She added that Mayor Ramsey questioned spending \$110,000 for playground equipment alone. She is currently seeking quotes to find out how much it will cost to remove the existing playground equipment and to prepare the site. Councilperson Hummel stated that the cost of playground equipment has skyrocketed. He was involved with a project where they spent \$350,000 for a tot lot. A discussion ensued about possible funding sources for the playground.

Utility Fund CIP Budget: Ms. Hynes noted she removed the contingency from the Groundwater Supply Needs Program and Goose Creek Water Treatment Plant Rehab as recommended by the Council and added the actuals. Other changes since the last meeting included:

- Added design costs for the second Stoneleigh water storage tank (\$78,000).
- Added a \$125,000 placeholder to study and devise solutions for moving treatment offsite for 719 Well House.

Councilperson James asked if the Town has paid the RHOA for the Well D easement. Ms. Hynes said the funds have not been expended yet. The RHOA is still pursuing their name change, and until that is finalized, the transaction cannot be completed. The Town has been working with Loudoun County on the zoning permit. Ms. Gilmore confirmed the deeds are with Lerner's attorney, and they are awaiting action from Lerner.

## **2. Final Review of FY 2023 Tax, Fee, and Charges Schedule**

Vice-Mayor Graham reported that the schedule underestimated the cost of meter replacements requested by the customer. The replacement fee has been \$75 for many years and the Utility Department is recommending that the fee be increased to \$320 to include meter cost (\$280) and labor charges. There were no objections from the Council. In response to a question from Councilmember Lloyd, Mr. Feltner indicated that customer-initiated meter replacement requests do not occur often.

## **3. Approve Scheduling Public Hearing for FY 2023 General Fund Budget and Utility Fund Budget and FY 2023 Tax, Fee, and Charges Schedule**

Ms. Hynes stated that the public hearing will be on June 1, 2022, at 7:30 p.m. Councilmembers directed staff to advertise the FY 2023 Budget, including the change to the COLA and merit increase percentages; addition of the landscaping contract; addition of design costs for the second Stoneleigh water storage tank; and increase in fees for customer-initiated meter replacements.

## **REPORTS**

Ms. Hynes asked the Council for permission to be proactive and begin posting “friendly” reminders on Facebook asking residents to practice water conservation going into the summer months. There was no objection from the Council.

## **TOWN COUNCIL COMMENTS**

Vice-Mayor Graham stated she was thankful that the Town required owners of Airbnbs to live in the residences. Councilmembers Hummel and Lloyd agreed that Airbnbs are changing the character of neighborhoods.

Vice-Mayor Graham asked how many proposals came in for the reservoir. Ms. Hynes stated that three proposals were received, and they will be opened virtually on May 5. Staff will review the packages for compliance with the criteria and the Town Council will discuss the bids in Closed Session on May 18, pending a quorum. Councilmember Lloyd indicated that he would be unavailable for that meeting. Vice-Mayor Graham stated that she will be attending via Zoom.

Vice-Mayor Graham asked if the Town satisfied the County’s requirement for the archeological study for Sleeter Lake Park. Ms. Hynes stated Mr. Lohr called Loudoun County and learned that County staff conduct these studies for County projects. The Town can take advantage of that service because of a Memorandum of Understanding developed by Ms. Hynes and the County Administrator. Mr. Lohr stated that he just received word today that the County approved moving forward with the study.

Councilperson James asked why the RHOA has taken the lead for installing electricity at the tunnel; Ms. Hynes explained that the RHOA has not taken the lead, but they have to sign the right-of-way easement for Dominion Power so Dominion can install electric in the tunnel.

Councilperson James asked about the RHOA study; Ms. Hynes indicated that the study is underway and should be finished in the next several months.

Mayor Ramsey reported that the Hometown Festival is coming together. He built new derby ramps to replace the old ones that were in disrepair. He invited all of the Councilmembers to participate in the parade.

Councilperson Lloyd reported that plans are progressing for the Round Hill Appalachian Trail Festival at B Chord on Saturday, June 11, beginning at 11:00 a.m. He noted there will be great speakers, music, and vendors.

Councilperson James thanked Vice-Mayor Graham for representing the Town at the Arbor Day Ceremony. Vice-Mayor Graham said she read the Official Proclamation for Arbor Day, and the Boy Scouts planted a native River Birch tree, with assistance from Jody and Bill Brady. Vice-Mayor Graham added that as an official Tree City, the Town is required to hold an Arbor Day celebration each year.

#### **MEETING ADJOURNMENT**

Vice-Mayor Graham adjourned the meeting at 9:17 p.m.

Respectfully submitted,

Mary Anne Graham, Vice-Mayor

CERTIFIED:

A handwritten signature in blue ink, appearing to read "Harriet West", is written over a horizontal line.

Harriet West, Town Clerk

APPROVED: July 20, 2022