

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
November 17, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, November 17, 2021 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. The option to participate remotely was made available using information provided on the agenda.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Jesse Howe  
Michael Hummel (participated remotely)  
Paula James

**Council Members Absent**

Melissa Hoffmann

**Staff Members Present**

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

**Others Present**

Councilperson-elect Sean Lloyd  
Gary Clemens, Clerk of the Circuit Court for Loudoun County

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:32 p.m.

**PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led the Pledge of Allegiance.

**ROLL CALL**

Mayor Ramsey noted that Councilpersons James and Howe, Vice-Mayor Graham, and himself were present, constituting a physical quorum. Councilperson Hummel was participated remotely. Councilperson Hoffmann was absent. Councilperson-elect Lloyd was also present.

**PUBLIC COMMENT**

Mr. Clemens disseminated and explained sets of Courthouse history cards depicting artifacts and valuable historic records prepared by his staff.

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

Vice-Mayor Graham moved to **adopt the agenda with the following addition of Action Item #2 approval of firm cameraing the Town's sewer line**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

### **TOWN COUNCIL APPOINTMENTS**

Mayor Ramsey explained that Sean Lloyd was elected in November 2021 as the write-in winner of the vacant Council seat; as was suggested at the last Town Council meeting, Mr. Lloyd could be appointed to fill the remainder of former Councilperson Don Allen's term before Mr. Lloyd's new term begins January 2022.

Vice-Mayor Graham made a motion **that the Town Council appoint Sean Lloyd to serve the remainder of Don Allen's term ending December 31, 2021**; Councilperson Howe seconded the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

### **OATH OF OFFICE CEREMONY**

Clerk of the Circuit Court Gary Clemens delivered the Oath of Office to Councilpersons Jesse Howe, Paula James, and Sean Lloyd and Mayor Scott Ramsey.

### **BUSINESS ITEMS**

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

Vice-Mayor Graham reported on the following:

- There was extensive discussion during the Utility Staff meeting about looking for new wells. The Town Engineer will explore possibilities for well sites with Emery & Garrett Groundwater Investigations (EGGI).

- A public hearing regarding the bond and environmental impact for the South Tank has been scheduled and advertised for December 15, 2021.

Ms. Hynes and Mr. Feltner gave an update on the leak detection performed at Stoneleigh; three small leaks were detected, including two on the customers' side and one at a fire hydrant. Discussion ensued about the need to fix the leak at the fire hydrant, estimated at five gallons per minute. Ms. Hynes stated the leak detection at Stoneleigh was completed in three days and cost approximately \$3,500; Staff will be obtaining a quote for expanding leak detection to the entire system in 2022.

Ms. Hynes reported that Wachs Water Service has completed nearly all of the valve exercising for Stoneleigh. Mr. Feltner said they found several valves that are inoperable and that repairs will be scheduled. Ms. Hynes said the next step in the preventative maintenance plan is to exercise and paint the fire hydrants.

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

Mr. Lohr reported on the following:

- The contractor is continuing work on Main Street; relocation of sewer lines and water service lines was required due to inaccuracies on some of the plans.
- The underground system and excavation work is scheduled to be completed shortly.
- Due to the approaching winter, steel plates in the construction area will have to be removed.
- At this time, the contractor is still looking at the same completion date for the project.

In response to questions from the Mayor and Council Members, Mr. Lohr discussed tree removal, sidewalks, a loading/unloading zone in front of the Town Park, fence removal and replacement agreements between property owners and the County, and improvements to mail box placement.

## **3. Creekside/Brentwood Springs Maintenance Bonds**

Councilperson Hummel recused himself from this action item because this is a project his company worked on.

Ms. Hynes explained that the Council had previously approved a reduction of the utility bond to a one-year, five percent maintenance bond. The Town Engineer and Town Utility Supervisor have completed their inspections and recommend the release of four maintenance bonds for Phases 1B, 2, 3, and 4; each bond has a separate bond number and bond amount.

Councilperson Lloyd moved **that the Round Hill Town Council approve the request made by Creekside LLC for the release of the one-year maintenance bond for the completed Creekside Phase 1B Water and Sewer Improvements. The Round Hill Town Council shall release Performance Bond No. 2095800032 that is the equivalent of five percent of the original bond (\$8,672.75);** Vice-Mayor Graham seconded the motion. A voice vote was held; the

motion was approved 4-0-2, with Councilperson Hoffmann absent and Councilperson Hummel recusing himself from the vote. The vote is recorded as follows:

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

Councilperson Howe moved **that the Round Hill Town Council approve the request made by Creekside LLC for the release of the one-year maintenance bond for the completed Creekside Phase 2 Water and Sewer Improvements. The Round Hill Town Council shall release Performance Bond No. 02095800040 that is the equivalent of five percent of the original bond (\$35,562.75);** Vice-Mayor Graham seconded the motion. A voice vote was held; the motion was approved 4-0-2, with Councilperson Hoffmann absent and Councilperson Hummel recusing himself from the vote. The vote is recorded as follows:

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

Councilperson James moved **that the Town Council approve the request made by Creekside LLC for the release of the one-year maintenance bond for the completed Creekside Phase 3 Water and Sewer Improvements. The Round Hill Town Council shall release Performance Bond No. 1069684 that is the equivalent of five percent of the original bond (\$17,105.01);** Vice-Mayor Graham seconded the motion. A voice vote was held; the motion was approved 4-0-2, with Councilperson Hoffmann absent and Councilperson Hummel recusing himself from the vote. The vote is recorded as follows:

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

Vice-Mayor Graham moved **that the Town Council approve the request made by Creekside LLC for the release of the one-year maintenance bond for the completed Creekside Phase 4 Water and Sewer Improvements. The Round Hill Town Council shall release Performance Bond No. 1069702 that is the equivalent of five percent of the original bond (\$15,275.50);** Councilperson Howe seconded the motion. A voice vote was held; the motion was approved 4-0-2, with Councilperson Hoffmann absent and Councilperson Hummel recusing himself from the vote. The vote is recorded as follows:

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

#### **4. Approval of Firm to Perform Camera Inspection of Town Sewer Line**

Ms. Hynes presented this item. Staff is requesting approval of funding to hire a firm to use a camera to inspect a section of the sewer line from Greenwood Drive to Loudoun Street along Goose Creek.

Ms. Hynes noted that sewer camera inspection has been in the budget for several years, but the recent report provided by Friends of the Shenandoah River (FOSR) about E. coli levels in this section of the creek near Loudoun Street has raised this higher on the priority list to confirm the sewer line is not leaking along Goose Creek. She explained that, according to the Town's Utility Engineer, if a leak existed it was probably that the creek was entering the sewer line and not the other way around.

Mayor Ramsey further explained that FOSR does their own independent stream quality monitoring and they identified sampling sites in Round Hill of concern due to elevated levels of bacteria. FOSR sent their report to the Town and Staff has been following up on this matter, including additional testing to try and pinpoint the cause of the bacteria. Ms. Hynes reviewed the location of the four sites where samples were taken and the results of the testing performed by the Town; she noted that two of the locations had elevated levels of E. coli, including the original FOSR test site near East Loudoun Street and Evening Star Drive. Ms. Hynes noted this is where a large number of vultures roost in the trees and that this could be the cause of the elevated levels of E. coli. Following further discussion, it was decided that the issue would be turned over to the County once additional testing is performed and the sewer line is ruled out as a cause. It was noted that the creek is on County property and the Department of Health is a County function. A discussion ensued about the location of the Town's sampling sites as shown on the map shared by Ms. Hynes.

Councilperson Lloyd explained that this is part of a year-round project for FOSR to do the monitoring for the Goose Creek Association. He noted his wife is the stream monitoring coordinator for the Loudoun Wildlife Conservancy and she was assisting with the site selection.

Monitoring is being performed at two locations, Loudoun Street and Niels Poulson, and the results are elevated at both sites. He noted that FOSR would like to partner with the Town.

Mr. Feltner stated he checked the manholes and found no visible leaks. Mr. Lohr noted he conducted a visual inspection along the creek and located no probable source of the bacteria above ground. Discussion included other possible sources including the vulture tree, septic drain fields (19 Bridge Street and one adjacent to the Park), illegally connected systems, compost, or livestock. Mr. Feltner explained how the camera work is performed; he noted that the sewer pipe flow was low enough to provide for a good visual picture from the camera recording.

Vice-Mayor Graham stated Mr. Feltner received two quotes for the camera work, one for \$36,500 and one for \$67,680. Vice-Mayor Graham moved **that the Council approve Visu-Sewer East, LLC to do the camera work not to exceed \$36,500.** Mr. Feltner clarified that the work would be performed from the intersection of Greenwood and Main Street to the Route 7 lift station. Mr. Lohr added that Visu-Sewer has the ability to repair any leaks they find. Councilperson Lloyd seconded the motion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

## REPORTS

Ms. Hynes reported on the following:

- The Christmas Tree lighting will be held on December 4 at 4:00 p.m.
- The Strategic Action Plan will be presented at the December 1 Town Council meeting.
- The public hearing for the Southern Water Tank is scheduled for December 15.
- Budget season will begin in January 2022.

Mayor Ramsey reported on the following:

- The County is starting to explore redistricting. They are still looking at eight districts and one at-large member. County staff has prepared some options and there is an online redistricting tool for the public to use. The Coalition of Loudoun Towns (COLT) will be submitting a recommendation with emphasis on the configuration of the Western Districts to retain the two seats on the Board of Supervisors and protect the Rural Policy Area.
- The County voted unanimously to rename streets that memorialize Confederate or Civil War memorials and street names. The report calls out several streets in the Round Hill area,

including Hillwood Estates, which is named after Civil War generals. Renaming for Route 7 and Route 50 was well along in the process; other streets are to follow. Mayor Ramsey suggested focusing on what Round Hill would want to celebrate that has not been recognized enough. Mayor Ramsey has advocated for reimbursement for residents impacted by the change in street names. He would like the Town to put forth recommendations for street names and suggested requesting that the Planning Commission develop a generic list of people, places, and things of historical importance to Round Hill that deserve recognition. Councilperson Hummel agreed to take this to the Planning Commission. Staff will provide a proposed list for the Planning Commission's consideration; the Planning Commission's recommendations will come back to the Town Council for endorsement and submission to the County.

### **TOWN COUNCIL COMMENTS**

Councilperson Hummel gave an update on the trail connection from Lake Ridge to Upper Lakes. He has reviewed the plans, walked the area, and contacted Brookfield Homes; they are very supportive of the trail connection. He will prepare a sketch and go to Mr. Mortenson since the Round Hill Owners Association (RHOA) owns the land.

Councilperson Hummel also mentioned the poor condition of the Round Hill signs coming into Town; Ms. Hynes will look into having them replaced.

In response to a question from Vice-Mayor Graham, Ms. Hynes reported that she has not received any applications for the two open positions for water/sewer operators.

Mayor Ramsey reported that the Baptist Church is organizing a caroling caravan on December 4. The Mayor also noted that Terry McCracken recently passed away; he was a long-time Round Hill resident and employee of the Loudoun County Sheriff's Office. Lastly, Mayor Ramsey welcomed Mr. Lloyd to the Town Council.

### **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 disposition of real property and to discuss and consider the acquisition of real property interests for utility projects as authorized by the Virginia Code Section 2.2-C7-1183, with the Town Administrator, Town Attorney, and Project Manager invited to attend.** Councilperson Howe seconded the motion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

The Mayor, Councilmembers, Town Administrator, Town Attorney, and Project Manager went into closed session at 9:24 p.m. and met in the conference room on the second floor of the Town Office. Councilperson Hummel participated by phone. They returned to the Council Chambers at 10:43 p.m. Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its closed session and reconvene its open meeting.** Councilperson Howe seconded the motion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

Vice-Mayor Graham move **that the Town Council adopt Resolution 2021-07 and 2021-08 to certify that while in closed session only those matters identified in the motion to convene the closed session were discussed.** Councilperson Howe seconded the motion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

Vice-Mayor Graham move **that the Round Hill Town Council authorize the acquisition of property interests identified and other terms discussed during the closed session and the scheduling of a public hearing, as necessary.** Councilperson Howe seconded the motion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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



**MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 10:45 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED



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Harriet West, Town Clerk

APPROVED: March 2, 2022