

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
November 4, 2020**

A Work Session was held by the Round Hill Town Council on Wednesday, November 4, 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 public attended this meeting electronically using Zoom.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Melissa Hoffmann
Jesse Howe
Paula James

Council Members Absent

Donald W. Allen
Michael B. Hummel

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Marty Feltner, Utility Supervisor
Maureen Gilmore, Town Attorney
Robert Lohr, Project Specialist

Others Present

Patrick Szabo, Loudoun Now

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:31 p.m. Mayor Ramsey then read the *Notice of Electronic Meeting* into the record, as follows:

Due to the ongoing COVID-19 Pandemic, this meeting will be conducted electronically pursuant to the Emergency Ordinance to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster adopted by the Mayor and Town Council on April 28, 2020. There will be no public access to the Town Office for this meeting. The Mayor, Council Members, and Staff will be participating remotely. Members of the public may attend this meeting electronically using the link or call in number provided.

Mayor Ramsey noted that, as the meeting was being held via electronic means, and an American flag was not available, the Pledge of Allegiance would not be recited.

IN RE: ROLL CALL

Roll Call was held, with Mayor Ramsey noting that Vice-Mayor Graham, Councilpersons Hoffmann, James, and Howe, and himself were present, and that Councilpersons Allen and Hummel were absent. Mayor Ramsey stated that a quorum had been established.

IN RE: PUBLIC COMMENT

No comments were received prior to this evening's meeting, and there was no public comment presented at the meeting.

IN RE: ADOPTION OF WORK SESSION AGENDA (Amendments & Deletions)

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

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

IN RE: APPROVAL OF MINUTES

1. August 5, 2020

Vice-Mayor Graham noted that, on page two, in the first paragraph, under the section titled *Roll Call*, all Council Members should be referred to as *Councilperson*, not as *Councilman* or *Councilwoman*. Mayor Ramsey noted that, on page five, under the section titled *Utility Department Update*, the word *aquifer* was misspelled; Mr. Ramsey requested that the error be corrected throughout the section. There were no further corrections. Vice-Mayor Graham then moved **that the minutes be approved as amended**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-2, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham presented this item, beginning by noting that edits of the Water and Sewer Ordinances are still underway, and that it is hoped the updated Ordinances will be ready for Council review at its next meeting. Town Administrator/Zoning Administrator Hynes asked if she may advertise the Public Hearing for the amendments to the *Landscape Ordinance*, as it was originally hoped that a Joint Public Hearing could be held for both the *Water and Sewer Ordinances* and the *Landscape Ordinance*; Ms. Hynes was told to advertise the *Landscape Ordinance* for a separate hearing.

Vice-Mayor Graham reported that the Utility Staff held a meeting via Zoom Tuesday, at 1:30 p.m.; a report from this meeting will be provided to Council.

Vice-Mayor Graham and Utility Supervisor Feltner reported on issues encountered with utility infrastructure at Main Street and Bridge Street, and at Falls Place, related to the Franklin Park Trail/Main Street Enhancement Project. Utility Supervisor Feltner reported that Staff is working with their counterparts from the County to resolve these problems.

Vice-Mayor Graham reported that there is a fire hydrant in the Stoneleigh subdivision which is not working; Utility Supervisor Feltner reported that the hydrant has been taken out of service (by being covered), and that the fire department has been notified.

Mayor Ramsey reported that a meeting will be scheduled with Town Engineer Lane to discuss upgrades to the Evening Star Drive treatment plant. Mayor Ramsey requested that a timeline be prepared for this project.

Town Administrator/Zoning Administrator Hynes reported that lots at the new West Lakes subdivision are now being sold, and that the lots on Yatton Road are also being sold; this will result in additional bond issues coming before the Town Council.

2. Franklin Park Trail/Main Street Enhancement Project Update

Project Specialist Lohr reported that the test pitting required for this project is now being conducted; Mr. Lohr noted that Round Hill unknowingly provided mistaken information to the County regarding valves in the Town's utility infrastructure. Project Specialist Lohr also reported that the relocation of the twelve-inch line is underway, but has been impacted by the valve issues.

Project Specialist Lohr noted that two regular meetings are now being held each week related to the Franklin Park Trail/Main Street Enhancement Project. Additionally, Staff is working with residents in the construction zone on the relocation of their mailboxes to the side of the street where the houses are located. Mr. Lohr noted that Round Hill citizens are seeing a great deal of work underway at this time on the project.

Mayor Ramsey asked for clarification regarding the water line and storm sewer line being adjacent to each other at the test site; Project Specialist Lohr explained that the Town's utility lines, other entities' cables, and fiber optic lines are all co-located, and that project staff are working to relocate these items without causing service disruptions to residents. Mr. Lohr explained that the test pitting currently underway is showing tighter locations than on as-builts. Mayor Ramsey asked if Change Orders will be required, as a result of these issues; Project Specialist Lohr stated that there will be, and that they will be funded through Loudoun County's contingency line-item. Mayor Ramsey voiced his concern that these same types of issues will be encountered when construction begins on Main Street. Project Specialist Lohr stated that it is hoped the problems will not be as great as those encountered on East Loudoun Street; however, no one will be sure until the test pitting has been completed. Project Specialist Lohr reported that existing valves will be improved.

3. Round Hill Nonprofit CARES Act Grants

Town Administrator/Zoning Administrator Hynes presented this item, reporting that Staff has worked with Catholic Charities to set up a program to disburse these funds. Ms. Hynes further reported that she and Town Clerk West have been trained as intake workers, to assist with this effort. Town Administrator/Zoning Administrator Hynes reported that information regarding this program has been posted to the Town's Facebook page, and will be included in the upcoming Town newsletter; additionally, Staff has reached out to churches and community organizations, in an effort to make them aware that this assistance is available. Town Administrator/Zoning Administrator Hynes stated that Staff will endeavor to encourage residents to avail themselves of this assistance. Mayor Ramsey suggested that signs be posted in Round Hill, providing information regarding this service. Town Administrator/Zoning Administrator Hynes reported that, to-date, five people have reached out to the entities involved regarding assistance.

Town Administrator/Zoning Administrator Hynes reported that twelve businesses have applied for the *Round Hill Ready for Business* program grant funding.

Finally, Town Administrator/Zoning Administrator Hynes reported that a total of \$28,000.00 in funding is available for the *Nonprofit CARES Act* grant funding, with up to \$1,200.00 offered per grant. Applicants must prove that their income has been affected by COVID-related issues.

Mayor Ramsey suggested that the leadership of the Round Hill Owners' Association (RHOA), and the contact person for Round Hill Elementary School's assistance program be informed of the availability of this funding. Councilperson Hoffmann suggested that the liaison at Mountain View Elementary school also be contacted. Town Administrator/Zoning Administrator Hynes stated that she will contact these individuals, and will reach out to the community's middle and high schools, as well. Mayor Ramsey thanked Staff for its good work on this effort.

4. Future Town Council Meetings (Zoom vs. Town Office)

Mayor Ramsey began this discussion by noting that the Commonwealth of Virginia is still under a State of Emergency, and by noting that the Zoom meeting format seems to have been popular with Council Members. Mayor Ramsey asked if Council wished to retain the remote meeting format, or return to in-person meetings. Most Council Members' expressed their support for retaining the Zoom meeting format until restrictions are eased or lifted. Mayor Ramsey requested that this issue be revisited at the first Town Council meeting in March 2021. There was also discussion of holding some type of in-person event with Council Members and Staff, so that Members new to the Council could actually meet Staff members.

IN RE: ACTION ITEMS

1. Voluntary Water Restrictions

Town Administrator/Zoning Administrator Hynes provided an update on this issue from a report written by Utility Supervisor Feltner. The report noted a significant reduction in overall water usage, with an increase occurring during the months of June and July. Utility Supervisor Feltner's report recommended the lifting of restrictions. At the request of a Council Member, the report was to be provided to all Council Members.

Vice-Mayor Graham then made a motion **to lift water conservation measures currently in effect**; Councilperson Howe seconded the motion. Mayor Ramsey stated that Voluntary Water Restrictions signs located throughout Town are to be removed. Mr. Ramsey also noted that restrictions may be put in place at a future date, if needed. There was no further discussion. A vote was held; the motion was approved 4-0-2, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

2. Poplar Hill Bond Approval

Town Administrator/Zoning Administrator Hynes presented this item, explaining that this bond agreement is related to one of the final new neighborhoods to be constructed in Round Hill. The Poplar Hill subdivision is adjacent to Fallswood, and is located outside Round Hill's jurisdiction; however, the Town does provide water and sewer service to the site. Town Administrator/Zoning Administrator Hynes provided a brief overview of the bonding process, for those in attendance who may be unfamiliar with this procedure. Town Administrator/Zoning Administrator Hynes reported that Town Engineer Lane and Town Attorney Gilmore have reviewed this bond agreement, and recommend its approval. Town

Attorney Gilmore clarified that the issue under consideration by Council this evening is not a bond release, but is, rather, the acceptance of a bond and related agreement.

Vice-Mayor Graham then moved **that the Round Hill Town Council approve the Bond and Performance Agreement prepared by Carr Homes for the Poplar Hill neighborhood, for the acceptance of \$259,835.00 for Bond Number CIC1910581;** Councilperson James seconded the motion. In response to a question from Council, Mayor Ramsey and Town Attorney Gilmore provided an explanation of the mechanics of bond agreements, noting that the Town may "call" the bond if problems arise. In response to another question from Council, it was noted that the proposed new well will not have been added to the Town's utility system at the time these homes are built; however, the building of these homes was factored into the Town's utility system capacity prior to approval being given for construction. A vote was then held; the motion was approved 4-0-2, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

3. FY2022 Strategic Action Plan

Town Administrator/Zoning Administrator Hynes presented this item, noting that discussion of this Plan took place at last week's Strategic Planning Retreat, and that, once approved, this document will help serve as a guide in budget planning. Ms. Hynes reviewed the highlights of the Plan, noting that four of the projects included are currently underway: 1) Main Street Enhancement Project Phase One; 2) acquisition of Well D, and Evening Star Plant Renovation; 3) construction of the Southern Water Tank; and 4) Sleeter Lake Park Phase Two. Town Administrator/Zoning Administrator Hynes reported that, following discussion of a total of twenty-four items at the Retreat, the following six items were included in the Plan: 1) Modernize the Town Code and move to an online platform; 2) Stoneleigh Water and Sewer System Resiliency; 3) Information Technology modernization; 4) County Community Center in Round Hill; 5) Town Parking Study; and 6) Boundary Line Adjustments. Town Administrator/Zoning Administrator Hynes noted that a total of fourteen projects have been recommended for the coming fiscal year. In response to a question from Mayor Ramsey, Town Administrator/Zoning Administrator Hynes reported that it is expected renovations to the Town Office will be completed during the current fiscal year, but that the item may be placed back into the FY2022 Strategic Action Plan. There was also preliminary discussion of moving to a two-year budget process. Following discussion, Mayor Ramsey called for a motion **to adopt the FY2022 Strategic Action Plan, with the addition of the Town Office Renovation item.** Vice-

Mayor Graham **so moved**; Councilperson James seconded the motion. There was no further discussion. A vote was held; the motion was approved 4-0-2, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Both Mayor Ramsey and Council Members noted that this process went very smoothly this year.

IN RE: REPORTS

There were no Reports.

IN RE: TOWN COUNCIL COMMENTS

Mayor Ramsey reported that the Town newsletter will be sent out soon, and that it contains a number of good articles. Mayor Ramsey reported that he has reached out to members of the Round Hill Owners' Association (RHOA) regarding Well D.

Councilperson Hoffmann congratulated Councilperson Howe on his election to serve on the Town Council, and welcomed him to the Council.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 8:45 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary

APPROVED: January 6, 2021