

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
September 2, 2020**

A Work Session was held by the Round Hill Town Council on Wednesday, September 2, 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  
Donald W. Allen  
Jesse Howe  
Michael B. Hummel  
Paula James

**Council Members Absent**

Melissa Hoffmann

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Maureen Gilmore, Town Attorney  
Harriet West, Town Clerk  
Robert Lohr, Project Specialist  
Bobby Lohr, Intern

**Others Present**

Deputy Fornwalt, Loudoun County Sheriff's Office  
Susan Stowe  
Kathi Hottinger  
Tony Derrow  
Joe Luppino-Esposito  
Mike Mortensen

**IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Ramsey called the meeting to order at 7:30 p.m. 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**

Mayor Ramsey stated, *"In March 2020, Virginia Governor Northam declared a State of Emergency and Disaster, due to the Coronavirus-19 Pandemic; by Executive Orders 51, 53 and 55, Virginia's Governor issued "Stay-at-Home" orders for all residential services, and urged citizens to avoid gatherings. On April 24, 2020, Governor Northam signed amendments to the Code of Virginia, Section 2.2-3708.2, which allows public bodies to conduct electronic meetings remotely to conduct statutorily required and necessary business to continue government during the health emergency disaster. The Town of Round Hill has also declared a State of Local Emergency, which is still in effect. The public emergency created by COVID-19 makes it unsafe and impractical for the Town Council to assemble in a single location. The purpose of the meeting is to conduct regular business of the Town Council in a Work Session. The Regular Meeting Schedule, which includes tonight's meeting, was adopted by the Town Council in January 2020, and was published on the Town's website. The Agenda for tonight's meeting was distributed in advance of the meeting, and was posted on the Town's website. This meeting is being held by electronic communication, by the use of ZOOM Meetings; members of the public were invited to participate remotely in this meeting through the use of ZOOM Meetings Sign-In Policies, and the following Council Members are participating in the meeting remotely: myself, Mayor Ramsey, Vice-Mayor Graham, Councilperson James, Councilperson Allen, Councilperson Hummel, and Councilperson Howe; absent is Councilperson Hoffmann. There does exist a quorum for this meeting, and a recording or transcript of the meeting shall be made available on the Town website, in accordance with the time-frames established in Virginia Code, Section 2.2-3707, and Section 2.2-3707.1 of the Code of Virginia.*

### **IN RE: COMMUNITY POLICING REPORT**

Deputy Fornwalt reported that the primary issues dealt with by the Sheriff's Office in Round Hill have been related to traffic enforcement, particularly dealing with access on Main Street, resulting from the Route 9 Traffic Calming Project in Hillsboro, and with speed enforcement on East Loudoun Street.

Deputy Fornwalt noted that the Sheriff's Office has dealt with mental health issues resulting from pandemic concerns. No crimes, such as burglaries, have occurred in the community.

Deputy Fornwalt spoke about concerns regarding boats and boat ramps at Sleeter Lake Park. Mayor Ramsey and Project Specialist Lohr noted that plans are in place to have electrical service installed at the boat ramp area at Sleeter Lake Park, which will allow for installation of surveillance cameras; this, they stated, should help address concerns in that area. Deputy Fornwalt also reported that the Sheriff's Office has responded to a number of calls to Sleeter Lake Park, regarding visitors who have been locked in at the park's closing; the Deputy asked if signage is planned to address this issue. Town Administrator/Zoning Administrator Hynes reported that additional signage has been purchased for the boat launch area; this will notify boaters of the closing time for the park, and of the one-half hour earlier closing time at the boat launch area. This signage, Ms. Hynes noted, is to be installed soon. Deputy Fornwalt suggested that someone conduct a "walk-through" of the park prior to locking the gate each day. Town Administrator/Zoning Administrator Hynes

stated that Town Staff is trying to do its best to prevent lock-ins, and apologized to Deputy Fornwalt for the extra work this problem has created for the Sheriff's Office.

Vice-Mayor Graham thanked Deputy Fornwalt for the Sheriff's Office's placement of speed signs at the entrance to Round Hill, noting that they have been helpful.

Councilperson James asked if the new roundabouts on Route 9 in Hillsboro have been opened to the public; Deputy Fornwalt reported that they were supposed to open, in one direction only. Deputy Fornwalt noted that work is slated to begin soon on Route 7, resulting in an additional slowing of traffic in the area.

Mayor Ramsey thanked Deputy Fornwalt for his report.

#### **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)**

Councilperson Hummel moved **that the Town Council approve the Agenda, as presented;** Councilperson Allen seconded the motion. Vice-Mayor Graham requested that an amendment to the Agenda be made, to delete the Executive Session, and to allow *Business Item #1 – Update on Round Hill Community Garden*, to be heard prior to the *Approval of Minutes* portion of the meeting. Councilpersons Hummel and Allen accepted these changes. In response to a question from Council, it was noted that there was no business to be discussed in an Executive Session, and that the inclusion of it on the Agenda was as a "place holder." There was no further discussion of the motion. A vote was then 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>
Paula James	Aye
Mary Anne Graham	Aye
Jesse Howe	Aye
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Absent

#### **IN RE: BUSINESS ITEMS**

##### **1. Update on Round Hill Community Garden**

Town Administrator/Zoning Administrator Hynes introduced this item, noting that individuals who are leading the Community Garden effort this year are present this evening, and will provide detailed information regarding proposals for the garden going forward. Town Administrator/Zoning Administrator Hynes noted that, in the past, the Community Garden has been overseen by volunteers, with participation ebbing and

flowing throughout the years; although the Community Garden is located on land inside the Town limits, Ms. Hynes noted, Town officials have not participated in its operation. This year it was decided to place the Round Hill Outdoors Committee in charge of the garden; this will provide consistency in the care of the garden, and in the promotion of participation by residents at the garden. Town Administrator/Zoning Administrator Hynes provided a brief overview of the method used to account for water usage at the garden, noting that the suggestion has been made that a nominal fee be charged to those gardening there to help cover the cost for water, and for other costs.

Ms. Kathi Hottinger then spoke, stating that she is excited to be associated with the Community Garden, and noting that most of the plots there have not been cultivated this year, resulting in a notable overgrowth of weeds. Ms. Hottinger explained that her goal is to maintain, but not develop, the garden, and provided an overview of the work which must be done to make the garden plots usable. Ms. Hottinger stated that she plans to meet with representatives of the Master Gardeners' organization in order to determine how to combat the overgrowth of weeds; in keeping with the goal of ensuring that the plots are cultivated organically, the group may need to spray for weeds this year, and not allow cultivation next year. Ms. Hottinger provided information on issues which must be addressed at the garden, including mulching the plots, mending areas of the fencing, and cleaning up at the compost bins.

Ms. Susan Stowe noted that gardeners have ceased using the plots, due to problems with weeds there, and reiterated measures the Committee suggests be undertaken, in order to get that problem under control. Ms. Stowe also addressed the need to generate interest in the community for using the garden plots. Ms. Stowe explained expenses which are incurred in the operation of the Community Garden, suggesting that sponsors be sought to help provide necessities, such as wood chips and landscaping materials, and to help promote the Community garden on social media.

Town Administrator/Zoning Administrator Hynes expressed her appreciation to the Round Hill Outdoors Committee for its willingness to take on this challenge, and noted the expertise brought to the project by Committee members. Ms. Hynes explained funding which is available for the Community Garden.

Town Administrator/Zoning Administrator Hynes explained that Council may make a motion this evening to provide accommodations for water usage at the Community Garden, as has been done in previous years. Mayor Ramsey noted that the Council's position on the Community Garden has not changed, in that it is viewed as a community resource, with some fees for water usage waived. Mayor Ramsey indicated that Council, as in the past, does not want this to be a Staff-directed project and does not want Staff time devoted to this if community interest is lacking. Mayor Ramsey noted that Council will continue to support the effort, if there is interest shown by residents.

Ms. Stowe asked if the Town Council would be willing to provide assistance with the costs of bushhogging and rototilling, if community interest in the garden exists; Mayor Ramsey requested that an estimate of those costs be provided to the Council. Town Administrator/Zoning Administrator Hynes reported that an estimate was sought, with a total of approximately \$2,000.00 quoted; this was for work at the site as it currently presents, prior to any effort made to mitigate the overgrowth of weeds. Town Administrator/Zoning Administrator Hynes explained that costs related to the Community Garden could be paid from a combination of sponsorships, fundraising, and assistance from the Town.

Ms. Hottinger noted that she was unaware a Community Garden existed, prior to the Round Hill Outdoors Committee becoming involved in its operations, and wondered how well-known its existence is among residents. Councilperson Hummel noted that the Community Garden was never sponsored by the Town, as a private group created and oversaw the garden. Ms. Hottinger stated that she is willing to assist with the rehabilitation of the plots, and is able to spend three days per week on this effort. It was noted that Ms. Stowe will provide outreach to potential gardeners.

Mr. Tony Derrow, who has been associated with the Community Garden for a number of years, provided information on previous efforts to maintain and promote this resource, noting that there are "avenues to be pursued."

Discussion ensued regarding the Town's policy regarding assistance with the cost of water usage at the Community Garden; there was also discussion of possible support for clean-up efforts, dependent upon community interest. Ms. Hottinger proposed that she and Ms. Stowe begin by recruiting gardeners for the 2022 growing season, requiring of each a \$25.00 non-refundable deposit; Ms. Stowe noted that these funds would help pay for clean-up and/or excess water usage. There was also discussion of the possible use of the garden during the 2021 growing season, with Ms. Hottinger offering to meet with interested Council Members at the site, in an effort to determine if the plots could be made usable by next year. Additionally, there was discussion of offering garden plots in 2021 to anyone who would willing to work on weeding and rehabilitation; this would be done without charging the \$25.00 fee for the year 2021 only.

Town Administrator/Zoning Administrator Hynes asked the Round Hill Outdoors Committee representatives to provide a report to the Town Council next month.

Mayor Ramsey asked if Council wished to make a motion **to waive water fees, up to 15,000 gallons each, for the 2020 and 2021 growing seasons for the Round Hill Outdoors Committee's operation of the Community Garden.** Councilperson Hummel **so moved**; Councilperson Allen seconded the motion. Vice-Mayor Graham noted that **payment for usage in excess of 15,000 gallons is the responsibility of the Round Hill Outdoors Committee**, and requested that this information be included in the motion; both

Councilperson Hummel and Councilperson Allen accepted the amendment to the motion. There was no further discussion of the motion. A vote was then held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Committee has been provided with the water waiver for two growing seasons. The Mayor and Council thanked the members of the Round Hill Outdoors Committee; the committee members thanked the Council.

#### **IN RE: APPROVAL OF MINUTES**

##### **1. June 29, 2020 Meeting Minutes**

Vice-Mayor Graham moved **that the minutes be approved**; Councilperson Hummel seconded the motion. Mayor Ramsey asked if there were any corrections; there were none. A vote was then held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

##### **2. July 15, 2020 Meeting Minutes**

Vice-Mayor Graham asked if the location noted on page four, in the second paragraph, in the phrase *Project Specialist Lohr reported that the contractor plans, at this point, to begin work at the Town Park* is correct; it was noted that the correct location is *Franklin Park*, not the *Town Park*. Councilperson Hummel noted that, on page three, in the fourth line of the final paragraph, the initials *CEI* were used, but that there is no indication of what those initials represent; additionally, at the top of page four, the initials *WRA* were used, with the correct title for which the acronym stands not included; Mr. Hummel asked that these references be spelled out, rather than abbreviated. (It was noted that *CEI* stands for *Construction, Engineering, and Inspection*, and that *WRA* stands for *Whitman, Reckhart and Associates*.)

Councilperson Hummel noted that, on page six, in the second paragraph, the acronym *EGGI* was used, with the minutes reflecting in another portion of that paragraph what the acronym represents; Mr. Hummel requested that the full title of the firm be used, along with the acronym, in the first reference. Councilperson Hummel requested that references to this firm be notated consistently throughout the minutes.

Councilperson Hummel asked to clarify if the reference noted on page seven, in the third paragraph, should be to the *VRA Refunding* or to the *VRA Refinancing*; Town Clerk West stated that the VRA refers to the transaction as a *Refunding*.

Councilperson Hummel asked about a reference, on the bottom of page eight, in the final two paragraphs, to e-mails which were to have been sent, asking if that had been done; Town Administrator/Zoning Administrator Hynes reported that the e-mail regarding classes available to Town officials had been sent, but the e-mail regarding legal costs had not.

There were no further corrections. Vice-Mayor Graham then made a motion **that the minutes be approved as amended**; Councilperson Allen seconded the motion. There was no discussion of 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>
Paula James	Aye
Mary Anne Graham	Aye
Jesse Howe	Aye
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Absent

## **IN RE: BUSINESS ITEMS**

### **2. Utility Department Update**

Vice-Mayor Graham presented this item, beginning by reading into the record a letter received from the firm *Aqua Aerobics*, in which Utility Supervisor Feltner and Utility Staff were congratulated on their operation of the Wastewater Treatment Plant, for the 2019 calendar year. Vice-Mayor Graham reported that the Town has received a number of these awards, and she congratulated Mr. Feltner and his Staff. Vice-Mayor Graham noted that *Aqua Aerobics* was a primary company which was involved in the expansion of the Wastewater Treatment Plant.

Vice-Mayor Graham then addressed on-going utility projects, beginning with Well D; Ms. Graham noted that Project Specialist Lohr has been working to obtain approvals for easement access, and to reach an agreement with Emery and Garrett Groundwater Investigations (EGGI) to proceed with the testing of Well D. Vice-Mayor Graham then

asked Project Specialist Lohr to provide additional information on this project. Project Specialist Lohr reported that the contract with EGGI, previously approved by the Town Council, has been reduced by approximately \$20,000.00; however, some legal issues were identified by our Town Attorney, who has worked with EGGI's corporate counsel to reach a final resolution. The amended contract was forwarded to the Town Attorney and Town Staff, and was signed by the Town Administrator today.

Project Specialist Lohr further reported that he has worked with the Round Hill Owners' Association (RHOA) leadership, counsel, and Board of Directors on a formal access agreement; Mr. Lohr reported that a Memorandum of Understanding (MOU) outlining the parameters of the agreement has been put in place, and that a plat of the site has been provided. Project Specialist Lohr asked Town Attorney Gilmore to provide additional information on this issue; Town Attorney Gilmore reported that she and the RHOA attorney have been working to resolve some outstanding issues, and noted her belief that they are close to finalizing the agreement. Town Attorney Gilmore explained concerns which exist surrounding the name under which ownership of the parcel is officially recorded (Round Hill Homeowners' Association), which is different than the name by which the entity is known (Round Hill Owners' Association). Town Attorney Gilmore reported that work continues on reconciling that difference. Town Attorney Gilmore expressed her confidence that an agreement regarding this language will be reached.

Mayor Ramsey recognized Mr. Luppino-Esposito, who reported that the RHOA Board has provided its approval to the agreement, and noted that the documents may be signed upon Town Council approval.

Mayor Ramsey asked if EGGI is prepared to place this project on their schedule, upon the signing of the agreement in the next few days; Project Specialist Lohr reported that EGGI is expected to provide an updated schedule on Monday, September 7th, or Tuesday, September 8<sup>th</sup>, and that he will share this schedule with the Town Council, RHOA leadership, and residents adjacent to the site, upon its receipt. Project Specialist Lohr stated that it is hoped this effort can begin in late September or early October.

Vice-Mayor Graham reported that Town Staff is pursuing a reasonably priced solution for the safety issue at the Sequencing Batch Reactors (SBRs), with a report to be provided to Council in the near future. Mayor Ramsey clarified that the safety issue concerns use of railing and catwalk at the sites.

Vice-Mayor Graham also reported that the wells in the Stoneleigh subdivision are now working normally; it is hoped a meeting with Town Staff and Utility Staff can be held this month, to develop solutions to be put in place if the problems encountered this summer reoccur. A report on this effort will be provided to the Council. Vice-Mayor Graham thanked Utility Supervisor Feltner and Utility Staff for their hard work.



Mayor Ramsey stated that the entire Council would like to congratulate Utility Supervisor Feltner for the recognition received from *Aqua Aerobics*.

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

Project Specialist Lohr introduced this item, noting that Town Administrator/Zoning Administrator Hynes and Town Clerk West, in addition to himself, will provide information on this project this evening. Project Specialist Lohr noted that Councilperson Hummel's reference to the use of acronyms, during the review of meeting minutes earlier this evening, highlighted an important issue – that of the public not having knowledge of the meaning of those acronyms. Project Specialist Lohr reported that information will be included on the Town's website which will provide the names of the entities each acronym denotes. Mr. Lohr provided an overview of those acronyms for Council. Project Specialist Lohr further reported that he, Town Administrator/Zoning Administrator Hynes, and Town Clerk West have worked to create a series of informational items, emergency contacts, and project descriptions to be provided to the public.

Town Clerk West explained that, due to Project Specialist Lohr's work with County representatives, the County has provided its support to disseminating additional informational content to residents; the content should be posted to the Town's website by the end of the week.

Project Specialist Lohr reported that construction trailers have been put in place on the public access lot on Greenwood Road, as this site will serve as a construction hub. Mr. Lohr noted that work on the project began on Lakefield Road, and has now moved to Franklin Park; work is expected to begin inside the Town's limits in early October, with the initial phase focusing on utility infrastructure. Project Specialist Lohr reported that meetings between the Stantec engineer, the Town's Engineer, Town Staff, and Utility Staff have been held; these meetings have produced emergency contingency plans which deal with the location of lines, valves, and other utility infrastructure. Firms which specialize in determining the location of this utility infrastructure have been engaged to assist in this effort. Additionally, Mr. Lohr noted, two construction companies have been placed on retainer to assist with utility infrastructure issues, if needed. High-risk infrastructure elements have been identified by the Town, in an effort to minimize possible damage and disruption to service. Project Specialist Lohr noted that Mr. James Hyde, a member of the Utility Staff, has been appointed as the Project Coordinator for the Utility Department; Mr. Hyde will be on-site to assist with utility issues, and to serve as a liaison between the Town Utility Staff and the contractor.

Project Specialist Lohr stated that there will be a great deal of activity surrounding this project occurring in October, and that information regarding construction will be provided to residents.

Vice-Mayor Graham commended Project Specialist Lohr and other Staff for their forward thinking related to this project, and the development of contingencies to handle possible problems. Vice-Mayor Graham expressed her confidence that this project will be completed without major issues occurring.

#### **4. Review and Discuss Revised Expressive Event Permit**

Town Administrator/Zoning Administrator Hynes presented this item, explaining that she, Councilperson Hummel, and Town Intern Bobby Lohr have worked together to update/improve the permit, with Mr. Lohr incorporating changes suggested by Councilperson Hummel into the form. It was noted that this item is ready for Council action this evening, barring further changes requested by Council Members. It was further noted that the permit form being discussed will be used to determine the "mechanics" of the event, such as number of attendees expected, and how parking and security will be handled; the content of the event will not be considered in the permit process.

Town Intern Lohr explained the changes made to the form previously presented to the Town Council; these changes include improvements in wording in the form, and ensuring that the form makes clear to the event sponsor that Round Hill does not have any say regarding the use of roads. Councilperson Hummel stated that all his comments were addressed by Mr. Lohr in this revision of the permit form. Mr. Hummel noted that his main objectives were to streamline the form, and to ensure that the Town was removed from any role regarding use of the streets, as that responsibility lies with the Virginia Department of Transportation and/or the Loudoun County Sheriff's Office.

Town Attorney Gilmore recommended that, on page three of the form, the following language be included just above the signature line: *The organizer agrees to defend and indemnify, and hold the Town harmless, from any claims of damage occurring due to the event.*

Councilperson Hummel then made a motion **that the Town Council approve the Expressive Events Permit, as presented, with the addition made by Town Attorney Gilmore included;** Vice-Mayor Graham seconded the motion. Mayor Ramsey clarified that the motion provides for the adoption of the Policy and the Permit, with the addition of language provided by the Town Attorney. It was noted that Staff should make clear to anyone seeking a permit that this applies only to events held inside the Town limits, and at/on Town properties. A vote was then 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>
Paula James	Aye
Mary Anne Graham	Aye
Michael B. Hummel	Aye

Donald W. Allen	Aye
Jesse Howe	Aye
Melissa Hoffmann	Absent

## **5. Update on Ready for Business Grants**

Town Clerk West began the presentation of this item by providing a brief update on the program. Town Clerk West thanked Town Attorney Gilmore for her work with the attorney for the Loudoun County Economic Development Authority (EDA) on the Memorandum of Understanding (MOU), which has been fully executed by both the Town and the EDA. Ms. West reported that Town Administrator/Zoning Administrator Hynes compiled the application packet, included in Town Council materials this evening, and that packets were distributed to the 32 eligible businesses in Round Hill. Town Clerk West noted that, as of today, eleven completed applications have been received, representing an approximately thirty-four percent response rate. Town Clerk West stated that she has made phone calls to all businesses which have not yet submitted applications, and expects one or two more grant applications will be filed. Ms. West noted that five businesses declined to file, and that the business owners she spoke with were all very appreciative of the program. Town Clerk West stated that Staff will work with the EDA to facilitate disbursement of funds.

In response to a question from Council, Town Clerk West stated that disbursement of funds to businesses is expected during the month of September.

Mayor Ramsey asked if applications may be sent to the Economic Development Authority as they are received, or if it is required that they be bundled; Town Clerk West responded that all but two applications are ready to be forwarded, with the additional two expected to be received this week, therefore allowing all applications to be provided to the EDA at one time. There was brief discussion of this issue, with Staff stating that they will investigate the permissibility of applications being submitted as they are received, rather than being bundled. Town Administrator/Zoning Administrator Hynes commended Town Clerk West and Town Attorney Gilmore for their work on this program.

## **6. Update on Implementation of Virginia Occupational Safety and Health (VOSH) COVID-19 Emergency Temporary Standard**

Mayor Ramsey noted that a Staff Report on this item has been provided to Council Members, and asked if action by the Council was required; Town Clerk West stated that this material was provided as an update to the Council, based on additional information Staff has received and reviewed. Town Clerk West explained that there are nine steps required by this Standard, and that Round Hill has made progress on a number of those steps; Ms. West noted that there remain some items which require additional follow-up by Staff. Town Clerk West noted that standards for Administrative Staff were more easily implemented, including encouraging teleworking, rotating Staff Members who are present in-office, and enhancing capabilities to serve the public via phone and e-mail; these

measures have placed Administrative Staff in a lower-risk category. Town Clerk West reported that the Town's liability insurance provider considers Utility Staff to be in the medium-risk category; a meeting with Utility Supervisor Feltner will be held next week, in an effort to meet the standards put forth by VOSH.

Mayor Ramsey asked if areas in which Round Hill may potentially have difficulty complying have been identified, or if the Utility Staff will be able to meet the standards; Town Clerk West stated her belief that the standards can be met. Town Administrator/Zoning Administrator Hynes and Town Clerk West noted that an update on this item will be provided at the next Town Council meeting.

#### **7. Discuss Future Town Council Meetings (Zoom/Office)**

Mayor Ramsey noted that the Town Council has been meeting remotely for four to five months, and stated that he requested this item be placed on the Agenda so that Council may discuss if this format seems to be working, and/or if the Council should return to in-person meetings. Mayor Ramsey explained that the option for individual Council Members to participate remotely will remain, and that the decision for Council this evening is if meetings are to continue completely remotely, or if a hybrid attendance model should be pursued. Mayor Ramsey opened the floor to discussion by Council Members.

Many Council Members expressed their support for continuing the remote meeting format, at least for a short period. Mayor Ramsey expressed his concerns regarding moving to a hybrid attendance model, in that it would likely add technical difficulties in facilitating meetings. Mayor Ramsey provided information on how other municipalities in the County are conducting their meetings.

In response to a question from Council, it was noted that the Town's wire-free internet system cannot support more than approximately three computers on the system at one time; further research on this issue is being undertaken by Town Administrator/Zoning Administrator Hynes, who will report her findings to Council in the near future.

Concerns regarding the privacy of Executive Sessions held during remote meetings were also discussed.

Information was provided regarding how private entities (such as the Round Hill Owners' Association) conducts its meetings under COVID restrictions.

Mayor Ramsey provided an overview of the annual Strategic Planning Retreat, noting that it is normally held in October or November, and explaining that this provides an opportunity to review and prioritize initiatives for the coming year. Town Administrator/Zoning Administrator Hynes noted that a mid- to late-October date is being considered for this year's Retreat, with Mayor Ramsey requesting that it be held in-person, as far as is possible, with proper social distancing protocols put in place. It was decided to

hold this year's Retreat on the Council's regularly scheduled October 21<sup>st</sup> meeting date. Staff will provide to Council a list of locations for the meeting; Council Members will vote on their choice of location.

Mayor Ramsey suggested that regular meetings and work sessions continue to be held remotely, at least through the meeting of November 4<sup>th</sup>, with the topic to be revisited then. Council agreed to this schedule.

### **IN RE: ACTION ITEMS**

#### **1. Approve County FY22 Requests for Capital Improvement Program Funding**

Project Specialist Lohr presented this item, noting that discussion of this topic took place at an earlier Town Council meeting, and that, based on Council feedback and direction at that time, a request was made to the County for funding for Phase Two of the Pedestrian Tunnel upgrade. The request was made for funding in the amount of \$150,000.00, which will be available on July 1, 2021. Project Specialist Lohr reported that initial requests have been made for future funding for the Southern Greenway Pedestrian linkage; these requests are for FY23 and FY24, in the amount of \$750,000.00 for each fiscal year.

In response to a question from Council, Project Specialist Lohr explained that the Southern Greenway linkage project is actually one project, but was divided into two phases for funding purposes; Mr. Lohr stated that the phasing is for funding only, not for construction.

Discussion ensued regarding the timing of, and receipt of funding for, the Pedestrian Tunnel project, with Project Specialist Lohr noting that a request could be made to the County for reimbursement of expenditures made for the project prior to July 1, 2021, upon direction by Council. Mayor Ramsey asked if it would be advisable for him to speak with the Supervisors representing this area regarding this possible request; Project Specialist Lohr replied that that may be helpful, and noted that Staff will continue to pursue this. Mayor Ramsey stated that he will speak with the parties involved during a Coalition of Loudoun Towns (COLT) conference call to be held tomorrow.

Vice-Mayor Graham then made a motion **that the Town submit the following projects to the County for consideration under the FY2022 Loudoun County Budget Process: 1) Phase Two of the Pedestrian Tunnel upgrades, during FY2022, in the amount of \$150,000.00; 2) Southern Greenway Pedestrian Linkage, Phase One, for FY2023, in the amount of \$750,000.00; and, 3) Southern Greenway Pedestrian Linkage, Phase Two, for FY2024, in the amount of \$750,000.00.** Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

#### **MEMBER**

Paula James  
Mary Anne Graham

#### **VOTE**

Aye  
Aye

Donald W. Allen	Aye
Jesse Howe	Aye
Michael B. Hummel	Aye
Melissa Hoffmann	Absent

Mayor Ramsey directed Staff to submit the CIP request.

## **2. Approve Second Round of CARES Act Funds**

Town Administrator/Zoning Administrator Hynes presented this item, noting that the Town is eligible for an additional \$59,000.00 in CARES Act Funding. Ms. Hynes stated her belief that Round Hill should be eligible for funding above this amount, due to the costs of COVID-related requirements for the Water/Sewer Department, to keep Staff safe.

Town Administrator/Zoning Administrator Hynes explained that Round Hill provided its high-level spending plan to the County in July and that the costs associated with this plan are being addressed; this second round of available funding requires the submission by the Town of a second high-level spending plan, which has been included in Council packets. Town Administrator/Zoning Administrator Hynes explained that this new round of funding will be focused on Utility Staff, to help keep them safe during the winter months; this includes improvements to work spaces to allow for appropriate distancing, and an effort to increase the number of customers who make their utility payments on-line.

Town Administrator/Zoning Administrator Hynes reported that a draft of this plan has been sent to the County, as the due date for receipt of plans was September 1<sup>st</sup>; the plan submitted designates \$30,000.00 to go to grant funding, with Council to determine how those funds should be disbursed.

Town Administrator/Zoning Administrator Hynes then turned the presentation over to Mayor Ramsey, who put forward various proposals for disbursement of these funds. Mayor Ramsey began by reporting that most of the \$15,000.00 earmarked for grant funding to businesses, in the first phase of the program, has been spent. Mayor Ramsey explained that the Council will decide if it would like this additional funding to go toward another round of business grants, toward purchase of personal protective equipment (PPE) for distribution to citizens, toward small grants to utility customers to assist with utility bills, or to provide grant funding to non-profits.

Mayor Ramsey stated that it may be helpful to use some of the funding to create a community assistance fund, to help those facing financial hardships during this time. Mr. Ramsey noted that non-profits exist which have experience in handling these types of assistance programs, and that it may be possible to work with a non-profit to set up a program for Round Hill utility customers.

Mayor Ramsey explained that these ideas are not yet ready for Council approval, but that he did want to present them for consideration. Mr. Ramsey stated that he favors working with a non-profit to set up a utility assistance program, and that he also would like to provide another round of business grant funding. The Mayor opened the floor to suggestions and comments by Council Members.

Vice-Mayor Graham voiced her support for working with a non-profit to provide assistance with utility bills, and possibly to provide food for those in need.

Councilperson Allen noted that he would be in favor of a program which would provide utility assistance to all utility customers, as some, even though they may be struggling financially, will not seek help.

Councilperson James asked if there is a Town-controlled funding mechanism which could be used to provide assistance with utility bills, with CARES Act funding being used for other purposes. Mayor Ramsey explained that General Fund monies could be used for this purpose; however, Mr. Ramsey noted, funds from the General Fund Budget come from taxes collected inside the Town's corporate boundary, and that undertaking this type of program would result in Town taxpayers subsidizing assistance for out-of-Town utility customers. Mayor Ramsey further stated that he would prefer to use CARES Act funding to benefit everyone in the Town's utility service area, and feels it would be the fairest way to provide assistance.

In response to a question from Council, Mayor Ramsey noted that he would like for Council Members to weigh in on how they would like to proceed, as all CARES Act funding must be disbursed by the end of the year, but that a decision is not required this evening. Mayor Ramsey stated that guidance for Staff in their work on this issue is needed, so that Action Items related to this program may be ready for the next Town Council meeting.

Town Attorney Gilmore explained that CARES Act funds may not be used to replace lost revenues, but that money transferred to a non-profit, to be made available to individuals in the Town's utility service area and to be used as grants, may be a permissible way to provide assistance. However, Ms. Gilmore stated, to tie it to a utility revenue issue would not be permissible under the CARES Act. Mayor Ramsey reiterated that the proposal to use funding through a community assistance non-profit organization, to provide utility assistance, would likely be the best way to undertake this initiative; the Town would not, however, specify how the funding is to be used.

In response to a question from Council, Mayor Ramsey noted that a number of food-assistance programs exist in the community; Mayor Ramsey noted that the Town could invite applications from these entities for funding through this program, as well.

Discussion ensued regarding the possible implementation of a program which would assist all utility customers, without the necessity of customers requesting assistance, as there may be reticence on the part of customers to request this help. The suggestion was made that the funding be made available through a non-profit organization, with outreach efforts made to ensure that those needing help avail themselves of that assistance. Methods to effect this outreach were discussed.

Town Attorney Gilmore explained that the Town will be responsible for reporting on the use of funding, regardless of who administers the disbursement of funds, and/or when the monies are spent. Town Attorney Gilmore suggested that the effort could be characterized as an "Economic Challenge" or "Economic Hardship" program, providing for a broader use of funds by recipients (such as for paying bills in addition to Town utility bills), thereby ensuring that Round Hill is complying with CARES Act requirements. Town Attorney Gilmore explained that the non-profit would be responsible for keeping a list of recipients, and of money spent. Town Administrator/Zoning Administrator Hynes noted that a category, "Economic Support," exists in the program overseen by the County, and that this potential use would fall under that category.

Discussion ensued regarding how this program should be structured and administered. Town Administrator/Zoning Administrator Hynes stated that an outline of this proposal could be presented to Council at its next meeting if Council wishes to move forward. Town Attorney Gilmore stated that working with a non-profit organization which has an association with Round Hill would likely make negotiation of an agreement easier.

Mayor Ramsey requested that Staff speak with local non-profits, and work on the outline of a program; this information is to be provided to the Town Council at its next meeting. It was noted that an additional round of business grants may be undertaken, as well, with the Loudoun County Economic Development Authority asked to administer that funding. Both of these issues are to be discussed at the next Town Council meeting.

Town Administrator/Zoning Administrator Hynes requested that Council approve the high-level spending plan discussed earlier. Vice-Mayor Graham moved **that the Round Hill Town Council authorize the execution of the certification for receipt of the Coronavirus Relief Fund payments to Loudoun County, Round Two, and authorize the Town Administrator to submit a high-level spending plan for the use of the funds;** Councilperson James seconded the motion. There was no discussion of 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>
Paula James	Aye
Mary Anne Graham	Aye
Donald W. Allen	Aye



Jesse Howe	Aye
Michael B. Hummel	Aye
Melissa Hoffmann	Absent

### **IN RE: TOWN COUNCIL COMMENTS**

Vice-Mayor Graham welcomed Councilperson Howe to the Town Council, and stated that she looks forward to meeting him in person.

Councilperson Howe stated that he looks forward to meeting the members of the Council.

Councilperson Hummel reported that the Planning Commission met yesterday (September 1, 2020), with a full complement of Commissioners in attendance, due to the appointment of Commissioner Etro. Mr. Hummel further reported that the Planning Commission is working on refinements to the Landscape Ordinance, to facilitate Round Hill being named as a *Tree City USA* member. Councilperson Hummel noted that the Planning Commission will forward this document to the Council when the refinements/updates are complete, with the recommendation to be made that a Joint Public Hearing be held regarding these amendments. Councilperson Hummel also reported that the Planning Commission has again undertaken work on a Parking Study and an update of the Parks Master Plan.

Mayor Ramsey reported that the Coalition of Loudoun Towns (COLT) will hold a meeting next week, at which a charrette will be held with all Loudoun mayors and planners in attendance; the purpose of the meeting will be to address attainable housing goals, in an effort to assist the County with its current work on the issue. Mayor Ramsey noted that the various towns' Comprehensive Plans will serve as guides in this effort. Mayor Ramsey noted that proposals which result from this meeting will be presented to the Town Council for review, and to determine any possible affect this may have on Round Hill's Comprehensive Plan, prior to action by COLT. Mayor Ramsey provided information on how the effort by the County could affect western Loudoun towns.

Vice-Mayor Graham reminded Council Members to review the drafts of the Water and Sewer Ordinances prior to the next meeting, to provide comments and recommendations.

Mayor Ramsey reported that a Town newsletter will be published soon, and will be included in utility bills.

Town Administrator/Zoning Administrator Hynes reported that the new storage shed is fully in use, with the storage pod soon to be removed from the Town Office parking lot; Ms. Hynes commended Town Planner Albright for her work on this effort. Town Administrator/Zoning Administrator Hynes thanked Project Specialist Lohr for his hard work on the CIP documents provided to Council. Town Administrator/Zoning Administrator Hynes thanked Town Clerk West for her work, as well, and voiced her appreciation to Council Members for their recommendations for use of CARES Act funds.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 9:54 p.m.

Respectfully submitted,

---

Scott T. Ramsey, Mayor

---

Debra McDonald, Recording Secretary

APPROVED: November 18, 2020