

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
February 1, 2018**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, February 1, 2018, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Janet L. Heston  
Frederick J. Lyne  
Michael K. Minshall  
Christopher J. Prack

**Council Members Absent**

Michael Hummel

**Staff Members Present**

Buster Nicholson, Town Administrator  
Melissa Hynes, Town Planner/Zoning Administrator

**Others Present**

Clinton Chapman  
Randall Minchew  
Barry Baxley  
Carin Baxley

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

Mayor Ramsey called the meeting to order at 7:34 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

Mayor Ramsey opened the meeting to public comment, asking that anyone who wishes to speak state his/her name and address, and try to limit remarks to five minutes.

Mr. Randall Minchew then introduced himself, explaining that he is speaking on behalf of the Round Hill Partners Group regarding the Eastern Commercial property. Mr. Minchew stated that his purpose in speaking to the Council this evening is to lay out a pathway for potential development of the Eastern Commercial District, specifically to determine if the parcel is appropriate for a mixed-use development, and if so, the nature of the mixed-use. Mr. Minchew stated that two pathways exist, for consideration by the Town and inclusion in the Town's Zoning

Ordinance: the first option is to create a new zoning district via a Zoning Ordinance Amendment, with specifications for development included, and followed by a rezoning of the property to a PD-CC designation, with proffers for the district included; the second option is to amend the PD-CC Zoning District regulations, as included in the Zoning Ordinance, thereby creating a new use only allowed by special exception, negating the need for creation of a new district, and allowing for design of the development to follow. Mr. Minchew stated that he would be glad to work with Town Staff on this effort. Mr. Minchew asked which of the two options presented this evening the Council would prefer to pursue, noting that his first preference would be the special exception option. Mr. Minchew stated that he would be happy to answer any questions, and to provide more detail in the future, if requested.

Mayor Ramsey thanked Mr. Minchew for his remarks. Mr. Ramsey stated, to provide additional information to the Council, that a letter has been received from Mr. Minchew, and is currently being reviewed by Town Attorney Gilmore and Town Planner/Zoning Administrator Hynes. Mayor Ramsey stated that he would like to receive feedback from them prior to any further discussion; Council agreed with this sentiment. Mr. Minchew thanked the Council and stated that he would be glad to attend a future meeting, or to meet with Town Staff, to further discuss the issue. Mr. Minchew thanked the Council.

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

Vice-Mayor Graham moved **that the Agenda be adopted, with the fourth item under *Land Use, PDCC District, deleted***; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Aye
Frederick J. Lyne	Aye
Christopher J. Prack	Aye

**IN RE: UPDATES & ITEMS FOR DISCUSSION**

***a. Utility***

**i. Utility Department (Update)**

Vice-Mayor Graham reported that a meeting was held last week, with the following items discussed:

- To ensure that residents/potential residents are aware of the planned construction of the southern water tower, via the installation of signage.
- That the developer of the subdivision was to meet with Town Attorney Gilmore regarding his concerns surrounding the construction of the tower. There has not yet been a resolution of those concerns; however, Town Administrator Nicholson provided potential methods which could be used

to remediate the concerns/disagreements. There was some uncertainty if the meeting did occur; Vice-Mayor Graham will determine if it did, and will provide a report at the next Council meeting.

- That a sign has not yet been posted at the site.
- That the developer expressed an interest in cooperating on the signage. Mayor Ramsey asked that it be ensured that that cooperation is ongoing.
- That the Town's property is not adjacent to the road, and that placement of a sign on the Town property would have little effect.
- That the Town is awaiting feedback from the Town Attorney regarding placing the sign in the Town's easement at the road.
- That Town Engineer Lane has been instructed to file the special exception application. There is a list of items to be completed, prior to filing the special exception application, which is nearly complete; Town Staff will try to complete the application within the next thirty days.
- Mayor Ramsey suggested that a sign be placed, as soon as is feasible, at the lift station located in that area. The design of the sign is to be reviewed with the developer prior to its being posted. The sign is to include a photograph of the type of tank to be constructed, a map of its location, and notification that it will be built soon. The Utility Committee/Staff will review the design prior to posting.
- That the developers of the Yatton Road project have submitted their request to install a grinder pump system. Town Engineer Lane is to inform them that the grinder pumps are allowed, and to request that they install individual laterals to the Town's manhole.
- That the nitrate probes required a special order, and are at the plant; however, they have not yet been installed.

## **ii. Water Complaint Log**

Vice-Mayor Graham noted that this Log is included in Council Members' packets and asked if there were any questions; there were not.

## **iii. Request for Utility Credit**

Vice-Mayor Graham began this discussion, with the following information provided:

- Town Staff handled the sewer credit administratively; the customer requested a water credit, as well.
- Barry and Carin Baxley, the homeowners, were present. Mr. Baxley provided the following information to the Council: they were notified by Town Staff about a possible leak, as their bill was unusually high; they contacted a plumber the next day, following which the problem was found and corrected. Mr. Baxley noted that this unusually high bill came during a time when they have had other large expenses.
- Mayor Ramsey stated that this qualifies under the "Catastrophic" exception to the Town's policy, for which the threshold is 300% of normal usage.

- Councilperson Lyne asked for the net remaining balance on the account, following the adjustment for the sewer charge. Mr. Baxley stated that the remaining balance is \$746.57.
- Mayor Ramsey stated that the credit would be approximately \$700.00, with Staff to determine the exact amount.
- Town Administrator Nicholson explained that the process used to determine the total amount to be credited would be the same as that used to calculate a sewer credit.

Following this discussion, Councilperson Lyne made a motion **that the Town Council direct the Town Administrator to enact the Catastrophic Policy for this customer, and to adjust the utility bill accordingly, down to average usage;** Councilperson Minshall seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Aye
Frederick J. Lyne	Aye
Christopher J. Prack	Aye

Mayor Ramsey instructed the Town Administrator to handle this matter. Mr. and Mrs. Baxley thanked the Council.

Councilperson Prack brought to the Council an additional Utility issue, reporting that he was contacted in January by a homeowner on Tree Crops Lane regarding the reservoir overflowing. The following information was provided regarding that issue:

- Ice had obstructed the reservoir's outlet, resulting in the overflow which washed out the road in that area.
- Utility Supervisor Wolverton went to the site; repairs were made, which restored the road to its original condition.
- The owner who had contacted Mr. Prack was happy with the repairs made.

Council Members requested that they be notified, via e-mail, of major incidents such as this.

***b. Administrative, Communication & Technology***

**i. 2017 Community Shred Event (Update)**

Town Administrator Nicholson provided information regarding this item, with the following discussed:

- The last Community Shred Event, held on October 21, 2017, saw an uptick in the number of people participating.
- This increase has raised the issue of possibly expanding the service.
- The Town is charged for the amount of time used, not for the number of boxes of shredding.
- It was decided to increase the limit to four boxes per person, with Staff to prepare the budget for this accordingly.

**ii. Town Council Elections**

Town Administrator Nicholson reminded everyone present that Town Elections are scheduled for Tuesday, May 1, with March 6 at 7:00 p.m. as the deadline to file the required paperwork to run for office. Vice-Mayor Graham noted that the filing forms may be accessed on-line.

**iii. FY2019 Budget Schedule**

Town Administrator Nicholson presented this item, noting that the Budget Schedule is contained in Council Members' packets and that there are no changes to the schedule from past years. It was noted that the meeting scheduled for March 29 falls during the school system's spring break and may conflict with Council Members' schedules; it was decided to move that meeting to March 22.

**iv. FY2019 Strategic Plan**

Town Planner/Zoning Administrator Hynes presented this item, with the following items highlighted/discussed:

- Ms. Hynes presented an explanation of how the information in the Strategic Plan will be used, with a review of the format and the information.
- Major projects will be reviewed at the Council's Fall Retreat.
- Town Administrator Nicholson reported that the format for providing information regarding projects is being streamlined, with Project Specialist Lohr working on that issue.
- Mayor Ramsey suggested that reports for large projects be provided on a quarterly basis.
- It was noted that issues related to projects which may present in the budget, and/or in job descriptions, are reported upon on a regular basis.

**c. Land Use**

**i. MOU with Loudoun County for Main Street and Franklin Park Trail Project**

Town Administrator Nicholson presented this item, with the following highlighted/discussed:

- The MOU has been reviewed by the County, which has agreed to all of the changes requested by Town Attorney Gilmore. Ms. Gilmore, Mr. Nicholson and Mr. Lohr have all reviewed the MOU and feel comfortable with moving forward.

There being no further discussion, Vice-Mayor Graham then made a motion **that we adopt the attached "Memorandum of Understanding for Cost Participation and Cooperative Procurement Between the County of Loudoun and the Town of Round Hill for the Round Hill Main Street and Franklin Park Projects" and direct the Town Administrator to sign the agreement on behalf of the Town;** Councilperson Lyne seconded the motion. Vice-Mayor Graham asked if the title should correctly be the *Franklin Park Trail Project*; it was noted that it should. Ms. Graham amended her motion to include the correct title; Councilperson Lyne, who seconded the motion, agreed to the amendment. Mayor Ramsey stated that, as it is notated incorrectly in the title on the Memorandum, the document should be modified once more, to reflect that change. It was noted that the Town Attorney will sign the Memorandum first, followed by the Town Administrator's signature. A voice vote was then held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Aye
Frederick J. Lyne	Aye
Christopher J. Prack	Aye

Mayor Ramsey noted that there is no further action required by Council until the project goes out to bid.

**ii. Main Street and Town Streetlight Options (Update)**

Town Administrator Nicholson presented this item, with the following highlighted/discussed:

- Project Specialist Lohr has spoken to Dominion Energy; they have added more streetlight options. Mr. Lohr will work with Dominion regarding this effort, as it may prove more cost-effective. Mr. Lohr will also determine

that the quality of the lights is as good as that of the private firm with which the Town has been working.

- The plan is to test a light in the Lake Ridge subdivision.
- Dewberry will mark locations for streetlight placement.
- Two potential light fixtures were reviewed.
- It is believed the options provided by Dominion will support the 120-foot spacing desired.
- Dominion would handle maintenance.
- The installation of the pad for each pole, and the material used in construction of the poles.
- That Dewberry will prepare a "bid-alt" for this process, so that the bid process for the project will not be negatively impacted.
- Time still exists for discussion of this effort; a lighting project for the entire Town may be discussed at the Council's Fall Strategic Planning Meeting.
- Research on streetlighting options will continue.

### **iii. 2017 Parks, Recreation and Culture Survey**

Town Planner/Zoning Administrator Hynes presented this item, with the following highlighted/discussed:

- The survey was initiated in November of 2017.
- An explanation of how the information from the survey will be used was provided to Council; this includes in the preparation of press releases used to keep the public informed regarding available activities.
- Steps which may be taken to keep the median at the eastern entrance to the Town cleaner.
- That Town Planner/Zoning Administrator Hynes will work with the Round Hill Arts Center regarding programs/activities for residents.
- The establishment of a Community Center in Round Hill will be promoted, with the types of programs which can be held there highlighted.
- Vendors will be contacted regarding possible participation in various programs.
- This will be discussed further at the Council's Strategic Planning Retreat.
- A walkable/bikeable community will be promoted.
- This survey provided good feedback for further discussion of the topic.
- A report to be provided to the County, and press releases regarding this effort, will be prepared.
- Ms. Hynes noted that she would like to repeat a general survey, as done four years ago, prior to the Council's Fall Retreat

**d. Other**

**i. Committee Appointments**

The following information was discussed, prior to appointment of Committee Chairs:

- Councilperson Lyne asked how Council feels about the current format, of one Work Session/Committee of the Whole, and one Regular Meeting, each month. Mr. Lyne stated that he likes the fact that two meetings are held but feels that the level of discussion for the individual committees is not the same as it was when separate committee meetings were being held.
- Mayor Ramsey noted that that the format avails itself to the overall direction the Council is trying to take – that of having Town Staff do more of the "legwork" on items/issues.
- Vice-Mayor Graham stated that she likes the present format, as it provides for more regularity, and ease in scheduling.
- Councilperson Lyne agreed with Mayor Ramsey's comments on Town Staff involvement in the work but noted that a balance needs to be found.
- Councilperson Heston requested that more feedback/information be provided to Council Members, so that they may be fully informed.
- That this format be continued, with it being ensured that detailed information is provided to Council.
- That there be more focus on Committee Chairs running their own portion of the meeting.

The following appointments were then made:

**Utility Committee**

Vice-Mayor Graham indicated her interest in continuing as Chair of the Utility Committee, which was agreed upon by the Mayor and Council. It was requested that Council Members be apprised of when Utility Staff meetings are to be held; Mayor Ramsey noted that Ms. Graham needs to know, in advance, which Council Members will attend, as the number attending impacts meeting requirements.

**Administrative, Communication & Technology**

Councilperson Heston volunteered to continue as Chair of this committee, if no one else wanted to serve. Councilperson Lyne volunteered to serve as Chair, stating that he wants to understand this better. Councilperson Heston agreed to step down as Chair and will meet with Mr. Lyne regarding Committee business currently in process. Mayor Ramsey stated that Ms. Heston may still lead on projects started under her leadership of the committee.

**Land Use**

Councilperson Lyne, current Chair of the Land Use Committee, noted that its focus has become mainly the Main Street Enhancement Project, which Town Staff largely handles. Mr. Lyne stated that a focus on parks is needed. As Mr. Lyne has been

appointed to serve as Chair of the AC&T Committee, Councilperson Minshall volunteered to serve as Chair of the Land Use Committee; this was agreed upon by the Mayor and Council.

Mayor Ramsey requested that this be done at the January Work Session next year.

#### **IN RE: MAYOR & COUNCIL COMMENTS**

- Vice-Mayor Graham noted that Town Administrator Nicholson has provided to her a copy of the Lovettsville Town Code, for use in her review of Round Hill's Town Code.
- In response to a question from Ms. Graham, Town Administrator Nicholson reported that the Auditor's quarterly report will be provided at a February Council meeting.
- Vice-Mayor Graham requested that the Town Attorney attend the Council's upcoming February meeting; Mayor Ramsey agreed with this request and directed Mr. Nicholson to contact Ms. Gilmore.
- Councilperson Prack reported that residents on Mulberry and Bridge Streets have raised concerns regarding parking at the Round Hill Local Grocery store. It was noted that any concerns/complaints should be directed to the Town Planner/Zoning Administrator. Vice-Mayor Graham reported that she spoke with the manager of the business, who was supposed to speak to the owner regarding these concerns. It was also reported that the Sheriff's Office has been contacted regarding the diagonal parking at the store, and will make a presentation to the Council regarding this at its next meeting.
- It was noted that, in conjunction with the Main Street Enhancement Project, the appropriate number of parking spaces will be provided, but that parking may not currently be allocated. Mayor Ramsey stated that he is not opposed to the designation of parking spaces, upon completion of the project, but that it needs to be ensured that can legally be done. Mr. Ramsey suggested that, upon completed of the Main Street Project, it be determined if the concerns regarding parking at the store still exist; if so, they can be handled at that time.
- Mayor Ramsey reported that he intends to file to run for re-election as Mayor.

#### **IN RE: ANNOUNCEMENTS**

There were no announcements.

#### **IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 9:23 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary