

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
March 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, March 1, 2018, at 7:00 p.m.

**Council Members Present**

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

**Council Members Absent**

Christopher J. Prack

**Staff Members Present**

Buster Nicholson, Town Administrator  
Melissa Hynes, Town Planner/Zoning Administrator  
Angela Fletcher, Town Treasurer  
Marty Feltner, Town Utility Staff

**Others Present**

Clinton Chapman

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

Mayor Ramsey called the meeting to order at 7:11 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

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

Vice-Mayor Graham moved **that the Agenda be adopted, with the following changes: move the Draft FY2019 Utility Budget Presentation and Discussion to the first item; and, include Ms. Graham's presentation of Town Code and Parking Regulations under "Council Comments."** Councilperson Minshall seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

**IN RE: DRAFT FY2019 UTILITY BUDGET PRESENTATION & DISCUSSION**

Town Administrator Nicholson and Town Treasurer Fletcher presented this item; a copy of the Draft Utility Budget was included in Council Members' packets, and a slide presentation was provided. Mr. Nicholson provided a summary of the Utility Budget, noting that the draft budget represents an increase of one percent over last year's budget. Ms. Fletcher explained that two sheets were included in the presentation – one which presented new budget figures, and one which provided historical data for the past five years.

A line-by-line review of the Draft Utility Budget was then presented and discussed, beginning with *Revenues* and then moving to *Expenditures*. Items discussed under *Revenues* included:

- Water User Fees, Water Connection Fees, and Sewer Connection Fees
- Inactive line-items, which must be included in the budget for a five-year period, and which are represented by a zero in the column
- The line-item under which "Late Fees" are included
- Council decided to set the number of houses to include for connection fees at twenty, and discussed moving "Late Fees" to a different line-item.

Review and discussion then turned to *Expenditures*, with the following discussed:

- The "Information Technology" line-item, which included discussion of the computer operating system under consideration for purchase
- IT items not yet coded, and items which may be reclassified
- A correction to be made to coding in the coming year
- Expenditures for Utility computers/IT items, with Mr. Feltner providing a more in-depth explanation
- A request by the Mayor for a more detailed report regarding projected costs for computers, as the amount in the draft budget seemed high
- The projection, provided by Town Engineer Lane, for Engineering Support
- A request, by Mayor Ramsey and Councilperson Lyne, for the "build-ups" for each line item
- Utility Fleet Maintenance
- Gas and Oil
- The transfer to the General Fund, which, Town Treasurer Fletcher noted, will change, and for which the Mayor requested updated information be e-mailed
- The combination of the line-items for "Tools" and "Operating Supplies," with Mr. Feltner providing an explanation of items covered under this category

- The possibility of combining Line-Item 23 (Direct Deposit Fees) and Line-Item 24 (Drug Testing), with Town Treasurer Fletcher to provide ways these may be combined
- Generator Services/Fuel Reserve, with it being decided to strike the work "Reserve" from the title
- SCADA Maintenance, with discussion of the reason this is separate from IT
- Easement Maintenance
- Building/Grounds Maintenance, with it being decided to include mowing at the treatment plant to the landscape maintenance contract
- Town responsibilities at Sleeter Lake Park, with it being decided to wait for one year in order to determine how the shared responsibilities with the County work out
- Possible purchase of a utility trailer; it was decided this item will not be purchased at this time
- Construction of an asphalt pad on which to place the storage trailer, with discussion of the possible replacement of the trailer, as well; Town Administrator Nicholson was to provide the cost of this item
- Installation of a drain for the influent vault
- Security measures to be taken at the waste water treatment plant
- The yearly audit
- Legal Fees, and the combination of Line-Items 33 (Legal Fees – Council) and 34 (Legal Fees – Staff)
- Features being added by the provider to the Paymentus system, with a detailed breakdown of these features and costs to be provided at a future meeting
- The Contingency line-item
- The amount of employee pay increases, with a two percent cost of living raise, and a three percent merit raise proposed, for a total increase of five percent – it was the consensus of the Council to authorize the five percent total pay increase amount this year, with the possibility of conducting a Compensation Study to be discussed at the fall retreat
- A change to the title of Line-Item 68, to "Water/Sewer Administrative Training," to more correctly reflect allocations – there was also brief Council discussion of this line
- Line-items dealing with Health Insurance, for which Town Treasurer Fletcher was still working to obtain accurate numbers
- The Transfer to Reserve, which, it was noted, may change
- Sludge Removal, with it being noted that the Town is awaiting notification from the County if the waiver applied for will be granted; receipt of this waiver will reduce the amount of this line
- Bank Fees, which now includes "Miscellaneous Expenses"
- The various line-items dealing with testing, supplies, and personnel for the waste water treatment plant, with lengthy discussion taking place regarding Line-Item 83 – WWTP Maintenance and Updates. Line-Item 83 will be reworked and returned to Council for further discussion
- Sewer Line/Manhole Maintenance, with it being noted that issues regarding I&I will be outsourced
- Lift Station Maintenance

- Well Maintenance, which Mr. Feltner explained varies due to the cycle of testing required
- Postage/Shipping
- Water Line Repairs
- Chlorine/Chemical – Water.

Mayor Ramsey requested a breakdown be provided for discretionary items.

It was decided to cancel the Town Council Regular Meeting scheduled for March 15, 2018, as a number of Council Members will not be able to attend. The next meeting will be held on March 22, 2018, during which the next budget discussions will take place.

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

#### ***a. Proposed Amendment to Leak/High Usage Adjustment Policy***

Vice-Mayor Graham presented this item, noting that this proposed amendment was prompted by an adjustment request made by Town residents earlier this year; there is nothing in the Leak/High Usage Policy, as it now stands, that addressed the situation presented to the Council at that time. Ms. Graham provided the updated policy, with two changes noted, for Council consideration. The changes suggested would allow for Town Staff to handle these requests. Mayor Ramsey clarified that the Town Administrator may handle these requests for *non-catastrophic leaks only*, and may only waive the sewer portion of the bill in question. Mr. Ramsey also suggested a change to one bulleted item in the policy. Vice-Mayor Graham stated that she will revise the policy and return it to Council for review.

#### ***b. Southern Water Tank***

Vice-Mayor Graham presented this item, providing the following information:

- Ms. Graham and Town Planner/Zoning Administrator Hynes recently visited the sales office for the proposed development in the area of the water tank; a map on display there shows the location of the tank.
- Access for construction of the water tower will be from Yatton Road.
- The developer provided comments on questions regarding location of a sign by the Town on the easement there; Vice-Mayor Graham provided a review of these comments.
- Mayor Ramsey recommended that the sign be posted up until the time construction of the water tank begins.
- It was suggested that the best placement for the sign would be at the lift station site; this placement would increase visibility and would negate any issues which may arise regarding locating the sign in the easement.
- Vice-Mayor Graham noted that a sign will not be placed until the special exception has been approved.
- Mayor Ramsey and Town Staff will determine the design of the sign.

**IN RE: STAFF UPDATES**

No Staff Updates were provided.

**IN RE: MAYOR & COUNCIL COMMENTS**

- Vice-Mayor Graham reported that she reviewed the Lovettsville Town Code, in regard to parking, but found it not relevant to Round Hill. Ms. Graham stated that people will object, regardless of what the Town decides to do, regarding parking matters.
- Councilperson Lyne noted that he found it interesting to hear from the Sheriff's Deputies regarding their stance on parking concerns in Round Hill. Mr. Lyne also stated that he is not sure he agrees that parking at The Round Hill Local Grocery is a problem, but noted that consensus of the Council on the issue should be determined.
- In response to a question from Mayor Ramsey, Vice-Mayor Graham stated that no laws are being broken in regard to parking at the store; Mr. Ramsey stated that he is not certain a safety issue exists at the site.
- Following discussion, Council decided not to pursue remediation of parking concerns at the grocery store until the Main Street Enhancement Project is completed – noting that completion of that project could help alleviate those concerns.
- Mayor Ramsey reported that he and Town Planner/Zoning Administrator Hynes continue to work on the boundary line adjustment issue.

**IN RE: ANNOUNCEMENTS**

There were no announcements.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:41 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary