

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
March 22, 2018**

The Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, March 22, 2018, at 7:30 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  
Christopher J. Prack

**Staff Members Present**

Buster Nicholson, Town Administrator  
Angela Fletcher, Town Treasurer  
Rob Lohr, Project Specialist  
Maureen Gilmore, Town Attorney (arrived at 8:25 p.m.)

**Staff Members Absent**

Melissa Hynes, Town Planner/Zoning Administrator

**Others Present**

Keith Lane, Town Engineer

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

Mayor Ramsey called the meeting to order at 7:30 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Mayor Ramsey stated that all Council Members were present.

**IN RE: COMMUNITY POLICING**

There was no Community Policing Report.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

**IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)**

Vice-Mayor Graham moved **to adopt the Agenda**; Councilperson Hummel seconded the motion. Town Administrator Nicholson noted that, although the Capital Improvement Budget was the only budget item listed on the Agenda, Staff wanted to begin with a review of the changes to the Operational Budget, and asked if Council wished to include that item on the Agenda; Mayor Ramsey stated that the review would be included in the slated discussion. There was no further discussion of the motion. A vote was held; the motion was approved 6-0. 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 Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

**IN RE: BUSINESS ITEMS**

**1. Draft FY2019-2023 Utility Capital Improvement Plan Budget**

Town Treasurer Fletcher began this presentation, and noted that changes made to this budget sheet are shown in red. Town Administrator Nicholson explained that the overview of cuts in expenditures will change upon receipt of a quote for the new storage building. It was noted that additional details regarding this budget are included in the slide presentation provided this evening, and that a copy of that presentation will be sent to Council Members. Discussion ensued regarding the following items:

- Software updates for the SCADA system – as requested by Utility Staff. All information regarding this item to be provided via e-mail to the Council.
- *Engineering Support* – Town Engineer Lane and Town Administrator Nicholson provided additional information, and clarification, for this item.
- *Operating Supplies* – it was noted that this item includes consumable supplies (e.g., copy paper, toner, maintenance agreement for the copier, etc.). The Mayor and Council requested a more detailed accounting for this item.
- *Easement Maintenance* – Council decided to remove the purchase of a mower, and add landscaping services to this line.
- Questions were raised regarding the installation of an asphalt pad at the waste water treatment plant; Town Administrator Nicholson was to do additional research and return to Council with the information requested.
- *Security* – this includes security measures at Sleeter Lake Park and the waste water treatment plan. Project Specialist Lohr is working on this project, which includes electronic surveillance. Mayor Ramsey directed that plans for this item be decided upon, and then presented to the appropriate committee, prior to any action being

taken. It was noted these proposed security measures will tie-in to security measures under consideration for the Town Office.

- *Security at the Evening Star Drive Water Tank* – Town Administrator Nicholson will research placing a camera at the site. Project Specialist Lohr also noted that a sensor can be placed at the door to the facility, which will provide an alert if anyone tries to access the tank via the door.
- *Revenues/Sewer Connection Fees* – the number of homes upon which to base this number was set at twenty.
- *WWTP Service Contracts* – the amount for electrical and plumbing services was reduced, which lowered the total for this line.
- *WWTP Maintenance and Updates* – the cost for an augur was removed from this line. There was discussion of replacement of controls, with Town Administrator Nicholson directed to research the cost of replacement versus back-filling with older parts.
- Town Administrator Nicholson explained a new line-item, put in place to enable training of additional personnel to provide emergency "call-out" coverage. Mayor Ramsey suggested that the responsibility for responding to emergency calls be distributed among Utility Staff, that additional pay be provided for this additional effort, and that the employee who is on-call be allowed to take a work vehicle home. After further discussion it was proposed that the issue of taking a work vehicle home be revisited; Council agreed with training additional staff and providing extra pay. Mayor Ramsey suggested that this be added to the *Salary* line-item, rather than being placed in a separate line. There was also discussion of allowing employees to opt-out, if they wish. Council allowed the Town Administrator to begin this effort at this time, and decided not to allow a work vehicle to be taken home by an employee. Finally, it was decided that no stipend would be provided to salaried staff to respond to an emergency call.

Capital Improvement Projects were then reviewed, with Project Specialist Lohr providing information about the five proposed projects. The presentation, and ensuing discussion, included the following:

- *South Water Tank* – Town Engineer Lane recommended that a concrete composite tank be constructed at the site; a picture of a similar tank was provided to the Council. Mr. Lane explained that this type of tank requires little painting and needs less maintenance. The proposed tank would be one-hundred fifty feet above ground level, and is almost identical to the Evening Star Drive tank. A concrete tank, such as the one proposed, provides some usable internal space.
- *Five-Year Plan* – Project Specialist Lohr created and presented this item, noting that this is the first time this type of plan has been used. The Five-Year Plan includes a tracking system, which Mr. Lohr explained, and which includes: 1) the name of the person in charge of the project/portion of the project; 2) the start/end dates of the project; 3) specific information regarding funding; 4) impacts which

may slow the project down; and, 5) mechanisms used to highlight items to be brought to the Council's attention. This system is comprised of one page and provides a quick method to track projects.

- The following projects, included in the FY2019 – 2023 CIP were presented: *Well 22A Connection to Evening Star WTP; Yatton Road Loop Water Main; Well Property Acquisition; South Main Zone Water Tank; and, Alternative Power Supply at Wells/Treatment Facilities.* Items included in project sheet for each included the Status, the Project Ranking, the Program Description, the Operating Impact, the Comprehensive Plan Goal Addressed, Significant Dates, Funding Sources, Planned Uses, and the Operating Impact. Each of these projects, and the specific items included, were discussed, with corrections/changes requested by the Council to be included by Staff in an updated version of the documents.

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

There were no Action Items.

### **IN RE: DEPARTMENTAL REPORTS**

#### **1. Town Planner/Zoning Administrator**

Town Administrator Nicholson noted that a written report has been included in Council Members' packets, and asked if there were any questions. In response to a question from Vice-Mayor Graham, the reason for holding separate Public Hearings for the Zoning Text Amendments was discussed; Councilperson Hummel, Council Representative to the Planning Commission, explained that the Commission has been working on these amendments since September 2017, has provided draft copies to the Town Council for its review, and therefore has scheduled its own Public Hearing for April 10. Mr. Hummel stated that public comment on the amendments is not expected, and the Planning Commission plans to vote on the document the evening of the public hearing. It was also noted that, upon receipt of the amendments, the Council has sixty days for its review. Mr. Hummel also explained, in response to a question, that The Berkeley Group reviewed the Planning Commission's version of the text amendments at no extra cost, as that work was included in the Town's contract with the firm. A proposed schedule for Council review of the Zoning Text Amendments was discussed, with it being decided that the review will be held at the Council's May Work Session, and the public hearing will be scheduled for the evening of the Town Council Regular Meeting – May 17, 2018, beginning at 7:30 p.m. Town Planner/Zoning Administrator Hynes will attend the Work Session on May 3, to present the amendments to the Council.

Councilperson Hummel reported that the Site Plan for the proposed business at 6 Bridge Street was approved by the Planning Commission at its most recent meeting. Councilperson Prack reported that grading was being conducted at that site; Councilperson Hummel noted that grading was not included in the Site Plan. Town Administrator Nicholson will investigate this issue.

There was discussion of the pre-application by the fire department regarding the location of its new facility at the Sheriff's Office Substation site, and of water/sewer service at the facility. Mayor Ramsey provided a brief history of this project, and stated that, if utilities are extended to the fire station, the Sheriff's Office Substation should connect to Town utilities also. Additionally, Mayor Ramsey noted, the well identified at the site should be provided to the Town. Town Administrator Nicholson and Town Planner/Zoning Administrator Hynes will further investigate this issue.

### **3. Town Administrator Report**

Town Administrator Nicholson stated that his report has been provided in written form, and asked if there were any questions. It was noted that the list of Bills for Payment will be provided to Council on Monday; however, the bills were paid on Wednesday.

### **4. Mayor's Report**

The Mayor's Report was not provided this evening.

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

Vice-Mayor Graham reported that only one candidate filed for election to the Council, for three slots that will be available. Councilperson Hummel stated his feeling that the opportunity to file to run for Council was not well publicized, and noted his disappointment that only one candidate chose to run.

### **IN RE: EXECUTIVE SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss personnel matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1), with Town Administrator Nicholson and Town Attorney Gilmore invited to attend;** Councilperson Hummel seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 6-0. 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 Hummel	Aye
Mary Anne Graham	Aye
Frederick J. Lyne	Aye
Christopher J. Prack	Aye

Mayor Ramsey called for a recess at 9:45 p.m.

### **IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING**

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its open meeting;** Councilperson Heston seconded the motion. There was no discussion. A voice vote was held; the motion was approved 6-0. The vote is recorded as follows:

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

The Town Council exited its Executive Session at 9:52 p.m.

**IN RE: CERTIFICATION OF CLOSED SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council certify that, while in Closed Session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its Closed Session, and that were lawfully exempt from open meeting requirements.** Councilperson Heston seconded the motion. There was no discussion. A voice vote was held; the motion was approved 6-0. The vote is recorded as follows:

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

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Vice-Mayor Graham at 10:35 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary