

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
April 5, 2018**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, April 5, 2018, at 7:00 p.m.

Council Members Present

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

Council Members Absent

Michael Hummel
Michael K. Minshall
Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator
Angela Fletcher, Town Treasurer

Staff Members Absent

Melissa Hynes, Town Planner/Zoning Administrator

Others Present

Pegah Fowler
Sean Lloyd
Jody Brady
Kathi Hottinger
Carol Dennis
Debbie Deutsch
Joe Cascio
Mercy Brito
Mauricio Cifriente
Clinton Chapman

IN RE: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:28 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 **to adopt the Agenda**; Councilperson Heston seconded the motion. Councilperson Lyne requested that an Executive Session be added, to discuss personnel matters; it was determined that the session would be held at the end of the meeting. Both Vice-Mayor Graham and Councilperson Heston accepted this amendment. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Hummel, Minshall and Prack absent. The vote is recorded as follows:

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

IN RE: INTRODUCTION TO THE ROUND HILL APPALACHIAN TRAIL COMMITTEE (HANDS)

Mr. Sean Lloyd, of 8 High Street, Round Hill, introduced himself, noting that he will serve as the first speaker in the presentation of this item. Mr. Lloyd stated that he has been a resident of Round Hill since 2003, and served for a time as the race director for the Round Hill 5K. Mr. Lloyd noted that, when Town Planner/Zoning Administrator Hynes proposed that Round Hill apply to the Appalachian Trail Conservancy to become an Appalachian Trail Community, he found the opportunity to participate in an effort which combined two of his passions – hiking and his desire to serve in the community. Mr. Lloyd explained that the committee has extended its focus beyond solely the Appalachian Trail Community effort to include a broader-themed vision of connecting the community to the outdoors. Mr. Lloyd stated that his primary role has been to develop the group's website, www.roundhill.at, which is now up-and-running, and which will be expanded to help provide a visual representation of what the committee stands for – especially regarding the Appalachian Trail application. Mr. Lloyd thanked the Town for the support provided thus far, noting that Ms. Hynes has been outstanding in her efforts to implement this venture. In closing his remarks, Mr. Lloyd explained the meaning of the name *Round Hill HANDS*, noting that it stands for *Healthy, Active, Nature, Discovery, and Supporting local parks and recreation*. Town Administrator Nicholson and Councilperson Lyne stated that the group's website looks "really, really good" and "is awesome."

Ms. Jody Brady, of 16784 Tree Crops Lane, Round Hill, then introduced herself, noting that, although she lives outside the Town limits, she considers Round Hill her home town. Ms. Brady explained that she is a Virginia Master Naturalist, and a member of the Potomac Appalachian Trail group. Ms. Brady stated that she was excited when she learned of Town Planner/Zoning Administrator Hynes' work on this effort, noting that many in the area are unaware of the Town's proximity to the Trail and thus do not take advantage of this resource. Ms. Brady further stated that, when she discovered the Appalachian Trail Committee was involved in an even larger effort to provide for environmental stewardship and opportunities for outdoor activities in conjunction with new parks, "it was just like a meeting of minds for me." Ms. Brady reported that she is still

working, as a member of the Appalachian Trail Committee, to complete the Town's application to be an Appalachian Trail Community; however, her larger involvement is with the Town's parks – particularly Sleeter Lake Park. Ms. Brady stated that it is exciting that just native plants will be planted at Sleeter Lake Park, as they are important to wildlife and to the people who use the park, and they will live longer. Ms. Brady reiterated that this presents an exciting opportunity, and will be a valuable resource, for the Town of Round Hill.

Ms. Carol Dennis, of 34969 Scenic Lane, Round Hill, then introduced herself, noting that she resides outside the immediate boundary line of Round Hill, but considers the community home. Ms. Dennis explained that she began hiking the Appalachian Trail when she was fifteen years old, but for a number of years found herself living far away from the Trail; as she is again living close to the Appalachian Trail, she hopes that the community will help introduce others to the joys and benefits of hiking on the Appalachian Trail. Ms. Dennis explained that this enthusiasm will spread out to Sleeter Lake Park and other parks in the area, as well. Ms. Dennis noted that we live in a wonderful location with much natural beauty, and the hope is that the Town Council will capitalize on that and support this effort. Ms. Dennis stated that it is hoped there will be monthly hikes on the Trail, with the first slated to be held on Sunday, April 22nd; parking will be available at the lot on Route 7, and the group will hike to Bear's Den. This provides a nice introductory hike, Ms. Dennis noted. Finally, Ms. Dennis reported that she is also a Virginia Master Naturalist.

Ms. Brady noted that work is progressing on nature education programs designed to involve the schools. Additionally, Ms. Brady stated that she is working on her certification as an Audubon At-Home Ambassador, and it is hoped the Town parks will be certified under this program.

Mr. Joe Cascio, of 17337 Legacy Terrace, Round Hill, spoke, noting that he began working with the committee this year, finding their efforts interesting and vital. Mr. Cascio stated that the group is hoping to get the community's children away from their electronics and interested in nature.

The committee members thanked the Council for its time, and for including them on this evening's Agenda. Council thanked the committee members for their attendance and presentation. In response to a question from a member of the community, it was noted that the dates for the hikes on the Appalachian Trail will be placed on the committee's website. Mr. Lloyd reported that a "meet-up group" and a Facebook page will be established, and that information will be made available on the Round Hill Appalachian Trail portion of the Town's website. In response to a question from Mayor Ramsey, it was reported that a member of the committee is serving as a liaison to the elementary school. Mr. Lloyd explained that demonstration of community support for the Trail is a requisite of becoming an Appalachian Trail Community; the Community Art Show, held in February, was also part of this effort. Mr. Lloyd noted that there was good participation in that event. Participating in Earth Day and Arbor Day activities, and helping with efforts at Sleeter Lake Park, will also further the committee's efforts toward the Town becoming an Appalachian Trail Community. Finally, ideas such as walking tours, in which those with knowledge of the Trail provide information to small groups wishing to learn more, will further the effort to become an Appalachian Trail Community. Ms.

Brady explained that the Appalachian Trail Community application will be presented in the fall; someone from the committee will be in attendance at that event to represent Round Hill. Mayor Ramsey asked if there will be someone from the committee in attendance at the upcoming Hometown Festival, noting that that would be a good place to find other like-minded citizens to serve as volunteers; the committee members stated that they believe there will be a representative at the Festival. Finally, it was noted that the Appalachian Trail hike scheduled for April 22nd will begin at 2:00 p.m.

Council thanked the committee members for their attendance and presentation.

IN RE: UPDATES & ITEMS FOR DISCUSSION

a. Meals Tax & Occupancy Tax

Town Administrator Nicholson noted that this item was discussed during last year's budget preparations. Mr. Nicholson sought to clarify that Council is in agreement with including these items in the FY2019 budget, and that a rate has not yet been set; Mayor Ramsey stated that Council approved putting the framework for these taxes in place, but has not approved putting actual levies in place.

The following items/issues were discussed:

- Vice-Mayor Graham noted that, in the minutes of the April 2017 Town Council meeting, it was recorded that the Town Attorney was to return to Council with additional information; that has not yet occurred.
- It was determined that these items are to be placed in the FY2019 budget, but that an actual levy has not been approved; therefore, a collection should not be included in the FY2019 budget.
- A timeline for inclusion of these items in the FY2019 budget, with the suggestion being made that they be included and discussed at a June Council meeting; concerns were raised that that timeline may not be advisable. Town Administrator Nicholson will consult with Town Attorney Gilmore regarding this issue.
- That Project Specialist Lohr included in Council Packets reasons for considering implementation of a Meals Tax.
- That it may be wise to wait until any potential boundary line adjustments have been concluded to implement these initiatives.

b. FY2019 General Operating Budget

Town Administrator Nicholson and Town Treasurer Fletcher presented this item, with the following discussed:

Revenues

Real Estate/Personal Property Tax –

- It was determined to set the Real Estate Tax rate at *\$.169*.

- It was recommended that conservative estimates be used for calculating this line, as changes can occur. It was noted that additional personal property items, which may be taxable, have been discovered. It was also noted that Town Treasurer Fletcher has instituted changes in collections which have improved that effort. Council requested additional information, in an effort to determine if the improvements in this line are due to additional property being eligible, or due to improved collections.
- Town Treasurer Fletcher reported that there are no outstanding Real Estate Tax bills.
- There was lengthy discussion of the impacts County collection of Personal Property and Real Estate Taxes may have on the FY2020 and FY2021 budgets. Town Treasurer Fletcher explained that the Town will collect the FY2018 taxes and FY2019 data; the County will collect FY2019 taxes. It was also noted that, during implementation of this program, there will be three collections during the initial year, with only one collection occurring during the ensuing years. Town Treasurer Fletcher will speak with Mr. Mitchell, the Town's auditor, to ensure proper implementation of this program. Town Administrator Nicholson noted that meetings will be held with both Mr. Mitchell and County representatives regarding this program.
- It was determined that that rate will be set using data beginning in March; upon the rate being set, totals for collection will be calculated from the beginning of the current year. There was lengthy discussion of this issue, with an explanation provided as to how any possible shortfall from using this method of setting rates could be handled. There was also discussion of the budget schedule. Mayor Ramsey noted that the budget will be prepared under the assumption that Council will wish to equalize rates, and that changes may be made, if needed.
- It was noted that changes may be required to the Town Code to facilitate County collection of taxes; Town Administrator Nicholson reported that the County may assist with this effort.
- Town Treasurer Fletcher will provide a breakdown of personal property tax rates for several preceding years.

Cell Antenna Revenue –

- It was reported that the Town is in negotiations with one additional cell provider.

Cigarette Tax –

- There was lengthy discussion of this item, with it being noted that upcoming construction on Main Street may impact the amount of sales. It was decided to lower the total in this line to \$24,000.00.
- An attendee asked about the *Communications Tax* – Mayor Ramsey explained that it is a state-levied tax which is distributed to localities.

Various BPOL Taxes –

- In response to a question from Council, Town Treasurer Fletcher stated that there is no reason to raise the totals in these columns.

Zoning Permits, Zoning Applications, and Zoning Applications – Reimbursable –

- Town Treasurer Fletcher stated that Line-Items 24 and 25 are redundant to Line-Item 23 and suggested that Council consider combining these lines. There was discussion of how "pass-through" fees are to be reflected in the budget, as well. It was determined to combine these lines in the budget, but to keep two tracking codes.

Transfer from Water/Sewer –

- Town Treasurer Fletcher explained how the transfers work, and changes made to this line due to personnel changes. There was lengthy discussion of this item, with the decision made to review this further at the next work session.

Hometown Festival –

- There was discussion of the deficit present in this line-item, with it being noted that the Festival began running a deficit when the Loudoun County Sheriff's Office began charging a fee for providing security at the event. Mayor Ramsey stated that the goal is not to maximize revenue, and that attempts are being made to keep fees the same as those charged last year.
- It was reported that the 5K Race is the portion of the Festival which is the biggest earner, but which also involves the greatest expense.
- Town Treasurer Fletcher reported that revenue is beginning to come in for this item.

Book Sales –

- Mayor Ramsey recommended that this line be included in the *Miscellaneous Income* line-item.

Councilperson Lyne left the meeting at 8:34 p.m.

Expenditures

Town Property Maintenance –

- Town Administrator Nicholson reported that the total of this line increased due to the completion of Niels Poulsen Park, and planned clean-up at the eastern entrance to the Town.
- Mr. Nicholson also provided an explanation of funding for Sleeter Lake Park included in this line.

- The total budgeted for landscaping at the Town Office was discussed at length, with concerns raised that the amount is too large. There was also discussion of the possibility that funding for this could be provided by the Main Street Enhancement Project budget. Ultimately, it was decided to lower the total in this line to \$1,500.00.
- Provision of portable restroom facilities for the Town Park and for Sleeter Lake Park was discussed, with it being decided to removing funding for these facilities at the Town Park for the entire summer. There will be a "Movie in the Park" at the Town Park in June, for which restroom facilities will be provided.
- There was discussion of ways in which to monitor the number of patrons at both parks, in order to determine the number of portable restrooms needed at each location.
- Town Administrator Nicholson reported that \$1,500.00 was also included in this line for the sanding and refinishing of the stairs at the Town Office, and for restoration of historic commercial signs located in the upstairs portion of the building. The quotes received for this work are to be forwarded to Council Members for their review.
- The cost of water coolers at the Town's facilities was discussed.

Part-Time Employees –

- Town Administrator Nicholson explained that funding for the Project Specialist was moved into this line-item. Lengthy discussion of this ensued, with Mayor Ramsey asking if this expenditure should more properly be included in the Capital Budget. Town Treasurer Fletcher explained how time is recorded for the Town's Engineer, with Mayor Ramsey requesting that a similar time sheet be prepared for the Project Specialist, so that all work may be properly coded. Town Administrator Nicholson stated that this will be done, and will be returned to Council for review.
- Town Administrator Nicholson reported that additional funding was included in this line for the Town Recorder to assist with records management. Mayor Ramsey asked for a breakdown of this expenditure.

GF Retiree Medical Coverage –

- Town Treasurer Fletcher explained that a "nest egg" of approximately \$12,500.00 presently exists in this fund; therefore, it may be possible to reduce the amount deposited in the fund each year. Ms. Fletcher noted that this would be evaluated on a yearly basis. Mayor Ramsey recommended that a model for determining cash flow into/out of this line be developed.

- Council decided to make little change to this line for this fiscal year, keeping open the possibility of underfunding the line in the future and drawing down the total.
- It was decided to reduce the amount in this line to \$1,200.00.

Audit –

- Town Treasurer Fletcher explained that this line is split between General Fund and Utility Fund, and includes the cost of requested Quarterly Reports.

Professional Subcontractors –

- Town Administrator Nicholson explained that this line-item reflects the cost of work done by The Berkeley Group, noting that it is less expensive than asking legal to conduct needed reviews; Mr. Nicholson also noted that work is initiated by the Town.
- Production of maps is also included in this line-item
- Town Administrator Nicholson explained that a review of the Town's Personnel Policies, and a salary survey, are being considered, at a future date.

There was, at this point, discussion of **Town properties which may be sold**, with the following items highlighted:

- The six properties currently under consideration for sale are Utility Fund properties.
- Potential property sales should not be budgeted in the General Fund Budget unless they are General Fund properties.
- Councilperson Hummel is working on title reports for the six Utility Fund properties.
- Town Administrator Nicholson will work with Councilperson Hummel and Mr. Mitchell to determine the correct portion of the budget in which these sales, if completed, should be reflected. Mayor Ramsey recommended that it be determined if Utility funds were used to acquire any of the properties; if so, sale of those properties should be reflected in the Utility Budget.
- Mayor Ramsey recommended that any property for which the Town has no knowledge of how it was acquired, and/or no rationale for retaining, be sold.

Legal Fees – BZA –

- Reasons for increased costs for the current fiscal year were provided, with it being noted that those circumstances are not likely to recur during the upcoming fiscal year.
- It was decided to reduce this line to \$1,500.00.

Virginia Arts Grant –

- There was discussion of the manner in which these funds were distributed this fiscal year, with the request made that any distributions be decided by the Council.
- It was decided that this item should be included on the agenda each January, for Council determination regarding distribution of funds.

Training – Local Officials –

- This line was adjusted to allow for Vice-Mayor Graham to attend training.
- As there will be two new Council Members, it was decided to increase the line to \$2,000.00, to allow for possible additional training.

Public Hearing Notices –

- Town Treasurer Fletcher provided a breakdown of expenditures for these notices.

Staff Training/Conferences –

- It was noted that the total of this line has been reduced.
- Training and certifications being pursued by Staff were discussed.

Mileage Reimbursement –

- It was decided to set this rate at \$.545 per mile.

Electric – Town Office; Electric – Park; Electric – Street Lights –

- The increase in this line includes the cost of electricity for the larger Christmas light display at the Town Park.
- The decision was made to budget for replacing some street lights, but not to use the funding until one or two lights are tested, and Council can determine if it wishes to move forward with this project.
- Town Administrator Nicholson is to determine Dominion Energy will allow for an adjustment in the Town's rate, based upon the use of LED lights.

Telephone –

- Town Treasurer Fletcher explained that the figure in this line is an estimate, based upon the possible replacement of the telephone system at the Town Office.
- Town Treasurer Fletcher will provide a breakdown of this line item for Council review; Mayor Ramsey requested that this line be used to reflect bills due, with additional equipment placed in a separate line.
- It was reported that the cost of the replacement system will be \$3,400.00; the goal of the new system is to ensure that a person answers the telephone.

Office Supplies –

- Town Treasurer Fletcher reported that expenses in this line are always higher than the amount budgeted, noting that the cost of toner has increased, and the color copier is old and is not working efficiently.
- Purchase of new copier equipment is being proposed.
- There was the discussion of uniforms, with it being noted that all Staff were not able to purchase uniforms last year, and that new Staff has been hired.
- It was ultimately decided to reduce this item to \$300.00, and to eliminate the purchase of branding materials.

Postage –

- It was reported that this line will decrease upon the County assuming collection of taxes.

Office Equipment and Furnishings –

- This line includes a proposal for replacement of the two copiers at the Town Office with one new copier, and the replacement of the copier at the Waste Water Treatment Plant. This proposal includes a program which provides supplies and maintenance for five years.
- Purchase of these new machines would reduce the cost for Office Supplies.
- Council requested that the two proposals received be provided for review, and that a third proposal be sought.

Councilperson Lyne returned to the meeting at 9:54 p.m.

Information Technology –

- Town Administrator Nicholson provided information regarding proposed changes to the communication system for staff; the new system would provide an e-mail address for each Staff member, and would discontinue the use of group e-mail accounts.
- An additional desk-top computer will be needed for the new system.
- There was discussion of work done at the Town Office in providing routine support, as well as specialty work required; this work creates the need for additional funding in this line-item.
- Town Administrator Nicholson reported that the line includes funding for purchase of an additional projector and screen.
- It was reported that the server, as part of the proposed upgrade, will be locked, and bolted to the wall, and will not be accessible.

Office Cleaning –

- It was noted that an anomaly exists in this line-item; Town Treasurer Fletcher will investigate this further.

Office Records Management –

- This line-item is for purchase of a custom-built map/drawing cabinet.
- It was decided to include this cost in the Office Equipment & Furnishings line-item.

Miscellaneous Expense –

- The amount in this line was increased.
- This line-item includes costs for filing of deeds, among other expenses.
- Town Treasurer Fletcher will provide a breakdown of expenses in this line, to determine if there are other line-items in which some of these costs could be included.
- The costs for filing of deeds will remain in this line-item.

Bank Fee (Analysis Charge/Remote Deposit) –

- It was suggested that this line could be included in Line-Item 38 (Miscellaneous Expense).

Other Celebrations –

- It was decided to move funding for flowers and other gifts to the Staff Support line-item.

Community Outreach Programs –

- This line was increased, due to the popularity of the Community Shred program.

Refuse/Recycling Pickup –

- Town Treasurer Fletcher provided an explanation of items found in this line, noting that the proposed new leaf collection was also included.
- An explanation of how the leaf collection would be handled was provided, with it being noted that Purcellville would provide the workers and the truck.
- It was decided to retain the leaf collection in the budget at this time; a definite quote for costs is to be obtained, for further review by Council.

Newsletter –

- This line was increased as the cost for printing the newsletter increased.

Transfer to Reserve –

- It was noted that this is a balancing line-item.

Insurance –

- This line shows a slight increase, due to costs of business-related insurance.
- The amount of this line could be lowered, if the Town takes a higher deductible.

There was further discussion of the Christmas light display at the Town Park, with Town Administrator Nicholson recommending that the Town endeavor to match the 2017 display. Mr. Larsen, who, along with his family, spearheaded the light display last year, has moved, so additional volunteers will be needed to install the lights. It was noted that many of the lights donated last year will be used again, with replacements needed for some. It was also noted that, in addition to volunteers to help with installing the display, funds will be budgeted for some paid help. Mayor Ramsey noted that high school students have service requirements for graduation, and may be willing to help with this project in order to fulfill those requirements.

Council requested that the PowerPoint presentation from this evening's meeting be provided to members via e-mail.

Town Administrator Nicholson provided a document for Council review regarding a proposed CIP project; Mr. Nicholson asked that Council Members forward their comments. Mayor Ramsey recommended formatting changes which would provide for ease of reading. There was lengthy discussion of the most preferred method for depicting funding for multi-year projects.

IN RE: MAYOR & COUNCIL COMMENTS

- Councilperson Heston requested that agendas and packets be provided to Council Members prior to the meeting.
- Councilperson Heston noted that there are currently no minutes for 2018 on the Town's website; Town Administrator Nicholson will look into this. Ms. Heston also requested that the packets be placed on the Town's website; Mr. Nicholson stated that he is working on a solution to that issue.
- Councilperson Heston asked that the Town's sign, at the Town Park, be kept up-to-date.
- Vice-Mayor Graham noted that John Sleeter is willing to provide information/history regarding Sleeter Lake Park.
- Councilperson Lyne asked about painting the fence at the Waste Water Treatment Plant; it was determined that, during previous Council discussions, it was decided to paint fencing at the well sites only.
- Councilperson Heston reported that the street sign at Walraven Way is no longer on a post, but is resting on a fence there; Ms. Heston asked if that could be corrected.
- Councilperson Heston requested that dirt and debris on the sidewalk on West Loudoun Street be removed; Town Administrator Nicholson will ensure that is done.
- Mayor Ramsey reported that there were ten in attendance at the Hometown Festival "Meet and Greet" held last evening. Mr. Ramsey stated that the committee is in good shape, as most of the volunteers from previous years are returning.
- Mayor Ramsey reported that a determination regarding moving Hometown Festival activities to its "rain site" must be made by 5:00 p.m. on the Thursday prior to the festival, or the Town will be obligated to pay the school for space not used.
- Mayor Ramsey noted that, largely, the same vendors will be present at this year's festival.
- It was noted that there likely will be a downhill derby again this year.
- Vice-Mayor Graham reported that there is a new owner for the amusements, who will offer single tickets at this year's festival.

IN RE: PUBLIC COMMENT

Mr. Clinton Chapman, representing the Round Hill Partners Group, spoke, referencing a letter his group sent to the Town, dated January 17, 2018. The letter was a request for direction regarding the potential development of the Eastern Commercial District parcel; to date, Mr. Chapman noted, the group has not received a response. Mr. Chapman asked if the new proffer law, enacted in 2016, is a cause for the lack of response to the group's request. Mr. Chapman reiterated that the group is requesting clarification from the Council on how to proceed regarding development of the parcel. Vice-Mayor Graham and Town Administrator Nicholson explained that Town representatives did respond to the group's attorney, Mr. Minchew; Mr. Chapman stated that Mr. Minchew advised that the Town had not given an official response. Mayor Ramsey stated that it was his belief a response from the Town Attorney had been provided to the Round Hill Partners Group; he asked why the Town's response was not satisfactory. Mr. Chapman requested that a time for Mr. Minchew to speak to Council be added to a future agenda; Mayor Ramsey stated that he does not believe Council is in agreement with the two options for a way forward proposed by Mr. Minchew. Mayor Ramsey also noted that it is the Council's desire that the applicant propose a Zoning Ordinance amendment, and that the group deserves a definitive answer regarding if they are allowed to do so. Mr. Chapman thanked Council.

IN RE: ANNOUNCEMENTS

There were no announcements.

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 the Town Administrator invited to attend;** Councilperson Heston seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Hummel, Minshall and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey declared that the Town Council is now in Executive Session, and called for a recess at 11:01 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 3-0, with Councilpersons Hummel, Minshall and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Town Council is now in Open Session.

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 Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Hummel, Minshall and Prack absent. The vote is recorded as follows:

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

IN RE: AUTHORIZATION FOR SIGNATURE

Vice-Mayor Graham moved **that the Round Hill Town Council authorize the Town Administrator to sign the Employee Separation Agreement, as discussed in the Closed Session;** Councilperson Heston seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Hummel, Minshall and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Town Administrator is authorized to execute the Separation Agreement, as discussed.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 11:29 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary