

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
May 21, 2009**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, May 21, 2009.

Council Present

John Heyner, Mayor
Mary Anne Graham, Vice-Mayor
Janet Heston
Mike Hummel
Chris Prack
Scott Ramsey

Staff Present

John Barkley, Town Administrator
Betty Wolford, Treasurer

Absent

Dan Botsch

Others Present

Deputy Chad Davis
1 Citizen

Attachments

- I. Agenda – May 21, 2009
- II. Request for Proposal – General Engineering Services
- III. Request for Proposal – Auditing Services
- IV. Proposed Lease Agreement – T Mobile Wireless
- V. Town Council Meeting Minutes
 - a. April 16, 2009 – Regular Meeting
 - b. April 30, 2009 – Special Meeting
 - c. May 14, 2009 – Public Hearing
 - d. May 14, 2009 – Special Meeting
- VI. Proposed Water Ordinance Revisions
- VII. Proposed Sewer Ordinance Revisions
- VIII. Renewal of Cooperation Agreement with Loudoun County – Community Development Block Grant Program
- IX. Financial Management Proposals:
 - a. PNC Bank Sweep Account
 - b. PNC Online/ACH Payments
- X. Town Administrator Weekly Reports:
 - a. April 20, 2009
 - b. April 27, 2009
 - c. May 4, 2009
 - d. May 11, 2009
 - e. May 18, 2009
- XI. Town Planner/Zoning Administrator Report dated April 30, 2009
- XII. Utility Operations, Public Facilities & Projects Committee Report, dated May 8, 2009
- XIII. WWTP PER Update

IN RE: CALL TO ORDER

Mayor Heyner called the meeting to order at 7:38 p.m.

IN RE: PLEDGE OF ALLEGIANCE

Vice Mayor Mary Anne Graham led council members and attendees in the Pledge of Allegiance.

IN RE: COMMUNITY POLICING

Deputy Chad Davis introduced himself as the new community police officer. He reported that Deputy Taylor had informed him of the graffiti incidents and that VDOT had been contacted about its need to remove the “paintings”. Those involved had been required to remove the graffiti, as much as possible.

A resident of the area spoke of the need for deputies to patrol her area for possible problems. Deputy Davis indicated that he would check into this coverage.

IN RE: PUBLIC COMMENTS

No comments were received.

IN RE: APPROVAL OF AGENDA

Vice Mayor Mary Anne Graham motioned approval of the agenda with an addition – approval of the council’s April 30, 2009 Special Meeting. Councilperson Janet Heston seconded. Motion to approve the agenda with the above addition was approved by unanimous voice vote of the council present 4-0-2 (Councilpersons Botsch and Prack absent for the vote).

IN RE: BUSINESS

1. Request for Proposals: General Engineering Services

Mr. Barkley noted that this RFP (a combination of several templates including one used in 2006 by Purcellville) is for engineering services to the town on an as needed basis. It allows the council the flexibility to decide on different engineers for different tasks. Contract would be for one year with two 1 year renewals at the council’s discretion.

Council discussed the non-inclusive contract, scope of services; coverage of projects by engineer with expertise in that field; contractual funding based on budget; timeframe to respond; local firms, firms in the Loudoun area.

Mr. Barkley will contact different firms about submitting a proposal as well as checking with VML on qualified firms in this area. He will then bring his top three selections to the Utility Committee who will make their recommendations to the council. Proposals should be submitted by July 1st.

2. Request for Proposals: Auditing Services

Mr. Barkley noted that this RFP was a template provided by the town attorney and would be for one year (for FY 2009) with four 1 year renewal options. He stated that he already knew of several excellent firms in the area that he would contact as well as placement of request on the VML website. Discussion followed on the conflicts in dates shown for different stages; timeframe allowed for proposal submission, review and award of contract; needed wording changes; need for cost for first year as well as estimated escalation for following years to be included in proposal, but not in technical portion. Due date for submission of proposals is June 16th.

Administrative Committee will review responses received and make a recommendation to the council at the June meeting.

3. Lease Agreement Proposal: T Mobile Wireless

Mr. Barkley reported that T Mobile is trying to increase their communication services in the area by placing their antenna equipment on the town's east water tower. They have submitted a proposal agreement for a 5 year lease with option to renew for five more 5 year terms (30 year total lease) at \$1,200 per month for the first year and to escalate a certain percentage upon renewals.

Discussion followed on current lease with Verizon for 4 years, 11 months (per law) at \$2,200 per month; need for town attorney review; agreement terms pertaining to needed ground space; easement allowance for their lines and use of same easement/piping Verizon is using. It was agreed that agreement terms should be the same as the ones used with Verizon, including length of contract, up front money and timeframe terms as well as the monthly lease fees.

IN RE: ACTION ITEMS

1. Approval of Meeting Minutes

a. April 16, 2009 Regular Meeting

Vice Mayor Mary Anne Graham motioned approval of the April, 2009 Meeting Minutes as presented with Councilperson Janet Heston seconding.

The motion to approve the April 16, 2009 Meeting Minutes as presented passed by a voice vote of council present, 4-0-2, the votes being recorded as shown below:

<u>MEMBER</u>	<u>VOTE</u>
Dan Botsch	Absent
Mike Hummel	Aye
Janet Heston	Aye
Mary Anne Graham	Aye
Scott Ramsey	Aye
Chris Prack	Absent

b. Approval of the April 30, 2009 Town Council Special Meeting Minutes

Councilperson Scott Ramsey motioned the minutes be approved with one change – page 1, Operating Budget, Expenditures/Salaries – delete after words council stated that the “most each employee may or may not receive” and replace with total salary increase of employee pool. Vice Mayor Mary Anne Graham seconded the motion.

Motion to approve the April 30, 2009 Meeting Minutes as amended was passed by voice vote of the council present, 4-0-2, the votes recorded as shown below:

<u>MEMBER</u>	<u>VOTE</u>
Dan Botsch	Absent
Mike Hummel	Aye
Janet Heston	Aye
Mary Anne Graham	Aye
Scott Ramsey	Aye
Chris Prack	Absent

2. Utility Ordinance Revisions

a. Water

Council reviewed proposed revisions to the water ordinance and proposed the following:

Page 4, Article III, Section 2 – pertains to tap fees; wording should be the same as what is shown in the sewer ordinance;

Page 8, Article VI, Section 11 – delete (same Section 11 is shown on page 9);

Page 9, Article VI, Section 11 - delete 4th paragraph which begins with “If the bill remains” and ends with “number listed on the account”; policy for notification of intent to disconnect will be determined by Town Administrator and Utility Billing Administrator;

Council discussed perhaps adding some language pertaining to fees/rates being set by the council (penalties/charges on water theft, and coverage of legal fees).

b. Sewer

After review and lengthy discussion (timeframe for paying availability fees, system Upgrades, lot development/recording of lots), the following changes were proposed:

Article II, Section 6 – delete “Department of Environmental Quality (DEQ) and replace with Commonwealth of Virginia;

Article IV, Section 3 – in first sentence, delete “preliminary” subdivision and replace with final subdivision; make same changes in water ordinance, Article III, Section 2;

Article IV, Section 3 – delete last word, “submission”, in the first sentence and replace with approval; make same changes in Article III, Section 2, Water Ordinance.

Council asked that the final draft be submitted prior to the June meeting at which time a public hearing may be scheduled along with several proposed zoning text amendments.

3. Verizon Wireless: Letter of Indemnification – Access Easement

Vice Mayor Graham noted the request by Verizon Wireless to use the town’s existing access easement to bring their phone facilities onto the water tower property. Verizon Wireless would be responsible for repairing/replacing any equipment or conduit if damaged. Mr. Barkley stated that the town attorney is reviewing this request. Councilperson Ramsey said that if the town attorney approves this request, he would be comfortable with having the Town Administrator go forward with the agreement.

Discussion followed on easement use – Verizon Wireless, Town and other communication companies. It was noted that Verizon Wireless has stated that there would be room in their installed piping/conduit system to allow room for other users.

4. Community Development Block Grant Program: Renewal of Agreement with Loudoun County

Town had received a letter from Loudoun County concerning federal Community Development Block Grant funds and the Cooperation Agreement in which Loudoun towns have joined. The agreement between Round Hill and Loudoun County is renewable unless the county is notified to the contrary. Discussion followed on grants available under the CDBG, ability of town to meet income qualifications. Since there is no disadvantage to remaining in the program, council felt there was no need to terminate the Agreement.

5. Financial Management

a. PNC Bank Sweep Account

Included in the council's packet was information on a "sweep checking" account in which the bank automatically transfers monies from the town's "operating checking" account to a sweep account which bears interest. When disbursements are made by the town, the interest bearing account sweeps monies back into the operating account to cover all expenditures; when deposits are made, monies are swept each evening into the interest bearing account. If the town changes to this type of account, the town would also receive, at no charge, a check scanning machine which would allow the town to deposit all checks using this machine without having to physically travel to Purcellville. The town would also have the ability to generate ACH payments.

b. Online Payments

Council had asked staff to look into credit/debit card payments on line. PNC could provide this service within the town's website. The set up fee is nominal as well as monthly charges. Logics is working on a program that would do the same as well as posting and updating payment to utility accounts. This program would be much more expensive and is still in the testing stages.

Council agreed that the town should go with the Sweep Account, but would like to further investigate options for online credit card payments.

IN RE: REPORTS

1. Town Administrator

Written weekly reports from April 20 through May 18 had been submitted in the council's packet.

a. Hometown Festival 2009

Vice-Mayor Graham asked about the council's Banner for use in the Hometown Festival Parade. Mr. Barkley will have said banner at the parade start site on Saturday for council's use. Council members were reminded to purchase candy for the parade.

b. Western Loudoun Sheriff's Substation

Nothing new has been submitted to the town. Council discussed the letter sent to the county outlining the council's position on the unsuitable location and unnecessarily large size of this facility; the town also verbally expressed these concerns with county officials as well as emphasizing the wish to be involved in the design of the facility.

Discussion followed on land use issues, size of building, uses of facility, SPEX process, and utility service. Council deemed it was important to keep town water/sewer service separate from other issues; the need to be able to work with the county in the design, to try to get the best location and facility possible. Council felt it was important to keep the tone friendly with the county. It was mentioned that members could relate their comments to the county as individuals but not as councilmember or council as a whole.

The county's Project Engineer had been asked to attend the next Utility Committee meeting. The Town Administrator was directed to contact the county on the status of the design plans for this facility

2. Town Planner/Zoning Administrator

Council received Mr. Kinsley's April 30th report in their packet.

Mr. Barkley reported that the town, Holtzman and Loudoun County are working together to resolve the access easement issue. Loudoun County has their engineer for the Franklin Park Trail Project, Anderson and Associates, working on a VDOT entrance(s) to the Amoco and medical building properties. The county had met with VDOT about the possibility of revising the original plan to allow two 30 foot entrances.

4. Mayor's Report

Mayor Heyner had nothing new to report.

5. Utility Operations, Public Facilities and Projects Committee

A written report had been included in the council packet.

Discussions followed on the update from Peed & Bortz on the WWTP upgrades including replacement of the UV disinfection treatment and WWTP treatment capacity; and the need for a geotechnical analysis for the Stoneleigh Water Tank and Booster Station prior to issuance of construction permit.

6. Administration and Communications Committee

The May Meeting had been cancelled so there was no report.

Vice Mayor Graham asked the status on the arborist RFP. Mr. Barkley stated that he has used the arborist's report and crafted it into a RRP which should go out in the next couple of weeks.

7. Land Use Committee

Councilperson Hummel reported that the Committee was reviewing the Planning Commission's recommendations on the text amendments to Section 4-200 – PD-CC District. Councilperson Ramsey stated that the Commission had made quite a lot of changes since the public hearing was held. The council was asked to submit any comments on the proposed changes to Councilperson Hummel for discussion at the June Land Use Committee meeting.

Mayor Heyner requested that if one is unable to attend their Committee Meeting, notification be given to the Committee Chairperson prior to the scheduled meeting date.

IN RE: COUNCIL COMMENTS

Councilperson Hummel announced that a “get together” for a former Planning Commission member and his wife, who were moving from Round Hill and Virginia, was scheduled for May 30th.

Councilperson Ramsey suggested that those council members interested in participating in the Hometown Parade meet at the Round Hill Elementary School at 10:20 am.

Mayor Heyner said that he was in the process of completing the annual evaluation of the Town Administrator and noted that he needed comments from the Council. A date will be set for a meeting between him and the Town Administrator after receiving said comments.

Vice Mayor Graham asked the schedule for the budget. Council will hold a public hearing on Thursday, June 4th at 7:30 pm; with a final review (if needed) on Thursday, June 11th at 7:00 pm; with adoption of the FY 2010 Budget and Rates scheduled for Thursday, June 18th during the regular council meeting. **Mayor Heyner** noted that the council did need to determine the real estate tax rate of \$0.20 or \$0.19 (advertisement had shown \$0.20/\$100). The need for the final review work shop will be determined after the Public Hearing.

ADJOURNMENT

There being no further business meeting was adjourned at 10:15 p.m.

John Heyner, Mayor

John Barkley, Recorder