

**ROUND HILL TOWN COUNCIL
MINUTES
of the
REGULAR MEETING
October 18, 2018**

The Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, October 18, 2018, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Donald W. Allen
Amy E. Evers
Frederick J. Lyne

Council Members Absent

Mary Anne Graham, Vice-Mayor
Michael B. Hummel

Staff Members Present

Melissa Hynes, Town Administrator, Town Planner/Zoning Administrator
Maureen Gilmore, Town Attorney

Others Present

Clinton Chapman
Milissa Marshall
John A. Clark

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:42 p.m. Councilperson Lyne led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, with Councilpersons Allen, Evers and Lyne, along with himself, present a quorum was established.

IN RE: COMMUNITY POLICING

There was no Community Policing Report.

IN RE: PUBLIC COMMENT

Mr. Clinton Chapman, of Stoneleigh, Round Hill, and representing the Round Hill Partners Group, spoke. Mr. Chapman related that his group appreciates the hard work of the Planning Commission the Town Council, and the Town Staff in working with them on issues surrounding potential development of the Eastern Commercial District during the past four years. Mr. Chapman expressed concern that his comments, made at the previous meeting of the Town Council, may have "come off stronger" than intended. Mr. Chapman stated that the group looks forward to working together with the Town in the future.

Mayor Ramsey noted that no offense was taken, and that it was not necessary to feel concerned. The Mayor stated that everyone involved is working to do what is best for the Town and for development of the Eastern Commercial District parcel. Councilperson Allen, speaking as a new member of the Council, noted that the information provided helped him to learn more about possible development plans for the parcel, and that he felt it was good to hear.

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

Councilperson Allen asked to clarify if an Executive Session should be added to the meeting; Mayor Ramsey stated that one should, for consideration of personnel matters. Councilperson Lyne moved **to adopt the Agenda, with the addition of an Executive Session, and the inclusion of Revocation of Resolution 2018-11, to be heard under Action Items.** At the request of Mayor Ramsey and Town Administrator Hynes, Councilperson Lyne further stated that the Resolution to be discussed was ***Resolution 2018-11: In Appreciation of the Public Service of Amos "Buster" Nicholson to the Town of Round Hill.*** At the request of Town Administrator Hynes, Mayor Ramsey and Councilperson Lyne clarified that the Executive Session was to consult with the Town Attorney on personnel matters. Councilperson Allen seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy E. Evers	Aye
Frederick J. Lyne	Aye

IN RE: APPROVAL OF MINUTES

1. September 20, 2018 Town Council Meeting

Councilperson Lyne made a motion **that the Town Council adopt the minutes of the September 20th meeting;** Councilperson Evers seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy E. Evers	Aye
Frederick J. Lyne	Aye

IN RE: BUSINESS ITEMS

1. Round Hill Outdoors Logo Presentation

Town Administrator Hynes presented this item, beginning by noting that Round Hill's application to be considered as an Appalachian Trail Community will be presented in Harrisburg, Pennsylvania this Saturday. Ms. Hynes then presented the winning logo, and its creator, Ms. Milissa Marshall. Ms. Marshall was presented with a gift on behalf of the Town in appreciation for her winning design. Ms. Marshall noted that her husband is currently hiking the Appalachian Trail, and may find the gift useful. Ms. Marshall stated that she enjoyed creating the design, and thanked the Council for the opportunity. The Town Council thanked Ms. Marshall.

2. FY2019 Strategic Action Plan – Quarterly Update

Town Administrator Hynes presented this item, noting that the annual Strategic Planning Meeting is scheduled for October 30, 2018, from 6:00 to 10:00 p.m. Ms. Hynes stated that she will provide a written copy of the Quarterly Report to Council at the October 30th meeting. Items from the Quarterly Report discussed this evening included: 1) the southern water tank, for which a public hearing is scheduled on November 27, 2018; 2) the new well site, for which Mayor Ramsey provided additional information regarding the acquisition of the site by the Town, including actions which may be considered if the Town and the Round Hill Owners' Association are unable to come to an agreement; 3) the award of the contract for the Yatton Loop Project, which is scheduled to begin in March 2019; and, 4) a meeting with the County, which Town Administrator Hynes attended, regarding the Main Street Enhancement/Franklin Park Trail Project. Town Administrator Hynes also provided brief updates on Sleeter Lake Park, the Appalachian Trail Community, records management, the new Town website, proposed boundary line adjustments, the updated Water Rate Study, Niels Poulsen Park, and a potential Community Center.

3. FY2020 Strategic Action Plan – Preliminary Discussion

Mayor Ramsey explained what this session has been designed to accomplish, with Councilperson Lyne noting that Staff is to focus on the project list produced at the meeting. Town Administrator Hynes explained that decisions made at this meeting connect to budget preparation; Ms. Hynes also noted that Council may wish to revisit proposed projects which were cut from the current year's list. Mayor Ramsey stated that a survey will be provided to Council Members; ideas Council Members may have, or suggestions for additional projects, should be provided to the Town Administrator prior to the Strategic Planning Meeting. Town Administrator Hynes also reminded Council that some projects

are broken into phases, with later phases of projects possibly moving up on the list in ensuing years.

IN RE: ACTION ITEMS

1. JLMA Boundary Line Change (Formal Request to Send to County)

Mayor Ramsey presented this item, which is connected to the County's "Envision Loudoun" Comprehensive Plan update. Mr. Ramsey reported that the Town has drafted comments, to be provided to the County, which include a request for boundary line adjustments to align the Joint Land Management Area with areas for which the Town provides utility service. Maps of these areas were reviewed by Council; Mayor Ramsey also provided further information pertinent to the sites. Mr. Ramsey noted that the principals in these areas agree with the requested changes. Mayor Ramsey stated that, if the boundary line adjustments are granted, there will still be two lots on the west side of Airmont Road which will not be in the JLMA; these will remain in the RPA, with water service there "grandfathered" in. Mayor Ramsey requested that Council make a motion to send the letter containing the comments, as corrected this evening, to the County. Councilperson Evers then made a motion **to send the letter, containing comments as discussed, to the County**; Councilperson Allen seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy E. Evers	Aye
Frederick J. Lyne	Aye

2. Lake Ridge Estates Maintenance Bond Release

Town Administrator Hynes presented this item, noting that this one-year maintenance bond was for water and sewer improvements to Lake Ridge Estates, and expired in June 2018. Town Engineer Lane and Utility Supervisor Feltner have found no issues needing correction and have recommended the release of the maintenance bond. A copy of Mr. Lane's letter recommending release of the bond was provided to the Council. Councilperson Lyne then moved **that the Town Council release Maintenance Bond Number SU34-351, in the amount of \$26,700.00**; Councilperson Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy E. Evers	Aye
Frederick J. Lyne	Aye

Mayor Ramsey directed Town Administrator Hynes to release the bond.

3. AT&T Cellular Lease Renewal

Town Attorney Gilmore presented this item, explaining that AT&T currently has cellular apparatus on the Evening Star Drive water tower, and that they contributed to the upgrades made to the tower. Ms. Gilmore noted that former Town Administrator Nicholson negotiated a renewal contract with AT&T, and presented the terms of the contract negotiated. Town Attorney Gilmore also provided an explanation of regulations which exist in the Commonwealth governing the length of time allotted for these leases, and conditions under which bids for a new lease would be required. Ms. Gilmore noted that the new lease will begin on November 1, 2018, that AT&T is up-to-date with their payments, and that there is a three percent per-year escalation clause included in the contract. Town Attorney Gilmore requested that Council make a motion which will authorize the Mayor to sign the amended lease. Councilperson Allen then made a motion **that the Town Council authorize the amended lease for AT&T**; Councilperson Evers seconded the motion. Councilperson Lyne asked for the amount of the lease; Ms. Gilmore stated that it is \$39,000.00 per year, with monthly payments in the amount of \$3,250.00, and an increase of three percent for each year following the first year of the contract. Councilperson Lyne asked how this compares to the contract with other cellular service providers who lease space on the water tower; Town Attorney Gilmore explained that this amount is lower than that paid by Verizon. Mayor Ramsey explained that Verizon's equipment occupies a premium position on the tower, and Town Attorney Gilmore explained that Verizon did not participate in the addition of the corral to the tower. Town Attorney Gilmore reported that she is in the process of negotiating a lease with Sprint, which does not currently have equipment located on the tower. Sprint did not contribute to the placement of the corral; this will be taken into consideration during these negotiations. Additionally, Ms. Gilmore noted that T-Mobile is in arrears on their rent payments to the town; she is investigating this issue. There was no further discussion. A voice vote was then held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy E. Evers	Aye
Frederick J. Lyne	Aye

Mayor Ramsey will execute the contract.

4. Revocation of Resolution 2018-11

Councilperson Lyne moved that **The Town Council adopt Resolution 2018-14, Revocation of the Resolution of Appreciation for Amos "Buster" Nicholson, as follows:**

WHEREAS, at its October 4, 2018 meeting, the Round Hill Town Council adopted Resolution 2018-11 to express its appreciation of the public service of Amos "Buster" Nicholson to the Town of Round Hill; and,

WHEREAS, events that have occurred since the adoption of Resolution 2018-11 have caused the Town to reconsider its expression of appreciation;

NOW, THEREFORE, be it resolved that the Round Hill Town Council hereby rescinds Resolution 2018-11, A Resolution in Appreciation of the Public Service of Amos "Buster" Nicholson to the Town of Round Hill.

Councilperson Evers seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy E. Evers	Aye
Frederick J. Lyne	Aye

Mayor Ramsey stated that Resolution 2018-11 is hereby rescinded.

IN RE: DEPARTMENTAL REPORTS

1. Planning Commission

Town Administrator Hynes presented this report, in the absence of the Planning Commission representative to the Town Council, noting that the Commission has decided to "step back" from discussion of issues surrounding restaurants at this time. Ms. Hynes

further reported that the Commission has ideas it wishes to bring to the Council, and will submit a letter putting forth its proposals; a main area of interest in the revitalization of the Central Commercial District. Also, in response to a question from Council, it was noted that a vacancy still exists on the Planning Commission.

2. Town Planner/Zoning Administrator Report

Town Administrator Hynes, who is still also serving as the Town Planner/Zoning Administrator, apologized for the lack of a written report, and stated that she will strive to present one soon.

3. Town Administrator Report

Town Administrator Hynes reported that her most pressing goal at this time is to hire a new Town Treasurer; following that she will advertise the opening for Town Planner/Zoning Administrator. Ms. Hynes also noted that she is in the process of relocating from her upstairs office to the Town Administrator's office on the main floor of the Town Office building. Town Administrator Hynes reported that the opening of Sleeter Lake Park went well, and was well-attended; she noted that some of the history of the area which is now the park was presented at the ceremony. In response to a question from Council, Ms. Hynes stated that she has received a warm welcome from both Town Office staff and Utility staff, and that staff members have endeavored to work with her as she learns about the various duties required for both areas. Finally, Ms. Hynes reported that the Friends of Sleeter Lake Park will hold a fundraiser in November.

3. Mayor's Report

Mayor Ramsey reported that he has been helping Town Administrator Hynes through this transition phase, and is focusing on getting things back in order at the Town Office. Mr. Ramsey also reported that the annual audit is still underway, and seems to be a clean audit, as he has not received any indication of problems. Finally, Mayor Ramsey stated that he will attend the RHOA board meeting scheduled for October 23, 2018.

IN RE: COUNCIL COMMENTS

There were no Council Comments.

IN RE: EXECUTIVE SESSION

Councilperson Evers 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)**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy Evers	Aye
Frederick J. Lyne	Aye

Mayor Ramsey stated that the Town Council is now in closed session, and called for a recess at 8:41 p.m. Mayor Ramsey stated that Town Attorney Gilmore and Town Administrator Hynes should be invited to the closed session; Councilperson Evers, who made the motion, and Councilperson Lyne, who seconded the motion, agreed to this.

IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING

Councilperson Evers moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its open meeting**; Councilperson Allen seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy Evers	Aye
Frederick J. Lyne	Aye

Mayor Ramsey declared that the Council is now in Open Session.

IN RE: CERTIFICATION OF CLOSED SESSION

Councilperson Evers 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 the open meeting requirements**. Councilperson Allen seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy Evers	Aye
Frederick J. Lyne	Aye

IN RE: ADDITIONAL BUSINESS

Councilperson Lyne moved **that the Town Council authorize the expenditure, of up to \$10,000.00, for forensic investigation to address the Town data breach;** Councilperson Evers seconded the motion. Mayor Ramsey explained that the Council was notified of a data breach by the Town Administrator and the Town Attorney; it is believed that the amount of funding noted in the motion is necessary to begin the investigation. Mayor Ramsey also stated that, if additional funding is required, the Town Administrator will make the request to the Town Council. Finally, Mayor Ramsey stated that the data breach was reported to the Loudoun County Sheriff's Office, which has begun its investigation of the matter; the Town will cooperate with that investigation, which is in its beginning stages and about which the Town presently has no comment. A voice vote was held; the motion was approved 3-0, with Vice-Mayor Graham and Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Absent
Mary Anne Graham	Absent
Amy Evers	Aye
Frederick J. Lyne	Aye

Mayor Ramsey stated that Town Administrator Hynes is hereby authorized to hire an IT consultant.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:30 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary