

**ROUND HILL TOWN COUNCIL
PUBLIC HEARING
and
REGULAR MEETING MINUTES
September 6, 2018**

A Public Hearing, and Regular Meeting, was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, September 6, 2018, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Frederick J. Lyne

Council Members Absent

Amy Evers
Michael B. Hummel
Michael K. Minshall

Staff Members Present

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

Others Present

Clinton Chapman
Boy Scout Troop 961, Round Hill, VA

IN RE: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:36 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: PUBLIC HEARING

The Public Hearing, on proposed Tax Ordinances, was opened by Mayor Ramsey at 7:38 p.m. Town Attorney Gilmore explained that these Tax Ordinance Amendments are required by the Town's entering into an agreement with Loudoun County for County collection of the Town's real estate taxes, personal property taxes, and vehicle license fees, and for the administration of the tax relief program for the elderly and disabled. Ms. Gilmore stated that a memorandum regarding these amendments was provided to Council Members, and were discussed at an August staff meeting. Town Attorney Gilmore explained that the County would like for the Town to adopt these amendments by September 15, 2018. Ms. Gilmore stated that she would be happy to address any questions. Ms. Gilmore reported that this will result in a change in the dates for collection of property taxes, and will provide an option for the Town to collect a fee for a returned check. Mayor

Ramsey stated that the main point of this has been to align the Town's taxation policies with the County's, to allow the County to assume collection; the Town will still set its own rates. Vice-Mayor Graham asked if there has been feedback from any other towns, or from the County; Town Attorney Gilmore reported that the Town of Leesburg has adopted changes to their code, to allow for the County collection of their taxes. Town Attorney Gilmore also noted that the amendments under consideration this evening allow for the proration of personal property taxes; Round Hill has the option not to prorate these taxes. Mayor Ramsey then opened the hearing to public comment; there was none. The Public Hearing was closed at 7:41 p.m.

IN RE: RECONVENE TO TOWN COUNCIL MEETING

Mayor Ramsey reconvened the Town Council Regular Meeting at 7:41 p.m.

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

Vice-Mayor Graham made a motion **that the Agenda be adopted, with the following additions: a time for Public Comment, and discussion of Town Code and Sleeter Lake Park under Updates and Items for Discussion, as Items #4 and #5. Vice-Mayor Graham also requested that Action Item #4 – Bond Acceptance for Creekside Phase 3 be deleted from the Agenda.** Councilperson Lyne seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Evers, Hummel and Minshall absent. The vote is recorded as follows:

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

IN RE: PUBLIC COMMENT

There was no Public Comment.

IN RE: APPROVAL OF MINUTES

1. July 5, 2018 Town Council Meeting Minutes

Councilperson Allen noted, on page seven, an error in a recorded vote; Vice-Mayor Graham *abstained*, and did not vote *Aye*. There were no further corrections.

Councilperson Allen then moved **to adopt the minutes, as amended**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0, with Councilpersons Evers, Hummel and Minshall absent.

The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS/UPDATES & ITEMS FOR DISCUSSION

1. ZOAM-2018-01 – Guest Lodging, Senior Housing & Accessory Apartments

Town Planner/Zoning Administrator Hynes presented this item. Ms. Hynes explained that the Planning Commission, following review and subsequent revisions, held a public hearing regarding these amendments on April 10, 2018. The amendments were then forwarded to the Town Council. Ms. Hynes noted that the Town Council has conducted its own review and has made revisions to the amendments. Ms. Hynes stated that she is prepared to present the text amendments at a public hearing, upon Council's recommendation. It was noted that an updated, clean copy of the amendments are included in Council Members' packets; no further changes will be made to the document, prior to the public hearing. There was brief discussion of changes made to the amendments. It was also noted that the document sent via e-mail to Council Members for this evening's meeting is the document which will be posted to the Town's website. Town Planner/Zoning Administrator Hynes stated that the hearing will be advertised for two consecutive weeks, beginning next week. Town Attorney Gilmore stated that all versions of the document will be available at the Town Office for review by citizens. Ms. Gilmore also noted that she and Ms. Hynes will conduct further review of the amendments, therefore, the advertisements for the public hearing will likely be placed on September 21st and 28th, for a public hearing to be held on October 4, 2018. Mayor Ramsey noted that scrivener's errors may be corrected in the next few days. Council agreed to scheduling a Public Hearing for October 4, 2018.

2. Loudoun County General Plan

Mayor Ramsey introduced this item, explaining that this week marks the deadline for Round Hill to submit its comments regarding this plan. Mr. Ramsey reported that he and Town Planner/Zoning Administrator Hynes have worked together to compile the comments, the majority of which were drawn from the Town's Comprehensive Plan. Mayor Ramsey noted an area of concern – that this new County plan removes the Round Hill Area Management Plan, which the Town wishes to remain in effect until the County updates its plan, or adopts Round Hill's Comprehensive Plan in its place. Mayor Ramsey stated that the comments can be sent via e-mail to Council Members this evening. Mr. Ramsey also provided comments included which were not taken directly from the Comprehensive Plan.

3. Loudoun County CIP Funding Request (FY2020)

Town Planner/Zoning Administrator Hynes presented this item, noting that Round Hill has made funding requests to the County for the past four years; the types of projects which

qualify for County funding, and past requests the Town has made, were provided. Ms. Hynes explained that the project identified for fiscal year 2020 is parking at all Town parks; the funding would primarily be used to conduct feasibility studies. Discussion ensued regarding parking issues occurring at Town parks, particularly the Town Park on Loudoun Street and Sleeter Lake Park. Mayor Ramsey noted that Round Hill has not yet completed all the projects which have been funded by this program, and suggested that the backlog of projects be completed prior to further requests for funding being made. Councilperson Lyne stated that he would like to have more time to consider this issue. Town Planner/Zoning Administrator Hynes and Town Administrator Nicholson stated that they will provide costs for conducting a feasibility study at the next Town Council meeting. There was discussion of other projects which may be considered, including the location of, and the provision of potable water to, restroom facilities at Sleeter Lake Park; Town Staff will provide costs and artistic renderings to Council regarding the location of these facilities. The gravel lot at Niels Poulsen Park was suggested as a possible project; Town Staff will provide information to Council regarding the next phase of construction at Creekside/Brentwood Springs, as it relates to this project. There was no further discussion.

4. Town Code

Vice-Mayor Graham presented this item, providing a copy of the Town of Lovettsville's Town Charter for Council review; Ms. Graham explained that she used this document to compare with Round Hill's Code in her review. A summary of Vice-Mayor Graham's comments was also provided. The Vice-Mayor suggested that Council discuss this issue further at a future Council Work Session. Town Attorney Gilmore reported that a company, Community Code Corporation, has been contracted with by other municipalities to update their town codes, and suggested that it may be wise to obtain a quote from them; Ms. Gilmore provided an overview of the services provided by this company. Councilperson Lyne suggested that this topic be discussed further at the upcoming Strategic Planning Meeting. Mayor Ramsey stated that Council should decide more definitively what it wants to do in an update of the Town Code; he requested that Vice-Mayor Graham provide an overview of changes to consider to the Town Code. Mayor Ramsey also stated that it would be best if the Town's Code was in-line with the County's code, as much as possible. It was the consensus of the Council that this issue be discussed at the fall Strategic Planning Meeting.

IN RE: ACTION ITEMS

1. Appointment of New Planning Commission Member (Beth Caseman)

Town Administrator Nicholson explained that, due to a family emergency, Ms. Caseman was unable to attend this evening's meeting. Town Planner/Zoning Administrator Hynes explained the process undertaken in filling this position, noting that she believes Ms. Caseman will "be a good fit" on the Planning Commission, and requested that this appointment be made as there are now further vacancies on the Commission. Ms. Hynes noted that Ms. Caseman's resume and application were included in Council Members' packets for review. Councilperson Lyne moved **that the Town Council appoint Beth Caseman to the Planning Commission**; Vice-Mayor Graham seconded the motion, and suggested that the term of office for this appointment be provided. It was noted that this

term expires in December 2019. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Evers, Hummel, and Minshall absent. The vote is recorded as follows:

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

Mayor Ramsey stated that Beth Caseman is hereby appointed to the Planning Commission.

Town Planner/Zoning Administrator Hynes asked that the Boy Scouts in attendance this evening be recognized; it was noted that they were in attendance to fulfill some of the requirements for a merit badge.

2. Ordinance 2018-03 – Amendments to the Town Tax Ordinances

Town Attorney Gilmore explained that this Ordinance was the subject of the Public Hearing held at the beginning of this meeting. Vice-Mayor Graham moved **that the Round Hill Town Council adopt Ordinance 2018-03, Amendments to Codify Ordinances of the Town of Round Hill, Virginia, Chapter 21 – Taxation, with said amendments to become effective fourteen days after adoption of this Ordinance.** Councilperson Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Evers, Hummel, and Minshall absent. The vote is recorded as follows:

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

Mayor Ramsey stated that Ordinance 2018-03 is hereby approved.

3. Yatton Road Water Loop Contract

Town Administrator Nicholson presented this item, noting that it was discussed at the last Council Meeting. Mr. Nicholson provided background information on the project, and stated that the company being recommended has previously worked for the Town. Mr. Nicholson also reported that the company's references were checked and were all good. Mayor Ramsey pointed out the area in which this work will take place on a map of the Town, and provided additional information on the project and its scope. Vice-Mayor

Graham then made a motion **that that Yatton Loop Project be awarded to Fuog/Interbuild, Inc., for the total bid price of \$540,911.75**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Evers, Hummel, and Minshall absent. The vote is recorded as follows:

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

Town Administrator Nicholson stated that he will inform the company of the award of the project. Mr. Nicholson also noted that this work will require periodic road closures, and that residents in that area will be notified.

4. Resolution of Support for County Conservation Easement Program

Mayor Ramsey explained that a request was made by Blue Ridge Supervisor Buffington for support of this proposed program. Mr. Ramsey further explained that Mr. Buffington has proposed to the Board of Supervisors that the County institute this program, which would help fund the preparation of conservation easement applications. Town Planner/Zoning Administrator Hynes noted that a copy of the Resolutions made by the Town of Hillsborough and the Town of Middleburg have been included in Council Members' packets. Councilperson Lyne then moved **that the Town Council approve the Resolution for the Town of Round Hill to support Loudoun County Financial Assistance for Conserving Land, Resolution 2018-08**; Councilperson Allen seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Evers, Hummel, and Minshall absent. The vote is recorded as follows:

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

5. United States Croquet Association Southeastern Tournament

Town Planner/Zoning Administrator Hynes presented this item. Ms. Hynes provided background information on the tournament and explained that a citizen proposed to the Association that its tournament be held here. Ms. Hynes further explained that, in conjunction with the tournament, a two- to three-day clinic would also be held. The Association has asked that the Town provide catering to the participants; however, it will

provide these services if Round Hill cannot. The tournament is slated for June 5 through 9, 2019. Town Planner/Zoning Administrator Hynes requested a small budget to be used for marketing purposes; Council recommended a budget of \$500.00. Town Planner/Zoning Administrator Hynes will inform the Association that its tournament may be held here, and will place press releases regarding the tournament. It was noted that Woodgrove Park and Niels Poulsen Park are the recommended locales.

IN RE: MAYOR & COUNCIL COMMENTS

Vice-Mayor Graham reported on the recently held TANV meeting, and noted an incorrect entry in the Town Council minutes regarding participants; the minutes should reflect that Round Hill, Hillsboro and Purcellville, not Middleburg, participated. The next meeting of this organization will be held Wednesday, November 14, 2018. Ms. Graham also noted that many residents are not aware of Niels Poulsen Park and its amenities. Mayor Ramsey and Town Planner/Zoning Administrator Hynes explained that the Town of Round Hill has not officially accepted the park; when this occurs, a grand opening event will be held. Ms. Hynes and Town Administrator Nicholson reported that a problem with drainage at the trail exists and, when corrected, will allow for Town acceptance of the park. Finally, Vice-Mayor Graham reported that, in the most recent trash collection, recyclables were collected with trash; this prompted complaints. Town Administrator Nicholson will deal with this issue.

Town Planner/Zoning Administrator Hynes reported that the Memorandum of Understanding for Sleeter Lake Park has been passed, and is in effect.

Councilperson Lyne reported that he observed a Town utility truck speeding on the road which leads to Sleeter Lake Park, stirring up a great deal of dust; Mr. Lyne requested that Staff be reminded of obeying the speed limit there. Town Administrator Nicholson will handle this issue.

Mayor Ramsey reported that things are going well with the opening and operation of Sleeter Lake Park. Mr. Ramsey noted that the Game Warden needs to be apprised of the rules of the park; Town Administrator Nicholson and Town Planner/Zoning Administrator Hynes will ensure that this is done. Vice-Mayor Graham raised the issues of vehicles being left in the boat launch area; Town Administrator Nicholson stated that No-Parking signs will be installed in this area. Town Planner/Zoning Administrator Hynes also noted that some issues still exist regarding easy access for handicapped/elderly patrons, and that Staff is working to address those issues. Town Administrator Nicholson reported that Staff is working with the RHOA in hiring a guard for the park; this process should be completed soon. It was noted that the grills at the park are being used. Town Planner/Zoning Administrator Hynes reported that construction of the boat storage racks is on-going. It was noted that someone has left a boat at the park; Mayor Ramsey requested that a notice be placed on that boat, with the warning that it could be impounded if not removed. Town Administrator Nicholson reported on the causes of delays in the installation of security cameras at Sleeter Lake Park; Mr. Nicholson also provided information on how that project will move forward.

Mayor Ramsey further reported the following:

- 1) There will not be a newsletter included in water bills this cycle.
- 2) The ribbon-cutting ceremony for Sleeter Lake Park will be held on September 15, 2018, with all Council Members invited to attend. Town Administrator Nicholson and Town Planner/Zoning Administrator Hynes provided the names of attendees and speakers for the event. Light refreshments will be served following the ceremony.
- 3) Michael and Lori Minshall, who currently hold seats on the Town Council and Planning Commission, respectively, have moved from the area; therefore, vacancies now exist on those two bodies. Town Planner/Zoning Administrator Hynes will advertise the vacancies. The process for filling vacancies was briefly discussed. It was also noted that Mr. Minshall has not yet officially notified the Town Council of his resignation; it will be ensured that he does so. Mayor Ramsey suggested that the date for submission of applications be set for October 15, 2018, with applicants considered at the November 1, 2018 Town Council Meeting.

There were no further comments.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:23 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary