

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
December 21, 2017**

The Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, December 21, 2017, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Michael Hummel
Frederick J. Lyne
Michael K. Minshall

Council Members Absent

Janet L. Heston
Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator
Melissa Hynes, Town Planner/Zoning Administrator

Others Present

Deputy LoPreto, Loudoun County Sheriff's Office
Deputy Moats, Loudoun County Sheriff's Office

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:32 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: COMMUNITY POLICING

Deputy LoPreto noted that both he and Deputy Moats will present information this evening. Deputy LoPreto reported that he met with a VDOT supervisor regarding speed limit signs on Main Street, per a request made at the October meeting. The Deputy noted that trees which were encroaching on the signs had been trimmed. During his meeting with the VDOT representative, it was decided that the area at the intersection of Main Street and Greenwood Avenue would be revisited in the spring; it is hoped the construction taking place in that area will be largely completed by that time. When the area is visited again, decisions will be made regarding the placement, and possible addition, of signs.

Deputy Moats then provided his report. Deputy Moats stated that he has been working with the State's Detective on a number of cases, one of which was centered around the property at 22 Longstreet Avenue. Deputy Moats explained that, for approximately the past five years, the property has become "an eyesore," and there has been a lot of criminal activity occurring at the property. It was recently published that a victim of fraud lived at the address; Deputy Moats reported that, actually, the suspect who committed the fraud was living there. Deputy Moats reported that the suspect bought an X-Box system through Craig's List; the credit card information for the previous owner of the device was still on the device and was accessed by the suspect when he attached the device to his television. The suspect used that information to buy additional properties. Another resident at the property had served a sentence in the State penitentiary for narcotics activity. An occupant of the property was also a suspect in some recent burglaries; he was ultimately tied to those instances, and charges were filed. Deputy Moats reported that the illicit activity at the property should not occur in the future, as those residents have been evicted. Mayor Ramsey asked to clarify if the residents were renting, or owned the property; Deputy Moats explained that the owner of the property had passed away, but that relatives of the deceased owner continued to live there without the benefit of a lease, and that the property was actually owned by another out-of-state relative. Improvements have since been made to the property, and the house has been placed for sale.

Deputy Moats reported that he was also involved in another incident in Round Hill, which occurred last month. The Deputy was driving back to the substation when he saw a Sergeant from the Department waving him down from the side of the road; upon stopping, he discovered that the Sergeant was taking a person into custody. That suspect had entered a home left unlocked by a real estate agent; the homeowner was upstairs and caught the suspect in his kitchen. The suspect fled the scene but was caught soon after. Criminal charges have been filed, but the case has not yet been finalized in court. Deputy Moats reminded those in attendance to lock their doors, noting that we live in a safe area, but that it only takes one individual, on one particular night, to cause problems. In response to a question from a Council Member, Deputy Moats stated that the suspect claimed to live in Lake Point; however, it is uncertain if that is accurate. Deputy Moats stated that this was a good apprehension, which happened within twenty minutes of the time of the occurrence. Council asked if this incident was placed on Loudoun Alerts; it was noted that it may not have been, as it occurred so quickly, and that it is not possible to post all incidents that system. Vice-Mayor Graham noted that she tried to use the Sheriff's Office website to report property left on a street but couldn't determine how to do so. Deputy Moats replied that the system is set up in a similar manner nationwide, to facilitate FBI use of the information.

Council thanked the Deputies; a Merry Christmas was wished by all.

IN RE: ROLL CALL

Mayor Ramsey stated that, with all Council Members present, excepting Councilpersons Heston and Prack, and the Mayor present, there is a quorum.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Vice-Mayor Graham made a motion **that the Agenda be adopted**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

a. November 2, 2017 Town Council Work Session Minutes

Vice-Mayor Graham provided the following corrections: on page two, in the sixth line from the bottom, in the **Public Comment** section, the word *life* should be *live*; on page three, in the twenty-third line, the phrase reads *...was requiring her to correct drainage problems in the area*, however, Ms. Albright said *...was requiring her to correct drainage problems in Round Hill*; on page three, in the sixth line from the bottom, the word *Mr.* should be *Ms.*; and, on page four, beginning in the twenty-third line, in the phrase *...Ms. Graham stated that he never expressed to her a desire to build an addition* should also include *...the owner was able to build a deck in the rear*. Councilperson Hummel noted that, on page five, under the **Utility** section, **Yatton Road Lots** subsection, the first bulleted item should read, *The owner of the lots will bring to the Town a plan for a private main at the site*; the word *lane* was used in the sentence as it appeared in the minutes. Mr. Hummel noted that, on page six, under the **Administration, Communication & Technology** section, the **County/Town Consolidated Billing MOA** subsection, in the third bulleted item, the County Treasurer's name is misspelled, and should be *Zurn* not *Zern*. On page nine, under the **Land Use** section, the **Parcel Research** subsection, in the first bulleted item, a *spreadsheet* was created, not a *map*, as noted (Mr. Hummel stated that Mr. Christensen created a map using that spreadsheet). Additionally, Mr. Hummel asked for clarification of the sixth bulleted item in that section; Mayor Ramsey, who made the original statement, clarified that he requested title reports be obtained only for Town properties which the Council has agreed to investigate selling. Also, on page nine, under **Mayor and Council Comments**, the second bulleted item states, *Mayor Ramsey stated that he will try to complete the Study for review...*; Mr. Hummel requested, for clarity, that the Study be more fully explained/defined. Mayor Ramsey explained that the statement deals with a letter to residents, written regarding the BLA, rather than a Study.

Vice-Mayor Graham then made a motion **that the minutes be approved, as corrected**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-1, with Councilperson Minshall abstaining, and Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF THE CONSENT AGENDA

There were no Consent Agenda Items.

IN RE: BUSINESS ITEMS

There were no Business Items.

IN RE: ACTION ITEMS

1. 2018 Town Council Work Session/Regular Meeting Schedule

Town Planner/Zoning Administrator Hynes presented this item, referencing the 2018 Town Council Work Session/Regular Meeting Schedule included in Council Members' packets. Ms. Hynes explained that Staff schedules any time off requested around meetings and preparation of packets; ensuring that the schedule is workable aids in that scheduling. Ms. Hynes noted that the Council Work Session for July is scheduled for July 5th; she asked that Council consider if members may be absent, impacting the presence of a quorum, and if that meeting should be rescheduled. Additionally, Ms. Hynes noted that the meeting scheduled for January 4th would follow the holiday closure of the office for two days of the previous week, which would impact preparation of packets; Council was asked to consider cancelling that meeting. Mayor Ramsey asked if Council objected to holding over any items for discussion until the meeting of January 18th; there was no objection. Town Administrator Nicholson also reminded Council that this item is for discussion at this time; a Resolution for adoption of the finalized schedule will be presented at the next Town Council meeting. Council then discussed the possibility of rescheduling the Work Session scheduled for July 5th; it was decided to take this issue up again at the next Council meeting. Mayor Ramsey stated that the January 4, 2018 meeting will be cancelled.

2. Purchase of Sleeter Lake Park Furnishings

Town Planner/Zoning Administrator Hynes presented this item, noting that it was previously discussed at a Work Session. Ms. Hynes explained that the benches placed at the park will be memorial benches, with the name inset rather than attached with a wire. Vice-Mayor Graham suggested that there be more than one ADA-compliant picnic table;

Ms. Hynes stated that purchasing an additional one to two ADA-compliant tables next summer is planned. Ms. Hynes also noted that some of the planned eight to nine total tables will be placed in areas which are not easily accessed by people who would use an ADA-compliant table. Town Administrator Nicholson suggested that Vice-Mayor Graham visit the site, to see where the tables will be placed. Ms. Hynes noted, in response to a question from Mayor Ramsey, that tables will not, for now, be placed in the pavilions; however, Ms. Hynes stated, the tables are moveable. Mayor Ramsey suggested that only half of the number of tables planned be purchased at this time. Councilperson Minshall asked if the tables will be anchored; Town Planner/Zoning Administrator Hynes stated that they will. Mayor Ramsey reiterated his suggestion that fewer tables be purchased now, with it being decided to purchase six, providing two tables for each picnic area. Vice-Mayor Graham asked about boat racks; Mr. Nicholson and Ms. Hynes stated that they will be built, rather than purchased, and that this possibly will be an Eagle Scout project. Ms. Graham asked when the public will be notified of the rental fee for those racks; Ms. Hynes stated that that will be done after the racks have been built and installed. Councilperson Hummel noted that he conducted a price comparison for this equipment with other companies from which tables, etc., have been purchased in the past, and that these are very good prices. Mr. Hummel also reported that this company furnished equipment for the tot lot at Creekside, and they did an outstanding job. Mr. Hummel stated that he just met the representative of the company and was highly impressed; Ms. Hynes stated that we are lucky to have them to do all three of the Town's parks. Following this discussion, Town Planner/Zoning Administrator Hynes asked to clarify that, for now, one ADA-compliant table and five regular tables are to be purchased; it was noted that that is correct. There was further discussion of ADA-conformity, and access at the park for wheelchair users. The number of tables (six rather than ten), and the price for the equipment to be included in the motion were briefly discussed. There was also brief discussion of the number of trash cans to be purchased at this time, with it being decided that three are sufficient, as more can be ordered if needed. Councilperson Hummel asked if there will be a sign for the park installed at the highway; Town Planner/Zoning Administrator Hynes stated that she was unsure and would need to check with County representatives regarding this item. Vice-Mayor Graham then made a motion **that the Town Council approve the purchase of park furniture, as discussed, with the change from nine picnic tables to six picnic tables, not to exceed \$18,000.00**; Councilperson Lyne seconded the motion. Mayor Ramsey asked to clarify that this sum will come from the General Capital Budget; Town Administrator Nicholson stated that it will. Town Planner/Zoning Administrator Hynes reported that she recently met with County Staff, and the cost for mowing at the park is to be included in the County's budget. It was noted that Council will discuss a grand opening for the park at its January meeting. There was no further discussion. A vote was then held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

3. Schedule Public Hearing for Yatton Road Rezoning

Councilperson Hummel presented this item, reviewing discussion of the proposed zoning for this property held at the last Town Council meeting. At that meeting, it was suggested that the Planning Commission consider modifying the R-1A zoning currently in existence for use at this parcel. Mr. Hummel reported that Staff and the Planning Commission agreed with this suggestion. Mr. Hummel explained that Town Planner/Zoning Administrator Hynes will draft the final wording for R-1A and will present this information to the Planning Commission at its next meeting; that meeting will be held prior to the public hearing. Ms. Hynes and the Planning Commission chose Thursday, January 18, 2018, at 7:00 p.m. (prior to the Regular Town Council Meeting), as a tentative date for the public hearing, subject to Town Council approval/agreement. Mayor Ramsey clarified the order for the proceedings, as follows: the Joint Public Hearing will be held beginning at 7:00 p.m.; a Planning Commission meeting may be held, if desired, immediately following the public hearing, at which time it may make its recommendation regarding the rezoning; the Town Council will then hold its Regular Meeting, at which discussion may take place regarding Council approval of the rezoning. Councilperson Hummel clarified that the purpose of the public hearing is to rezone the four Yatton Road lots to R-1A category. Mr. Hummel reported that Town Attorney Gilmore reviewed sections of the document which Vice-Mayor Graham was concerned constituted a potential conflict; Mr. Gilmore found no conflict in the sections in question. Town Planner/Zoning Administrator Hynes explained that the zoning on the twenty-acre parcel allows for one housing unit per acre, but the minimum lot size of 12,500 acres would allow for clustering of development and the provision of open space on a portion of the property. Mayor Ramsey also noted that a lot may not be created unless it fronts a public street. Further discussion of this issue ensued, with the Town Planner/Zoning Administrator and Councilperson Hummel providing further information. Mayor Ramsey asked about notification of adjacent property owners; Town Planner/Zoning Administrator Hynes stated that Certified Letters will be sent. Mayor Ramsey asked if the property has been posted; Ms. Hynes stated that she will ensure that it has been. Mayor Ramsey asked Councilperson Hummel to inform the Planning Commission that the Joint Public Hearing will be scheduled for January 18, 2018, and that time will be provided for a Planning Commission meeting immediately after the hearing, if desired.

4. Liquid Engineering Interior Tank Refurb

Mayor Ramsey noted that there are three separate purchases for Council to consider this evening, and asked to clarify which items require Committee approval and which require Town Council approval; Town Administrator Nicholson explained that the liquid engineering requires Committee approval, while the 719 Lift Station generator replacement and nitrate probes require Council approval. Town Administrator Nicholson then referenced the memorandum included in Council Members' packets which deals with this item, explaining that Town Engineer Lane put forth in the memo the scope and cost of the work. Mr. Nicholson further explained errors which had occurred in the advertisement, and that a budget amendment will not be needed as funds are available in the Yatton Road Loop portion of the budget to cover this work. Mayor Ramsey elaborated upon this, stating that this will be dealt with by a line-item adjustment which will not affect anything which was advertised, as the advertised budget contained only the roll-up number. In response to a question from Councilperson Lyne, it was explained that this line-item adjustment is possible because the Yatton Road project is not yet ready to go to construction. Mayor Ramsey also explained that a smaller total amount was accidentally included in the advertisement, although the projects were correct as advertised. Mr. Ramsey also noted that the Town is not spending even the smaller number incorrectly advertised, therefore the budget will not need to be increased. Discussion ensued regarding the process which would be necessary, if it was decided to omit the last two of the three projects which were advertised, and which are under consideration this evening. Town Administrator Nicholson reported that completion of all three projects has been recommended by the Town Engineer. Mr. Nicholson explained that the liquid engineering has been recommended to fix areas inside the Evening Star tank affected by welding done when the corral was placed on the structure; this is being done to avoid use of less effective equipment at that site, and as construction of the new south tank is still some time in the future. Mayor Ramsey asked if any additional work will be needed on this tank, or if this will cover the three-years' time-frame until it is expected the new tank will be built; Mr. Nicholson stated that no additional work will be required. This item requires committee approval. Following this discussion, Vice-Mayor Graham made a motion **to approve the spot-repair work for the inside of the Evening Star Drive and Stoneleigh water tanks, in the amount of \$19,500.00**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

5. 719 Generator

Town Administrator Nicholson presented this item, explaining that a vote by the entire Town Council is required, as the expenditure exceeds the \$35,000.00 bench mark. This is for the purchase of a replacement generator at the Route 719 Lift Station. Mr. Nicholson stated that this represents a critical piece of equipment for the site, and will replace the old generator currently in place. There was brief discussion of the use of temporary generators, which, Mr. Nicholson noted, would work at well sites, but are not appropriate for use at the lift station. Vice-Mayor Graham made a motion **for the purchase of the Caterpillar Generator for the 719 Lift Station from Carter Machinery Company, Inc., in the amount of \$38,217.31**; Councilperson Lyne seconded the motion. Councilperson Hummel noted that the two totals provided in the information in the packets do not quite match; Mayor Ramsey explained how that occurred. Councilperson Lyne asked if this was the only bid received by the Town; Vice-Mayor Graham noted that it was not. Town Administrator Nicholson explained that the National Joint Purchasing Agreement website was used to solicit these bids, and this bid was recommended for approval by the Town Engineer. A vote was then held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

6. Nitrate Probes

Town Administrator Nicholson presented this item, reporting that purchase of these probes will enable the Town to remain in compliance with the Department of Environmental Quality's ever-tightening regulations. These probes will allow for more accurate readings. Vice-Mayor Graham made a motion **to approve the purchase of nitrate probes from Delta Systems Environmental, in the amount of \$58,520.00**; Councilperson Lyne seconded the motion. Mayor Ramsey asked if these are the only probes being considered; Mr. Nicholson stated that they are, as these items are generally sole-sourced. Mayor Ramsey stated that he wants to see these probes when they arrive; Town Administrator Nicholson stated that a visit to the facility at that time can be arranged. There was no further discussion. A vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

7. Lake Ridge Performance Bond Release

Town Planner/Zoning Administrator Hynes presented this item, noting that she has been working on this process since February. Ms. Hynes explained that Council will decide upon the bond release, and will review the proffers from the Lake Ridge Estates neighborhood; this represents the first set of proffers for physical improvements in the Town of Round Hill. Town Planner/Zoning Administrator Hynes explained that Councilperson Hummel assisted her with the bond release process; Ms. Hynes and Mr. Hummel then provided a review of the items included in the bond release. Stantec completed a review and has provided a letter by which they recommend the bond release. Ms. Hynes stated that a Maintenance Bond will be put in place, and explained how the amount of this bond will be determined; this amount will reflect that VDOT will provide the maintenance bond for the streets in the subdivision. Ms. Hynes reported that she has discussed the process being undertaken for the maintenance bond with the Town Attorney, VDOT, and others, and stated that this process is unusual, but allowed. Ms. Hynes stated that the developer has requested a maintenance bond of \$73,950.00; however, she was not comfortable giving them permission to put the bond together in this manner without first consulting Council. Councilperson Hummel explained how the bond release is tied to the proffers, noting that the County must certify that the proffers have been met prior to allowing for the bond release. Town Planner/Zoning Administrator Hynes reported that the proffers have been met, with the exception of two small items. A brief history of the development, and the proffers required, was presented by Ms. Hynes. The following proffers were reviewed: 1) the installation of a sidewalk along Route 719; 2) all houses facing Route 719 were constructed with front porches; 3) sidewalks on both sides of the three internal roads were constructed; 4) all windows, except for the rear elevation, were required to have shutters, which were installed; 5) the public trail required by the Town Council in a 2013 Resolution has been included; 6) the Town Entrance sign was placed in the VDOT right-of-way, as requested; 7) the rock walls were retained/reconstructed, as required; 8) the homes facing Route 719 were not allowed to have access via Route 719, so Winesap Apple Alley was constructed in the rear of those properties to allow access, and will be maintained by the HOA; and, 9) the off-site trail was constructed. Ms. Hynes explained that two proffers didn't go as planned – the entrance feature, and the connecting trail; however, steps were taken to meet these proffers in an alternate manner. Ms. Hynes also reported that she is working to have a school bus stop located in the neighborhood. Town Planner/Zoning Administrator Hynes reviewed items required from the developer, which were met; information regarding these items were included in Council Members'

packets. Councilperson Hummel reported that he will work with Ms. Hynes, VDOT and Dominion Energy regarding the possibility of using different streetlights in the development, as the lights currently in use are too harsh. There were no questions from Council regarding this presentation. It was noted that the Performance Bond will not be released until the Maintenance Bond is in place. Councilperson Lyne then moved **that the Round Hill Town Council approve the Bond Release Request made by KHovnanian Homes for the Lake Ridge Estates Neighborhood for the release of the remaining bond issued by Aspen American Insurance Company in the amount of \$2,139,000.00, on the condition that the Developer post a satisfactory one-year maintenance bond that is the equivalent of 5% of the original bond and is less than the cost of a one-year maintenance bond for the VDOT accepted roads (\$73,950.00). KHovnanian Homes is also required to pay any outstanding fees to the Town of Round Hill.** Councilperson Minshall seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0-1, with Vice-Mayor Graham voting no, and Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the motion is approved, and the bond shall be released upon receipt of the maintenance bond. Mr. Ramsey congratulated Ms. Hynes for all her work in getting the proffers "to the finish line."

IN RE: DEPARTMENTAL REPORTS

1. Planning Commission

Councilperson Hummel presented this report, highlighting the following items:

- The Planning Commission has worked on the R-1A zoning district; information was presented earlier this evening regarding this item.
- Work continues on the Zoning Ordinance Text Amendments for accessory apartments, accessory homestays, bed and breakfasts, boutique hotels, country inns, family caregiver suites, nursing homes and assisted living facilities.

2. Town Planner/Zoning Administrator

Town Planner/Zoning Administrator Hynes noted that her report has been provided in writing and asked if there are any questions. Ms. Hynes noted that information regarding work on providing a new office space for the Planner/Zoning Administrator was not included in the report, but that efforts are underway to provide that office with furniture and carpet. Ms. Hynes also asked for submissions of artwork for the Appalachian Art Trail

Art Show; the deadline for submitting art is January 23, 2018, with prior notification to Ms. Hynes that a submission will be made. The show will be held at the Round Hill Arts Center in February, with a reception planned for February 11th. It was noted that the art will be displayed for the show, and then returned to the artists. Ms. Hynes stated that she hopes to involve the schools in this effort next year.

3. Town Administrator Report

Town Administrator Nicholson stated that his report is included in Council Members' packets. Mr. Nicholson also reported that a meeting was held today, with County and Town representatives in attendance, regarding the Main Street Enhancement/Franklin Park Trail Projects Memorandum of Understanding; he believes the MOU will be presented to the Town Council in January. It is hoped that bid packages will go out in April, if the projects remain on-schedule, with a July-August date for the start of construction possible. A special Town Council meeting may be held regarding the MOU, if needed. There was discussion of who will be responsible for approval of the bid package, with Mr. Nicholson stating that that is being determined by the attorneys at this time. Mr. Nicholson commended the Council for approving the hire of Project Specialist Lohr, noting that he has been doing a good job in keeping this process moving.

Vice-Mayor Graham requested that the Agenda include the tab numbers under which information for discussion is found. It was noted that that information is usually included but was inadvertently omitted on this Agenda.

4. Mayor's Report

Mayor Ramsey reported that he met with the HOA and their attorney regarding the potential well site; this was an informal discussion. Mr. Ramsey stated that an offer was made, which the representatives of the HOA were encouraged to discuss. Mayor Ramsey stated that, if negotiations are not possible, the site may be pursued through the condemnation process; however, the Town would prefer to negotiate. The Town's estimate of the value of the well-site was provided. Mayor Ramsey suggested to the Council that, if an agreement is not reached, a "cooling-off" period of approximately one year be pursued, as negotiating with the HOA is preferred. The HOA requested particulars regarding the site plan; Mayor Ramsey stated that he wants to provide the HOA as much control of the appearance of the site as is possible.

IN RE: COUNCIL COMMENTS

Councilperson Hummel reported that the Town Administrator arranged a tour of Town facilities for him, during which her "learned a lot;" Mr. Hummel thanked Mr. Nicholson for the tour. Mr. Hummel also reported that the Davenport family is moving into their home tomorrow (the HeroHome project). The Mayor and several Council Members wished everyone a Merry Christmas and Happy Holidays. Mayor Ramsey noted that the decorations at the Town Park look great, and it will be ensured that Mr. Larsen is thanked for his efforts.

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 and real estate matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1) and §2.2-3711(A)(7), with Town Administrator Nicholson invited to attend;** Councilperson Hummel seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Absent
Michael B. Hummel	Aye
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 9:16 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 _____ seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Town Council voted to exit Executive Session at 9:45 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 _____ seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:46 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary