

**ROUND HILL TOWN COUNCIL
MINUTES
of the
REGULAR MEETING
March 21, 2019**

A Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, March 21, 2019, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Amy E. Evers
Melissa Hoffmann

Council Members Absent

Michael B. Hummel
Frederick J. Lyne

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Rob Lohr, Project Specialist
Lauren Runyan, Town Planner
Sue Holland, Town Treasurer
Maureen Gilmore, Town Attorney

Others Present

Deputy Victor LoPreto, Loudoun County Sheriff's Office
Mrs. LoPreto
Captain Allman, Loudoun County Sheriff's Office
Marie Schuller, Comcast
Clinton Chapman
Gil Paist
Deputy Fornwalt, Loudoun County Sheriff's Office

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:34 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Roll call was held; with Mayor Ramsey, Vice-Mayor Graham, and Councilpersons Allen, Hoffmann, and Evers present, a quorum was established.

IN RE: COMMUNITY POLICING SPECIAL PRESENTATION

Vice-Mayor Graham, in making a motion, presented the *Resolution in Appreciation of Deputy Victor LoPreto's Service*, as follows:

**TOWN OF ROUND HILL
Resolution
IN APPRECIATION OF
DEPUTY VICTOR LOPRETO'S SERVICE**

Resolution 2019-04

PRESENTED: March 21, 2019

WHEREAS, Deputy Victor LoPreto joined the Loudoun County Sheriff's Office in 2007 and was selected as a Community Resource Officer in 2012, and

WHEREAS, Deputy LoPreto has enthusiastically taken on many activities to interact positively with the youth of Loudoun County including preparing and giving Boy Scout tours, and

WHEREAS, Deputy LoPreto was responsible for the preparation of Community Resource Training PowerPoints for other officers and the Citizens Academy, and

WHEREAS, Deputy LoPreto on many occasions made informative presentations, including hands-on radar/lidar demonstrations to citizens attending the quarterly LCSO citizen information meetings, and

WHEREAS, Deputy LoPreto would regularly provide the Round Hill Town Council with updates on local law enforcement activities, including loose cows and respond to citizen complaints at these Council meetings, and

WHEREAS, Deputy LoPreto participated in numerous civic events including parades and cooking grilled cheese sandwiches, and

WHEREAS, Deputy LoPreto has been formally recognized numerous times for his service.

NOW THEREFORE, be it resolved that the Town of Round Hill and the Round Hill Town Council thank Deputy LoPreto for his many years of service to the County and wish him the best in any future endeavors he may undertake.

ADOPTED THIS 21st DAY OF MARCH, 2019

Councilperson Hoffmann seconded the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Hummel and Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Resolution has been adopted; the Resolution was presented to Deputy LoPreto and photographs were taken.

Deputy LoPreto thanked the Town Council, and stated that it was a pleasure working for the Sheriff's Department and working with the Town, noting that Town Staff and the Town Council were very supportive of the Sheriff's Office. Deputy LoPreto stated that, "when you guys can help us, and we can help you, and everybody works together – that's what makes living in Loudoun County so great. Thank you all very much." Council Members, and those in attendance, thanked Deputy LoPreto.

IN RE: COMMUNITY POLICING REPORT

Deputy Fornwalt reported that the Sheriff's Office continues its traffic monitoring efforts in Round Hill, and noted that it has been quiet in the Town recently. Deputy Fornwalt asked for information regarding the schedule for installation of LED street lights; Mayor Ramsey and Project Specialist Lohr provided details of this program, and noted that installation will begin within a few months. Deputy Fornwalt spoke about a recent barricade situation in Lovettsville, which was resolved peacefully, and provided an update on an incident which occurred on Route 7 in neighboring Clarke County, which was quickly resolved. There were no questions for the Deputy. Deputy Fornwalt thanked the Council for its recognition of Deputy LoPreto, and for providing this time for his report. The Council thanked Deputy Fornwalt for his report.

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, with the deletion of the Executive Session.** Town Administrator Hynes requested that the *Yatton Loop Change Order* be added to the Agenda; Vice-Mayor Graham agreed to this addition, which will be heard as *Action Item #4*. Councilperson Allen seconded the motion. There was no further discussion of the motion. A vote was then held; the motion was approved 4-0, with Councilpersons Hummel and Lyne absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

1. Town Council Meeting of February 21, 2019

Mayor Ramsey and Town Administrator Hynes noted that it should be reflected that the Planning Commission held a special meeting; however, the *Special Meeting of the Planning Commission* section, as included on page three, should be stricken from the Town Council minutes and provided to the Planning Commission for its vote. Vice-Mayor Graham provided the following corrections: on page seven, under *Public Comment*, there is a typographical error; and, on pages sixteen and seventeen, Councilperson Lyne was included in the listed votes as voting *Aye*, he should have been listed as having been *Absent*. There were no further corrections. Vice-Mayor Graham then made a motion **to approve the minutes, with the corrections noted**; Councilperson Evers seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Hummel and Lyne absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Draft 2019 Water & Sewer Rate Study

Mayor Ramsey presented this item, stating that his goal is to have the report ready within the next two weeks for review, with formal adoption one month from now. Mayor Ramsey noted that the current Water and Sewer Rate Study was completed in March of 2015, and that the Town has followed those rates since that time. Mayor Ramsey explained that the Utility Reserves are above the level required by the Town's Fiscal Policy, and that one purpose of this study is to determine rates which, when put in place, will help return the Reserves to a level consistent with the Fiscal Policy. Mr. Ramsey also noted that the completion of CIP projects not being conducted under bond will also serve to lower the level of the Reserves. Mayor Ramsey stated that his study of the Availability Fees reflects the need for a slight increase. Mayor Ramsey stated that the Council should not be reticent about revisiting the rates, when it is felt that is needed, and noted upcoming projects which

could have an impact on the utility rates. Mayor Ramsey reported that the Utility financial condition is healthy, with strong reserves, and debt-servicing costs at seventeen percent of total expenses, which is in keeping with the Town's fiscal policy, and total debt at a level well below the limit set by policy. Mayor Ramsey stated that there is ample margin on all the fiscal policy indicators for the Utility Fund. Mayor Ramsey further reported that there have been increases in expenses, due in large part to increased costs for equipment and supplies. The updated study shows that water/sewer usage per household has dropped, and that revenues have remained mostly flat for the past three to four years; there has been an increase in the number of users.

Mayor Ramsey reported on capital improvement projects, noting that several smaller projects have been executed since the 2015 Study; however, a large project which has not yet been completed is the South Water Tank, which is now slated for completion in fiscal year 2021. Mr. Ramsey explained how the calculations were made in the study which take into account capital improvement projects slated for completion during the next five years.

Mayor Ramsey reported that the updated study takes into account an approximately sixteen percent increase in water availability and an approximately seventeen percent increase in sewer availability, for a combined availability increase of approximately ten percent. The updated study also shows that the operational costs for water have remained relatively flat, but the operational costs for sewer have increased steadily, to reflect a margin of approximately forty percent of costs being water-related and approximately sixty percent of costs being sewer-related; Mayor Ramsey suggested that the rates be adjusted to track the actual operating expenses.

Both "slow growth" and "fast growth" scenarios were considered in the study; Mayor Ramsey explained how these scenarios should be taken into consideration in adjusting utility rates. A comparison of Round Hill's rates to those of nearby municipalities was provided, with it being noted that most municipalities will keep rates the same or will raise them somewhat; the updated study provides Round Hill utility system users with a decrease in the cost of water, and an increase in sewer costs, with it being noted that most users, who receive both water and sewer, will see an overall slight decrease in rates.

Council Members indicated their agreement with the study, as presented; Mayor Ramsey explained that final numbers will be available in approximately two weeks.

2. Discussion of Cigarette Tax, Meals Tax & Transient Occupancy Tax

Town Administrator Hynes presented these topics, with the following items discussed:

Cigarette Tax – It was the consensus of the Council to keep the Cigarette Tax unchanged for the upcoming fiscal year.

Meals Tax – A draft Meals Tax Ordinance, for Council review, with a final document to be presented to the Council at an upcoming meeting. The objective, at this time, is to enact the ordinance, with a rate to be set at a later date. Discussion ensued regarding the manner in which this will be introduced to existing businesses, how this tax is collected by businesses, and projects for which these funds could be utilized.

Transient Occupancy Tax – A draft Transient Occupancy Tax Ordinance, which Town Administrator Hynes stated she hopes to have enacted for the coming fiscal year; this will be undertaken in the same manner as a Meals Tax, with a rate to be set at a later date.

IN RE: ACTION ITEMS

1. Comcast Franchise Agreement – Memorandum of Understanding (MOU)

Town Attorney Gilmore introduced this item, and provided to Council a copy of the final version of the MOU, agreed upon by she and Comcast's attorney. Mayor Ramsey stated that the Council is supportive of Comcast continuing to provide service to the Town, and is authorizing that service, even though there is not a current franchise agreement. Town Attorney Gilmore explained that the Board of Supervisors has adopted a resolution by which County Staff will begin negotiating cable franchise agreements with several providers. The County Attorney's Office has invited towns to participate.

Vice-Mayor Graham then moved **that the Round Hill Town Council authorize the Mayor to sign the Memorandum of Understanding with Comcast;** Councilperson Allen seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Hummel and Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey will sign the final copy of this agreement.

2. 2019-2021 Landscape Contract Approval

Town Attorney Gilmore presented this item, explaining that Utility Supervisor Feltner sought proposals for landscaping/mowing at Town properties, and was able to secure the proposal before Council this evening, from Wildwood Landscape. It was noted that this company is local, located at the intersection of Business Route 7 and Bell Road. Ms. Gilmore explained that she reviewed the contract, and had a very productive conversation

with Wildwood's representative. The contract proposal provides for a thirty-six-month term of service, with mowing costs to remain unchanged for each of the three years. Town Attorney Gilmore was able to negotiate the removal of an automatic renewal at the end of the contract's term, to allow for the Town to explore pricing options at that time. Mayor Ramsey asked if Staff and the Town Attorney recommend approval of the contract; it was noted that Town Staff does recommend approval, and that the Town Attorney requests authorization for she and the Town Administrator to finalize the contract, with terms which are acceptable. These terms include that Wildwood provide general liability insurance, that the Town be named as an additional insured, that Wildwood carry Workers' Compensation insurance in the statutorily required amounts, that a general "hold harmless" agreement be removed, and that it be ensured that Wildwood knows where the Town's underground lines are located. Vice-Mayor Graham asked if other bids were sought; Town Administrator Hynes stated that four bids were obtained. It was noted by the Town Attorney that Round Hill has thirty days to decide if the quality of work is acceptable, with payment made by the Town for work completed to that date. Discussion ensued regarding requests which may be made by the Town for additional areas of service, with it being noted that additional services are to be negotiated by the Town Administrator. Vice-Mayor Graham then moved **that the Round Hill Town Council authorize the Town Administrator and Town Attorney to finalize the completion of a mowing/landscape contract with Wildwood Landscape, for an annual price not to exceed \$45,000.00, subject to review by the Town Attorney;** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Hummel and Lyne absent. The vote is recorded as follows:

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

3. Resolution 2019-03: Intent to Amend Comprehensive Plan

Mr. Clinton Chapman, of the Stoneleigh neighborhood, in Round Hill, spoke, noting that the document under discussion was not available for public review prior to this evening's meeting; Mr. Chapman asked if he could comment prior to Council discussion. Mayor Ramsey stated that he would take Mr. Chapman's request under advisement, and asked if Council was amenable to reopening public comment, prior to a Council vote on the resolution; Council agreed with this request, with Mayor Ramsey noting that public comment would be heard if Council votes upon the resolution this evening.

Town Administrator Hynes then reviewed the changes made to the document, as requested previously by the Council, and explained the provisions specified to govern the Planning

Commission's work on this potential amendment. Ms. Hynes noted that the language requested in the amendment either currently exists in the Comprehensive Plan, or was previously discussed in the update of the Comprehensive Plan; the amendment provides for a reconsideration of inclusion of that previous language, for the three land bays under consideration. There was discussion of this proposed amendment, with some on the Council expressing some discomfort regarding it; the changes made to the amendment were again reviewed, and it was noted that a vote on the resolution this evening would simply direct the Planning Commission to review the amendment and return a recommendation to the Council. It was also noted that there will be additional discussion of the amendment, and that public hearings will be held. It was decided, following this discussion, to defer this item to the next Town Council meeting; it will be placed on the agenda at that meeting for a vote, and additional public comment will be heard at that time.

4. Change Order #2 for Yatton Road Water Loop

Project Specialist Lohr presented this item, noting that this project is ahead of schedule, and explaining the work which has been completed to-date. Mr. Lohr provided the three changes included in this request: 1) the location and repair of existing water service on Airmont Road; 2) piping modifications necessary to accommodate existing storm drainage; and, 3) installation of two valves on the Fallswood/Stoneleigh existing line and removal of a two-inch blow-off tap. Project Specialist Lohr explained that the first two items must be done, and that the third is an additional request by Utility Staff, with three options provided for completion of this work. Discussion ensued regarding the valve installation on the Fallswood/Stoneleigh line and removal of the blow-off tap, with it being noted that both Town Engineer Lane and Utility Staff recommend that this be done. Mr. Lohr explained that it would take approximately two to four hours to complete the work, with a forty-eight-hour lead time needed, so that residents can be informed of the interruption in water service; this work would be done on Wednesday or Thursday of next week. It was also noted that residents in the area would need to flush their lines following the installation of the valves and the removal of the tap, with the recommendation made that a credit be offered to these customers to compensate for costs they incur. Vice-Mayor Graham then moved **that the Town Council approve Change Order #2, with conventional valves installed, which will include a water outage for Fallswood; this Change Order will be \$17,280.00. Council further directs Staff to provide a \$50.00 credit to all affected utility users in Fallswood, to help mitigate the impact.** Councilperson Evers seconded the motion. Discussion ensued regarding the amount of credit authorized, with it being decided to reduce the amount of credit. Vice-Mayor Graham amended her motion to reflect a \$30.00 credit, reduced from the originally stated \$50.00 credit; Councilperson Evers, who seconded the motion, agreed to this change. There was no further discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Hummel and Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey called for a recess at 9:35 p.m.; the meeting was reconvened at 9:46 p.m.

IN RE: SPECIAL BUDGET WORK SESSION

It was decided to begin discussion with a review of the Draft FY2020 Utility Fund Capital Improvement Budget.

1. Comments on Draft of FY2020 Utility Fund Capital Improvement Budget

Project Specialist Lohr presented this item, providing a summary of issues previously discussed by Council, including replacement/repairs to the Route 719 Well building, removal of the existing trailer at the Waste Water Treatment Plant and its temporary replacement with a larger single-wide storage trailer, the development of a plan by the Town Engineer and Town Staff to address I&I issues and funding to address this issue, security measures to be considered, safety upgrades to be made, and upgrades to be made at the Waste Water Treatment Plant. Recommendations for upgrades at the WWTP, made by the Town Engineer, were provided to Council; it was also noted that, in the future, sufficient time will be allotted for Council Members to provide their input on these projects, prior to the beginning of budget discussions. Mayor Ramsey requested that a plan be developed for placement of a permanent structure at the WWTP, to replace the temporary trailer included in this budget. It was also requested that Utility Staff provide a list of uses for the requested additional space at the Waste Water Treatment Plant. Finally, Project Specialist Lohr reported that he will investigate the amount of land the Town owns at the WWTP. Mr. Lohr asked that Council Members call with any questions they may have, and noted that he would be happy to provide a tour of any facility to any Council Member who requests one.

2. Presentation & Discussion of Draft FY2020 General Fund Capital Improvement Budget

Project Specialist Lohr presented this item, providing a breakdown of projects included in this section of the budget.

Existing Projects include:

- 1) *The Main Street Enhancement Project* – work has been occurring on this project for several years and good progress is being made; multiple meetings have been held, and a request has been made of the County for additional funding.

2) *Sleeter Lake Park* – much time was spent during the past year in the effort to open this park. It was reported that additional development of the park will take place during fiscal year 2020; monitoring of the park during the summer months to determine usage will take place, with the information used to inform how to move forward with the park's development. It was also noted that the proposed position of lake monitor will be a joint effort between the Town and the Round Hill Owners' Association, with monitoring done during this first summer to help determine issues which may need to be further addressed.

3) *Street Light Replacement* – Project Specialist Lohr provided details on how this program will proceed. It was noted that most fixtures will contain 70-watt bulbs (which is the lowest wattage available); thirty-four of these fixtures will be installed this year, with the remainder to be installed during the 2020 fiscal year.

4) *Upgrades to the Town Park* – the new benches will be installed prior to the Hometown Festival, with the planned upgrades to the electrical service there to be completed in FY2020. The name plaques on the existing benches will be cataloged, with a determination made by Council, at a future date, of how these should be displayed.

5) *New Website Design and Upgrades* – progress has been made on this project; the majority of costs associated with this effort will be included in the FY2020 budget.

6) *Boundary Line Adjustments* – items related to this effort, which were included in the FY2019 budget, have been moved into the FY2020 budget. It was noted that another public information session may be held during the current fiscal year.

New Projects include:

1) *Storage Building at the Town Office* – this item was originally included in the FY2019 budget, for installation at the Town Park. However, it was decided to install the building at the Town Office; this will take place in FY2020.

2) *Survey of Town Office Property Lines* – installation of fencing will take place following this survey. Mayor Ramsey requested that the Deed of Gift for the Town Office property be reviewed in conjunction with this effort.

3) *Round Hill Pedestrian Improvements (the Round Hill Greenway)* – the purpose of this project is to provide linkage of trails/sidewalks, to further the goal of creating a walkable community. Town Administrator Hynes reported that Town Staff will work with The Berkeley Group to apply for grant funding for this effort.

4) *Rehabilitation of the Town Office* – it was noted that this project consists of a series of upgrades, which may be spread out over time, with urgently needed projects undertaken first. Project Specialist Lohr explained how funding will be provided to this effort from both the General Fund and the Utility Fund. Mayor Ramsey suggested that HVAC upgrades, and measures to waterproof the basement of the building, be undertaken in FY2020; repairs to the roof and siding may be slated for completion in FY2021, with a study done this year to determine the best corrective measures.

5) *Security Measures at the Town Office* – it was reported that two additional motion detectors are to be installed, which will augment existing security measures.

6) *Lighting/Fixtures at the Town Office* – the request has been made to install standard light fixtures at the Town Office, which will be in keeping with the history of the building.

Project Specialist Lohr explained that Staff wishes to begin the process of determining which capital improvement projects to undertake at the Council's fall retreat, and asked that Council Members provide any ideas/comments they may have regarding these issues.

3. Comments on Draft 2 FY2020 General Fund Operational Budget

Mayor Ramsey stated that he will send, via e-mail, information to Council Members regarding compensation for personnel, for their consideration prior to the next meeting.

The schedule for the budget process was discussed, with it being noted that the goal is for a final draft of the budget to be ready for a vote to proceed to a public hearing at the first Town Council meeting in April. Additionally, it was noted that an *Intent to Adopt* is to be prepared, for adoption of the tax rate, at the first April meeting.

Town Administrator Hynes provided a brief review of the work done on the General Fund Operational Budget, to-date. It was determined that Staff should consider, for review at the Council's fall retreat, a method by which the Town's BPOL rates could be more closely aligned to those of the County. Other items related to this budget were discussed; these included the Transfer Sheet, Reimbursables for Sleeter Lake Park, and part-time salaries. Town Administrator Hynes requested that any comments Council Members may have regarding the General Fund Operational Budget be provided to her, for use in preparing an updated document for the next meeting.

Tasks to be completed prior to next week's Council meeting were discussed; it was requested that an equalization spread sheet be provided, as the equalized rate is to be voted upon at the first April meeting. Mayor Ramsey also noted that General Fund Reserves should be examined, during a future fiscal year budget discussion.

IN RE: REPORTS

1. Planning Commission Report

Due to the late hour, it was decided to omit the Planning Commission report.

2. Town Planner & Town Administrator Report

Due to the late hour, it was decided to omit the Town Planner/Town Administrator report.

3. Mayor's Report

Due to the late hour, it was decided to omit the Mayor's report.

IN RE: COUNCIL COMMENTS

Vice-Mayor Graham reported that a design for lapel pins has been drafted.

Councilperson Allen asked if progress has been made on the banner proposed to congratulate Woodgrove High School teams for championships/honors won. It was decided that one banner will be created, to honor all award-winning teams/programs from the school; this recognition will take place at the Hometown Festival in May. Town Administrator Hynes stated that a banner will be ordered.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 11:20 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary