

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
February 7, 2019**

A Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, February 7, 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
Michael B. Hummel
Frederick J. Lyne

Staff Members Present

Melissa Hynes, Town Administrator, Town Planner/Zoning Administrator
Rob Lohr, Project Specialist

Others Present

Patrick Szabo, *Loudoun Now*

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:33 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Roll call was held; all members of the Town Council, and the Mayor, were present and a quorum was established.

IN RE: COMMUNITY POLICING

There was no Community Policing 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 approved, with the following changes: under Action Items, delete Item #3 – Equal Rights Amendment Resolution; and, under Business Items, add Item #9 – Community Police Officer Retirement.** Ms. Graham clarified **that the Executive Session is for discussion of personnel matters.** Councilperson Evers

seconded the motion. Councilperson Lyne requested that two items be added under *Business Items – Town Council Committee Structure*, and *Administrative Committee*. Both the motioner and the second agreed to this addition, with Mayor Ramsey noting that those items will be numbers ten and eleven, under Business Items. Town Administrator Hynes requested that *Business Item #7 – FY2019 Budget Discussion*, and *Item #8 – FY2020 Budget Orientation*, be combined into one item. There was no further discussion. A vote was then held; the motion was approved 6-0. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

1. December 20, 2018 Town Council Meeting

Vice-Mayor Graham noted that Councilperson Hoffmann's name is misspelled throughout the minutes, as *Hoffman* rather than the correctly spelled *Hoffmann*. Councilperson Evers noted that Planning Commission Member Stephan Evers' name is misspelled in one place, on page four, in the title of Action Item #1, and that *Stephen* is correctly spelled *Stephan*. There were no further corrections. Councilperson Lyne then moved **that the December 20th meeting minutes be approved, with the changes noted**; Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0-1, with Councilperson Evers abstaining. The vote is recorded as follows:

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

2. January 3, 2019 Town Council Meeting

Vice-Mayor Graham made a motion **that the minutes be approved**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 6-0. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Tree of Life Ministries Presentation

Town Administrator Hynes introduced this item, explaining that Tree of Life Ministries is interested in purchasing the Weona Villa motel property, and that the group's plans for the property will require the extension of Town utilities to the site. Ms. Hynes then introduced Mr. Paul Smith, who presented the Tree of Life Ministries proposal for the property. Mr. Smith began his presentation by noting that he is the founder and executive director of Tree of Life Ministries. Mr. Smith utilized a PowerPoint presentation to provide background information on the organization and its programs, indicating that the program began in 2008, when members of the Purcellville Baptist Church decided to dedicate ten percent of the giving to the church for the purpose of helping those in the community who are in need. Mr. Smith noted that the organization's programs have grown exponentially since that date, and include a food pantry, providing respite for families with special needs children, and providing help with housing and meals for those in need. Mr. Smith explained the group's current housing ministry, in which housing is provided at subsidized rates to women at risk for homelessness, and instruction and support with life skills is provided to those residents. Mr. Smith further explained that Tree of Life has entered into a contract to purchase the Weona Villa motel property on Business Route 7, which includes a one-hundred twenty day time-frame for conducting a feasibility study for the proposed use; that use, initially, will be to provide housing for senior citizens, with additional housing provided, at a later date, for special-needs adults. The plan includes the use of "micro cottages," some of which will be created from the existing motel building on the site, with others constructed on the existing acreage, for a total of twenty-eight cottages; the existing single-family home will be utilized for staff, and as a central meeting place for the community. Mr. Smith reported that the group has had preliminary dialogue with the County, and that County representatives are enthusiastic about the proposal. Mr. Smith noted that Tree of Life is aware the property is outside the current Joint Land Management Area, and wishes to work with the Town and the County to extend that boundary, and with the Town for provision of utilities to the site. It was noted that Tree of Life relies on donors for its funding, and that this proposal is somewhat different for them, as it would represent rentals that are long-term than at its current rental properties. In response to a question from Vice-Mayor Graham, it was noted that some residents may have vehicles on-site, but that it is hoped bus service could be provided by churches and/or the County. Mayor Ramsey spoke of existing trails in this area which connect to the Town, and suggested that Mr. Smith and Tree of Life provide a presentation regarding this plan to the Round Hill Owners'

Association, in an effort to obtain access from the property to these trails. There was discussion of aspects of this plan which may support ideas included in Round Hill's recently adopted Comprehensive Plan, although it was noted that this specific property is not included in the Comprehensive Plan. There was also discussion of whether support of this plan may set a precedent regarding any possible extension of utilities in other areas; it was noted that a Comprehensive Plan amendment would be required to allow the Town to extend utilities, and that the specific use would be included in that amendment, therefore a precedent would not be set. There was also discussion of if this proposal would be affected by the current update of the County Comprehensive Plan, and if the organization should try to complete its process in time to be included in the update; points-of-contact with County government were provided to Mr. Smith, in order for the group to investigate this issue further. The number of taps which would be required, if Town utilities are extended to the property, were discussed; it was noted that the property would not be subdivided, but rather, the non-profit would own the entire property. Mayor Ramsey asked Council Members how they feel about this proposal; all Councilpersons voiced support for the project. Mayor Ramsey encouraged Mr. Smith to continue to move forward with this plan. Mayor Ramsey also directed Town Staff to prepare a plan-of-action and an Intent to Amend the Comprehensive Plan for the next Town Council meeting. Mayor Ramsey suggested that Mr. Smith reach out to the president of the RHOA soon. Mr. Smith thanked the Council.

2. Hometown Festival Update

Vice-Mayor Graham provided a brief update regarding preparations for this year's Hometown Festival, noting that the date for the event this year is May 25th, and that a number of previous volunteers have again volunteered their time; however, Ms. Graham noted, there are still some volunteer positions to be filled. Vice-Mayor Graham also noted that Project Specialist Lohr has volunteered to assist with this year's festival.

3. Utility Department Update

Town Administrator Hynes noted that a written report has been included in Council packets; this report includes an update from Town Engineer Lane, Utility Supervisor Feltner's weekly update, and updates on staff – including the hiring of an operator trainee. In response to a question from Mayor Ramsey, it was noted that a recent sewer back-up occurred on private property, not Town property.

4. Quarterly Capital Improvement Projects Update

Project Specialist Lohr provided this report, beginning by explaining his role with the Town, and the format of this report, for the newest Town Council members. Mr. Lohr explained how this format helps keep projects on track. Project Specialist Lohr then provided information on the following:

The Main Street Pedestrian Project (also known as the Main Street Enhancement Project)

- There are a number of entities involved, which makes it difficult to keep this project on-track.
- The County understands that the Town wants this project to go out to bid in the next thirty to forty-five days. Both Stantec and Dewberry have been deemed conflicted, and will not be allowed to bid on the project.
- Meetings have been, and will continue to be, held in an effort to keep the project moving.
- VDOT has not allowed the Town to go to bid; it is hoped that the Town will receive VDOT's response to comments by the end of this month.

Sleeter Lake Park

- Many of the main items required for operation of the park have been completed.

Town Park Project

- Mr. Lohr has been working with Town Administrator Hynes in an effort to have new benches installed at the park prior to the Hometown Festival
- The site for the storage shed has been moved from the park to the Town Office site.

Virginia Department of Health Loan Program

- The deadline to file for a five-year loan through this program is April 2019; if Council agrees, Mr. Lohr will move forward on this item

Yatton Road Loop Water Main

- The pipe has been delivered, and is likely to be installed by the end of the month.
- A safety concern at the site, voiced by residents of the Fallswood area, has been addressed.
- A right-of-entry for construction was obtained, as the easement had not been secured.

SCADA Upgrades

- These have been completed.

Generator Installation

- Upgrades were made to the building at the site.
- Needed approvals from Stoneleigh were obtained.
- Electrical plans are being finalized.
- The generator should be installed in the spring of this year.

New Website Software and Design

- This project should be completed by the end of this fiscal year.

Boundary Line Adjustment

- This project has been delayed for approximately six months.

Street Light Replacement

- Dominion sent incorrect fixtures; Mr. Lohr is working to ensure that all correct fixtures are here prior to installation.

Project Specialist Lohr asked if there were any questions. Councilperson Lyne asked if the storage shed, to be installed at the Town Office property, is climate-controlled, as it is to be used for storage of documents; Mr. Lohr noted that it is not presently equipped with this feature, but that it can be added. Mr. Lohr explained that the immediate goal is to move documents and other items from the Town Office cellar, so that water/dampness issues may be addressed, and so that problems with the furnace may be corrected. Mr. Lohr also noted that some recent documents are being scanned, to allow for electronic storage, with planned scanning of older documents to occur at a later date.

5. Patriot Trash Contract Discussion

Mayor Ramsey began this discussion by noting that a letter was sent to Patriot by the Town, to which the provider responded; the Town Attorney has provided comments regarding this matter. Town Administrator Hynes noted that information regarding recycling requirements has been included in Council packets. Ms. Hynes provided the following possible resolutions to Patriot's poor provision of recycling services: 1) the Town could adopt the County's ordinance requiring recycling, and then request County enforcement of these requirements; 2) remain with Patriot until the end of the contract term; or, 3) try to nullify the contract with Patriot. It was noted that the Town's contract with Patriot does not specify what is done with recyclables once they are collected. Discussion ensued regarding the preferred method for resolving this problem. It was decided that the Town Administrator will contact Patriot, to determine if they will cancel the current contract; additionally, Town Staff will investigate contractual arrangements made, and costs undertaken, by neighboring communities for their recycling collection.

6. ZOAM-2018-02 – Restaurant Amendments (Draft)

Town Administrator Hynes presented this item, explaining that the most recent version of the document is included in Council packets, and that this zoning amendment will be advertised beginning this week, for a Joint Public Hearing to be held on February 21, 2019. Ms. Hynes noted that she attempted to simplify the section regarding *Tasting Rooms*, and suggested that Round Hill adhere to regulations for this use put forth by the Virginia Department of Health. Discussion then turned to *Mobile Food Trucks*, with Ms. Hynes stating that it should be ensured the use not impact parking requirements for the business. The Town Administrator explained that, at present, Round Hill does not have rules governing food trucks; the use was discussed, with suggestions/requests made that language be included in the amendment which would ensure that food trucks not be allowed to park overnight, that a *Definition* be provided, that it be ensured language throughout the document is consistent, and that a permit process be implemented which would allow businesses to observe extended hours, five times per year, for special events. Town Administrator Hynes stated that she would send a final copy of the document to Town Council and Planning Commission members prior to the public hearing.

7. FY2019 Budget Discussion

8. FY2020 Budget Orientation

Town Administrator Hynes stated that she will meet one-on-one with new Council members to discuss the budget process, with Town Council budget discussions to begin at the next Council meeting. Mayor Ramsey suggested that Council members review the budget information included in their packets.

9. Community Police Officer Retirement

Vice-Mayor Graham presented this item, noting that Loudoun County Sheriff's Office Deputy Victor LoPreto officially retired yesterday. Ms. Graham reported that the Deputy was presented with a replica of the Town Office as a gift, and asked if Council wished to present a Resolution to Deputy LoPreto; it was the consensus of the Council to do so. Vice-Mayor Graham and Town Administrator Hynes will prepare the Resolution.

10. Town Council Committee Structure

11. Administrative Committee

Councilperson Lyne presented this item. Mr. Lyne explained that, when Council went to a two meeting per month schedule, the first meeting of the month was to be a work session, centered around the previously existing committee structure, and with the Town Council serving as a committee-of-the-whole. Mr. Lyne provided a brief explanation of the previous committee structure for the new Council members. Councilperson Lyne stated that, as Chairman of the Administrative Committee, he would like to reconstruct the committee and meet outside of the regularly scheduled Town Council meetings, in order to efficiently address issues before the committee. Councilperson Lyne asked Council members how they would like to move forward with regard to Council committees. Discussion ensued, with Mayor Ramsey stating that it is helpful to have Councilpersons

who are well-versed in specific areas, and recommending that two-person committees be formed. Vice-Mayor Graham, Chair of the Utility Committee, explained that their meeting turned into a meeting with Utility Staff, which is held regularly. Town Administrator Hynes stated that it is helpful to have someone on the Council to take the lead on specific issues, but noting that this would not necessarily require regularly scheduled meetings. Councilperson Evers stated that it would be helpful to have a formal set of procedures for these committees, with Mayor Ramsey stating that the Town Council does have by-laws, and is supposed to operate using *Roberts Rules of Order*; Mr. Ramsey noted that the Council's procedure has become very informal, and that it may be helpful to revisit this structure. Mayor Ramsey suggested that items may be added to the meeting agenda, per a Councilperson's request, and that issues may be discussed during the *Council Comments* portion of the meeting; Mr. Ramsey stated that there is no wrong time to voice one's ideas. Council discussed how to move forward, with it being decided to constitute two-person committees, with ground rules provided, and that the committees should meet on a project-related basis rather than holding regularly-scheduled meetings, and that the chairs of each committee will be retained. It was also decided to return to the system of one work session and one regular meeting each month, following budget discussions.

IN RE: ACTION ITEMS

1. Change Order #1 – Yatton Loop Project (Project Scope)

Project Specialist Lohr presented this item, explaining that two Change Orders are being presented to Council this evening. Mr. Lohr noted that the contractor for this project has been procured and is on location. Mr. Lohr explained that, after approval of the proposal, the County returned with a requirement for a "super silt fence," rather than the silt fence previously approved; Mr. Lohr noted that the silt fence has not yet been installed. In response to concerns raised by Councilperson Hummel regarding the billing for the project, in which he noted irregularities, Project Specialist Lohr explained that the contractor proceeded with the change order without authorization; Mr. Lohr noted that he has spoken with the contractor regarding this, and stated that such an issue will not happen again. There was discussion of additional issues noted during this project, including holes at valve boxes on Hayman Lane and how these may be addressed, horizontal directional drilling at three street crossings and one creek crossing, a manhole lid adjustment on Yatton Road, and the request for a credit for the super silt fence. Vice-Mayor Graham then made a motion **that we approve the four Change Orders listed above for the Yatton Road Water Loop, in the amount not to exceed \$70,190.00, less a reasonable credit for the regular silt fence**; Councilperson Allen seconded the motion. Councilperson Hummel requested that an amendment to the motion be made, to ensure that a rock clause is included in the Change Order; both Vice-Mayor Graham and Councilperson Allen accepted this amendment. There was no further discussion of the motion. A vote was held; the motion was approved 6-0. The vote is recorded as follows:

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

2. Change Order #2 – Yatton Loop Project (Utility Projects)

Project Specialist Lohr presented this item, explaining that the following issues are involved: the removal of a concrete lid on the influent valve box at the Waste Water Treatment Plant; the installation of a pump around system at the Route 7 pump station; and, the installation of a pump around system at the Waste Water Treatment Plant pump station to the SBR basins. Discussion ensued, with it being decided to include the two pump around systems in the budget for the upcoming fiscal year, and to approve the vault cover replacement for the concrete lid on the influent valve box, with the costs to be covered by contingency funding.

3. Equal Rights Amendment Resolution

Mayor Ramsey explained that the State Senate approved this measure, but it died in committee in the House of Delegates; therefore, information regarding this issue is for informational purposes.

4. Electronic Meeting Policy

There was discussion of the logistics participating in a meeting electronically, with it noted that it would be conducted in the same manner as a conference call. Additionally, it was noted that residents would not be able to participate in this manner. Finally, it was noted that a quorum must be established based upon the number of Council members physically present. Mayor Ramsey explained that Town Staff and the Town Attorney Gilmore drafted this suggested policy, and that Council may decide whether to adopt the policy as presented, or change the policy. Vice-Mayor Graham then made a motion **the Town Council adopt the policy, as presented**; Councilperson Evers seconded the motion. Discussion of the motion ensued, with it being decided to increase the number of meetings for which it is permissible to attend electronically to six, to delete Item #4 of the policy requiring a delineation of reasons for attending electronically, and requesting that the word *suggested* be removed from the headings in the document. Both Vice-Mayor Graham and Councilperson Evers agreed to these changes. A vote was then held; the motion was approved 6-0. The vote is recorded as follows:

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

IN RE: REPORTS

1. Planning Commission Report

There was no Planning Commission report, as the meeting had been cancelled.

2. Town Planner & Town Administrator Report

Town Administrator/Planner Hynes provided a written report, and highlighted the following:

- Construction of the Southern Water Tank has been approved.
- Bank reconciliations for the past five months have been completed; this will allow for the Town's auditor, Mitchell & Company, to catch up on their quarterly reports to the Council, with the first to be presented at the February 21st meeting.
- A meeting with a representative of the Virginia Municipal League was held recently. This organization provides many services, including safety checks; a safety check of all Town buildings/properties was conducted, and recommendations for correcting problems was provided.
- The advertisement period for the open Town Planner position closed on February 4th, with approximately fifteen to twenty viable candidates identified. Letters will be sent to those not chosen, with in-house interviews to be scheduled for the remaining candidates. Mayor Ramsey requested that Planning Commission Chair Mirabal and Councilperson/Planning Commission Representative Hummel be invited to participate in the interviews. It was the consensus of the Council that Staff, the Planning Commission representatives noted previously, and the Mayor participate in these interviews, with a recommendation for a final candidate provided to the Council.

3. Mayor's Report

Mayor Ramsey reported on the following:

- He was unable to attend the most recent Coalition of Loudoun Towns meeting, at which the topic of discussion was the *Envision Loudoun* project (the update of the County's comprehensive plan).
- He will begin work on the Rate Study.
- He will work on a tap request to be made to RHI.

- He noted that illegal landfills have appeared throughout the County, including one across Business Route 7, outside of Hamilton, and across from the Park & Ride lot there. Mr. Ramsey will forward a link to a video regarding this issue to Council members. The Mayor noted that a loophole in the permitting process is being used to create these landfills.

IN RE: COUNCIL COMMENTS

Vice-Mayor Graham noted that a citizen of the Fallswood neighborhood has asked when the boundary line adjustment, which will bring that area into the Town's limits, will be effected; the citizen noted that he is in favor of the adjustment. Ms. Graham noted on-going issues with parking at the Round Hill Local Grocery; it was determined that no action will be taken at this time, as the construction associated with the Main Street Enhancement Project will alleviate those concerns. Finally, Vice-Mayor Graham suggested that, due to the length of this evening's meeting, the Executive Session be postponed; Council agreed to this suggestion.

Councilperson Evers noted that a lot adjacent to a home on New Cut Road is for sale; discussion ensued regarding this lot, its potential purchase by the County, and potential uses for the site. Town Administrator Hynes is to determine if the County is actually pursuing the purchase of the lot.

Councilperson Lyne asked if the Town Council should do anything proactively regarding the proposal made by Tree of Life Ministries for the Weona Villa property. Mayor Ramsey noted that Town Administrator Hynes will prepare a CPAM, and that he will draft a statement which will be provided to Council members. It was noted that the Mayor's statement will also be posted to the Town's website and Facebook page.

There were no further Council Comments.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 11:46 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary