

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
May 17, 2018**

The Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, May 17, 2018, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Janet L. Heston  
Michael B. Hummel  
Frederick J. Lyne (arrived at 8:36 p.m.)

**Council Members Absent**

Christopher J. Prack  
Michael K. Minshall

**Staff Members Present**

Buster Nicholson, Town Administrator  
Melissa Hynes, Town Planner/Zoning Administrator  
Robert Lohr, Project Specialist  
Maureen Gilmore, Town Attorney

**Others Present**

Clinton Chapman  
Charles Hors  
Donna Hors  
Tim Carmell  
Terrie Carmell  
Sarah Keelos  
Amanda Imthurn  
Jennifer Imthurn  
Jarrad Davenport  
Donald Allen  
Anita Salguero  
Jeremy Salguero  
David Hornbaker  
Tony Darrow  
Kara Santmyer

**IN RE: CALL TO ORDER & 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: ROLL CALL**

Mayor Ramsey stated that, with Vice-Mayor Graham, Councilpersons Heston, Hummel, and Lyne, and himself present, a quorum was established.

**IN RE: COMMUNITY POLICING**

There was no report.

**IN RE: PUBLIC COMMENT**

Mr. Tony Darrow, of the Villages of Round Hill, spoke, thanking the Council and the Town for its support of the Round Hill Community Garden in the past, and asking for continued support for this endeavor.

**IN RE: RESOLUTION JEREMY SALGUERO DAY – MAY 19**

Vice-Mayor Graham made a motion **that the Town Council adopt Resolution 2018-06, RESOLUTION OF THE TOWN OF ROUND HILL TO RECOGNIZE JEREMY SALGUERO.** Ms. Graham read the Resolution into the record: the Resolution highlighted the educational program provided by the Boy Scouts of America; explained the highest honor a Boy Scout can attain – that of the rank of Eagle Scout; and provided an overview of Jeremy's accomplishments as a Boy Scout and the work done on his Eagle Scout Project. Councilperson Heston seconded the motion. A vote was held; the motion was approved 3-0, with Councilpersons Lyne, Minshall and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey proclaimed May 19, 2018 Jeremy Salguero Day; a copy of the Resolution was presented to Mr. Salguero, and pictures were taken.

**IN RE: AMANDA IMTHURN DAY – JUNE 2**

Councilperson Heston made a motion **that the Town Council adopt Resolution 2018-07, RESOLUTION OF THE TOWN OF ROUND HILL TO RECOGNIZE AMANDA IMTHURN.** Ms. Heston read the Resolution into the record: the Resolution highlighted the emphasis on maturation and growth as a person, citizen, and leader, provided by the Girl Scouts of America; explained the highest honor a Girl Scout can attain – that of the Gold Award; and

provided an overview of Amanda's accomplishments as a Girl Scout and the work done on her Gold Award Project. Councilperson Hummel seconded the motion. A vote was held; the motion was approved 3-0, with Councilpersons Lyne, Minshall and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey proclaimed June 2, 2018 Amanda Imthurn Day; a copy of the Resolution was presented to Ms. Imthurn, and pictures were taken. This was followed by a presentation by Ms. Imthurn, in which she reviewed previous interaction with the Council in pursuit of her Silver Award, and provided a slide presentation of work done leading to her Gold Award.

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

Vice-Mayor Graham moved **that the Agenda be adopted, with the following amendment: addition of Business Item #7 – Status of the Waste Water Treatment Plant.** Mayor Ramsey suggested that discussion of ZOAM-2018-01, Text Amendment Package, be tabled until the next Town Council Work Session. This was agreed upon by the Council. Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Lyne, Minshall and Prack absent. The vote is recorded as follows:

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

**IN RE: APPROVAL OF MINUTES**

**1. Town Council Work Session of February 1, 2018**

Vice-Mayor Graham made a motion **to adopt the minutes of the meeting of February 1, 2018;** Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Lyne, Minshall and Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Absent

Janet L. Heston	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Absent

## 2. Town Council Regular Meeting of February 15, 2018

Councilperson Hummel noted that, on page six, in the second paragraph, under the Planning Commission report, the correct notation should read, *of increasing the Planning Commission membership from five to seven members*, rather than *from six to seven members*. There were no further corrections. Councilperson Hummel moved **to approve the minutes, subject to the change noted**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Lyne, Minshall and Prack absent. The vote is recorded as follows:

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

## 3. Town Council Work Session of March 1, 2018

Vice-Mayor Graham moved **that the minutes of the March 1, 2018 Work Session be adopted**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Lyne, Minshall and Prack absent. The vote is recorded as follows:

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

## IN RE: BUSINESS ITEMS

### 1. Terrie Carmell – Request for Waiver of Water and Sewer Availability Fees

Mayor Ramsey introduced this item, presenting the representatives in attendance in reference to this issue – Ms. Carmell, representing the Mackeys, previous owners of the subject property, and Mr. Hors, the current property owner.

Ms. Carmell spoke first, and thanked those present for the opportunity to bring the issue before the Council. Ms. Carmell stated that she is in attendance on behalf of the Mackeys, and read a statement that they prepared for presentation to the Council. In the statement, Ms. Carmell noted, the Mackeys explained that they purchased Lot #133, in the Stoneleigh subdivision, in 1996, at which time they received a letter from Ms. Betty Wolford, an employee of the Town, which stated that water and sewer fees were paid-in-full. There was no mention in that letter of any additional fees. Upon receipt of the sales contract from Mr. Hors, it was requested that this information be validated, to ensure that no additional fees were due. The party involved spoke with Town Planner/Zoning Administrator Hynes, who provided a response which stated that the Availability Fee had been paid, however, the meter and Connection Fee had not yet been paid. Further, Ms. Hynes' response stated, "there will be no issues with the taps themselves; when you are ready to install the meter, you will need to pay a Connection Fee." It was noted that this response implied only the Connection Fee would be due upon installation of the meter. Given this information, the parties involved proceeded to close on the property on December 29, 2016, with all parties believing all fees were paid and current. There was no mention in any documentation of any additional fees. As the sales contract was ratified and closed, based on that understanding, the parties involved are respectfully requesting a waiver of those differential fees, and/or an adjustment upon which all parties may be willing to compromise.

Mayor Ramsey sought to clarify that the amount of the differential fees is approximately \$22,000.00; it was noted that the total is nearly \$23,000.00.

Mr. Charles Hors then spoke, thanking the Council for allowing him to appear. Mr. Hors stated that he wanted to echo the statements made by Ms. Carmell; additionally, he spoke to a representative of the Town, prior to closing on the property, who verified that all fees had been paid. Mr. Hors stated that, during all the discussion pursuant to purchase of the property, there was no mention of any differential costs for either water or sewer. Mr. Hors stated that he respectfully requests that the Council take these circumstances under advisement, and consider providing a waiver. Mr. Hors also noted that they are approximately two months behind in construction; therefore, a timely resolution would be appreciated.

Mayor Ramsey provided a summary of this issue, for the Council, noting that none of the facts are in dispute. Mr. Ramsey stated that the Mackeys originally purchased the property in 1994; at that time, it is believed, there was not a differential ordinance on the books, although documentary evidence of this fact does not exist. Mayor Ramsey stated that, sometime in the period from 1994 to 1999, the Town adopted a differential ordinance, the purpose of which was to discourage purchasers from buying capacity for a property and then not developing it for many years. Mayor Ramsey expressed regrets, on behalf of the Town, that these issues were not made clear; however, he noted, the ordinance is on the books and the fee is legally owed. Mr. Ramsey explained that he requested Town Attorney

Gilmore to provide advice on how this ordinance applies in this situation; Ms. Gilmore stated that the fee is due, in spite of the miscommunication.

Vice-Mayor Graham asked if a payment schedule could be devised for this property; Town Attorney Gilmore stated that it could not, as that would place the Town in the position of acting as a lender, which is not allowed.

In response to a question from Councilperson Heston, it was noted that the fee must be paid prior to any permit being issued.

Town Attorney Gilmore explained that the Town is bound, by its Ordinance, to collect this fee; additionally, she has not yet found any portion of the State Code which allows for the granting of a waiver.

Discussion ensued among Council Members regarding the proper way to resolve this issue. Mr. Hors stated that he does not disagree with the differential clauses; however, he asked about this on two occasions and was provided with conflicting information. Mr. Hors stated his belief that granting this waiver would not set a precedent. Council Members stated their belief that, although they regret how this situation came about, they feel obligated to enforce the ordinance as written.

Mr. David Hornbaker spoke, noting that he is the developer for the parcel. Mr. Hornbaker noted that a fee has been paid for infrastructure which is over twenty years old, and asked if new infrastructure would be provided to the Hors'. Mayor Ramsey stated that it would not, as those fees go to improvements to the system as a whole.

Mayor Ramsey stated, in closing, that Council is not inclined to grant a waiver. Mr. Ramsey also stated that the fee may not be renegotiated. The Mayor stated that Council will not act on this issue this evening; however, a letter stating the facts surrounding the issue can be provided, and there will be continued conversation with the parties involved.

Mayor Ramsey called for a brief recess at 8:20 p.m., so that guests in attendance could leave, if they wished. The meeting was reconvened at 8:21 p.m.

## **2. Auditor's Quarterly Review**

Kara Santmyer, CPA from the office of Jeffrey Mitchell, CPA, was in attendance and provided the Auditor's Quarterly Review to the Council. A packet of information was given to Council Members; the review was guided by these materials. Recommendations were made regarding the transfer of various funds, and the consolidation of multiple Certificates of Deposit into one CD. It was also noted that a test of water/sewer bills was conducted, which showed that the rates being charged are correct. Finally, it was reported that the Utility Fund update has been completed and has been forwarded to the Town

Administrator. Ms. Santmyer provided information regarding the schedule for the Balance Confirmation, in response to a request from the Mayor.

The Council thanked Ms. Santmyer for her report.

### **3. Personnel Update**

Town Administrator Nicholson provided this update. Mr. Nicholson reported that Ms. Sarah Varner, the staff member most recently added at the Town Office, is involved in training, and is doing well in her job. Mr. Nicholson also reported that the office telephone system has been updated; this new system allows for a person to answer most of the calls into the Town Office. Town Administrator Nicholson reported on the new staff member at the Waste Water Treatment Plant, Mr. Frank Spitzer, stating that he is fitting in well. Mr. Spitzer also possesses extra skills, particularly in the electrical area, which are proving to be helpful. The Town Administrator will check on Mr. Spitzer's licensure, and report to Council. It was noted that Mr. Spitzer formerly worked for the Town of Purcellville, and has thirteen years' experience. Town Administrator Nicholson also reported on training, to be provided locally, in which Utility Staff may participate.

### **4. Envision Loudoun (County General/Comprehensive Plan)**

Town Planner/Zoning Administrator Hynes provided an update on this process, which is currently underway. It is hoped that a draft of the updated plan will be available by the fall; this draft will be provided to Town governing bodies. Furthermore, it is the County's goal to have the entire process complete by 2019. Ms. Hynes reported that meetings will be held during which County staff will present a review of the updated plan; Council Members are welcome to attend these meetings.

Mayor Ramsey reported on a meeting recently held, regarding the update of the County Comprehensive Plan, which was attended by the mayors of the western Loudoun towns, Board of Supervisors Chair Randall, and Supervisor Buffington. Mr. Ramsey stated that the Board of Supervisors wants to keep the process moving. Mr. Ramsey also noted that concerns exist regarding the possible abolition of the Round Hill Joint Land Management Area. Town Planner/Zoning Administrator Hynes is working with County representatives to ensure that this does not happen; she will provide a report on this issue to the Council. Mayor Ramsey requested that Council provide input, and stand behind Staff as they work on favorable resolutions to these concerns.

### **5. Launch Fees – Sleeter Lake**

Town Planner/Zoning Administrator Hynes presented this item, noting that materials related to this issue are included in Council Members' packets. Included in these materials are rules for the park and rules for the lake. Ms. Hynes reported that rules/information will be posted on the sign at the entrance to the park, including hours and months of operation, rules regarding property preservation, rules regarding litter clean-up, and that no swimming will be allowed. Ms. Hynes presented a review of rules under consideration regarding

fishing and boating, as well. The speed limit will be posted on the road leading into the park, as will signs regarding being alert for wildlife in the area. The Town Planner/Zoning Administrator stated that a method of permitting will be developed for use of the park by a business or group; this will be returned to Council for its review. Councilperson Lyne suggested that it be determined if these rules conform to the Town's Park Policy, stating that it would be good practice to have a core set of park rules, with adjustments made for specific parks. Town Planner/Zoning Administrator Hynes indicated her agreement with this idea, and stated that she will work on compiling this policy. A registration form for boat storage is also being developed. It was reported that the Mayor, Councilperson Hummel, the Town Administrator and the Town Planner conducted a walk-through of the park recently; large items to be completed were presented to the Council by Ms. Hynes. Mayor Ramsey noted that the Council will act to approve rules, once written; issues surrounding the lease will be discussed in the Council's Executive Session. Mr. Ramsey stated that it is hoped the park will open in July. There was also brief discussion of charging a launch fee for boats; however, most Council Members were not in favor of this policy. It was suggested that a donation box may be installed; these donations could be used to offset costs incurred.

#### **6. ZOAM-2018-01 – Text Amendment Package**

Town Planner/Zoning Administrator Hynes reported that she has received comments on these text amendments from Mayor Ramsey and Vice-Mayor Graham; Mayor Ramsey requested that any Council Members who have comments forward them to Ms. Hynes. There was discussion of the manner in which changes have been made and presented to the Council; Town Planner/Zoning Administrator Hynes stated that she will devise a method to denote changes made to the documents provided to Council, so that those changes will be readily apparent.

#### **7. Status of the Waste Water Treatment Plant**

Vice-Mayor Graham presented this item, for informational purposes. Ms. Graham recently met with Staff at the plant; it was reported that all SPR's are full, due to the recent, heavy rains. Ms. Graham provided an explanation of how staff members are handling this issue, and provided recognition to those employees, who have been spending nights at the plant to ensure that it continues to operate properly. There was discussion of I&I problems, and the use of a camera to identify areas where these issues are occurring; lift station involvement in this problem was also discussed. Town Administrator Nicholson reported that Utility Supervisor Feltner is working with utility staff from Purcellville regarding the use of their camera for investigation of I&I issues. Finally, there was discussion of the possibility of issuing alerts to the public regarding over-capacity occurrences at the plant; it was decided that Mr. Feltner will determine when to issue such an alert, with either Mayor Ramsey or Town Administrator Nicholson actually issuing the notice. Loudoun Alerts will be used for this.

### **IN RE: ACTION ITEMS**

## **1. Staff Reorganization – Public Works Director**

Town Administrator Nicholson presented this item, noting that a memorandum containing pertinent information is included in Council Members' packets. Mr. Nicholson explained that this request is to reclassify the "Utility Supervisor" position to a "Public Works Director" position; additionally, the request is being made to reclassify the "Assistant Utility Supervisor" position to a "Utility Foreman" position. A fiscal impact estimate is included; the new "Public Works Director" position will be offered three weeks' vacation.

Vice-Mayor Graham requested that any candidate for the new Public Works Director position be required to have water and sewer licenses, and appropriate work experience. Mr. Nicholson explained that the person hired for this position will serve in a managerial capacity, rather than as a technician, and thus the licensure requested by Vice-Mayor Graham may not be necessary. Discussion of this ensued, with both Vice-Mayor Graham and Mayor Ramsey disagreeing with Mr. Nicholson's stance on this matter. Mayor Ramsey stated his belief that the Town should have more than one Class-1 operator on staff, and that another manager may not be necessary. Councilperson Lyne stated his belief that experience in the technical side of this work may be a requirement the Town should seek in a candidate; Vice-Mayor Graham agreed with this sentiment. Ms. Graham also stated that she is not in favor of changing the "Assistant Utility Supervisor" title to that of "Foreman." Discussion ensued regarding skills which should be required of a candidate for the position of Public Works Director, and of concerns expressed by some Council Members regarding other proposed job titles. It was decided to table this item until the next Work Session. Council Members and the Mayor are to provide edits to the Job Descriptions to the Town Administrator; these will be incorporated into the documents prior to the Work Session.

## **2. Security Enhancements and Fence**

Project Specialist Lohr presented this item. A report was provided which outlined security components under consideration for both the Town Office and the Waste Water Treatment Plant. Components proposed for the Waste Water Treatment Plant include: extension of the existing fence; installation of an automated gate; installation of security cameras; and, installation of a card-swipe entry system. Proposed security measures for the water tank on Evening Star Drive were also presented. Budget breakdowns for various options were presented for Council review. Components proposed for the Town Office include: installation of an alarm system for the doors and some windows; installation of a motion-detector system; installation of a keypad entry system; and, installation of smoke detectors. A cost breakdown for these options were provided, as well; this includes any fees assessed on a yearly basis. It was noted that alarms from the security systems would be directed to the Loudoun County 9-1-1 system. Council agreed to installation of a fire/intrusion system; the components included in this system were presented. There was discussion of how, and by whom, this system would be monitored, and of how long video from security cameras could be retained. It was noted, by the Mayor and by various Council Members, that they were not comfortable with the installation of security cameras inside the Town

Office, and were uncertain that cameras for the parking lot there are necessary. It was decided not to pursue installation of those cameras.

It was decided by Council that fencing at the Waste Water Treatment Plant which is visible should be black; the cost of painting fencing versus installation of new black fencing is to be determined by Mr. Lohr. An alarm system, an automatic gate, and a badge reader are to be installed; Mr. Lohr will endeavor to tie these systems into the SCADA system. Mr. Lohr explained the amount of time needed to execute this contract, and requested that a motion be made this evening, so that the project may remain on schedule.

Project Specialist Lohr reported that three cameras are proposed for installation at the Waste Water Treatment Plant; this includes a 360<sup>0</sup> camera, which will also be useful in monitoring the parking lot at Sleeter Lake Park. Additionally, these cameras will be connected into the Town's SCADA system, and may be monitored through that system. It was noted that intrusion alarms could eventually be installed at the plant. It was also noted that commercial-grade smoke and fire alarms could be installed at the plant. It was the consensus of the Council to move forward with the purchase and installation of cameras and fencing at the Waste Water Treatment Plant.

Proposed fencing for the ruins of buildings at Sleeter Lake Park was discussed, with three options provided by Mr. Lohr; these include retaining the temporary fence currently in use at the site, installation of a barrier consisting of concrete poles and fabric barrier, and installation of a permanent fence such as that at the Waste Water Treatment Plant. The costs of each option were presented. It was decided by the Council to continue use of the temporary fence currently in place.

The possible installation of a video intrusion alarm at the Evening Star Drive water tanks was discussed. It was noted that this type of alarm could also be used at the Waste Water Treatment Plant; Project Specialist Lohr will determine the cost of doing so. The video system proposed for the water tank is a wireless system, which may be tied into the SCADA system in the future. Mr. Lohr will research the fees which would be charged if the system is tied into the SCADA system.

There was discussion of the potential costs for all items agreed upon by Council to be purchased and installed, with Mr. Lohr noting that at least five contracts will be required.

Following this discussion, Vice-Mayor Graham made a motion **to direct Town Staff to proceed with the purchase of security system components, as discussed this evening, in an amount not to exceed \$56,500.00**; Councilperson Heston seconded the motion. There was no discussion. A vote was then held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

**MEMBER**

**VOTE**

Michael K. Minshall	Absent
Janet L. Heston	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Aye

### **3. Bond Reduction Brentwood Springs Phase 1B**

Councilperson Hummel recused himself from any action on this matter. Mr. Hummel also reported that Wormald Homes is selling the remaining lots in this subdivision to Ryan Homes.

Vice-Mayor Graham moved **that the Round Hill Town Council approve the Bond Reduction request made by Wormald Homes for the Brentwood Springs Neighborhood Phase 1B, for the reduction of bond issued by Philadelphia Indemnity, in the amount of twenty percent of the original bond -- \$34,691.00, and that this bond be retained until the entire development has been completed and the Town has accepted the final phase of the water and sewer utilities.** Councilperson Lyne seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0-1, with Councilperson Hummel abstaining, and Councilpersons Minshall and Prack absent. The vote is recorded as follows:

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

### **4. Bond Reduction Brentwood Springs Phase 2**

Vice-Mayor Graham moved **that the Round Hill Town Council approve the Bond Reduction request made by Wormald Homes for the Brentwood Springs Neighborhood Phase 2, for the reduction of the bond issued by Philadelphia Indemnity, in the amount of twenty percent of the original bond -- \$142,251.00, and retain the bond until the entire development is complete and the Town has accepted the final phase of the water and sewer utilities.** Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0-1, with Councilperson Hummel abstaining, and Councilpersons Minshall and Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Absent

Janet L. Heston	Aye
Michael B. Hummel	Abstain
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Aye

### **5. Round Hill Community Garden**

Mayor Ramsey noted that the group overseeing this effort, headed by Tony Darrow, who was in attendance earlier this evening, has requested to offer garden plots to residents again this year. Councilperson Heston requested that a report be provided to Council at the end of the growing season. Councilperson Lyne made a motion **to approve the Round Hill Garden Club's continued use of the Town site and waiver of water usage fees up to 15,000 gallons for the 2018 growing season; the Round Hill Garden Club will be responsible for any overages.** Vice-Mayor Graham seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

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

## **IN RE: DEPARTMENTAL REPORTS**

### **1. Town Planner/Zoning Administrator Report**

Town Planner/Zoning Administrator Hynes noted that her report is included in writing in Council packets. Ms. Hynes noted that the Planning Commission will soon begin work on the next set of text amendments. Ms. Hynes also reported that Ms. Daly sold her home; therefore, a vacancy exists on the Planning Commission. The Town Planner/Zoning Administrator reported on recent Earth Day activities; she also noted that the application to be an Appalachian Trail Community will be ready to file in the next two months or so.

Town Planner/Zoning Administrator Hynes reported that there is a new builder for the remaining lots at Brentwood Springs.

Ms. Hynes also reported that the Town has formed a partnership with the Bluemont Community Center to present the Movies in the Park events; the first movie will be shown June 15, and it is hoped another movie will be shown toward the end of the summer.

Finally, Ms. Hynes introduced Sarah Keelos, the Town's new intern.

## **2. Town Administrator Report**

Town Administrator Nicholson noted that he was unable to provide a written report this month. Mr. Nicholson reported on the following: the generator at the well site will be installed in June; negotiations are ongoing with Sprint, as they are interested in leasing space on the water tank for their cellular equipment – this will be presented to Council upon completion of negotiation; and, he, Town Planner/Zoning Administrator Hynes, and Town Treasurer Fletcher recently attended a training session focused on dealing with different types of people, which they found helpful and which was well done.

Town Administrator Nicholson further reported that there has been no recent movement on the Main Street Enhancement Project. Project Specialist Lohr noted that work has been occurring "behind the scenes," in preparing the bid package; Mr. Lohr stated his belief that the County has the authorization needed to go out to bid.

Mayor Ramsey asked about the Town's working relationship with VDOT, which, it was noted, is not going well. Mr. Ramsey suggested that Town Staff reach out to Supervisor Buffington for assistance with this issue.

In response to a question from Vice-Mayor Graham, Town Planner/Zoning Administrator noted that a public hearing will be required in order to institute the Meals Tax; this will likely be held in July.

## **3. Mayor's Report**

Mayor Ramsey reported that he recently attended an "Envision Loudoun" meeting. Mr. Ramsey also noted that he will attend the Court of Honor for Jeremy Salguero. The Hometown Festival is scheduled for May 26<sup>th</sup>; volunteers are still needed. Mr. Ramsey noted that a Town truck will be available for any Council Member who wishes to ride in the parade, which will begin at 9:30 a.m. Finally, Mayor Ramsey reported that a meeting will be held with County representatives regarding Sleeter Lake Park; this meeting is scheduled for May 29<sup>th</sup>.

### **IN RE: COUNCIL COMMENTS**

Vice-Mayor Graham reported on the following: the nitrate probes are now at the Waste Water Treatment Plant; her request to the County for a waiver for sludge removal to the landfill was favorably resolved; and, the Consumer Confidence Report containing the changes requested is available on the Town's website.

### **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 real estate matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(3), with Town Administrator Nicholson and Town Attorney Gilmore invited to attend;** Councilperson Lyne seconded the motion. There was no discussion

of the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey called for a recess at 11:26 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 Heston seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

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

**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 Heston seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Absent
Janet L. Heston	Aye
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 12:00 a.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary