

**ROUND HILL TOWN COUNCIL
MINUTES
of the
REGULAR MEETING
September 20, 2018**

The Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, September 20, 2018, at 7:30 p.m.

Council Members Present

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

Council Members Absent

Michael B. Hummel
Michael K. Minshall

Staff Members Present

Buster Nicholson, Town Administrator
Robert Lohr, Project Specialist
Maureen Gilmore, Town Attorney

Staff Members Absent

Melissa Hynes, Town Planner/Zoning Administrator

Others Present

Deputy LoPreto, Loudoun County Sheriff's Office
Rachel Womer
Yvette Perri

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:30 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, with only Councilperson Hummel and Councilperson Minshall absent, and all other Council Members and the Mayor present, a quorum was established.

IN RE: COMMUNITY POLICING

Deputy LoPreto reported that the Sheriff's Department is still working on the issue of speeding on Main Street. Deputy LoPreto explained that VDOT rules will not allow for the posting of a sign denoting the 25-mph limit inside the Town's boundaries, on the reverse of the existing 35 mph sign. Deputy LoPreto stated that the Sheriff's Office will continue the enforcement, and noted that he has been tasked with enforcement on Allder School Road, as well. The lighted sign will be left in place for approximately two more weeks. Deputy LoPreto stated that he will provide an update on this effort at the Town Council's October Work Session. Deputy LoPreto also asked if Town Staff could trim the trees and bushes at the speed limit sign, to make it more easily visible; he was advised that Town Staff will handle that item. Mayor Ramsey asked for more information regarding Allder School Road; Deputy LoPreto stated that Allder School Road is "a work in progress," and that VDOT will conduct a traffic study on the newly upgraded road, following which speed limits will be set. In response to a question from Vice-Mayor Graham, Deputy LoPreto noted that, upon Greenwood Drive being turned over to VDOT, a speed limit will be set on that street. There were no further questions. Council thanked Deputy LoPreto for his report.

IN RE: PUBLIC COMMENT

Ms. Rachel Womer, of 34784 Yellow Schoolhouse Road, Round Hill, spoke regarding the Rockwool plant currently planned for construction in neighboring Jefferson County, West Virginia. Ms. Womer cited a recent newspaper article regarding Round Hill's efforts to highlight outdoor activities in the Town and the surrounding area. Ms. Womer then read a prepared statement to the Council, in which information about the Rockwool plant, and pollution likely to be emitted from the facility, were provided. Ms. Womer also noted additional negative effects the industry could pose to Loudoun County, including encroachment on the viewshed from the Appalachian Trail, and light pollution emitted from the plant. Ms. Womer closed her statement by requesting that the Town Council further research the issue and join those taking steps to stop the project.

Mayor Ramsey explained that this issue will be included on the agenda for an October Town Council meeting, with information included in the packet. Mr. Ramsey noted that Loudoun County has directed its staff to prepare a report, to be presented at its October 2nd Board of Supervisors meeting; the Mayor, the Council, and Town Staff wish to read that report prior to discussion by the Council.

Ms. Yvette Perri, of P.O. Box 563, Round Hill, spoke regarding the Rockwool plant as well, noting that the industry ranks as one of the worst in the state for not cleaning up pollutants it produces. Ms. Perri also explained effects pollutants from the plant could pose to groundwater sources, including in Loudoun County. Ms. Perri stated that this effect could negatively impact property values. Ms. Perri requested that the Council investigate this issue further, and request other entities to undertake a "hard investigation" of the industry and the site it has chosen in Jefferson County. Ms. Perri also noted that a Facebook page, "Loudoun Against Rockwool," has been started, and is open to anyone to join. Finally, Ms. Perri asked that Virginia Attorney General Mark Herring be asked to investigate.

The speakers provided literature for Council review. Councilperson Lyne referenced a recent article in *Forbes* magazine regarding this issue. Council thanked the speakers for their presentations.

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

Vice-Mayor Graham made a motion **to approve the Agenda, with the following changes: under Business Items, delete Item #3 – New Town Website, and under Action Items, delete Item #3 – Resolution to Hire a New Town Treasurer, Item #4 – Sprint Cellular Contract, and Item #5 – AT&T Cellular Contract; additionally, under Business Items, add Item #3 – Town Code, and add an Executive Session for Personnel Matters after Council Comments.** Councilperson Lyne seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0, with Councilpersons Hummel and Minshall absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

1. July 19, 2018 Town Council Meeting

Vice-Mayor Graham noted a spelling error on page six, in the *Planning Commission Report*. There were no other corrections. Vice-Mayor Graham then made a motion **to approve the minutes, as amended;** Councilperson Lyne seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0-1, with Councilperson Evers abstaining, and Councilpersons Hummel and Minshall absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. CIP Projects Update

Mayor Ramsey noted that the Quarterly Report on CIP Projects has been included in Council Packets. Project Specialist Lohr then provided information on this item, noting that the report includes a detailed CIP sheet for each capital project, and a GANT chart. The Quarterly Report included the following projects: Main Street Pedestrian Enhancements, Sleeter Lake Park, Town Park, Cellular Corral, South Water Tank, Well 22A Connection, Yatton Road Loop, Well Property Acquisition, SCADA Upgrades, PLC Control Upgrades, Generator Installation, New Website Software Design, Zoning Ordinance Updates, Boundary Line Adjustment, and Streetlight Replacement. Mr. Lohr noted that this report provides information on items such as funding, scheduling, and the personnel involved in each project. Mr. Lohr noted that many of these projects have seen substantial progress or have been completed. Project Specialist Lohr noted that questions regarding these CIP projects may be directed to him, or to Town Administrator Nicholson, either at this evening's meeting or via e-mail. Town Administrator Nicholson reported that work on negotiations for the new well site will begin again; these were not pursued during the process of preparing and opening Sleeter Lake Park. Mr. Nicholson also reported that he will attend the upcoming meeting of the Round Hill Owners' Association, scheduled for October 23rd. Mayor Ramsey requested a meeting with the RHOA president, to be held prior to the RHOA meeting; Mayor Ramsey requested a copy of the packet of materials sent to the RHOA. Project Specialist Lohr then provided an update on the Town Park Project, explaining that work has begun on electrical upgrades and the replacement of benches. Additionally, a shed, originally to be placed at the Town Park, will instead be sited at the Town Office. The tenant in the Town Office wishes to install a matching shed, which would be moved if the tenant moves from the building. The Town is awaiting a Zoning Determination for this item.

2. Road Closures and Work Schedules for Main Street Project

Town Administrator Nicholson and Project Specialist Lohr presented information on this item, with Mr. Nicholson reporting that meetings with the County are now being held on a bi-weekly basis. A brief history of this project was provided, with it being noted that this is being done in conjunction with the County's Franklin Park Trail Project, and that the County has agreed to manage both the construction and the financial aspects of these projects. Mr. Nicholson also provided an estimate of the amount funding being provided by both the Town and the County. Town Administrator Nicholson reported on steps which are being taken by the Town to keep this project on-track, noting that it is hoped construction will begin in Spring 2019. Project Specialist Lohr explained the rationale for the County serving as the project manager, and for the County taking the lead on the financial aspects of the project. Mr. Lohr reported that the goal is for the projects to go to bid in the November/December 2018 time frame. Mr. Lohr also explained the detailed work required for each step of the project. Mr. Lohr stated that he is excited about the positive impact this project will have on the Town. In response to a question from Council, Mr. Lohr explained that the Town will submit a request to the County for contingency

funding, if the project comes in over budget; this request must be submitted before the end of September. Mr. Lohr suggested that the Town may want to reach out to Supervisor Buffington to request his support for this proposal. Project Specialist Lohr explained that the bid request will be open for forty-five to sixty days; this would result in a late-February date for approval by the Town Council and Board of Supervisors, with the Notice to Proceed being issued in the March/April time frame. Mayor Ramsey requested that Council be informed of any County meeting on which the CIP request by the Town is included on the agenda, so that Round Hill may be properly represented.

3. 2018 Town Council Strategic Meeting (Scheduling)

Mayor Ramsey reported that Town Planner/Zoning Administrator Hynes has been unsuccessful in identifying a date for this meeting to be held, and asked if Council would be amenable to holding this session on a weeknight rather than a Saturday, as has been done in the past. Mr. Ramsey noted that, if a weeknight meeting is preferred by Council Members, Ms. Hynes will suggest dates on which it can be held. Council agreed to holding the Strategic Planning Meeting on a weeknight; Mayor Ramsey will inform Ms. Hynes.

2. Road Closures and Work Schedules for Main Street Project (continued)

Town Administrator Nicholson asked to discuss one additional item regarding the Main Street Enhancement Project at this time. Mr. Nicholson requested that Council provide input on work hours for the project, noting that allowing the contractor to work extended daytime hours, with possible weekend work, would facilitate the project's completion in a timely manner, and would result in financial savings. Mr. Nicholson also noted that guidance from Council on inclusion of double solid-yellow centerline striping on Main Street, upon completion of the roadway, is requested, noting that Staff feels this would not be in keeping with the aesthetics of the Town. Discussion ensued, with Council in agreement with extended weekday work hours, with no work to be done at night. Vice-Mayor Graham then made a motion **that Council approve the Town's recommendation, as stated in the printed bullet-point information provided;** Councilperson Allen seconded the motion. Mr. Allen raised concerns regarding the impact of extended construction hours on school bus traffic, commuter traffic, businesses located along the construction routes, and on fire/rescue services. Project Specialist Lohr noted that a small number of students enter and exit school busses on Main Street, and that efforts are underway to identify alternate routes for busses and commuter traffic. Town Administrator Nicholson explained that, if allowed by VDOT, the Town hopes to extend the work day to keep the project moving. Project Specialist Lohr noted that, ultimately, VDOT will determine both work hours for the project, and if the double solid-yellow centerline must be included on Main Street. Council indicated its support of extended work hours, if allowed, with no night work to take place. A vote on the motion was then held; the motion was approved 4-0, with Councilpersons Hummel and Minshall absent. The vote is recorded as follows:

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

IN RE: ACTION ITEMS

1. Town Code

Vice-Mayor Graham presented this item, noting that printed information would be provided to Council for review. Ms. Graham stated that she compared Round Hill's Town Code to that of Hamilton, concentrating on animal control issues. The Vice-Mayor requested that Council provide comments. Mayor Ramsey asked Council to identify a preferred time for discussion of objectives for the review; Council decided to discuss this at the fall Strategic Planning Meeting. Council agreed that the main goal for the update of the Town Code is to allow County enforcement of issues surrounding parking, noise problems, and nuisance situations.

2. Bond Acceptance for Creekside Phase 3

Town Administrator Nicholson presented this item, noting that a discrepancy in the amount of the bond, as previously discussed by Council, has been corrected. Mr. Nicholson pointed out that this bond is for the water and waste water facilities in Phase 3 of construction of the Creekside/Brentwood Springs subdivision. Vice-Mayor Graham then made a motion **that the Round Hill Town Council approve the Bond and Performance Agreement made by Wormald Homes for Brentwood Springs Neighborhood, Phase 3, (also known as Creekside), for the acceptance of \$342,102.00 for Bond Number 1069684;** Councilperson Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Hummel and Minshall absent. The vote is recorded as follows:

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

3. Security Projects at Town Hall, Storage Tank and SLP/WWTP

Project Specialist Lohr presented this item, explaining that he has included in Council packets information relevant to the five components of the proposed security system. Mr. Lohr explained additions to the planned system which have resulted in price increases, including: installation of an additional keypad at the Town Office, to assure security of the Town Office's finance area; and, installation of conduit for the hardwired system, which came in substantially over the budgeted amount. Town Staff has identified a "fluidmesh" system, which is a point-to-point radio network that could be used in place of the hardwire/conduit system, resulting in notably lower costs, and enabling future additions to the system. Conduit for electrical wiring will still be required for this system. Project Specialist Lohr explained that, although this results in a considerable savings from the hardwired system, it still represents an overage from the "Not to Exceed" total previously approved by Council for the project; Staff is requesting that Council increase this "Not to Exceed" amount. Mayor Ramsey asked to clarify, as the extra \$8,000.00 requested will come from the budget for Sleeter Lake Park, if any of the cameras to be added to the system will be located at the park; Mr. Lohr explained that the camera which currently exists at Sleeter Lake Park films the gate and parking area, and that additional cameras are not planned for the park at this time. Mayor Ramsey expressed concern regarding taking funds from Sleeter Lake Park, which is a General Fund item, and noted that he would prefer the Utility Fund be used to cover these costs. Project Specialist Lohr stated that he could exhaust Utility Reserves first. Discussion ensued, with Council deciding to use Sleeter Lake Park funds for this overage. Councilperson Allen then moved **that we approve the expanded policy scope for the security system at the WWTP/SLP to add the fluidmesh wireless system as outlined in the report;** Councilperson Evers seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0, with Councilpersons Hummel and Minshall absent. The vote is recorded as follows:

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

IN RE: DEPARTMENTAL REPORTS

1. Planning Commission

As the Planning Commission liaison was not present, this report was not provided.

2. Town Planner/Zoning Administrator Report

This report was not provided.

3. Town Administrator Report

Town Administrator Nicholson noted that his written report highlights ongoing utility projects. Mr. Nicholson directed Council's attention to the item regarding installation of a generator at the Stoneleigh subdivision well site, noting that a meeting with principals will be held next week, and that landscaping will be used to camouflage the color of the generator, as having the equipment painted a different color was cost-prohibitive. Vice-Mayor Graham reported that Fuog/Interbuild will sign the contract this week for its work on the Yatton Loop Project.

Vice-Mayor Graham asked the Town Administrator about the fees and penalties for late payments noted in the "Bills for Payment" report; Mr. Nicholson stated that he is working with the tax office to remediate the issue. Mr. Nicholson also noted that these issues are occurring due to the Town's lack of a Treasurer, and that Ms. Varner has done well in helping to handle these duties.

Town Administrator Nicholson further reported that the fall clean-up of sidewalks is underway.

Councilperson Evers asked whose responsibility it is to keep the water retention channel along Airmont Road clean; Mr. Nicholson stated that the water channel is in the VDOT right-of-way, but the homeowners generally keep the channel clean. Ms. Evers explained that there is one area where the channel is not kept clean, and expressed concern regarding excess water on the roadway from that area; Town Administrator Nicholson stated that he will investigate this. There was also discussion of the culvert at Hayman Lane, another area in which water is a concern; Town Administrator Nicholson noted that installation of rip-rap at the site has helped, but that the main issue is that the culvert is too small. Town Administrator Nicholson suggested that Council and Staff may want to discuss other possible clean-up projects.

3. Mayor's Report

Mayor Ramsey reported that the Town has submitted its comments for "Envision Loudoun 2040," the County's Comprehensive Plan update. Mr. Ramsey will attend the County's Planning Commission work session, to be held on Thursday, September 27th. At a recent meeting of the Coalition of Loudoun Towns (COLT) a joint statement was drafted, which will be presented at the beginning of the work session; the representatives of the individual towns will also provide comments regarding town-specific issues. Mayor Ramsey reported that he will address annexation policies, and policies related to projects the Town wishes to see carried out, such as the community center and the fire department. Mayor Ramsey stated that the Board of Supervisors has seemed sympathetic to changes the towns have requested, and that County staff seems supportive, as well. Mr. Ramsey also noted that the towns are against moving the Transition Zone farther west, and that County staff has recommended against this change; however, the stakeholders' committee for "Envision Loudoun 2040" was interested in moving this zone

west, as were some Commissioners. Mr. Ramsey noted that it remains to be seen how this issue will eventually be resolved. Mayor Ramsey stated that other Council Members may attend this meeting, but that he will serve as the official representative of Round Hill.

Mayor Ramsey noted that *Loudoun Now* included an article regarding the Croquet Tournament to be held in Round Hill. Finally, Mr. Ramsey stated that anything Round Hill may do regarding the Rockwool plant will be symbolic.

IN RE: COUNCIL COMMENTS

Vice-Mayor Graham requested that any Council Member who wishes to attend the VML Conference inform her via e-mail, as the deadline for registration is tomorrow. Ms. Graham reported that the western watershed meeting will be held at the Carver Center in Purcellville, and she will attend.

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 matters, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1)**; Councilperson Lyne seconded the motion. Town Attorney Gilmore, Town Administrator Nicholson and Project Specialist Lohr were invited to attend. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Hummel and Minshall absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Town Council is now in closed session, and called for a recess at 9:14 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 Allen seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Hummel and Minshall absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Absent
Donald W. Allen	Aye

Michael B. Hummel	Absent
Mary Anne Graham	Aye
Amy Evers	Aye
Frederick J. Lyne	Aye

Mayor Ramsey declared that the Council is now in Open Session.

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 the open meeting requirements.** Councilperson Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Hummel and Minshall absent. The vote is recorded as follows:

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

IN RE: ADDITIONAL BUSINESS

Councilperson Lyne moved **that the Town Council conduct a closed meeting for the purposes of interviewing a candidate for the Chief Administrative Officer, within fifteen days;** 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 Minshall absent. The vote is recorded as follows:

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

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 11:05 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary