

**ROUND HILL TOWN COUNCIL
SPECIAL MEETING
March 28, 2019**

A Special Meeting was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, March 28, 2019, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Amy E. Evers (arrived at 8:50 p.m.)
Michael B. Hummel
Frederick J. Lyne

Council Members Absent

Melissa Hoffmann

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Lauren Runyan, Town Planner
Robert Lohr, Project Specialist

Others Present

Clinton Chapman
Paul Smith

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, Vice-Mayor Graham, and Councilpersons Allen, Hummel and Lyne were present at the time Roll Call was held, therefore a quorum was established.

IN RE: PUBLIC COMMENT

Mr. Clinton Chapman, of the Stoneleigh subdivision, spoke, noting that he reviewed the *Intent to Amend* being presented this evening and fully supports the manner in which Staff reworded directions to the Planning Commission; Mr. Chapman further stated that he supports movement of the document to the Planning Commission.

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

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

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

IN RE: SPECIAL ACTION ITEMS

a. Resolution 2019-05: Intent to Amend Comprehensive Plan

Mayor Ramsey noted that Council reviewed the *Intent to Amend* at its last meeting; comments provided have been incorporated by Staff, with some additions and clarifications included in the document before Council this evening. Mr. Ramsey noted that the document before Council this evening is little changed from the document reviewed last week. Town Administrator Hynes explained that more precise language, drawn from the current Comprehensive Plan, was included in the document under consideration, in order to provide clarity. Mayor Ramsey then called for a motion. Vice-Mayor Graham moved **that the Town Council adopt Resolution 2019-05: Intent to Amend the Comprehensive Plan**; Councilperson Allen seconded the motion. Discussion ensued, with the following items highlighted: 1) cluster subdivisions, with it being noted that this option has been included to allow for more affordable housing stock, not to increase density; 2) the possible support of the Town for conducting boundary line adjustments, to bring subject parcels into the Town's limits, with it being noted that this issue will be reviewed by both the Planning Commission and the Town Council in their work on the Intent to Amend; and, 3) grammatical changes and clarifications throughout the document. There was also discussion of the possibility of removing one of the Land Bays from the Intent to Amend; a straw vote was held, with it being decided to remove Land Bay 8 from the document. Vice-Mayor Graham and Councilperson Allen, who made the motion and seconded the motion, agreed to the changes. Town Administrator Hynes briefly reviewed the changes to be made to the document, as requested by Council this evening; these include: 1) *Item #4*, under *Scope of Work*, in which the phrase "*other than Land Bay 7 and Land Bay 8*" will be included; 2) in *Attachment 2*, under *Low-Density Residential*, the phrase "*up to one dwelling unit*" will be included; 3) the phrase "*in the pipeline*" will be changed to "*pending developments*;" 4) inclusion of the phrase "*the Town supports a boundary line adjustment, subject to conditions and uses above*;" and, 5) striking Land Bay 8 from the document. A voice vote was then held; the motion was approved 4-0, with Councilpersons Evers and Hoffmann absent. The vote is recorded as follows:

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

Mayor Ramsey stated that Resolution 2019-05 has been approved and is ready to be forwarded to the Planning Commission.

b. Water and Sewer Rate Study

Mayor Ramsey noted that this study was reviewed by Council at its last meeting. Mr. Ramsey explained that he has made slight adjustments to some numbers, based upon Operating and CIP costs related to budget discussions, but that the overall study remains largely unchanged. Mayor Ramsey explained that the intent of this evening's discussion is to obtain feedback and/or comments from Council on the report, and to determine if rates should be changed or if the budget can be set using the rates currently included in the study. The Mayor provided a brief recap of discussions on the Water and Sewer Rate Study, for Council Members who were not present at the last meeting. Specific aspects of the study were discussed, including expenses and operating reserves, the effect of decreased water usage on revenues and methods used to balance this deficit, tracking of rates against the Town's three fiscal policies, the addition of a "Scheduled Debt Payments" item to the report, information related to Capital Improvement Projects, keeping availability fees consistent, and the impact of multipliers on utility rates. A comparison of user fees, between Round Hill and other municipalities, was also discussed. Mayor Ramsey stated that he will incorporate comments from Council into the study, which will be presented for adoption at the Town Council meeting scheduled for the first Thursday in April.

A recess was called for at 8:33 p.m., with the meeting reconvening at 8:48 p.m.

IN RE: BUDGET WORK SESSION

a. Discussion of FY2020 Fee Schedule, Permit Fees & Development Fees

It was noted that the documents under review this evening are updated versions of documents previously discussed by the Council. Town Administrator Hynes provided information on two new fees included in the budget – permit fees for bed and breakfast establishments, and for short-term rental (i.e., Airbnb-type) establishments; Ms. Hynes noted that there will also be a late fee assessed for any delay in renewal of these permits. The Council decided to lower the fee for short-term rentals to \$25.00, and sought to ensure that the assessment of these fees, and the requirement for yearly renewal, are understood by business owners. There was also discussion of other rental uses for which permits and/or fees may be required.

Discussion then turned to the cigarette tax, with concerns raised that an increase in this tax would be an unfair targeting of the businesses in Town which sell these products, and that an increase in the tax could have the effect of lowering revenues due to lost sales. There was also discussion of the implementation of a meals tax, with Mayor Ramsey stating that it may be advisable to ensure a meals tax ordinance is "on the books," with the ability to levy the tax at a future date. The consensus of the Council was to raise the cigarette tax to forty-cents per pack.

b. Draft FY2020 General Fund Capital Improvement Budget

Project Specialist Lohr provided a review of this item, noting that updated information had been included in the documentation; Project Specialist Lohr noted that there has been an increase in these projects in recent years. Mr. Lohr also noted that a possible boundary line adjustment, the capture of BPOL taxes, and the possible implementation of a meals tax could have an impact on this budget in the future. The projects slated for FY2020 were reviewed, with Mr. Lohr noting that some work, such as the replacement of siding on the Town Office building, is being deferred until FY2021. Town Administrator Hynes explained that information regarding future projects will be compiled for review by Council at its fall Strategic Planning Retreat. Mayor Ramsey noted that caution should be taken, so that reserves are not depleted; additionally, Mr. Ramsey noted that all phases of the Main Street Enhancement Project remain the Town's top priority.

c. Draft FY2020 General Fund Operational Budget

Town Administrator Hynes noted that one change to this section of the budget is an increase in the cost for office cleaning. It was decided not to include funding for tuition reimbursement in the FY2020 budget, but to use the Contingency Fund to provide reimbursement for Town employees taking classes; additionally, it was determined that reimbursement for tuition in ensuing years should be included only in the budget for the fiscal year in which it is to be spent. A corresponding increase was made to the Contingency Fund for FY2020. It was noted that the BPOL rate will be increased, dependent upon information provided by the Treasurer. Finally, Council Members indicated that they are comfortable with the equalized rate provided by the Treasurer.

d. Draft FY2020 Utility Fund Capital Improvement Budget

Project Specialist Lohr reviewed changes made to this budget, including installation of a storage building at the Town Office, and installation of a rental trailer at the Waste Water Treatment Plant. Mr. Lohr explained that new permits for the WWTP will be up for renewal in approximately three years; the requirements included in these permits will provide the parameters for upgrades to the plant. Project Specialist Lohr explained that future upgrades to the Evening Star Drive Water Treatment Plant will be documented, and will be reviewed by Council during next year's budget discussions. Project Specialist Lohr provided information on two new projects which have been added to this budget: 1) a pump-around at Route 7, which is slated for completion in FY2019, but has been included in the FY2020 budget as a contingency, in the event the work is not completed by June

30th; and, 2) installation of a water line to serve Sleeter Lake Park and the WWTP, which is necessary in order to construct restrooms at the park. Mr. Lohr noted that it is hoped that the water line from Lake Point can be used for the supply of water to the park; however, if that is not possible, drilling of a new well may be required. Discussion ensued regarding the installation of restrooms at Sleeter Lake Park, with Staff to provide costs and time requirements for completion of this project to the Council.

e. Draft FY2020 Utility Fund Operational Budget

Town Administrator Hynes explained that, with the exception of the inclusion of the new water and sewer rates, there have been no changes to this document.

There was no further discussion of the FY2020 Draft Budget; Staff was instructed to prepare and advertise the budget.

IN RE: COUNCIL COMMENTS

Councilperson Evers noted that she had "a close call" with a VDOT truck while walking on Airmont Road yesterday, and stated that she may raise the issue with the Sheriff's Office Deputy at the next Town Council meeting.

There were no further Council comments.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:53 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary