

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
July 11, 2019**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, July 11, 2019, at 7:30 p.m.

**Council Members Present**

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

**Council Members Absent**

Donald W. Allen  
Michael B. Hummel

**Staff Members Present**

Martha Mason Semmes, Interim Town Administrator/Zoning Administrator  
Rob Lohr, Project Specialist  
Lauren Runyan, Town Planner  
Maureen Gilmore, Town Attorney

**Others Present**

Gil Paist

**IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Ramsey called the meeting to order at 7:40 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Mayor Ramsey noted that, with Councilpersons Evers and Hoffman, Vice-Mayor Graham, and himself present, a quorum is established. The Mayor also noted that Councilpersons Allen and Hummel are absent, and that Councilperson Lyne has resigned.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

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

Vice-Mayor Graham made a motion to adopt the Agenda, with the following additions: under *Business Items*, add Item "b" – *Sleeter Lake Park Project*; and, for the *Closed Session*, add that the session is being held to discuss personnel matters, including *actions of a former employee*, and *recognition of a current employee*. Councilperson Evers then seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

**IN RE: MONTHLY REPORTS FROM COMMITTEE & SPECIAL PROJECT CHAIRS**

**a. Capital Projects & Parks**

As Councilperson Hummel was absent, this report was not presented.

**b. Utility Operations**

Vice-Mayor Graham reported that Utility Staff met this past Tuesday, and reviewed various items, including the Stoneleigh generator, which is slated for installation during the last week of July. Ms. Graham noted that the generator is being shipped from Brazil, and that it is hoped the shipment goes smoothly and the installation will take place on schedule. Vice-Mayor Graham reported that there was also discussion of a recent power outage which affected the Stoneleigh well; methods by which the Town may elicit a quicker response from Dominion Energy during these outages were examined. Project Specialist Lohr reported that he is compiling a critical inventory list, which delineates facilities to be considered at the same level of importance for restoration of power as hospitals and government facilities, and that he will provide this list to Dominion. Mr. Lohr noted that this has been done previously, but that the list needs to be updated and presented to Dominion every year or two, to ensure timely action on their part during outages.

Vice-Mayor Graham also reported on a problem with the restroom facility at Woodgrove Park; Utility Staff investigated the problem, and concluded that the design of the facility was faulty. Project Specialist Lohr reported that the Town did provide accurate data to the County prior to its purchase and installation of the system in use at the facility.

Vice-Mayor Graham noted that Utility Supervisor Feltner and Interim Town Administrator Semmes have been conducting interviews for the new Public Works Maintenance Technician position.

Finally, Vice-Mayor Graham reported that Staff and Town Engineer Lane continue work to address safety issues identified by the Virginia Municipal League (VML), at Town facilities, during its recent assessment.

**c. Administration, Communication & Technology**

Vice-Mayor Graham reported that Town Administrator Hynes is having some difficulty in having the Town's Personnel Manual returned to her from VML. Interim Town Administrator Semmes clarified that some confusion occurred in this process, due to the unexpectedly early start of Ms. Hynes' leave, and that a conference call between the VML representative and Interim Town Administrator Semmes, to discuss the recommended changes to the manual, will be held in the next week or two.

**IN RE: APPROVAL OF MINUTES**

**1. Town Council Work Session Minutes of June 6, 2019**

Vice-Mayor Graham provided the following corrections: on page seven, in line thirteen, it should be notated as a *straw vote*, rather than a *vote*, taken on the cigarette tax; additionally, on the same page, in line sixteen, a typographical error was noted, the word *was* should be *way*. There were no further corrections. Vice-Mayor Graham moved **that the minutes be approved, as corrected**; Councilperson Evers seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

**IN RE: BUSINESS ITEMS**

**a. Main Street Pedestrian Project Update**

Project Specialist Lohr presented this item, noting that this has been a challenging project, but that there is "light at the end of the tunnel." Mr. Lohr highlighted the following:

- That the State/Federal funding for this project is not being pulled, as it is so far along in the process. Mr. Lohr noted that the Town will request that some of this funding be reallocated to Round Hill's project.
- Funding requested of the County, in its FY2020 budget, has been approved; this will provide \$500,000.00 in funding for the Main Street/Franklin Park Trail Project.
- VDOT has approved all construction plans and drawings, for the third time. Project Specialist Lohr reported that he has informed VDOT that the Town will not further address these plans and drawings, and that Round Hill plans to go to bid on the project. Mr. Lohr stated that the latest the Town should be able to go to bid is at

the end of September, with September 21<sup>st</sup> being the target date; the schedule for review of bid documents was provided to the Council. In response to a question from Mayor Ramsey, Project Specialist Lohr reported that the County is prepared to advertise as soon as VDOT approves the bid package; upon advertisement for bids, the Town will notify residents. Mr. Lohr stated that it is expected the approval process for award of the contract will be lengthy, as several entities are involved; however, it is expected that the project will begin construction in the spring of 2020.

Discussion ensued regarding future phases of this project, with Project Specialist Lohr noting that the Town's experiences with this first phase has better prepared Staff for proceeding with future phases. It was determined, in the discussion, that it would be best to forego the use of federal funding for these upcoming phases. It was noted by Staff that the pre-application for the southern portion of Phase 2 of the project has been filed; additionally, it was noted that the northern portion of this phase will be more complicated. Project Specialist Lohr stated that Staff will keep the Council updated on the progress of this effort.

#### **b. Sleeter Lake Park Projects**

Town Planner Runyan presented this item, beginning by providing a photograph of the new design for boat storage racks to Council for its review; Ms. Runyan reported that the cost, per storage unit, will be \$335.00, which includes both time and materials. It was decided to use wood construction for the racks, rather than metal, and to proceed with building one unit; following completion of the first unit, a decision will be made if the Town should proceed with building an additional unit.

Vice-Mayor Graham reported that an archaeologist from the State has visited the site of the ruins of the house at the park, and has indicated that the State would like to investigate the site further. Discussion ensued regarding how this would proceed, with the State requesting that the Town clear brush from the area, following which the archaeological team would spend one weekend investigating the site. It was noted that the fencing at the house is temporary, and that it should not be too difficult to move. It was decided that someone from the Town's staff should be present when the archaeological team is undertaking its work at the park. Interim Town Administrator Semmes reported that a waiver will be required, to protect the Town from any liability; additionally, it was determined that the archaeological team will be required to provide proof of insurance and bonding. Mayor Ramsey suggested that this project be done in November, following the closure of the park for the season.

Town Planner Runyan reported that the hours for closure of the gate to the park have been posted; additionally, she reported that several unclaimed boats have been confiscated, with three weeks' notice provided before the craft were impounded, and the means to contact the Town included in those notices.

**IN RE: SPECIAL ACTION ITEMS**

**a. Reappoint BZA Member Robert Field**

Interim Town Administrator Semmes presented this item, noting that Mr. Field has indicated his willingness to continue to serve on the Board of Zoning Appeals. Ms. Semmes recommended that the Council reappoint Mr. Field to another term, which will end on April 30, 2024. Vice-Mayor Graham then moved **that the Round Hill Town Council reappoint current Board of Zoning Appeals Member Robert Field to a new five-year term, ending April 30, 2024;** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Town Staff will notify Mr. Field of his reappointment to the BZA.

**b. Special Elections for Town Council**

Town Attorney Gilmore presented this item, noting that she sent information on this topic to Council Members via e-mail; the information provides various options for conducting this special election. Ms. Gilmore stated that she would be happy to take any questions Council may have. Town Attorney Gilmore also explained that, following the Council's decision on how to proceed with this election, she and the Town Administrator will file the necessary petitions with the circuit court; the information will then be provided to the State Board of Elections and the County Registrar. In response to a question from Council, Town Attorney Gilmore reported that she has been informed that holding this election in May 2020 will not pose any problem, and that the election to fill the vacant seat left by the resignation of Councilperson Frederick Lyne will still be considered a special election. It was decided by Council to proceed with *Option #1 – May 2020 Elections for Both Seats*. Councilperson Evers moved **that the Round Hill Town Council appoint Melissa Hoffmann to fill the entire term of the Town Council seat to which she was appointed, said seat to expire on June 30, 2020;** Vice-Mayor Graham seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Councilperson Hoffmann moved **that the Round Hill Town Council authorize the Town Attorney and the Town Administrator to file the necessary documents to schedule a special election in May 2020 for the Town Council seat vacated by Fred Lyne, said term to expire in May 2022, and a regular election for the Town Council seat currently held by Melissa Hoffmann, said seat to expire in June 2024;** Councilperson Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

It was decided to advertise the vacancy on the Council, with August 31<sup>st</sup> set as the deadline for submission of letters of interest; the process going forward to be determined at the Council's first meeting in September.

**c. August Meeting Schedule**

It was decided by the Town Council to cancel its regularly scheduled August meetings. It was noted that a special meeting may be called, if needed.

**IN RE: COUNCIL COMMENTS**

Councilperson Hoffmann reported that there is wine and cider remaining from the Hometown Festival; it was decided to keep this for use at next year's Festival.

Vice-Mayor Graham reported that she has identified a company which will produce fifty lapel pins, as requested by the Council. She will provide a sample pin at the next Town Council meeting.

Mayor Ramsey reported on a Coalition of Loudoun Towns (COLT) meeting, held yesterday, at which the situation which has arisen concerning Leesburg's JLMA was discussed. It was reported that Leesburg has decided to take legal action against the County, on public notice grounds; the Board of Supervisors accepted public comment regarding the proposed assumption by Loudoun Water of service to some customers in the affected area at only one meeting, followed by changes

made to the proposal by the Board, for which no public comment opportunity was provided. Mayor Ramsey further reported that Loudoun Water has stated that they were not notified of the changes, and that it could take up to two years for them to be able to provide service. COLT likely will support Leesburg's lawsuit; individual towns may file amicus briefs, as well. Mayor Ramsey noted that, if Round Hill were to consider filing such a brief, it would, of course, come before the Town Council prior to any action taking place.

Mayor Ramsey reported that, at the same COLT meeting, the County's Comprehensive Plan update was discussed; COLT will probably release a position statement regarding the Comprehensive Plan update, sometime in August.

Mayor Ramsey reported that COLT has stated it is willing to host a candidate forum for those seeking seats on the Board of Supervisors.

Mayor Ramsey reported that the Town of Hamilton has been approved to purchase two lighted signs, and two radar signs, using the Loudoun County CIP; additionally, Hillsboro is about to receive two signs as a result of its upcoming road construction project. Mayor Ramsey noted that each Loudoun town has been asked to compile an internal list of equipment which could be loaned to other towns; Interim Town Administrator Semmes and Project Specialist Lohr were asked to compile a list for Round Hill.

Finally, discussion took place at the COLT meeting regarding the towns seeking a joint contract for trash and recycling collection; most western towns are interested in pursuing a joint Request for Proposal (RFP), with Mr. Danny Davis to be the "point person" for gathering information for the joint RFP. A plan of acquisition would be presented to each Town Council prior to any action being taken.

Vice-Mayor Graham reported that the Appalachian Trail Festival Committee held a "wrap up" meeting, at which it was decided they would like to hold the festival again next year. It was reported that, in order for the grant funding to again be awarded, the event must cover a span of two days. Next year's festival will likely be held at BChord Brewing again, and will be scheduled for the second weekend in June.

#### **IN RE: CLOSED 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), specifically a former employee's actions undertaken while still employed by the Town, and current employee recognition, with the Town Attorney and Interim Town Administrator in attendance.** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Council was in Closed Session, and called for a brief recess at 8:54 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 Hoffmann seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Council was again 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 open meeting requirements.** Vice-Mayor Graham then moved **that the Round Hill Town Council adopt Resolution 2019-10, which states, NOW, THEREFORE, BE IT RESOLVED that the Round Hill Town Council does hereby certify that, to the best of each member's knowledge: 1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Session to which this certification applies; and, 2) only such public business matters as were identified in the motion by which the said Closed Session was convened were heard, discussed or considered by the Round Hill Town Council.** Councilperson Hoffmann seconded both motions. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilpersons Allen and Hummel absent. The vote is recorded as follows:

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

**IN RE: ADDITIONAL TOWN COUNCIL BUSINESS**

Town Attorney Gilmore reminded Council Members that the Conflict of Interest and Ethics module is now available on-line.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at \_\_\_\_\_ p.m.

Respectfully submitted,

---

Scott T. Ramsey, Mayor

---

Debra McDonald, Recording Secretary