

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
for
May 16, 2019**

A work session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, May 16, 2019, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen (arrived at 7:31 p.m.)
Amy E. Evers
Melissa Hoffmann (arrived at 7:31 p.m.)
Michael B. Hummel

Council Members Absent

Frederick J. Lyne

Staff Members Present

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

Others Present

Deputy Fornwalt, Loudoun County Sheriff's Office
Clinton Chapman
Robert Warner
Lori DeMark

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

Roll call was held; with Vice-Mayor Graham, Councilpersons Evers and Hummel, and Mayor Ramsey present, a quorum was established.

IN RE: COMMUNITY POLICING REPORT

Deputy Fornwalt provided this report, stating that the Sheriff's Office conducted a death investigation today in The Villages; the death was likely a suicide, and the elementary school was on lock-down for a short time as a precaution. Deputy Fornwalt also reported that a new Community Representative (CR) and two new detectives have been assigned to western Loudoun County, and should be in place soon. Deputy Fornwalt stated that he, and additional deputies, will be present for the upcoming Hometown Festival, and noted that he is looking forward to the event. The Deputy reported that the department is working on controlling speeding on Airmont Road, with some speeders ticketed. Additionally, arrests have been made at a house off Airmont Road which was damaged by fire in December; the property was to have been boarded-up, but is still unsecured. Deputy Fornwalt has been working with the Fire Marshal regarding this issue; the Fire Marshal has contacted the property owner, who lives in Maryland, and both officials are working with her to properly secure the house. Deputy Fornwalt asked that he be notified regarding properties outside the Town's limits which are not being properly maintained; these properties are subject to County blight ordinances and concerns may be addressed by County zoning staff. Deputy Fornwalt asked if there were any questions. Vice-Mayor Graham asked that the Deputy leave some of his business cards, which he did. Deputy Fornwalt stated that anyone with any concerns may also call the Western Loudoun Substation. Mayor Ramsey asked if there were any questions from the public; there were none. Council thanked Deputy Fornwalt for his report.

IN RE: PUBLIC COMMENT

Mr. Robert Warner, representing the Harmony Middle School Odyssey of the Mind program, was recognized; Mayor Ramsey stated that his presentation will be added to this evening's agenda. There was no public comment.

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

Vice-Mayor Graham moved **to adopt the Agenda, with the addition of *Odyssey of the Mind*, as a *Business Item*, to be heard prior to the Monthly Reports**; Councilperson Hummel seconded the motion. Mayor Ramsey stated that Councilpersons Allen and Hoffmann joined the meeting during the Community Policing Report. A vote was held; the motion was approved 5-0, with Councilperson Lyne absent. 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	Absent

IN RE: BUSINESS ITEMS

a. Odyssey of the Mind

Lily, Will and Isabella, members of the Harmony Middle School Odyssey of the Mind program, presented this item. The representatives explained that their team is comprised of seven seventh graders, most of whom live in Round Hill, and that the program is a creative thinking program which incorporates different skills to creatively solve problems. The students also explained that, for the year they had a *long-term* problem, and during their competition, a *spontaneous* problem, to be solved; they provided details on these problems and their solutions. The representatives reported that they were awarded first place in the Regional competition and earned a special award for the highly creative aspects of their long-term problem and solution, and that they were also awarded first place at the State competition. Their team, one out of only two representing western Loudoun County, is now going to the World competition at Michigan State University. The team members explained that they are now working to finance their trip to the World competition, and have held several fund-raisers toward this goal; they asked the Council if it would be willing to support them in this endeavor. A letter from the team was presented to Mayor Ramsey, who opened it and explained its contents; it was noted, in a letter included in the envelope, that the cost for each student to attend the World competition is approximately \$1,000.00 per team member. Vice-Mayor Graham then made a motion **that the Town of Round Hill donate \$1,000.00 for someone to attend Odyssey of the Mind World Finals**; Councilperson Allen seconded the motion. In response to a question from Council, it was noted that the donation goes to the group in general, and is not provided to any specific team member. Councilperson Evers asked if the team could provide a debrief when it returns, as part of the contribution; it was noted that they could. The contingency that the team members return to Council and present a report on the competition was added to the motion. A voice vote was then held; the motion was approved 5-0, with Councilperson Lyne absent. 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	Absent

The Harmony Middle School Odyssey of the Mind team members thanked the Council, which, in turn, wished the team good luck.

IN RE: MONTHLY REPORTS FROM COMMITTEE & SPECIAL PROJECT CHAIRS

a. Capital Projects & Parks

Councilperson Hummel provided this report, noting that he will complete the study of the parcels at the large reservoir. Mr. Hummel and Town Planner Runyan reported that the Planning Commission will begin work on an update of the Town's parks manual during the summer months. Mayor Ramsey asked for an update on the CPAM, currently under review by the Planning Commission. Councilperson Hummel reported that the Planning Commission intended to complete its review during the two most recently scheduled meetings, but that there was not a quorum for the May 7th meeting; therefore, that meeting has been rescheduled for May 28th with the regular June meeting to take place the following week. It is hoped a joint public hearing for the CPAM can be scheduled at the June meeting, with the goal of holding it on June 20th.

b. Utility Operations

Vice-Mayor Graham reported that research is being conducted on the history of the utility lines in the Stoneleigh subdivision, in response to the concerns raised by Mr. Richard Roe at the last Town Council meeting. Mayor Ramsey noted that Town Engineer Lane does not believe the leak reported by Mr. Roe is related to materials used by the Town, and that Town standards were upheld during installation in the development. Mayor Ramsey requested that the Roe request be added to the agenda for the next Town Council meeting. Vice-Mayor Graham will forward Town Engineer Lane's letter to Mr. Roe. Interim Town Administrator Semmes provided a copy of Mr. Lane's monthly report to Council Members for their review.

Project Specialist Lohr reported that a Change Order has been requested by Stantec, in relation to work on the Main Street Enhancement Project, and noted that this information was also provided to Council Members via e-mail. Mr. Lohr summarized the issues which have prompted the Change Order, most notably that VDOT has revisited the project due to the amount of time which has elapsed since its comments were last received and addressed. VDOT has sent multiple pages of additional comments, both to the County and to Round Hill; addressing these comments will require hundreds of hours of additional work, and has prompted the Change Order. Project Specialist Lohr provided background information regarding work done on the Main Street Enhancement Project, in an effort to move the project along; Mr. Lohr also noted that he has made known to VDOT the Town's frustration with the delays. Project Specialist Lohr stated that the amount of the Change Order is just at the expense limit which requires Town Council action. Discussion of this issue ensued, with Mr. Lohr explaining the impact on the project of the acceptance of federal funding, and noting that the project must go to bid by early summer so that citizens will know the project is actually moving forward. It was noted, during this discussion, that VDOT has been made aware that the funding for engineering for the project comes from the Town's taxpayers. It was also noted that, as time elapses, the cost of the project increases.

Following this discussion, it was noted that the Town Administrator has the authority to approve this Change Order.

c. Administration, Communication & Technology

There was no report.

IN RE: APPROVAL OF MINUTES

a. April 18, 2019 Town Council Minutes

Vice-Mayor Graham made a motion **that the April 18th minutes be approved;** Councilperson Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0-2, with Councilpersons Allen and Evers abstaining, and Councilperson Lyne absent. The vote is recorded as follows:

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

b. March 28, 2019 Town Council – Special Meeting Minutes

Councilperson Hummel requested clarification on page five, paragraph one, sentences two and three – asking if the well under discussion is located in *Lake Ridge*; it was noted that the well is in *Lake Point*. It was decided that the phrase should read as follows: *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...* There were no further corrections. Vice-Mayor Graham then made a motion **that the March 28, 2019 minutes be approved, as amended;** Councilperson Allen seconded the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hoffmann abstaining and Councilperson Lyne absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

a. Approval of Sleeter Lake Park Boat Storage Lottery Policy

Town Planner Runyan presented this item, explaining that Staff has developed a policy for conducting a lottery for boat storage at Sleeter Lake Park; the policy was included in Council packets. Discussion of multiple aspects of this proposed policy, and associated issues/concerns, ensued; these included: 1) to determine if the proposed fee was included in the FY2020 Rate Schedule; 2) to determine if the storage of boats should, or could, be limited to Town residents only; 3) the number of storage slots currently available (twelve), and to be available by mid-summer (twenty-eight); 4) that any policies adopted not be unnecessarily restrictive; 5) the possibility of using decals to identify boats approved for storage at the park; and, 6) to determine if the lottery will be held on a yearly basis. Following this discussion, it was decided that the Town should begin accepting applications for the storage lottery, and set a date for the lottery to be held; following this, Staff is to return to Council with information regarding the demand for boat storage. It was also decided that the first lottery will be held for the remainder of this season and all of the 2020 season, with a charge of \$50.00 for 2019 and \$75.00 for 2020. Mayor Ramsey suggested that storage be expanded as demand requires, so that all who wish to use these facilities may do so. It was noted that Town Staff will be responsible for confiscation of vessels stored inappropriately, with proper notice provided; it will also be made known that boats stored at Sleeter Lake Park are stored at the owners' own risk.

Discussion then turned to the Rules and Regulations devised for boat storage, included in Council packets, with various suggestions for changes made by Council Members. Following this discussion, it was suggested that Town Planner Runyan research the cost of storage provided by the Round Hill Owners' Association for its members, and set the fee charged by the Town at least \$10.00 more than that fee. Mayor Ramsey stated that the mindset should be to "make this park useful for the public."

IN RE: COUNCIL COMMENTS

Interim Town Administrator Semmes provided a report, beginning by noting that she is very happy to be here and stating that everyone has been very helpful. Ms. Semmes reported that Town Treasurer Holland, who recently suffered a broken leg, is doing well. Ms. Semmes also reported that, in light of recent Staff "happenings," previous cross-training which took place has proved to be advantageous. Interim Town Administrator Semmes reported that she has held two staff meetings, thus far, and that they, too, have been helpful. Interim Town Administrator Semmes further reported that: 1) The Berkeley Group is working on the VDOT grant; 2) she has been learning about Round Hill's Zoning Ordinance, as there have been some inquiries; 3) she is working with Project Specialist Lohr on hiring for the two Lake Monitor positions; and, 4) she has met with high school students who are working on a capstone project at Sleeter Lake Park, consisting of creating a birdhouse trail, for which the students are to provide a materials list for possible compensation of costs by the Town. Mayor Ramsey noted that a group exists which has a master plan for the butterfly meadow at Sleeter Lake Park, and suggested that the students planning the birdhouse trail check with them to ensure that nothing interferes with this. Project

Specialist Lohr stated that he will also check with the County, to ensure that any projects there do not interfere with mowing. Town Planner Runyan also reported that there is an Eagle Scout project at Sleeter Lake Park, which consists of creating a pollinator garden. Interim Town Administrator Semmes congratulated the Town on its designation as an Appalachian Trail Community, and stated that Staff will attend the ceremony slated for June 15th. The ceremony committee has been authorized to use the Town's Mr. Print account to pay for the printing of posters for the event; additionally, the Town has agreed to pay for the rental of a tent. Ms. Semmes noted that these expenses do not exceed the \$1,000.00 limit authorized by the Town Council.

Town Planner Runyan reported that she attended today's TANV meeting, at which the member towns were requested to provide items they wish to be presented to the General Assembly at a future session. Ms. Runyan also reported that TANV members discussed problems communities are having with trash and recycling collection, with the suggestion made that towns work together to address this issue. Discussion ensued regarding Round Hill's difficulties with its current provider, and steps which have been taken, and are to be taken, to resolve these problems. There was also discussion of how the pricing for collection would be set, if the towns were to join together in obtaining these services.

Councilperson Hummel reported that the Appalachian Trail Committee has done great work on the festival to be held to recognize Round Hill's designation as an AT Community, and noted that it would be good for as many Town Council members as possible to attend the ceremony at 11:00 a.m. on June 15th. Councilperson Hummel asked if Council members will participate in the Hometown Festival parade; it was noted that they will, and that they should meet at 9:00 a.m. Project Specialist Lohr asked that Council members advise him if they plan to participate.

Councilperson Hoffmann reported that all food and beverage vendors are set for the Hometown Festival, but that the Town still needs to file its ABC permit. Mayor Ramsey noted that volunteers are still needed for the registration table.

Vice-Mayor Graham reported that she will be returning home to Round Hill, from her short stay in Leesburg, in the coming week.

Councilperson Evers stated that there has been an increase in people using Hayman Lane to try to access Sleeter Lake Park, and asked if a sign could be posted to inform the public that the street is not an access point to the park. Mayor Ramsey stated that Hayman Lane is a private road, therefore, homeowners could post a sign, if they wish; Project Specialist Lohr stated that Staff could provide a link to the Town's sign maker for residents. Mayor Ramsey noted that a sign may not be placed in the VDOT right-of-way.

Mayor Ramsey reported on an article recently placed by COLT (the Coalition of Loudoun Towns) in a local newspaper, regarding *Envision Loudoun* (the update of the County's Comprehensive Plan); Mr. Ramsey also noted that the Board of Supervisors has finished hearing public comment on the update, with work on the plan to take place at its May 20th meeting. Mr. Ramsey noted that

the Board hopes to hold a public hearing on the Comprehensive Plan in June, but that citizens may still send e-mailed comments to the Supervisors. Mayor Ramsey also reported on a broadband summit held recently, hosted by the Town of Purcellville; and, in a related item, reported that the Verizon and Comcast franchise agreements will be up for renewal, in 2021 and 2022, and that COLT member towns have expressed a desire to join with the County in its franchise agreement.

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 Allen seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey declared that the Town Council is now in Executive Session, and called for a recess at 9:31 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 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

Mayor Ramsey stated that the Town 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 open meeting requirements**; Councilperson Allen seconded the motion. There

was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:55 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary