

**ROUND HILL TOWN COUNCIL  
PUBLIC HEARING  
and  
WORK SESSION MINUTES  
May 2, 2019**

A Public Hearing and Work Session were held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, May 2, 2019, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Donald W. Allen  
Amy E. Evers  
Melissa Hoffmann (arrived at 7:45 p.m.)  
Frederick J. Lyne

**Council Members Absent**

Michael B. Hummel

**Staff Members Present**

Melissa Hynes, Town Administrator/Town Zoning Administrator  
Rob Lohr, Project Specialist  
Lauren Runyan, Town Planner  
Maureen Gilmore, Town Attorney

**Others Present**

Richard Roe  
Debby Roe  
Mr. and Mrs. Cassian Abdul-Karin

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

Mayor Ramsey called the meeting to order at 7:34 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: PUBLIC HEARING**

**a. FY2020 Town of Round Hill Budget**

The Public Hearing for the FY2020 Town of Round Hill Budget was opened by Mayor Ramsey at 7:34 p.m. Town Administrator Hynes noted that the hearing was duly advertised. Mayor Ramsey asked if Staff wished to report on the FY2020 Budget; Town Administrator Hynes noted that an Annual Report was added to the budget. The Mayor opened the hearing to public comment; there was none. The Mayor then opened the hearing

to comment from members of the Town Council; there was none. Mayor Ramsey closed the Public Hearing for the FY2020 Town of Round Hill Budget at 7:36 p.m.

**IN RE: PUBLIC COMMENT**

Mayor Ramsey opened the floor to comment from the public. Mrs. Cassian Abdul-Karin, of 17290 Arrowood Place, Round Hill, spoke, noting that she has lived in Round Hill for approximately one and one-half years. Mrs. Abdul-Karin expressed her concerns with the water bill for her home, which she noted is substantially high. Ms. Abdul-Karin stated that she has been made aware that the rate for out-of-Town customers is higher than that charged to in-Town customers, and asked if there is a way for that to be reconsidered, or if the rates could be addressed in the future, so that they are equal across-the-board. Mayor Ramsey stated, "You probably will not be surprised to find that you are not the first person to ask about that." Mrs. Abdul-Karin stated that she was not, as all of her neighbors have expressed concerns about their bills. Mr. and Mrs. Abdul-Karin both stated their belief that it is not fair that they are paying so much more than in-Town residents, with Mrs. Abdul-Karin asking for an explanation of the differences in rates, and if it is possible that the rates will be equalized at some point in the future. Mayor Ramsey noted that, normally, this time is reserved for public comment only, but that, since the attendance was not large, he would try to briefly answer the Abdul-Karin's questions. Mayor Ramsey stated that he would be happy to speak with Mr. and Mrs. Abdul-Karin privately, and provided his e-mail address for their use in doing so; he also explained that information, including the Rate Study, pertinent to this issue is provided on the Town's website. Mayor Ramsey then explained the rate structure adopted by the Town, noting that the utility system is designed to pay for itself, but is not a source of income for the Town. Mr. Ramsey also explained that the utility system is a proprietary system, owned by the Town and for which the Town has undertaken the costs to build and maintain the system, and that the Town has agreed to provide service to areas outside the Town's boundary lines. Additionally, the Mayor explained that Town residents pay taxes which out-of-Town residents do not pay, and noted that this is a factor in the difference in rates. There was also discussion of possible future boundary line adjustments, and the Round Hill Owners' Association's and The Villages residents' stance on potential future incorporation into the Town's limits, with it being noted that incorporation into the Town would provide for residents in that area to pay the in-Town utility rate. Mayor Ramsey, at the end of his remarks, again invited the Abdul-Karin's to contact him, and noted that he would be happy to speak further with them.

Mr. Richard Roe, of 35385 Carnoustie Circle, Stoneleigh, Round Hill, then spoke. Mr. Roe stated, "I'm here to plead with the Council to relieve me of this ridiculous water bill." Mr. Roe stated that his water bill reflects an unusually large amount due, as a water line on his property broke; Mr. Roe noted that, five and one-half years ago the line broke at the same place – at the pigtail. Mr. Roe explained that, in addition to the unusually large bill, he has incurred significant costs in repairs for the two breaks. Mayor Ramsey asked to clarify that the breaks have occurred between the meter and the house; Mr. Roe stated that that is correct. Mr. Roe stated that the pigtail is made of copper, and noted that there have numerous problems with copper pipes in the Stoneleigh subdivision. Mr. Roe stated that his purpose here this evening is two-fold: to be provided relief from the amount currently owed on his utility bill, and to express his concerns regarding copper

pipes/fixtures and the gravity-fed system in use in the subdivision. Mr. Roe noted that the houses at the lowest points in the development have the highest water pressures, due to the gravity-fed system, and provided information he has found regarding potential problems with the copper pipes/fixtures used in that system. In response to a question from the Mayor, Mr. Roe stated that he is a water and sewer customer of the Town's system. Mr. Roe provided copies of pictures of the line at his home to Council Members, and noted that he has spoken with a plumber who worked at houses in the development as they were being built, and who agrees with his concerns about the materials used. It was further noted that both failures in the lines were at the same copper pigtail. Mayor Ramsey noted that the Council is not qualified to assess engineering issues and would like to refer this matter to the Town Engineer for further study. Mayor Ramsey explained that the Town Administrator has the authority to credit sewer charges, per Town policy; Mr. Roe stated that he wishes to pursue a further refund, due to his concerns regarding materials used and to the recurrence of the problem. Mayor Ramsey reiterated that Town policy allows for a refund of sewer costs, at the discretion of the Town Administrator, but that the customer is responsible for water use on the customer's side of the system; the Mayor also restated Mr. Roe's concerns, to ensure that both Council and Town Staff accurately understand his requests. Mayor Ramsey asked Mr. Roe to provide his contact information, and any information he has gathered on this issue, to the Town Administrator, who can then provide it to the Town's Project Specialist and/or the Town's Engineer for further consideration. Mr. Roe stated that he would like to think about pursuing the sewer credit, and noted that he will contact Town Staff. Mr. Roe thanked the Mayor and Council.

Mr. Abdul-Karin spoke, stating that the water in Round Hill "is insanely hard," and asking why that is the case; Mayor Ramsey noted that there is a limestone geology in the area, and that all of the Town's water comes from wells which contain the limestone, and which makes the water hard. Vice-Mayor Graham explained that it would be prohibitively expensive for the Town to treat all wells in the system. Mayor Ramsey stated that he appreciated Mr. and Mrs. Abdul-Karin's comments, and noted that they should feel free to contact him regarding his concerns.

Mr. Roe asked if it would be possible to obtain a pressure reading at the junction where the problems have occurred; Project Specialist Lohr explained how this type of measurement could be provided, and stated that he will ask the Town's Engineer to determine acceptable norms for water pressure, as well as to provide information on water pressure readings for nearby communities.

The speakers thanked the Mayor and Council, who in return thanked them for their comments.

Following the Public Comment portion of the meeting, Mayor Ramsey directed Town Staff to follow-up with Utility Staff regarding the Arrowood Place home, and asked that contact information for the speakers be provided to him. Discussion ensued regarding the situation in Stoneleigh, with Mayor Ramsey stating that applying the sewer credit is at the discretion of Town Administrator Hynes. Project Specialist Lohr stated that he will work with the Town Engineer regarding these issues.

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

Vice-Mayor Graham made a motion to adopt the Agenda, with the following additions: *COLT Request, to be placed under Business Items; and, to hear both legal and personnel matters during the Executive Session.* Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson 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	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Aye

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

**a. Capital Projects & Parks**

There was no Capital Projects and Parks report.

**b. Utility Operations**

Vice-Mayor Graham noted that Council Members received an e-mail from Project Specialist Lohr regarding the Yatton Road Loop project, which is going well. Ms. Graham reported that, during a Virginia Municipal League insurance inspection of the Waste Water Treatment Plant earlier this year, several safety issues were found; Town Engineer Lane is working with a structural engineer to determine corrective action regarding those issues. Vice-Mayor Graham noted that a recent article in *Loudoun Now* reported that the Leesburg Water system has begun adding orthophosphate to its water supply; this additive is used to help prevent leaching of lead from older piping. Ms. Graham explained that Utility Staff has assured her that the addition of orthophosphate is unnecessary in Round Hill.

**c. Administration & Technology**

Councilperson Lyne reported that the committee is awaiting the Virginia Municipal League's review of Round Hill's Personnel Manual. Additionally, Project Specialist Lohr is collecting information from neighboring towns regarding their policies, for use in a review of the Town's policies. Following receipt of this information, a plan for how to proceed on updates of the Town's manuals will be provided to Council.

**IN RE: APPROVAL OF MINUTES**

**1. April 4, 2019 Town Council Meeting**

Town Attorney Gilmore noted a spelling error on page two, paragraph two, line five, in which the word *approve* should be *approval*; there were no further corrections. Councilperson Lyne moved to approve the minutes of the April 4<sup>th</sup> meeting, as amended; Vice-Mayor Graham seconded the motion. There was no discussion of the

motion. A vote was held; the motion was approved 4-0-1, with Councilperson Evers abstaining and Councilperson Hummel absent. The vote is recorded as follows:

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

### IN RE: BUSINESS ITEMS

#### **a. FY2020 Town of Round Hill Budget**

Mayor Ramsey noted that the Public Hearing for the *FY2020 Town of Round Hill Budget* was held this evening, but that a vote on the budget will be held at a later meeting. Mr. Ramsey reminded Council that a super-majority of the vote is required to approve the budget; this means that only one "No" vote is allowed if the budget is to be approved. Town Administrator Hynes noted that she would like to include an *Annual Report*, a copy of which has been provided to Council, in the Budget when it is finalized and placed on the Town's website; Ms. Hynes asked that Council Members review this document and provide any comments to her.

#### **b. COLT Update**

Mayor Ramsey provided an update on the recent activities of COLT (the Coalition of Loudoun Towns) in its lobbying efforts regarding Loudoun 2040 and the County's update of its Comprehensive Plan. Mr. Ramsey stated that he does not provide updates on every position paper released by COLT, but that he does always strive to advocate for policies/positions which are in keeping with Round Hill's Comprehensive Plan, and with the priorities of the Town Council; he asked that Council Members keep him apprised if they feel COLT is supporting positions inconsistent with those of Round Hill. Mayor Ramsey explained that, in the past, COLT's activities have largely consisted of sending letters and holding meetings; however, this year, due to increased activities which include creating a website, the group is incurring expenses. The Town of Middleburg has agreed to fund the initial effort of creating the website; additionally, COLT plans to place a newspaper advertisement to publicize its efforts regarding Loudoun 2040 and to increase public involvement. Therefore, Mayor Ramsey stated, he is requesting that the Town Council authorize the Town Administrator to set aside \$500.00 in funding in both the FY2019 and FY2020 budgets to assist COLT in these efforts. Town Administrator Hynes noted that a memorandum was provided to Council Members which addresses this funding, which will come from the Operating Budget. Vice-Mayor Graham then made a motion **that the Town Council approve paying \$500.00 from the current fiscal year's budget, to pay the Town's share of costs associated with COLT's outreach, and that \$500.00 be set aside for COLT expenses in the next fiscal year's budget;** 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 Hummel absent. The vote is recorded as follows:

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

Mayor Ramsey stated that he will report this to COLT. Mr. Ramsey also noted that Supervisor Buffington seems to be well aligned with COLT on most items, and that the greatest challenge primarily seems to be convincing the eastern Loudoun supervisors to support COLT's position.

#### IN RE: SPECIAL ACTION ITEMS

##### **a. Lake Ridge Estates Physical Improvements – Maintenance Bond Release**

Town Administrator Hynes noted that the Lake Ridge Estates utility bond was released a number of years ago, and the public improvements bond was released just over one year ago. There was brief discussion of improvements which have been made in the subdivision. Councilperson Allen then moved **that the Round Hill Town Council approve the bond release request made by KHovnanian Homes for the Lake Ridge Estates neighborhood, for the release of the Maintenance Bond #SU-34362, in the amount of \$73,950.00; KHovnanian Homes is also required to pay any outstanding fees to the Town of Round Hill.** Vice-Mayor Graham seconded the motion. In response to a question from Council, Town Administrator Hynes and Town Attorney Gilmore explained that costs related to the bond release, such as legal fees and the cost of inspection, would result in outstanding fees due to the Town. There was no further discussion. A voice vote was then held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

**b. Appointment of Interim Town Administrator & Zoning Administrator**

Town Administrator Hynes presented this item, explaining that Ms. Martha Mason Semmes, who is slated to serve as Interim Town Administrator and Zoning Administrator, will officially begin her duties on Monday, May 6, 2019. It was noted that Ms. Semmes' authority is in place only when Town Administrator Hynes is absent. Vice-Mayor Graham then made the motion **that the Town Council approve Resolution 2019-07, as follows:**

***NOW THEREFORE, be it resolved that the Round Hill Town Council hereby appoints Martha Mason Semmes to serve as the Interim Town Administrator, Interim Town Clerk and Interim Zoning Administrator during the absence of Melissa Hynes. Martha Mason Semmes shall have all powers and authority of the Town Administrator, Town Clerk and Town Zoning Administrator during the interim appointment.***

Councilperson Lyne seconded the motion. Mayor Ramsey asked to clarify if another resolution should be adopted upon Ms. Hynes' return to work, following her leave of absence, as the resolution under consideration this evening does not contain an end date; Town Attorney Gilmore stated that it would be wise to do so. A voice vote was then held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

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

**IN RE: COUNCIL COMMENTS**

Councilperson Allen noted that he recently attended the play, "Chicago," put on by the students at Woodgrove High School. Mr. Allen stated that the students put a lot of effort into the production and did a good job, and suggested that Council Members consider attending a performance.

Vice-Mayor Graham reported that she will continue to search for a provider of lapel pins who will be willing to manufacture less than one-hundred items. Ms. Graham then referenced the minutes of a previous meeting, in which the subject of possibly changing the title of Town Administrator to Town Manager was discussed, and it was suggested that this topic be considered when the Town Charter is updated. The Vice-Mayor stated that she reviewed the Town Charter, and in doing so, found that the title of Town Administrator is not included; it was noted that the title may be included in the Town Code. Town Attorney Gilmore briefly explained the possible genesis of the title Town Administrator, and stated that she will review the pertinent documents to determine the title which is included. Ms. Gilmore noted that a danger in changing the title to Town Manager is that it provides for a town manager form of government, and stated that the Council should look

carefully at this issue, to determine which form is best for Round Hill. In response to a question from Council, Town Attorney Gilmore stated that there is a difference between a town manager form of government and a town administrator form.

Councilperson Hoffmann raised the issue of petitioning for a crosswalk on Woodgrove Road at the Mountain Valley Estates subdivision, to provide for the safety of students walking to Round Hill Elementary School. Mayor Ramsey suggested that it may be most effective to begin with a request to the school principal for a crossing guard at that intersection.

Councilperson Evers asked if additional speed limit signs can be posted between Round Hill and Purcellville; Project Specialist Lohr stated that he will investigate this issue.

Mayor Ramsey reported on the recent opening of Niels Poulsen Park, which was attended by members of Mr. Poulsen's family, and the Arbor Day tree planting there. Mr. Ramsey noted that the Town's newsletter will be distributed soon, and will include articles regarding these activities and projects. Mayor Ramsey noted that the Hometown Festival is upcoming, with Town Planner Runyan reporting that all permits are ready, with payment to be remitted. Mr. Ramsey stated that the Festival is coming together well. Town Administrator Hynes thanked Project Specialist Lohr for substituting for her at this year's Festival. Vice-Mayor Graham and Project Specialist Lohr reported on the rides for the event, with Mr. Lohr noting that the provider has asked to set up on the day of the Festival, at 6:00 a.m., and that he will be there for that activity.

**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 legal and personnel matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1) and §2.2-3711(A)(7), with the Town Administrator and outside counsel invited to attend;** 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 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	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Aye

Mayor Ramsey declared that the Town Council is now in Executive Session, and called for a recess at 9:06 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 Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson 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	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Aye

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 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	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Aye

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:55 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary