

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
April 4, 2019**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, April 4, 2019, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Melissa Hoffmann
Frederick J. Lyne

Council Members Absent

Amy E. Evers
Michael B. Hummel

Staff Members Present

Rob Lohr, Project Specialist

Staff Members Absent

Melissa Hynes, Town Administrator/Town Zoning Administrator

Others Present

Clinton Chapman

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: ROLL CALL

Roll call was held. It was noted that Councilpersons Evers and Hummel were absent; however, with Vice-Mayor Graham, Councilpersons Allen, Hoffmann, and Lyne, and Mayor Ramsey present, a quorum was established.

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 deletion of the Executive Session**; Councilperson Allen seconded the motion. Councilperson Lyne requested that discussion

of *Special Action Item "a," Award of Stoneleigh Generator Contract*, be held earlier in the meeting; both Ms. Graham and Mr. Allen agreed to this change. There was no further discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Evers and 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	Absent
Frederick J. Lyne	Aye

IN RE: SPECIAL ACTION ITEM

a. Award of Stoneleigh Generator Contract

Vice-Mayor Graham noted that questions she had about the contract had been answered by Town Engineer Lane. The Vice-Mayor then made a motion **that the Town accept the contract for the Stoneleigh Generator, as awarded to Carter Machinery, in the amount of \$62,187.61**; Councilperson Lyne seconded the motion. Mayor Ramsey noted that the Town Engineer has recommended approval of the contract. Project Specialist Lohr explained that the Town will contract for landscaping at the generator site, deferring to the golf course manager regarding his preferences for a landscaping contractor and materials; this is outside the scope of the contract being considered this evening. Mr. Lohr, in response to a question from Mayor Ramsey, explained that the landscaping costs will be less than \$8,000.00, and will not require further action by the Council. Additionally, Mr. Lohr stated that moving the generator to the site will be coordinated with the golf course superintendent. It was noted that the installation of the generator should take no more than four days. There was no further discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Evers and 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	Absent
Frederick J. Lyne	Aye

IN RE: MONTHLY REPORTS FROM COMMITTEE & SPECIAL PROJECT CHAIRS

a. Capital Projects & Parks

Mayor Ramsey requested an update on the Main Street Enhancement/Franklin Park Trail Project. Project Specialist Lohr stated that the project is nearly ready to begin, explaining

actions taken to obtain all required permits, and noting that all comments have been addressed. Mr. Lohr stated that the contract will go to bid upon final VDOT approval; it is hoped that the bid will be awarded in late summer, following which a "Notice to Proceed" will be issued, and a beginning date for the work will be determined. Project Specialist Lohr provided a detailed explanation of the process for awarding a contract, and also explained the impact upon the process the acceptance of federal funding has had. Mr. Lohr stated that he will provide an updated schedule for the project at an upcoming Town Council meeting. Discussion ensued regarding how best to provide information on the project to citizens, to ensure they know that work continues on this effort, and when it may be appropriate to hold a public information session.

b. Utility Operations

Vice-Mayor Graham noted that Town Engineer Lane has provided a status report, with Project Specialist Lohr explaining that the report was received via e-mail shortly before the beginning of this evening's meeting, and has been included in Council packets. The report includes an update on the Yatton Road Loop project. Mr. Lohr stated that he would be happy to review the report if there were any questions. Mayor Ramsey asked for an update on the installation of a generator at the Goose Creek facility; Project Specialist Lohr explained that that project has been included in the FY2020 CIP.

c. Administration & Technology

Councilperson Lyne reported that a list of work assignments for the Administration and Technology Committee will be sent to Council Members, so that each member can decide if there is any assignment he/she may be interested in pursuing. Mr. Lyne noted that a project which will be undertaken by the Committee is an update of the personnel manual; the manual is, at present, being reviewed by the Virginia Municipal League. Upon completion of this review, VML will provide its recommendations for updating the document, and the committee will begin work on the project. Additionally, Councilperson Lyne reported that Town Administrator Hynes will soon begin conducting employee reviews; a method for conducting, properly documenting, and filing these reviews will be determined, and a report on this effort will be provided to the Council. There was discussion of changing the job title of *Town Administrator* to *Town Manager*, with it being determined that this issue will be discussed at the time of an update to the Town Charter.

IN RE: APPROVAL OF MINUTES

1. March 7, 2019 Town Council Meeting

Vice-Mayor Graham provided the following corrections: a punctuation error on page three; and, a spelling error on page four, in the subtitle of the fourth paragraph, which should be notated as *Administration* rather than *Administrator*. There was brief discussion of the correct title for the Administration and Technology Committee, with it noted that the subject will be discussed further at a future meeting. Vice-Mayor Graham then made a motion **to approve the minutes, with the corrections noted**; 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 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	Absent
Frederick J. Lyne	Aye

IN RE: BUSINESS ITEMS

a. Loudoun County Chamber of Commerce Membership

Councilperson Lyne presented this item, noting that he had received a message from a member of the Lovettsville Town Council indicating that that body is considering membership in the Loudoun County Chamber of Commerce, and asking if the Round Hill Town Council would wish to do the same. Project Specialist Lohr provided written information on Chamber membership, in which it was noted the category under which the Council could become a member, and that the dues are \$525.00 per year. Discussion ensued regarding the possibility of joining the organization; it was noted that the Loudoun County Chamber seems to focus on the Leesburg area and the eastern section of the County, as well as on the private sector, and that it is dominated by very large government entities. There was also discussion of privately organized business associations which exist in a number of nearby localities. It was decided that the Council may consider membership, for networking purposes, if a no-fee option exists. There was also discussion of possibly holding an organized input session for Round Hill business owners.

b. Round Hill Official Lapel Pins

Vice-Mayor Graham presented this item, explaining that other municipalities use lapel pins as an identifier for representatives at official functions, and that she and Town Administrator Hynes discussed the possibility of providing these pins for representatives from Round Hill. A design for the pin was included in Council packets. A quote for manufacture of the pins was obtained; a purchase of a minimum of one-hundred pins is required. At the request of the Mayor, Vice-Mayor Graham will search for a provider who is willing to produce a smaller number of pins.

IN RE: SPECIAL ACTION ITEMS

b. Yatton Road Water Loop Payment Request #1 (Fuog)

Project Specialist Lohr presented this item, explaining that this is the first request for payment made for the Yatton Road Water Loop project, which is approximately three weeks from completion. Mr. Lohr reported that this request has been reviewed and approved by both Utility Supervisor Feltner and Town Engineer Lane. Mayor Ramsey noted that, in the past, the Council has not approved payment requests; Project Specialist Lohr explained that he was advised, by two sources, that large payment requests should be

returned to Council for approval. Discussion ensued regarding the total amount budgeted for this contract, and of circumstances under which a request for payment has been returned to Council; Mayor Ramsey requested that a policy which provides parameters for returning these requests to Council be included in the Policy Manual, with the Administration and Technology Committee to undertake that effort. Vice-Mayor Graham then moved **that the Town Council approve Payment Request #1, for the Yatton Road Water Loop, to Fuog Interbuild, Inc., in the amount of \$216,339.00**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Evers and 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	Absent
Frederick J. Lyne	Aye

c. Adoption of 2019 Water & Sewer Rate Study

Mayor Ramsey explained that the updated Water & Sewer Rate Study was sent to Council Members today; changes previously made have been incorporated, and the final version will be marked as *Adopted*. Councilperson Lyne moved **that the Round Hill Town Council adopt the 2019 Water & Sewer Rate Study, and recommend the new rates/fees be included in the Draft FY2020 Budget**; Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Evers and 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	Absent
Frederick J. Lyne	Aye

Mayor Ramsey noted that he will correct a Scrivener's error and will update the footer, prior to the Study being available to citizens.

d. Motion of Intent to Adopt FY2019 Real Estate Tax Rate (To Send to County)

Mayor Ramsey explained that Round Hill is required to notify the County of its tax rate by April 8, 2019, and that a formal motion to adopt the rate is needed. Councilperson Allen then moved **that the Round Hill Town Council recommend an equalized Real Estate**

Tax Rate not to exceed 0.161, and forward this rate to Loudoun County on April 5, 2019, for inclusion in the County tax rate billing process for the Town of Round Hill; 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 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	Absent
Frederick J. Lyne	Aye

IN RE: COUNCIL COMMENTS

Councilperson Allen voiced his concern regarding the condition of Main Street, noting that it will be some time before the Main Street Enhancement Project will begin. Mr. Allen noted that he witnessed traffic coming to an abrupt stop, in the face of oncoming traffic, so that a large pothole could be avoided. Vice-Mayor Graham reported that she notified Town Administrator Hynes of this issue, noting that, in past years, the previous Town Administrator had been successful in having VDOT attend to these concerns; Ms. Hynes sent this request, via e-mail, to VDOT. Project Specialist Lohr stated that he and Town Administrator Hynes will request that VDOT conduct a field inspection, and that they will request temporary patching be done. Mr. Lohr also noted that Round Hill is scheduled for major paving this summer, and that he will check with VDOT to determine if that will occur. Mayor Ramsey asked that it be ensure paving does not impact the Hometown Festival in May.

Councilperson Allen also noted that a vacant field, located just past the Lake Ridge Estates subdivision, is being used by people driving ATV's and trucks, from 10:00 a.m. to 11:00 p.m. on weekends; Mr. Allen noted that the area is outside the Town's limits, but wondered if there is anything that can be done to help limit this activity. Discussion of this ensued; the recommendation was made that the homeowners in the area send a letter of complaint to the Loudoun County Sheriff's Office.

Councilperson Hoffmann noted remarks she has seen, particularly in posts on Facebook, expressing concern regarding the condition of the ruins of the house at Sleeter Lake Park. Ms. Hoffmann noted that these concerns include the visual effect of the site and possible safety issues. Mayor Ramsey provided information on steps taken by the Town to secure the house ruins, to-date, and noted that it is up to the Council to make a determination on the disposition of the house. Project Specialist Lohr noted that a portion of the grant funding received for the development of Sleeter Lake Park provided for different options for the use of the house ruins; Mr. Lohr stated that Town Administrator Hynes will work with Council to make a decision as to the disposition of the ruins, during FY2020, for work to be done in FY2021.

Vice-Mayor Graham reported that the Planning Commission has decided to include Land Bay Six in its discussions of the CPAM request currently under review.

Vice-Mayor Graham stated that she has made motel reservations for the Virginia Municipal League conference, to be held in Roanoke in the fall. Two rooms have been reserved, for anyone who wishes to attend.

Councilperson Lyne asked who will undertake work at the Hometown Festival which was handled, in the past, by the former Town Administrator. Project Specialist Lohr reported that he, Town Administrator Hynes, Town Planner Runyan are working to ensure this work is covered; Mr. Lohr also reported that a spreadsheet is being created for use in tracking these efforts, which will be helpful in ensuing years.

Mayor Ramsey reported that planning for the Hometown Festival is going well; Mr. Ramsey also noted that a new entertainment vendor has been secured for this year's festival.

Mayor Ramsey reported that the Upper Loudoun Little League season will officially open this Saturday, at the old elementary school; Mr. Ramsey will represent the Town at this event.

Mayor Ramsey noted that the next project to be undertaken by the Council is to restart the boundary line adjustment process.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 8:50 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary