

**Round Hill
Town Council Meeting
July 21, 2011
7:30 p.m.**

A regularly scheduled meeting of the Round Hill Town Council took place Thursday, July 21, 2011 at 7:30 p.m. at the Town Office, 23 Main Street, Round Hill, Virginia.

TOWN COUNCIL MEMBERS PRESENT

Scott Ramsey, Mayor
Mary Anne Graham, Vice Mayor
R. Daniel Botsch
Janet Heston
Clarkson Klipple
Christopher Prack

TOWN COUNCIL MEMBERS ABSENT

Jennifer Grafton Theodore

STAFF MEMBERS PRESENT

John Barkley, Town Administrator
Susanne Kahler, Recording Secretary

MEMBERS OF THE PUBLIC PRESENT

Dave Bowers, Stantec
Jack and Chris Frear, residents
Rachel Wetherill, resident
Carrie Havell, Leesburg resident
Matt Dunn, resident
Mike Amman (arrived during meeting)
Deputy Matt Bressler, Loudoun County Sheriff's Department

IN RE: CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Mayor Ramsey.

IN RE: PLEDGE OF ALLEGIANCE

Vice Mayor Graham led those present in the Pledge of Allegiance.

IN RE: COMMUNITY POLICING REPORT

Deputy Bressler reported that it was a quiet month; typical fireworks related complaints and an incident where a juvenile set a shed on fire on Mulberry Street. There was also a report of lumber being stolen from a construction site. In all, 55 calls for service, 14 traffic stops and 66 self-initiated actions.

IN RE: PUBLIC COMMENT

There was none.

IN RE: APPROVAL OF AGENDA

Vice Mayor Graham moved that the agenda be approved as presented.

Councilperson Botsch seconded her motion.

The motion passed unanimously 5-0-0.

IN RE: REQUEST FOR A WAIVER: 17790 Stoneleigh Drive

Mike and Gina Amman, residents, have requested that a waiver be made as per the Town of Round Hill Utility Policy to credit their account the sewer portion due to a sizeable water leak. Mayor Ramsey stated that more investigation was needed to make sure it was not due to a new meter or an irrigation system. As members of the Town Utility staff were present when the pipe was dug up, it was also requested that they be contacted for their confirmation of the events that they witnessed. It was suggested to carry over this issue until next month's meeting as the Amman's were not present to comment.

IN RE: MAIN STREET ENHANCEMENT PROJECT – Phase 1 Planning and Design Process

Dave Bowers from Stantec presented a basic outline of the project to Town Council members and Town residents present. The application that the Town made for additional grant funding at the end of 2010 was denied due to insufficient progress being made on the project. Another application for funding will be submitted in October or November. Currently \$150,000 is earmarked for obtaining easements from property owners. A general consensus of Council members agreed that it was a good idea to meet with landowners individually to engage them in the project and by so doing, they would be better able to determine where any potential problems and impediments to the project lay. Councilmembers Heston, Botsch and Klipple agreed to sign-up for times to accompany Town Administrator John Barkley on these individual appointments. A summary of their findings will be presented at the August meeting.

Mr. Bowers also raised the issue of storm water and the possibility that the entire project might have to be divided into two phases was raised as well as the question of how secondary does the stormwater portion of the project need to be? As Mr. Barkley reminded the Council, the grant funding was for sidewalk safety related projects; storm water merely being a necessary adjunct to that issue.

IN RE: RESOLUTION 2011-06: Payroll Week

(Please note that the Town Council discussed these two resolutions in a differing order than presented on the agenda, so the numbers of the resolutions have been changed.)

Councilperson Prack questioned what exactly a "Payroll Week" was. Leesburg resident Carrie Havell presented the resolution to Council members.

Councilperson Botsch moved that the Town approve resolution 2011-06, acknowledging and paying tribute to payroll professionals. Councilperson Prack called the question. **The motion passed unanimously 5-0-0.**

IN RE: RESOLUTION 2011-07 CHILDHOOD CANCER AWARENESS WEEK.

Vice Mayor Graham moved that the Town Council approve resolution 2011-07, Childhood Cancer Awareness week, recognizing that cancer is the leading cause of death

by disease among children in the United States. Councilperson Botsch seconded her motion. **The motion passed 3-2-0 with Councilpersons Heston and Klipple voting no.**

There was a general consensus among Council Members that unless a resolution was sponsored by a Town Council member or introduced personally by a Town resident to the Council that they no longer be considered.

IN RE: REQUEST FOR WAIVER (REVISITED) 17780 Stoneleigh Drive

Mr. Amman arrived at this time so the issue of the waiver was revisited by the Town Council. Mr. Amman stated that they had been notified once previously that their water use was excessive but then a few days later, utility staff told them it was a mistake. They shut off the water to the house and the meter still spun. A new line was run and the blue pipe installed originally was switched out for a new line by Anderson Plumbing. There was no water in the trench at that time and Round Hill Utility staff was on hand to witness that, according to Mr. Amman. Mayor Ramsey said he wanted to exercise due diligence by consulting with Alan Wolverton, Round Hill's Utility Supervisor before a decision was made whether to credit back the sewer portion of the utility bill. The issue will be discussed at the next Utility Committee Meeting.

IN RE: APPROVAL OF MINUTES MAY 19, 2011 TOWN COUNCIL MEETING

Vice Mayor Graham moved that the minutes be approved as presented. Councilperson Heston seconded the motion. **The motion passed, 4-0-1 with Vice Mayor Graham abstaining (as she was absent from the meeting).**

IN RE: APPROVAL OF JUNE 2, 2011 PUBLIC HEARING MINUTES – FY12 TAX RATES AND FEES

Vice Mayor Graham moved that the minutes be approved as amended – it was requested that a listing of Town Council members absent from the meeting be added. Councilperson Heston seconded her motion. Councilperson Botsch called the question. **The motion passed 5-0-0.**

IN RE: APPROVAL OF JUNE 2, 2011 PUBLIC HEARING MINUTES – FY12 BUDGET

Vice Mayor Graham moved that the minutes be approved as amended – it was requested that a listing of Town Council members absent from the meeting be added. Councilperson Botsch seconded her motion. Councilperson Heston called the question. **The motion passed 4-0-1, with Councilperson Prack abstaining as he was not present for this portion of the Public Hearing.**

IN RE: MINUTES OF SPECIAL TOWN COUNCIL MEETING JUNE 9, 2011

Vice Mayor Graham moved that the minutes be approved as presented. Councilperson Klipple seconded her motion. **The motion passed 4-0-1 with Councilperson Botsch abstaining as he was not present at the meeting.**

IN RE: MINUTES OF THE JUNE 16, 2011 TOWN COUNCIL PUBLIC HEARING

Vice Mayor Graham moved that the minutes be approved as presented. Councilperson Klipple seconded her motion. Councilperson Heston called the question. **The motion passed 4-0-1 with Vice Mayor Graham abstaining as she was not present at the Public Hearing.**

IN RE: MINUTES FROM THE JUNE 16, 2011 JOINT TOWN COUNCIL/PLANNING COMMISSION PUBLIC HEARING

Councilperson Botsch moved that the minutes be approved as presented. Vice Mayor Graham seconded his motion. Councilperson Klipple called the question. **The motion passed 4-0-1 with Vice Mayor Graham abstaining as she was not present at the Public Hearing.**

IN RE: ZONING ORDINANCE AMENDMENTS: ARTICLE 16 SPECIAL EXCEPTIONS

Vice Mayor Graham moved that Article 16 be amended as presented, with one change to the wording under Section 16.3 Action by Council to read, ... *”and shall take action on the special exception within 60 days of the public hearing or recommendation by the Planning Commission, whichever occurs later, unless the applicant agrees to a longer period of time.”* This amendment serves to clarify, but not change, the meaning of the word “or.”

Councilperson Botsch seconded her motion. Councilperson Heston called the question. **The motion passed 5-0-0.**

IN RE: WATER ORDINANCE AMENDMENTS, ARTICLE 1 AND III, FIRE SUPPRESSION SYSTEMS

Vice Mayor Mary Anne Graham moved that the Council approve the amendments to Article 1 and III, Fire Suppression Systems, as presented.

Councilperson Klipple seconded her motion. It was noted that if the motion passed, these systems could be installed without payment of an availability fee, however, it was yet to be determined what the fee schedule would be for their actual usage. The matter of was referred to the Administrative Committee for further review as a budget matter.

Councilperson Heston called the question. **The motion passed 5-0-0.**

IN RE: PERSONNEL POLICIES – POSITION DESCRIPTIONS, WATER AND WASTEWATER OPERATOR

Town Administrator John Barkley noted that one of the changes to the job descriptions was the requirement of a Class 3 license in compliance with Federal regulations the minute the hired personnel walked in the door. The Administrative Committee reviewed the forwarded position descriptions, with the approval of the Utility Department. Some interviews are already scheduled for late July and it is hoped that the Town will have an operator or two on staff by August, according to Mr. Barkley.

Councilperson Prack moved that the Town Council adopt the revised position descriptions. Vice Mayor Mary Anne Graham seconded his motion. Councilperson Heston called the question. **The motion passed 5-0-0.**

IN RE: TOWN ADMINISTRATORS REPORT

There is evidence of decline in the well levels – reservoirs are down about 2 feet. Utility staff recommended that no action be taken at this time to move towards water restrictions, however, it was suggested that the issue be revisited at next month’s meeting. Mayor Ramsey suggested that the Town conduct meter reads on water consumption bi-weekly prior to any adoption of any restrictive policies so that the effects of water restrictions can be more easily determined.

Councilperson Heston asked about the recent conference Mr. Barkley had attended. The conference focus was on budgeting and managing municipalities during tough economic conditions. Mr. Barkley felt that it was a worthwhile opportunity and allowed him to meet, share and learn from likeminded peers in similar circumstances throughout the state.

Councilperson Prack asked about how the fire department was acclimating to the lock on water hydrants. Mr. Barkley said that the department had continued to adapt and thrive.

IN RE: TOWN PLANNERS REPORT

The report was presented in written form for Council’s review. Town Administrator John Barkley noted that there were no new contacts on the Buhl property made since the last Land Use Committee meeting. As an additional note, the Round Hill United Methodist Church had begun focusing on engineering and site plan development during the last two weeks.

IN RE: MAYOR’S REPORT

Mayor Ramsey reported that the Town had a good turnout for the 4th of July events featuring a free pig roast and despite the lack of a parade, thanks to the efforts of the Round Hill Business Association and the Bank of Clarke County.

The Earth Team is requesting a liaison with the Town Council to facilitate two way communications regarding the community garden.

IN RE: UTILITY COMMITTEE

Testing continues on the sludge press. Currently it sprays all over the building when it runs.

IN RE: ADMINISTRATIVE COMMITTEE

Paymentus is not approved for the payment of taxes. If a customer uses their service to do so, they will be charged a fee. The fee is absorbed by the Town when Paymentus is utilized for the payment of utility bills.

The Town has purchased a new Xerox copy machine and the old machine has been moved to the utility building.

Additional job descriptions will be reviewed.

IN RE: LAND USE COMMITTEE

They will talk to Buhl’s landowner about the possibility of rezoning and will revisit the LI ordinance standards, of which Buhl’s is currently the only property falling under light industrial classification.

Gateway signs are up. A visiting exchange student is working on creating a design for the Town Park's pavilion. Due to ADA restrictions, there is a possibility that the building will be at grade. Stonegate Design has promised a forthcoming illustrative incorporating the design elements for a more formal proposal at next month's Town Council meeting.

IN RE: COUNCILMEMBER COMMENTS

Councilperson Botsch requested that the next time a resolution was placed on the agenda for consideration by the Council; it would be a good idea if Council members were informed in advance whether a representative was present.

IN RE: ADJOURNMENT

With no further question or comment, Mayor Ramsey adjourned the meeting at 10:40 p.m.

Respectfully submitted,

Scott Ramsey, Mayor

Susanne Kahler, Recording Secretary

