

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
January 19, 2017**

A regular meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, January 19, 2017, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor (arrived at 7:39 p.m.)  
Mary Anne Graham, Vice-Mayor  
Janet L. Heston (arrived at 7:31 p.m.)  
Frederick J. Lyne  
Michael K. Minshall  
Christopher J. Prack

**Staff Members Present**

Buster Nicholson, Town Administrator  
Melissa Hynes, Town Planner/Zoning Administrator  
Kimberly McGaha, Town Clerk

**Others Present**

Deputy Moats, Loudoun County Sheriff's Office  
Clinton Chapman  
Michael Hummel  
Steven Chen  
Keith Lane  
Alan Wolverton  
Mr. Esposito

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

Vice-Mayor Graham called the meeting to order at 7:31 p.m. Councilperson Prack led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Vice-Mayor Graham stated that a quorum was present.

**IN RE: COMMUNITY POLICING**

Deputy Moats reported that, in relation to thefts from cars he reported at the previous Town Council meeting, video now exists of two suspects breaking into a car in Round Hill. Firearms

have been stolen during some of these instances, Deputy Moats further reported. The Deputy noted that access to an unlocked car can allow access to a home, via the use of a garage door opener. Deputy Moats reminded those in attendance to store firearms in a locked container in the home, and to lock vehicles. As a proactive step, the mobile sign containing a reminder to citizens to lock cars is being moved throughout the County; Deputy Moats asked that citizens "bear with" the sign if it is temporarily located near one's property. Deputy Moats asked that citizens feel free to contact him with any concerns, and noted that leads in the theft cases do exist. Deputy Moats also noted that, due to the number of access points to the County which exist, and due to youth involvement in such cases, Loudoun County does have a legal code regarding trespass into a vehicle. Deputy Moats stated that the Sheriff's Office appreciates citizen assistance, and asked that residents call 911 with any information or concerns. Deputy Moats asked if there were any questions. Vice-Mayor Graham asked if the suspects noted on the video are local; Deputy Moats stated that, due to the ongoing investigation, he is unable to say. Vice-Mayor asked if anyone in attendance had any questions; there were none. Council thanked the Deputy for attending and providing this report.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

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

Town Planner/Zoning Administrator Hynes asked that discussion of *Wolford & Chen signage* be added to Business Items, as Item #1. There were no other amendments to the Agenda. Councilperson Heston then made a motion **to adopt the January 19<sup>th</sup> Agenda, as amended**; Councilperson Lyne seconded the motion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

**IN RE: APPROVAL OF MINUTES**

**a. November 10, 2016 Town Council Work Session Minutes**

Vice-Mayor Graham moved **that Council adopt the minutes for the Special Meeting of November 10<sup>th</sup>**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0-1, with Councilperson Prack abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Abstain
Frederick J. Lyne	Aye

**b. November 17, 2016 Town Council Strategic Planning Meeting Minutes**

Vice-Mayor Graham made a motion **that the minutes be approved**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0-1, with Councilperson Prack abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Abstain
Frederick J. Lyne	Aye

**IN RE: APPROVAL OF THE CONSENT AGENDA**

There were no Consent Agenda items.

**IN RE: ACTION ITEMS**

**1. Wolford & Chen Signage**

Town Planner/Zoning Administrator Hynes explained that the Town is in negotiations with the firm Wolford & Chen for rental of the upstairs office space at the Town Office. Two options for signage for the firm have been presented; one is to include a hanging sign on the Ford Store sign located at the front of the building, and a second is a low monument-type sign, also to be placed at the front of the building. A sign will be located at the rear of the building to direct parking, as well. Wolford & Chen have requested that a glass door be installed at the side porch; as the off-hours security box for the Town is located in that location, this will require a creative solution to including that in the new door. Mayor Ramsey recommended that approval of the signage be given to Town Administrator Nicholson; Council agreed with this recommendation. Discussion ensued regarding which type of sign, a monument or one suspended from a pole, is preferred, with Mayor Ramsey suggesting that anyone with a strong interest in the look of the sign contact the Town Administrator. Mayor Ramsey also requested that it be ensured that Town clients are directed to the front door of the building. Mr. Chen requested that it be ensured a sign directing parking is included, as well.

## **2. Yatton Loop/Well 22A Connection Engineering Proposal**

Town Engineer Keith Lane presented this item, noting that the written proposal should have been included in Council Members' packets. This proposal, Mr. Lane stated, is for two of three upcoming projects, including the eight-inch Yatton Loop and the tie-in of Well 22A to the Evening Star Plant; this does not include the south water tank as there is uncertainty regarding conditions the County may impose on that project. Town Administrator Nicholson provided an overview of the structure for funding of these projects, and Mayor Ramsey explained that these are independent projects. Mayor Ramsey asked to clarify if the tie-in of Well 12 will be included in the work proposed at Yatton Road; Mr. Lane stated that the raw water line is included in the scope of this work. Mayor Ramsey asked to clarify that upgrades at West Lake are not included in this work, which Mr. Lanes stated is correct. Mayor Ramsey asked for clarification on the manner by which Well 12 will be treated, following completion of these projects; Mr. Lane explained that the tie-in can be valved so that it can be pumped to West Lake or can continue to be pumped into the distribution system. Mayor Ramsey asked if a reason to delay the tie-in to West Lake exists; Mr. Lane explained that it depends upon if the expected water quality improvements will be worth the cost. Mr. Lane also noted that, once treatment of Well 12 is decided upon, the Town will be committed to that process, as per Health Department regulations. Mr. Lane explained that Well 22A is the "biggest offender" for iron and manganese, and that treatment for this well should be a greater priority. Mr. Lane reported that control and design changes will be required at the Wastewater Treatment Plant. Discussion then turned to the appropriate manner for billing/making payment for this work. Mayor Ramsey suggested that a separate Task Order be prepared; Mr. Lane noted that it may be possible to include the cost in his firm's billing for monthly services, thus negating the need for a separate Task Order. Mayor Ramsey stated that Mr. Lane's suggestion should be pursued, with further discussion at a Utility Work Session, if necessary. Councilperson Lyne asked for the "all-in" cost for the project. Mr. Lane stated that the estimated cost is \$765,000.00 for the Yatton Loop and the Well 12 connection, which includes construction and engineering. Connection of Well 22A to the Evening Star Plant is \$85,000.00, including construction and engineering. Councilperson Lyne then asked for the timeline for this work; it was noted that engineering for both projects is budgeted for this fiscal year, with construction occurring next year. Following this discussion, Vice-Mayor Graham made a motion **that Council approve the Proposal for Engineering Services for the Yatton Loop and Well 22A Projects, P&B JN: 16-58, for the amount of \$81,000.00;** Councilperson Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

### **3. Wastewater Treatment Plant Controls**

Town Engineer Lane presented this item, noting that it was last discussed at the September Town Council Work Session. Mr. Lane explained that the control system was not updated in 2010 when the rest of the system did undergo an update. Last August a significant failure of the control system occurred, which has been partially addressed; however, it is uncertain how long the control system will continue to function. Therefore, Mr. Lane explained, it is necessary to update the control system. Mr. Lane referenced a letter from his firm, dated January 10, 2017, which addresses this update and which is included in Council Members' packets. Mr. Lane also noted that the SCADA system was not dealt with in the letter and that discussion of that system will not be undertaken at this time. Mr. Lane stated that the proposal was single-sourced, by the firm Aqua-Aerobic Systems, Inc., as it is the current provider for the Town's main treatment plant unit process. Mr. Lane stated that the firm has been the provider since the plant was opened in 2001-2002, is an expert in the field of biological treatment, and offers lifetime telephone support. In response to a question from Councilperson Heston, Mr. Lane noted that the system should be viable for up to twenty years, therefore the Town would not be faced with an obsolete system in the near future. Vice-Mayor Graham asked about budgeting for these proposed projects, as noted in the previously referenced letter; Mr. Lane explained that several smaller projects were included, and that he confirmed in a telephone conversation with Aqua-Aerobics that those would be included at no additional cost. Mr. Lane explained that, based upon approval of the proposal in January, early- to mid-May would be the earliest the firm could be on-site. Mayor Ramsey then explained that a contract is before the Council, which has been recommended by the Town's Engineer and is ready for action by the Council, and called for a motion. Vice-Mayor Graham made a motion **that Council approve the contract with Aqua-Aerobic Systems, Inc., for the controls upgrade, based on the proposal amount of \$68,965.00 as noted in Proposal No. 145361;** Councilperson Prack seconded the motion. Councilperson Heston requested a restatement/clarification of the motion. Mayor Ramsey restated the motion thus: **To award the contract to Aqua-Aerobics, for controls upgrades, in the amount of \$68,965.00, Proposal No. 145361.** Councilperson Lyne asked about the decision to delay the upgrade of the SCADA system, noting that upgrades seem to occur in a "piecemeal" fashion, and asking if this has been examined from a holistic standpoint. Mr. Lane explained that upgrades require coordination with Town Staff, consideration of variables in projects, and consideration of the functionality of the existing SCADA system; at some point, Mr. Lane stated, a roadmap for upgrading the SCADA system will be discussed. Mr. Lane also provided information regarding the

integration of various systems, to allow for a variety of providers to work on the systems. Recent discussions of, and work on, the SCADA system were reviewed, with it being noted that the controls upgrade will require a SCADA upgrade. Mayor Ramsey requested that a summary of SCADA system upgrades needed be provided to the Council. Mr. Lane explained that time does still exist for discussion of SCADA upgrades, with Town Administrator Nicholson noting that an upgrade may not require "all the bells and whistles." Councilperson Heston asked if Aqua-Aerobics can move more quickly in its work, if problems with the SCADA system arise, with Town Engineer Lane explaining that the new system will be incompatible with the old, and that any difficulties with the SCADA system will require a "band-aid" approach for correction, in the interim. Mr. Lane explained that Aqua-Aerobics likely will not be able to speed up its process very much. Utility Supervisor Wolverton explained that a gap will exist when the old controls are removed and the new are installed, during which time manual operation of the system will be required. Following this discussion, a voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

The Budget Schedule was the next item on the Agenda; however, at the Mayor's suggestion, it was decided to include this item with discussion of the Town Council meeting schedule.

#### **4. Floodplain Ordinance**

Town Planner/Zoning Administrator Hynes presented this item, explaining that the Planning Commission has completed its review of the revised Floodplain Ordinance, and the Ordinance has been sent to the State FEMA office. Ms. Hynes stated that she is confident it is in keeping with State standards, and will be eligible for adoption at the Joint Public Hearing scheduled for February 2, 2017. Vice-Mayor Graham asked for the reasons for the adopting the ordinance; Town Planner/Zoning Administrator Hynes explained that a compliant ordinance is required for the Town's membership in the National Flood Insurance Program to continue, with Mayor Ramsey further explaining that it ensures that building which takes place in a floodplain meets required design standards. Councilperson Heston asked if this has been done before; Town Planner/Zoning Administrator Hynes explained that it has, as some point in the past ten years. Mayor Ramsey explained the process which will take place at the Joint Public Hearing, with a vote held on adoption of the ordinance immediately following the hearing. Vice-Mayor Graham asked what the penalty would be, if the Town is in violation; Mayor Ramsey suggested that Town

Planner/Zoning Administrator Hynes provide that information to her at some time following this evening's meeting.

##### **5. 2017 Town Action Plan Review and Possible Adoption**

Mayor Ramsey presented this item, noting that a copy of this was sent via e-mail to Council Members. Town Planner/Zoning Administrator Hynes provided an additional document at the meeting. Mayor Ramsey stated that this Plan was devised by Staff based upon input from the Strategic Planning Session and the survey; the purpose of the Plan is to prioritize work for the coming year. Town Planner/Zoning Administrator Hynes explained that the goal is to complete the items on the Action Plan prior to this year's Strategic Planning Meeting in November. There was discussion of how the list was devised, and of reasons for inclusion/omission of items discussed at the Strategic Planning Meeting held last November. It was also noted, by Town Administrator Nicholson, that use of the Town Action Plan will assist in budget preparations. Mayor Ramsey suggested that the next time a Town Action Plan is devised, that plans be made for an eighteen-month period. Town Administrator Nicholson stated that the document will also help guide the Town Council's Work Sessions, with Mayor Ramsey requesting that an update on the main priorities be provided at each Work Session. Town Planner/Zoning Administrator Hynes explained that, following update and adoption of the Town's Comprehensive Plan, the next large undertaking is the update of the Zoning Ordinance; this Work Plan will help to prioritize areas of the Zoning Ordinance which require immediate action, as an update of the entire Zoning Ordinance will be a two- to three-year process. There was review of a list of items requiring attention this year, provided by Town Attorney Gilmore, including the update of language in the Zoning Ordinance regarding short-term rentals. It is expected that the General Assembly will pass legislation this year regarding short-term rentals (e.g., Airbnb), which will take effect on July 1, 2017; Town Attorney Gilmore recommends that we update our Zoning Ordinance language regarding this issue prior to that date, so that the Town will be in compliance. Town Planner/Zoning Administrator Hynes asked that Council Members provide their input regarding this Zoning Ordinance "triage" process, prior to this issue going before the Planning Commission. Discussion ensued regarding the method by which work on this will go forward. Councilperson Lyne asked about a proposed parking study, to be included in discussion of non-conforming commercial properties; Mayor Ramsey noted that he removed that item from the list, in order to accomplish the work in the time-frame provided. Discussion ensued, with it being decided to include a parking analysis in the discussion of non-conforming commercial properties slated for this year. Mayor Ramsey stated his belief that an update of the Town's Zoning Ordinance is needed, and suggested that a modern ordinance be used as a guide, rather than the Town's current outdated ordinance. Town Planner/Zoning Administrator Hynes reiterated that the Plan, as put forward this evening, is one which she and the Town Administrator feel is possible to accomplish in one year; discussion ensued regarding adjustments which may be made to the Plan, with Councilperson Lyne suggesting that the various Council committees participate in the update of sections of the ordinance relating to their focus. Mayor Ramsey

requested that the Work Plan be presented again, with the changes requested, along with an Intent to Amend Resolution, at the upcoming Work Session; a date for the Planning Commission to return this to the Council is to be included, as well.

**IN RE: ACTION ITEMS**

**1. Resolution 2017-02 – Town Council Meeting Schedule/Inclement Weather Policy**  
Mayor Ramsey explained that the Town Council applicant has withdrawn his application, due to conflicts with the currently proposed meeting schedule; Mr. Ramsey requested that the schedule be reviewed, in an effort to enable the applicant to serve on the Council. Discussion of the proposed schedule, and possible changes which may be made, ensued; it was decided to retain the current schedule for January and February, with a possible reset of the schedule for the remainder of the calendar year to be discussed at a Council Work Session. Councilperson Prack then made a motion **that the Town Council adopt Resolution 2017-02, as presented;** Vice-Mayor Graham seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

**2. Budget Schedule**

Council reviewed the proposed Budget Schedule. Mayor Ramsey requested that a copy of the draft budget is provided to Council Members; Town Administrator Nicholson stated that he will provide that one week prior to the first budget meeting.

**3. Planning Commission/Town Council Appointments**

Mayor Ramsey explained the appointments before the Council – two for the Planning Commission and one for the Town Council.

At this point, Town Clerk McGaha asked about the Inclement Weather Policy, which was to have been voted upon earlier; it was determined that this item was included in Resolution 2017-02, which was adopted by the Council. Discussion ensued regarding how closures/cancellations due to inclement weather are to be determined, with it decided that the Chair of the body determines cancellations.

Discussion then returned to Planning Commission/Town Council Appointments. Vice-Mayor Graham made a motion **that the Town Council appoint Michael Hummel to fill the Town Council vacancy, as an interim Council Member, until such time as an**

**election is held;** Councilperson Prack seconded the motion. It was noted that Mr. Hummel will serve as the Town Council representative to the Planning Commission; Councilperson Minshall has agreed to step down from this position. Councilperson Heston noted that she appreciates Mr. Hummel's devotion and service to the Town; however, she noted, questions have been raised in the past regarding the development work he does, and concerns regarding possible conflicts could arise from this appointment. Discussion of this issue ensued, with the Mayor suggesting that Mr. Hummel could provide a list of any potential conflicts. Councilperson Prack noted that Mr. Hummel has recused himself from discussions in the past, where a potential existed for a conflict; Mr. Prack stated that he has no concerns regarding this appointment. Mr. Hummel stated that he presently owns only his own home, but no other property in Town; Mr. Hummel noted that he understands how that perception could exist, but stated that he feels he has been "tough on development." There was no further discussion. A voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

Mayor Ramsey invited Mr. Hummel to join the Council at the table, but noted that he must be sworn in prior to voting. Vice-Mayor Graham stated that Town Administrator Nicholson will notify the Clerk of Court of this appointment.

Vice-Mayor Graham then made a motion **to appoint Michael Hummel as the Town Council representative to the Planning Commission;** Councilperson Prack seconded the motion. It was noted that this appointment may be made prior to his being sworn in as a member of the Town Council. A voice vote was then held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

It was noted that Mr. Hummel will resign his position on the Board of Zoning Appeals prior to being sworn in as a member of the Town Council.

Two vacancies on the Planning Commission were then discussed, with it being noted that the terms expire in December 2019 (Mr. Hummel's current seat), and December 2020 (Ms. Betty Wolford's seat). Mayor Ramsey explained that Lori Minshall and Jean Daly have applied to fill these positions. Councilperson Prack made a motion **that the Town Council appoint Nancy L. Minshall to the vacant Planning Commission seat, which expires in December 2020, previously held by Elizabeth Wolford;** Councilperson Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Minshall abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Abstain
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

Mayor Ramsey stated that Lori Minshall is hereby appointed to the Planning Commission.

Councilperson Prack then made a motion **that the Town Council appoint Jean Daly to the Round Hill Planning Commission, for the term expiring December 2019, subject to the resignation of Michael Hummel from the Planning Commission;** Councilperson Lyne seconded the motion. Vice-Mayor Graham stated that she will abstain from voting, as Ms. Daly's resume shows her to be very qualified, but she has not attended any Town Council or Planning Commission meeting, and she questions her reliability. There was no further discussion. A voice vote was held; the motion was approved 4-0-1, with Vice-Mayor Graham abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Abstain
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

Mayor Ramsey stated that Jean Daly will be appointed, as per Town Council action this evening, upon Mr. Hummel being sworn in as a member of the Town Council and assuming his role as Town Council representative to the Planning Commission.

### **3. Brentwood Springs Phase 1B Bond Acceptance**

Town Planner/Zoning Administrator Hynes provided an overview of this item, explaining that work at Brentwood Springs/Creekside has been broken into phases. The bond has been reviewed by the Town Engineer and the Town Attorney, who have recommended

acceptance. Mayor Ramsey further explained that this bond guarantees construction of utility improvements. Vice-Mayor Graham then moved **that the Round Hill Town Council approve the Physical Improvements Construction Agreement for Creekside at Round Hill, also known as Brentwood Springs, Application CPAP No. 2016-0011, for Phase 1B**; Councilperson Heston seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

Vice-Mayor Graham then moved **that the Round Hill Town Council approve the Physical Improvements Construction Agreement Performance Bond for Creekside at Round Hill, also known as Brentwood Springs, issued by Philadelphia Indemnity Insurance Company in the amount of \$173,455.00**; Councilperson Heston seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Aye

## IN RE: DEPARTMENTAL REPORTS

### **1. Town Planner/Zoning Administrator**

Town Planner/Zoning Administrator Hynes noted that her report has been presented in written form, and stated that she will return to the regular report schedule in February. Ms. Hynes reported that work on Sleeter Lake Park is on-track, with obtaining the Commission Permit for Phase II the only requirement remaining. Discussion ensued regarding the installation of the floating dock, as contained in Phase I, with Mayor Ramsey requesting that it be ensured that the Town has a Letter of Entry from the homeowners' association. Town Planner/Zoning Administrator Hynes explained that obtaining the Commission Permit will take less time than previous requirements, and should help ensure that the project is completed by summer. Mayor Ramsey instructed Ms. Hynes to assure that the Town's Attorney works with the attorney for the HOA regarding the Letter of Entry/easement. Town Planner/Zoning Administrator Hynes reported that the maintenance aspect of the project is on-track, as well. Vice-Mayor Graham asked when a final paper

copy of the Comprehensive Plan will be available; Ms. Hynes stated that the final copy is available on-line, and that the paper copy will be available in approximately two weeks. Mayor Ramsey asked that ten extra copies be printed, to be distributed on a first-come, first-served basis.

## **2. Town Administrator**

Town Administrator Nicholson stated that his report is before the Council in written form. This report includes a rendering of the new sign to be placed at the Town Park, for Council review. Mr. Nicholson also stated that he will meet with Patty House, from Sign Design, regarding the Town entryway signs; renderings of those signs will be provided. Town Administrator Nicholson reported that he will meet with Mr. Frank Etro and County Staff regarding the Franklin Park Trail Project; that meeting will take place on January 23<sup>rd</sup>. Funding has been received from the County for this project. Councilperson Heston requested that Bills for Payment be included in the list for review.

## **3. Mayor's Report**

Mayor Ramsey reported that he met with County representatives on January 6<sup>th</sup> regarding the Franklin Park Trail easements; the Town will assist the County with obtaining required easements. Mayor Ramsey also noted that he and Town Administrator Nicholson met with Mr. Esposito, of the Lake Point HOA, regarding Sleeter Lake Park and a potential boundary line adjustment. Mr. Esposito was in attendance, and noted that he recently assumed control of the HOA, is looking forward to working with the Town, and is looking forward to seeing Sleeter Lake Park come to be. Vice-Mayor Graham asked how many easements remain on Main Street; Town Administrator Nicholson stated that three remain. Mayor Ramsey asked that an Executive Session be scheduled for the February Town Council meeting.

## **IN RE: COUNCIL COMMENTS**

Vice-Mayor Graham stated that she has been working on the update of the Water and Sewer Ordinances, which should be available for review at the February Work Session. Ms. Graham also noted that she is still working on The Hamlets of Round Hill. Councilpersons Prack and Lyne, and Mayor Ramsey, welcomed Mr. Hummel to the Town Council.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 9:46 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary