

**ROUND HILL TOWN COUNCIL
EXECUTIVE SESSION
and
REGULAR MEETING MINUTES
March 21, 2017**

An Executive Session was held by the Round Hill Town Council, beginning at 3:00 p.m., followed by a regular meeting of the Round Hill Town Council, beginning at 5:00 p.m., at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, March 21, 2017.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Michael Hummel
Frederick J. Lyne
Michael K. Minshall

Council Members Absent

Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator
Kimberly McGaha, Town Clerk
Alan Wolverton, Supervisor, Utilities
Marty Feltner, Assistant Supervisor, Utilities
Keith Lane, Town Engineer

Staff Members Absent

Melissa Hynes, Town Planner/Zoning Administrator

Others Present

Deputy Moats, Loudoun County Sheriff's Office
Corey Seamans
Clinton Chapman
Margery Schultz
Ryan Stanton
George Prampang
Dana Slack

IN RE: ADJOURN CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its closed session;** Councilperson Heston seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

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 Heston seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

The Executive Session was adjourned at 4:59 p.m. Mayor Ramsey called for a short recess.

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 5:19 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: COMMUNITY POLICING

Deputy Moats reported that there have been no major crimes in Round Hill, or in western Loudoun County; four people were arrested for driving under the influence along the Route 7 corridor on St. Patrick's Day. Deputy Moats noted that, as reported at the last Council Meeting, an arrest was made in the cases of thefts from cars; there have been no further occurrences of these crimes since that arrest. The Deputy reminded attendees to continue to lock the doors of their vehicles, and to notify the Sheriff's Department if something seems out of place in his/her neighborhood. Mayor Ramsey noted that the Sheriff's Office has been getting calls regarding cows being loose in the

area; Deputy Moats reported that he has spoken with citizens regarding this issue, following a cow being struck on the exit ramp from the Route 7 Bypass. The Deputy noted that a State Code section regarding livestock being loose does not exist, however, there do exist some civil remedies to this type of issue. It was also noted that some responsibility in this area falls to Loudoun County Animal Control. Mayor Ramsey asked if, as this has been occurring for several weeks, the possibility of neglect exists; Deputy Moats responded that, for criminal neglect of an animal to exist, issues dealing with body weight and poor living conditions must be found. The Deputy further noted that it may be possible to extend the charge of criminal neglect to an animal being loose, with bodily harm occurring as a result, but it is unlikely that charge would result in a conviction. Deputy Moats stated that he will continue to speak with the owner of the animals, with he and Mayor Ramsey noting that the cattle have been loose since the accident, including today. Mayor Ramsey stated that a main concern is that another car accident could occur, as the animals have been loose for nearly three weeks; Deputy Moats stated that he will speak again to Animal Control, encouraging them to investigate the issue further. The Deputy stated that citizens should feel free to reach out to Animal Control via their Facebook page. Vice-Mayor Graham stated that she believes a Code Section exists which is related to this issue, and that she will send the information to Deputy Moats. Councilperson Heston asked when the public has access to the collection box for medications at the Western Loudoun Sheriff's Substation. Deputy Moats stated that access is available twenty-four hours a day to the collection box located in the foyer of the building; the door is unlocked during business hours, and the desk may be contacted via phone during off-business hours, to provide access. Deputy Moats provided the hours the Substation is open: 8:30 a.m. to 5:00 p.m. Councilperson Heston thanked the Sheriff's Office for providing that service to citizens. Deputy Moats also noted that a County-wide "Drug-Take-Back Day" will be held in April. There were no other questions. The Council thanked the Deputy for his report.

IN RE: PUBLIC COMMENT

Mayor Ramsey opened the meeting to anyone who wishes to address the Council, asking that the speaker's name and address be provided for the record, and that the speaker try to keep his/her comments to under five minutes. Mr. Clinton Chapman then spoke, noting that he was under the impression the Water and Sewer Ordinances were to be discussed at this evening's meeting; Mayor Ramsey stated that that discussion was not included on the Agenda as the information was not ready for the meeting. Town Clerk McGaha clarified that the information should be completed and send to Council Members on March 24th, for discussion at the March 30, 2017 Town Council Work Session. Mayor Ramsey apologized for the confusion surrounding this issue.

Ms. Margery Schultz, a resident of Lake Ridge Estates, then spoke, noting that she is in attendance with several other residents of Lake Ridge regarding issues with the tree-save area in their development. Ms. Schultz stated that the residents want to ensure the Council is aware of what is happening there, and of the existing components in the tree-save area. Ms. Schultz stated that she wrote a letter regarding these issues, and included quotes from contractors and the ISA-Certified arborist with whom they have worked. Mayor Ramsey stated his intention to request that this topic be added as an Agenda item for this evening's meeting; therefore, if Council consents, it will also be discussed by Council Members. Ms. Schultz continued her presentation, stating that the tree-

safe area is located behind many of the residents' homes, and noting that many of the residents bought their lots because of that wooded area. A tornado went through the tree-safe area last year, causing damage to many of the trees; additionally, the arborist who worked with the residents explained that most of the trees in the area are invasive species, with no native Virginia species of trees existing there. Ms. Schultz further stated that there exist a large number of poison ivy, poison oak and poison sumac vines, which are damaging the trees. There is a stone wall in the area, which has historical value, and which is being damaged by the broken trees and noxious vines; no one can access the wall to keep it in good repair. Ms. Schultz stated that the residents of Lake Ridge Estates are trying to abide by all Town regulations according to the proffers, which include consulting with an ISA-Certified Arborist, to remove hazardous trees and noxious plants. Ms. Schultz further noted that, to this point, there seems to be no clear-cut way to process work done in that area through the Town. It was explained that the Town Planner/Zoning Administrator stopped work being done in the tree-save area. Ms. Schultz stated that she is personally concerned, as she is highly allergic to poison ivy, and the poison ivy from the tree-save area is invading her back yard. Ms. Schultz also noted that the area is filled with broken trees and limbs which have fallen. It was also stated that an arborist would not consider the area an ecologically healthy and thriving tree-safe area. Ms. Schultz stated that her plan, along with other residents, was to take out the invasive, broken trees and noxious vines, and replant with native Virginia species, to make the area worth saving, and to do that work in accordance with the Town's wishes. Ms. Schultz also noted that, in the past, a tree limb did fall on a house in the area; therefore, this represents a health and safety issue. Ms. Schultz reiterated that the residents would like to clean out the unhealthy, invasive plants and replant prior to the plants blooming in the spring. Ms. Schultz also noted that the builder has gotten involved, as this issue is affecting their bond; therefore, she stated, it seems the builder's financial interests are taking precedence over residents' health and safety interests. Ms. Schultz asked Council to consider the information the residents are providing, and to work with residents on a solution to the problems there. Ms. Schultz provided a copy of her letter, and recommendations from the arborist, for Council review. Mayor Ramsey reiterated that he will request this topic be added to the Agenda, and that a discussion will be possible even in the absence of the Town Planner/Zoning Administrator. Ms. Schultz thanked the Council.

Mr. Dana Slack, of Lake Ridge Estates, spoke, stating that he and other residents of Lake Ridge are interested in hearing Council Members' opinions on the issues surrounding the tree-save area; additionally, Mr. Slack stated that he and the other residents would be happy to provide any information the Council may need, such as re-planting plans.

Mayor Ramsey noted that this is the first tree-save area in Round Hill, so issues arising from this designation are new to the Council; additionally, Mr. Ramsey stated, the Council wants to ensure that anything the Town may do concerning the tree-save area conforms to the rules. The Mayor stated that the interests of the Town and the residents are alike, in that all want to ensure the tree-save area is stable, it is a matter of determining the process for achieving that goal that is before the Council.

Mr. Cory Seamans, of Airmont Road, asked to clarify that the residents in attendance may remain at the meeting to hear discussion of this topic; Mayor Ramsey stated that the meeting is open to the public, and that the residents may stay as long as they wish. Mr. Sands further asked to clarify when the topic will be addressed by the Town Council; Mayor Ramsey stated that that issue will be determined when Council approves the Agenda.

There was no further Public Comment.

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

Vice-Mayor Graham moved **that the Town Council adopt the Agenda with the following changes: discuss Business Items before Approval of Minutes, with Lake Ridge Estates being Item #1 under Business Items; also, add an Executive Session, regarding personnel matters, in accordance with State Code, §2.2-3711(A)(1).** Councilperson Hummel seconded the motion. Councilperson Lyne asked if the Executive Session could be postponed until a later meeting; it was determined that it could not. Mayor Ramsey informed Council that he will not be able to stay for the entire meeting, and therefore, may not be in attendance at the Executive Session. There was no further discussion. A vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Lake Ridge Estates Tree-Save Area

Councilperson Hummel presented this item, as he is working with Ms. Hynes regarding the tree-save area; Mr. Hummel stated that Ms. Schultz presented a very good summary of the issues surrounding this area. Councilperson Hummel also noted that he is working with the Town Planner/Zoning Administrator regarding the bond release for the subdivision developer, KHovnanian. Councilperson Hummel noted that one of Ms. Schultz's statements was not correct – this issue has not yet been tied to KHovnanian's bond, as the Town does not know how the issues there will interconnect. Mr. Hummel also reported that the concerns surrounding the tree-save area came to the attention of the Town due to the bond release inspections. It was noted by both Councilperson Hummel and Ms. Schultz that a contractor working with KHovnanian raised the issue of the bond release being affected by work being done in the tree-save area. Councilperson Hummel reported that he and Town Planner/Zoning Administrator Hynes are working to compile a brochure and outline of steps to be taken regarding this area, going forward; Mr. Hummel suggested that consideration be given to him and Ms. Hynes meeting with a subcommittee of Lake Ridge

Estates residents regarding the outline of steps to be taken. Councilperson Hummel explained that the brochure and outline will provide background on the area, criteria to be enforced, and an application process, which would be applied retroactively. Mr. Hummel and Town Planner/Zoning Administrator Hynes are working to devise the application form; Mr. Hummel stated that it is likely a small application fee will be charged. Councilperson Hummel asked if Council feels an outreach of this sort would be appropriate; Mayor Ramsey stated his feeling that further conversation with residents by Town Planner/Zoning Administrator Hynes and Councilperson Hummel is a good idea, so that a joint proposal could be put forward for Council adoption. Councilperson Hummel noted that Town Planner/Zoning Administrator Hynes will be attending the homeowners' association meeting next week, and may be able to provide a draft of the brochure/outline at that time. Mayor Ramsey noted that the proffer stipulates the tree cover be retained, and suggested that a survey of necessary resources may be in order. Ms. Schultz stated that the residents want the trees in the area, but that they want the area to be better than it is in its current state. Mayor Ramsey noted that one issue may be the definition of "better," as the intention of a tree-save is that the area be left undisturbed. Councilperson Hummel stated that balancing all the variables at play in this issue is necessary. Ms. Schultz noted that the residents have discussed the issue, and are in agreement that measures should be taken to ensure the area is safe. Councilperson Hummel noted that Town Planner/Zoning Administrator Hynes is trying to devise a way to handle these concerns which will be workable into the future. Mayor Ramsey encouraged those involved to work together to devise a joint proposal, which can then be presented to the Council. A Lake Ridge resident asked how they would be informed of the dates of pertinent Council meetings; Councilperson Hummel suggested that they begin the process by working with the Town Planner/Zoning Administrator at their HOA meeting on Thursday; she can then inform the HOA of pertinent meeting dates. Councilperson Hummel also noted that the homeowners' association has a say in ensuring common areas are as they should be, prior to the release of the bond. Mr. George Prampang asked who is responsible for the pond in the development; Town Administrator Nicholson stated that the HOA will have responsibility for that area, upon release of KHovnanian's bond. Mayor Ramsey explained that, as the pond is one of the common areas in the subdivision, HOA acceptance of the pond area will be necessary prior to release of the bond. Councilperson Hummel noted that all parties involved must be satisfied with conditions in the development prior to the bond being released. Mayor Ramsey further stated that the bond release process provides the opportunity for the HOA to ensure that areas which will be under its control are acceptable. Councilperson Hummel reported that he marked areas which require repairs; those are now being worked addressed. A Lake Ridge resident asked if the trail is included in the common area, and, if it is, if any of the land on either side of the trail is considered to be part of that area; Councilperson Hummel stated that area on either side of the trail is included. Councilperson Hummel stated that the builder is not responsible for the tree-save area. Town Administrator Nicholson stated that he would be interested in walking through the area with residents and the builder, as the builder, following last year's storm, indicated that he would remove damaged trees; the resident stated that nothing has been

removed from the area by the builder, the trees were simply cut up and left in piles at the site. The resident stated that he wanted to ensure he has a correct understanding of this issue, as he does not want the builder to finish work on the development and leave the large amount of wood currently stacked up in the area. There was no further discussion of this topic.

2. Community Garden

Town Administrator Nicholson presented this item, explaining that the garden will be run in the same manner as in past years. Mr. Nicholson also noted that the allocation of water to the group running the garden will remain the same, as well, and that a sample motion has been provided for Council's use this evening. Councilperson Heston asked if treated water, or grey water, will be used; Mr. Nicholson stated that treated water will be provided. Councilperson Heston then made a motion **to approve the Round Hill Garden Club's continued use of the Town site and waiver of water usage fees up to 15, 000 gallons for the 2017 growing season; the Round Hill Garden Club will be responsible for any overages.** Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

Mayor Ramsey reminded Town Administrator Nicholson that any water usage credited to them be included in the transfer to be paid for by the General Fund. Councilperson Heston also asked that the Club provide a report on the garden sometime during the growing season.

3. Utility Budget – CIP

Town Administrator Nicholson lead discussion of this item, utilizing a slide presentation for review of each category. Mr. Nicholson noted a change to the Utility Budget CIP in that budgeting will be done for projects, over the life of the project, rather than revisiting each project in each fiscal year. Mayor Ramsey asked if a separate CIP ledger will be kept for each project; Town Administrator Nicholson stated that they will. Mayor Ramsey further clarified that, when the Town Council approves the CIP Budget this year, the projects will be funded and that funding will carry over for the period of time necessary to complete the project. Councilperson Lyne noted that the Council may make changes to the funding in ensuing years. Councilperson Heston requested that, if this model is used, quarterly reports be provided; the Mayor and the Town Administrator ensured Council that

those reports will be provided. It was also noted that a vote by the Council will always be required to appropriate new funding. Discussion ensued regarding the tracking of these projects. Mayor Ramsey explained that the Town Administrator will not have the authority to overspend the amount budgeted for each project, and reiterated that additional funding will require a vote by the Council. Council discussed the positive and negative aspects to this method of budgeting, with Mayor Ramsey stating that the goal is to avoid appropriating funding for a project which will not start during that fiscal year. There was continuing discussion of the way this form of budgeting may work, with the Mayor explaining that many other towns manage their capital projects in this manner. Town Administrator Nicholson then presented the following, for the FY2018 budget: 1) Total Cash on Hand; 2) FY18 Operating Expenses; 3) Appropriation Needed; and, 4) Reserves. Mayor Ramsey stated that keeping Reserves at a pre-determined level is also a goal of this manner of budgeting; discussion of this ensued. Town Administrator Nicholson then presented information for each Capital Project Budget Summary Sheet, as follows:

1) 719 Lift Station Generator Replacement – This involves the replacement of old equipment, and would take a few months out of the fiscal year to complete. Town Engineer Lane explained the history of the maintenance performed on this equipment, noting that replacement of some components was done earlier, but that now replacement of the generator is required; Mr. Lane also explained that this will be a permanent installation. It was also noted that, at present, there is a dedicated generator for each treatment station. Discussion ensued regarding the generators which presently exist, and if a portable generator would be needed. Vice-Mayor Graham raised concerns regarding buying a new generator at this time; Town Engineer Lane and Utility Supervisor Wolverton explained variables to be considered in making this decision, including other existing equipment, the cost of the new generator, and the possibility of accessing some State funding to assist with the cost of the purchase.

2) SCADA System Upgrade – Town Administrator Nicholson presented information regarding the SCADA system, with Town Engineer Lane noting that Stantec sent a letter to the Town presenting an overview of the Town's current SCADA system. Mr. Lane explained that the SCADA system upgrade project has been in the budget for several years, but has not been done. Other planned utility projects which will have an impact on the SCADA system were discussed. It was explained that the cost to upgrade the SCADA system will be approximately \$70,000.00, plus additional expenses which may be incurred. It was noted that Round Hill's system is falling behind because of its age, and of technology which the Town does not possess; additionally, it was noted that it would be a mistake to continue to repair the Town's SCADA system in a piecemeal fashion. In response to a question from Mayor Ramsey, an explanation of existing equipment which could be retained in conjunction with the installation of the new SCADA equipment was provided. Discussion ensued regarding how long this new equipment may be

viable, with Town Engineer Lane explaining that the time-frame for this equipment to be workable is longer than before, with the availability of upgrades and support. Mayor Ramsey raised concerns about security issues surrounding the remote access available with this new system; Town Engineer Lane explained that security will depend, in part, on the platform the Town chooses to run the system. Mayor Ramsey asked that additional information regarding these concerns be provided, as he would like this issue to be included in the selection criteria.

As Mayor Ramsey needed to leave the meeting early, he asked that notable projects be highlighted prior to his departure. Those are as follows:

3) SBR Nitrate Probes & Intellipro Operations Software – Utility Supervisor Wolverton explained that the Town's current facility is not presently designed for nitrogen removal. Mr. Wolverton explained the process currently employed by Utility Staff to affect nitrogen removal, and noted that this new system would take the guesswork out of this process and would provide for a 75% accuracy rate (versus the 25% achieved at present). Mr. Wolverton explained that this new system would also help to lower the costs of electricity at the facility, as this system monitors and adjusts continuously. In response to a question from Councilperson Lyne, it was noted that EPA requirements have an effect on this feature of the system, and that it is unknown if those requirements will change. Assistant Utility Supervisor Feltner also explained a safety factor which could be provided by this system. It was explained that the Intellipro system is provided by Aqua-Aerobics; additionally, an additional probe is provided for each basin, to monitor sludge.

4) South Main Zone Elevated Water Tank – Town Administrator Nicholson explained that a small sum will be taken from Reserves, to cover Town Engineer Lane's work on this project. Vice-Mayor Graham asked how the permits for this project are progressing; Mr. Lane stated that the County has been positive regarding this project, and that Town Planner/Zoning Administrator Hynes is moving forward with the Special Exception application. Mayor Ramsey noted that construction at the West Lake subdivision has seemingly stopped, and stated that ideally construction should begin on the tank when it seems building in the subdivision will begin or increase and demand for the water will exist. Councilperson Hummel reported that thirty lots in that subdivision have gone under contract. Mayor Ramsey suggested that preliminary work related to the tank be done, with additional work, and the carriage of associated debt for the project, be done when needed. Mr. Ramsey stated that demand may be seen any time from one year to three years in the future. Vice-Mayor Graham asked if there are expiration dates for the required permits; Town Engineer Lane stated that those dates would vary by permit, and that he is not sure when each permit would expire. Mayor Ramsey noted that it may be possible to perform some of the work, in order to keep the associated permit current. Town Engineer Lane reported that the inspection of the current water tank will take

place soon, and that the results of that inspection could affect the time-line for construction of the new tank. Town Administrator Nicholson stated that reports regarding this project will be provided to the Council. In closing this discussion, Utility Supervisor Wolverton explained work required for the Evening Star Drive tank.

Mayor Ramsey left the meeting at 6:57 p.m. Vice-Mayor Graham served as Chair in his absence.

5) Well 22A Connection to Evening Star WTP – Town Engineer Lane provided an overview of this project, explaining that two phases are planned for the project, but may not be needed. Vice-Mayor Graham asked when Phase I of the project will be completed; Mr. Lane stated that submission of the necessary documents/plans will be made to the Department of Health in April, following which work on the project may begin. Vice-Mayor Graham asked if both phases of the project will be completed in one fiscal year; Town Engineer Lane stated that it depends upon various factors, and provided a breakdown of the time-line for the project.

6) Yatton road Loop Water Main – Town Engineer Lane explained that the budgeted amount for this project is consistent with requirements, and noted that some additional permits may be required. Mr. Lane stated that construction on this project is expected to begin in the fall of FY2018. Town Administrator Nicholson provided an overview of the funding sources for this project. Councilperson Lyne asked if a loan will be required to cover some of the costs; Town Administrator Nicholson stated that a loan may be required, and explained how a conventional loan may be sought, to later be rolled into a VRE loan. Town Administrator Nicholson and Town Engineer Lane assured Council Members that the figures contained in the final budget document will be up-to-date. Town Administrator Nicholson stated that this project is necessary, as the water lines in the area are old and could fail. Town Engineer Lane provided variables which could affect the cost of the project. There was brief discussion of work needed at a Utility storage building, with it being noted that Utility Supervisor Wolverton agreed to moving that project to FY2019. Discussion returned to the possibility of a loan being required to complete the Yatton Road Loop project, with Town Administrator Nicholson stating that he will provide a list of loan options to the Council for their information and review. Vice-Mayor Graham requested a copy of the Utility Operating Budget, which includes previously requested changes, for review.

7) Well Property Acquisition – Town Engineer Lane explained that both the dollar amounts, and the schedule, for this project were "wildest guesses." Town Administrator Nicholson provided a recap of both the homeowners' association, and RHI, involvement with these potential well sites. Town Engineer Lane suggested that the Council could undertake a budget adjustment at the time a

property will be purchased. Town Administrator Nicholson suggested that a dollar amount be included in this year's budget, to serve as a place-holder. Town Engineer Lane explained that the biggest "unknown" is acquiring the property. Councilperson Heston asked if this project should be placed "on the back burner" until needed; Town Administrator Nicholson and Councilperson Minshall suggested that work on the acquisition of the property move forward, but that no development of the well site be pursued yet.

This concluded discussion of the Utility Budget – CIP. Vice-Mayor Graham called for a brief recess at 7:20 p.m.

The meeting was called to order again at 7:27 p.m.

IN RE: APPROVAL OF MINUTES

1. December 7, 2016 Town Council Work Session Minutes

Councilperson Heston pointed out two typographical errors; there were no further corrections. Councilperson Heston then made a motion **that the minutes of the December 7, 2016 Town Council Work Session be approved, as amended**; Councilperson Minshall seconded the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hummel abstaining and Councilperson Prack absent. The vote is recorded as follows:

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

2. December 15, 2016 Town Council Regular Meeting Minutes

Councilperson Heston made a motion **that the minutes of the December 15, 2016 Town Council Regular Meeting be approved**; Councilperson Minshall seconded the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hummel abstaining and Councilperson Prack absent. The vote is recorded as follows:

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

3. January 5, 2017 Town Council Special Meeting Minutes

Councilperson Heston made a motion **that the minutes of the January 5, 2017 Town Council Special Meeting be approved**; Councilperson Minshall seconded the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hummel abstaining and Councilperson Prack absent. The vote is recorded as follows:

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

4. January 10, 2017 Town Council Special Meeting Minutes

Councilperson Heston pointed out a typographical error; there were no further corrections. Councilperson Heston then made a motion **that the minutes of the January 10, 2017 Town Council Special Meeting be approved, as amended**; Councilperson Minshall seconded the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hummel abstaining and Councilperson Prack absent. The vote is recorded as follows:

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

5. January 19, 2017 Town Council Regular Meeting Minutes

Councilperson Heston made a motion **that the minutes of the January 19, 2017 Town Council Regular Meeting be approved**; Councilperson Minshall seconded the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Hummel abstaining and Councilperson Prack absent. The vote is recorded as follows:

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

IN RE: ACTION ITEMS

1. Phase 2 of Brentwood Springs – Bond Acceptance

Town Administrator Nicholson presented this item, referencing a memorandum provided by Town Planner/Zoning Administrator Hynes and included in Council Members' packets. It was reported that the Town Attorney has reviewed, and provided approval of, this bond release, which is in regard to water and sewer construction in the subdivision. Councilperson Hummel recused himself from discussion and the vote on this item. Town Administrator Nicholson noted that there was a problem with the installation of a flange, which has been corrected. Councilperson Lyne then moved **that the Round Hill Town Council approve the Water and Sewer Construction Agreement for Brentwood Springs Phase 2 (formally known as Creekside at Round Hill Phase 2)**; Councilperson Heston seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Hummel recused from the vote and Councilperson Prack absent. The vote is recorded as follows:

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

Councilperson Lyne then moved **that the Round Hill Town Council approve the Water & Sewer Construction Agreement Surety Bond PB02095800040 for Brentwood Springs Phase 2 (formally known as Creekside at Round Hill Phase 2), in the amount of \$711,255.00**; Councilperson Heston seconded the motion. Councilperson Heston asked to clarify that this has been approved by the Town Attorney; it was noted that it has. A voice vote was then held; the motion was approved 4-0-1, with Councilperson Hummel recused from the vote and Councilperson Prack absent. The vote is recorded as follows:

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

IN RE: REPORTS

1. Town Administrator Report

Town Administrator Nicholson noted that his report is included in Council Members' packets, and apologized for the brevity of the report, noting that work on the budget necessitated that brevity. Mr. Nicholson stated that he will provide a fuller report at the next Council Meeting. Councilperson Heston asked for an update on the potential rental of the office space on the second floor of the Town Office building; Mr. Nicholson reported that Mr. Chen has decided not to rent the space. Town Administrator Nicholson reported that he will discuss the lack of interest in that rental space with the realtor. Councilperson Heston asked when the contract with the realtor will expire; Mr. Nicholson stated that he will determine that date and provide that information to Ms. Heston. Vice-Mayor Graham asked when checks will be written; Town Administrator Nicholson noted that they have been written and that he is in possession of them. Councilperson Heston asked for an update on the status of the two and one-half acre property offered as a donation to the Town; Town Administrator Nicholson stated that the transaction has been completed. Councilperson Heston asked if a thank-you note has been written regarding the donation; Town Administrator Nicholson stated that one will be, and that he is also considering including a plaque at the site.

2. Town Planner/Zoning Administrator Report

In Town Planner/Zoning Administrator Hynes' absence, this report was not provided.

3. Mayor's Report

In Mayor Ramsey's absence, this report was not provided.

IN RE: COUNCIL COMMENTS

Councilperson Hummel reported that the Planning Commission is focusing its attention on the short-term rental issue. Councilperson Lyne requested that "Budget Verification" be added as an Agenda item.

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 Heston seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

The regular meeting was adjourned by Vice-Mayor Graham at 7:44 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 Heston seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

The Regular Meeting was reconvened at 8:18 p.m.

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 Heston seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

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

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Vice-Mayor Graham at 8:20 p.m.

Respectfully submitted,

Mary Anne Graham, Vice-Mayor and Chairperson pro tempore

Debra McDonald, Recording Secretary