

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
April 6, 2017**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, April 6, 2017, at 7:00 p.m.

**Council Members Present**

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

**Council Members Absent**

Michael Hummel  
Michael K. Minshall  
Christopher J. Prack

**Staff Members Present**

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

**Others Present**

David Hornbaker  
Clinton Chapman

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

Mayor Ramsey called the meeting to order at 7:16 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT ON WORK SESSION AGENDA ITEMS**

Mayor Ramsey opened the meeting to Public Comment, requesting that comment be received only on items included on the Work Session Agenda; Mr. Ramsey also asked that anyone making comments state his/her name and address for the record. Mr. Clinton Chapman, of the Stoneleigh subdivision in Round Hill, noted the update of the Water and Sewer Ordinances included on this evening's Agenda. Mayor Ramsey asked Mr. Chapman if he has reviewed the Ordinances; Mr.

Chapman stated that he has reviewed the Ordinances, and has discussed them with Town Planner/Zoning Administrator Hynes. There was no further Public Comment.

**IN RE: ADOPTION OF THE WORK SESSION AGENDA (Amendments & Deletions)**

Vice-Mayor Graham moved **that the Town Council adopt the Agenda, with the following change: moving discussion of the Water and Sewer Ordinances to Item "a" under Updates and Items for Discussion**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0, with Councilpersons Hummel, Minshall and Prack absent. The vote is recorded as follows:

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

**IN RE: UPDATES & ITEMS FOR DISCUSSION**

**a. Water & Sewer Ordinances**

Town Planner/Zoning Administrator Hynes presented this item. A brief review of the history of the project was presented, with it being noted that Vice-Mayor Graham initiated these updates beginning in January 2015, and that they were tied to changes made to rules governing the submission of Availability Fees. The Utility Committee conducted the initial review of the Ordinances, and presented its changes to the Town Council for review; the documents then went to the Town Planner/Zoning Administrator in March of this year for further evaluation. Town Planner/Zoning Administrator Hynes explained that she ensured all comments were addressed, compared the Ordinances to documents used by Loudoun Water, and scrutinized the procedures for applying for various permits. Ms. Hynes explained her main concern, in that the Ordinances addressed in-Town system users at some length, but spoke little to out-of-Town system users, which make up the majority of the customers of the utility system; she noted that she tried to pay particular attention to this issue in her review of the documents. Town Planner/Zoning Administrator Hynes noted that, at the last Town Council meeting, she provided a version of the Ordinances containing track changes, the list of annotated notes, and edits received from Council Members; at this meeting, a finished copy of the Ordinances has been provided. Ms. Hynes also noted, in response to a question from Councilperson Lyne, that the only additional information incorporated into this evening's version of the documents are comments made by Mayor Ramsey; those comments were provided to Council Members. There was brief discussion regarding how Council wished to go about this final review, with Mayor Ramsey noting that Town Planner/Zoning Administrator Hynes feels these documents are ready to go to public hearing; it was decided that each Council Member would put forward

any items/issues he or she wished to discuss. Councilperson Heston stated that there were no items she wished to discuss. Councilperson Lyne stated that he wished to discuss information in the documents which is new and underlined. Mayor Ramsey also invited any member of the public in attendance to put forward items for discussion. Vice-Mayor Graham then highlighted the following items: 1) a reference error on page nine of the Sewer Ordinance – the Article number should be VIII, not VII; and, 2) the reward amount noted on page fourteen, in Article IX, Section 8 – with it being decided to raise that amount to \$100.00. Town Planner/Zoning Administrator Hynes suggested that the Ordinance be renumbered, with Mayor Ramsey requesting that the Article and Section numbers be correctly notated together. An additional numbering error was noted, with the Town Planner/Zoning Administrator stating that she would ensure all number is correct in the final version of the documents. Councilperson Lyne then asked Town Planner/Zoning Administrator Hynes to provide a review of the underlined items included in this version of the Ordinances. Ms. Hynes highlighted the following issue:

the Town currently has no mechanism to determine when a permit has been issued by the County for a property outside the Town limits but provided utility service by the Town; the Town Planner/Zoning Administrator's suggestion is that all properties submit a Public Water or Sewer Application at the time an application for a permit is submitted. Ms. Hynes noted that she and Town Attorney Gilmore are currently negotiating with the County to assure that notification is provided to the Town when a permit has been issued; the impact of legal issues which have arisen regarding Town Attorney Gilmore's work with the Town of Hamilton in its dealings with the County were discussed, as well. Information to be included in this proposed form was discussed, with Town Planner/Zoning Administrator Hynes stating that she will provide a copy of the finalized form to Council for review. Mayor Ramsey asked if Council Members wish to make any further changes to these documents prior to the Public Hearing; no further changes were requested. The Mayor then asked for the proposed date for the Public Hearing; Town Planner/Zoning Administrator Hynes stated that May 4, 2017 is the proposed date. It was noted that this provides ample time for advertisement of the hearing. Council Members agreed to hold the hearing on this date. Councilperson Heston asked if items included on the form discussed earlier, which do not pertain to Round Hill, will be removed prior to the Public Hearing; it was noted that they will, and that the form is a Staff item which is not required to be included in the Public Hearing. There was no further discussion.

**b. FY2018 Budget – General Fund CIP**

Prior to discussing the General Fund CIP, Town Administrator Nicholson reviewed changes to the Operating Budget requested by the Council at its last meeting; these include:

- 1) The addition of a list of property sold.
- 2) An increase to the Personal Property Tax Line Item (Line Item 3), which is now at \$23,000.00.
- 3) An increase in the amount of the Line Item 11, Cigarette Tax, which is now at

\$28,500.00.

- 4) A decrease in the Retail Merchants BPOL Line Item (Line Item 17), which is now at \$2,000.00.
- 5) An increase of the Office Space Rental Line Item (Line Item 27), which is now at \$12,000.00.
- 6) A decrease in Line Item 31, Book Sales, which is now at \$500.00.
- 7) An increase in Line Item 35, Direct Deposit Fees, which is now at \$250.00.
- 8) Items previously discussed were included in Line Item 36, Town Property Maintenance, which is now at \$30,550.00.
- 9) The title of Line Item 39 was changed to *Contingency*.
- 9) The word *Professional* was added to the title of Line Item 49.
- 10) Requested changes were made to Line Item 50, Legal Fees, which is now at \$30,500.00, and Line Item 51, Legal Fees – BZA, which is now at \$1,000.00.
- 11) An increase to Line Item 56, Public Hearing Notices, which now stands at \$4,000.00.
- 12) All insurance expenses were grouped in one Line, Line Item 96. It was noted that this Line Item now reflects real numbers.
- 12) The cost of purchase of a security system was included in the budget, in Line Item 81.
- 13) Line Item 86, Bank Fee, was decreased to \$350.00.

Town Planner/Zoning Administrator Hynes provided additional information regarding the costs related to Public Notices, noting that a Zoning Text Amendment requires two separate Public Hearings, one by the Planning Commission and one by the Town Council; utilizing the least expensive advertisement available, this would still represent a cost of \$1,200.00 per Zoning Text Amendment Hearing. Mayor Ramsey noted that some of the required Public Hearings could be held jointly, which would provide a cost savings. Discussion ensued regarding the number of Public Hearings which may be required during the fiscal year. It was noted that the current Budget accounts for one Public Hearing per quarter.

Town Administrator Nicholson reported that Town Clerk McGaha has been researching additional providers for refuse/recycling collection, and information is being gathered for presentation to the Council. Mr. Nicholson also reported that American Disposal has responded to the Town's request for pricing on rolling trash containers and recycling bins; the cost to include the rolling recycling bins would be an additional \$2.00 per month per house, which represents a total of \$15.75 per house per month. This was further broken down to show that the additional cost for providing the rolling recycling bins is \$50.00 per household over the two-year term of the contract with American. Discussion of whether to remain with American Disposal ensued, with it being noted that the changes requested to the service will not result in restrictions being placed on items the company will collect. Town Clerk McGaha will determine how the new bins will be provided to the residents; additionally, she will determine how bins/cans will be distributed to apartment houses.

Mayor Ramsey requested that ten to fifteen extra cans be requested, if it is decided to stay with American Disposal. It was the consensus of the Council to remain with American Disposal and to budget for the rolling recycling bins. Town Administrator Nicholson stated that he is working on including a leaf pick-up for the Town, but that item may not be included in the FY2018 Budget.

Councilperson Heston asked for the amount of increase to the Budget generated by the changes requested; Town Administrator Nicholson reported that the total General Fund Budget increased from approximately \$676,000.00 to approximately \$700,000.00.

Discussion then turned to the Property Tax Rate, with Town Administrator Nicholson reporting that it has been set at 18.1% per \$100.00, in order to equalize the rate. Mayor Ramsey requested that the billing be done at a flat 18%; Council agreed to this request. It was noted that only Leesburg has a lower combined tax rate.

The **General Fund CIP** was then reviewed, with the following highlighted in a PowerPoint presentation:

- 1) A review of unencumbered cash-on-hand and encumbered funds (e.g., park proffers, etc.), with brief discussion taking place regarding the total amount of encumbered funds available.
- 2) Monies available from both the fund balance from Transportation from the County, and from Lake Ridge Estates proffers. A breakdown of expenditures for the next two fiscal years was provided.

The following projects were then reviewed:

Town Park Electric – This project is for upgrades to electric service, to be done to support donated Christmas lights. There was also discussion of the Christmas tree at the park; the donated tree, currently used for this purpose, will be moved, and a replacement tree will be planted in its current location. There was also discussion of lighting of the flag pole; the Town Administrator will investigate running electric service to the site and removing the solar light currently in use.

Cell Corral – There have been no changes to the budget for this item. Town Administrator Nicholson explained that two carriers have paid up-front for placement of equipment on the water tower; the Town will make the initial payment for the third spot, with those funds recouped from the lease payments made by the carrier.

Cedar Street Paving – Town Administrator Nicholson explained that funding for this project is coming from the Round Hill Transportation Fund. Additionally, Mr. Nicholson noted, acquisition has been paid from the FY2017 Budget. It was noted that this project will not move forward unless the Town receives dedication; the property-owner is gifting the land.

Boundary Line Adjustment, Phase One – Town Planner/Zoning Administrator Hynes explained that this project is being budgeted as a separate General Fund project due to the costs related to public notices, legal fees, and subcontractors. This project will begin on July 1, 2017, and the included costs are estimates for a six-month period. The breakdown of Expenses was discussed at length; Mayor Ramsey suggested that the amount included for Legal Fees be increased to \$15,000.00, and \$5,000.00 was included for Professional Services. Town Administrator Nicholson explained that the funds will be taken from General Fund Reserves.

Sleeter Lake Park – Town Planner/Zoning Administrator Hynes explained that the budget sheet presented denotes one budget covering two fiscal years; additionally, Ms. Hynes explained, any work not completed during Phase One will be carried over. It was also noted that funding for restrooms at the park has been requested from the County; if that funding is provided, this portion of the project will be completed in Phase Two. Construction of a pavilion and stabilization of the historic house on the property may also be included in Phase Two. Mayor Ramsey asked that, for future years' budgets, these costs be broken down further.

Main Street Enhancement Project – Town Administrator Nicholson provided a summary of this project and its funding, noting that the estimate provided is conservative and has been built on actual numbers. Mayor Ramsey asked to clarify that this evening's presentation reflects funding going forward, and that no costs incurred to this point are included; Town Administrator Nicholson stated that that is correct. Town Administrator Nicholson also explained that increases incurred due to inflation likely will be recouped by the combination of this and the Franklin Park Trail Project. Discussion ensued regarding grant funding received for this project, with the Town Administrator explaining that only a small amount of funding from grant sources has been received/applied. Mayor Ramsey asked for a break-down of this project, to differentiate between money already spent, and the amount budgeted going forward; Mr. Ramsey also requested that this be represented in a multi-year format. Various sources of funding available for this project were discussed. There was also discussion of the source of funding for street lights, with it being noted that this funding came from the Holtzman proffer; Town Administrator Nicholson reported that he has not, as yet, been able to find the documentation related to this proffer. The request was made that the Town

Administrator investigate the possibility of installing "honeycomb" conduit on Loudoun Street while this work is taking place. Town Administrator Nicholson explained that funding for the Town Engineer will come from Utility Reserves. Town Administrator Nicholson provided information on the proposal that RFID sensors be installed in water/sewer pipes, which, if approved, would be done during this construction; Mayor Ramsey asked for further investigation of this item, to determine if there is a benefit to moving forward with this proposal. The Expense Breakdown portion of the project sheet was discussed, with the rationale behind the budgeting for these expenses explained. Concern was expressed that that \$40,000.00 budgeted for Construction Support may not be sufficient. Council agreed with the budgeting of 20% of the cost of the project for the Contingency category, with Mayor Ramsey noting that receipt of the bid may allow that amount to be lowered somewhat.

Vice-Mayor Graham asked that these budget sheets be updated after the beginning of the coming fiscal year, and upon money being spent for these various projects; it was determined that these updates should be provided on a quarterly basis. Councilperson Heston thanked the Town Administrator for providing these forms, noting that they were helpful. In response to a question from the Town Administrator, Mayor Ramsey directed that funding for a Franklin Park Trail Advocate be included under the Main Street Enhancement Project.

### **c. Sleeter Lake Park Contract**

Town Planner/Zoning Administrator Hynes explained that the goal is to open the park by the Fourth of July; this could be accomplished by Council voting at its April 20<sup>th</sup> meeting to award the contract. If the contract is awarded at that time, the groundbreaking could be held on May 1<sup>st</sup>. Ms. Hynes explained that three bids have been received; the purpose of this discussion is to request authorization to go forward with negotiating a contract. The Town Planner/Zoning Administrator explained that Stantec has provided its recommendation, and that Town Attorney Gilmore have reviewed the bids received. Councilperson Heston asked if assurance has been provided that the County will uphold its commitments in this project; Town Planner/Zoning Administrator Hynes explained that a Memorandum of Understanding is being prepared by the County. Mayor Ramsey and Vice-Mayor Graham reported that the County's funding for the project is included in its budget. Concerns that the Town could become responsible for the day-to-day operation of the park were discussed, as were possible remedies for that situation, if it should occur. There was also discussion of the actual opening of the park, with it being determined that a big opening would not be held. Following this discussion, Vice-Mayor Graham moved **that the Round Hill Town Council authorize the Town Staff to negotiate a contract for the construction of Sleeter Lake Park, as shown on Site Plan Amendment SPAM-2016-0072, approved by Loudoun County on February 17, 2017;** Councilperson Lyne seconded the motion. There was no further discussion of the motion. Mayor Ramsey

reminded Council Members that this vote is to authorize negotiations on a contract. A vote was held; the motion was approved 3-0, with Councilpersons Hummel, Minshall and Prack absent. The vote is recorded as follows:

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

**d. Boundary Line Adjustment Introduction**

Town Planner/Zoning Administrator Hynes presented this item, noting that the purpose of this discussion is to ensure that that schedule going forward, and the scope of work required, for this project is clear. Ms. Hynes explained that a Financial Impact Study will be conducted, based upon the Land Bays listed in the Comprehensive Plan. Variables which could influence the Financial Impact Study were briefly discussed. A general survey of residents will then be conducted, to determine which residents do, and do not, want their properties to be included inside the Town's boundaries. A review of the steps to be taken in this project was provided, to determine if those steps are presented in a workable order. It was noted that Step One, the Preliminary Financial Impact Study, should be completed in sixty days, with a possible update provided in thirty days. It was also noted that an update of data will be required if the project takes longer than five years to complete. Council agreed to the proposed schedule for this project, as provided in this evening's review. Town Planner/Zoning Administrator Hynes noted that updates on this item will be included as a standing item on each Town Council Agenda. Vice-Mayor Graham asked for the amount of time it may take to execute a boundary line adjustment; Mayor Ramsey stated that it may take up to one year, with three to four months dedicated to review and public engagement. There was no further discussion of this item.

**IN RE: MAYOR & COUNCIL COMMENTS**

Councilperson Heston requested that documents included in Council packets be printed double-sided; Town Planner/Zoning Administrator Hynes explained that color printed documents cannot be produced double-sided. Vice-Mayor Graham noted that she will request an Executive Session be included on the Agenda for the Council's April 20<sup>th</sup> meeting; this is to discuss personnel matters. Councilperson Lyne thanked Town Planner/Zoning Administrator Hynes for her work on the Water and Sewer Ordinances. Mayor Ramsey noted that he will be out of the country during the upcoming week. Mr. Ramsey also thanked Town Administrator Nicholson, Town Planner/Zoning Administrator Hynes and Town Treasurer Fletcher for their work on the budget, noting that this has been the "least painful" budget process he can remember. Councilperson Lyne echoed his agreement to the Mayor's statement. Mayor Ramsey reported on the Round Hill Elementary



School Odyssey of the Mind team, which advanced to the State, and then the World, finals of competition. The World Finals will be held at Michigan State University, and will be attended by representatives from eighty countries. Mr. Ramsey noted that the Round Hill Elementary team is conducting fund raising for their trip, and may attend the next Council Meeting.

**IN RE: ANNOUNCEMENTS**

There were no announcements.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 9:15 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary