

**ROUND HILL TOWN COUNCIL
PUBLIC HEARING
and
WORK SESSION MINUTES
June 1, 2017**

A Public Hearing and Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, June 1, 2017, at 7:00 p.m.

Council Members Present

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

Council Members Absent

Frederick J. Lyne

Staff Members Present

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

Others Present

Jarrad Davenport
Darrius Davenport
Clinton Chapman

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:05 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: PUBLIC HEARING

1. FY2018 Budget

Mayor Ramsey opened the Public Hearing at 7:06 p.m., and stated that, with only Councilperson Lyne absent, there was a quorum. The Mayor asked Staff to attest that the Public Hearing was duly advertised; Town Administrator Nicholson and Town Clerk McGaha stated that it was.

Mayor Ramsey clarified that the purpose of the Public Hearing is to hear public comment on the FY2018 Budget, as well as the Fee Schedule. Mayor Ramsey then opened the floor to public comment, asking that anyone wishing to comment state his/her name and address for the record. There was no public comment. The Mayor then opened the floor to the Council, for comment on the FY2018 Budget and Fees; there was no Council comment. The Mayor closed the Public Hearing at 7:07 p.m.

IN RE: RECONVENE TO TOWN COUNCIL WORK SESSION

The Town Council Work Session was reconvened at 7:07 p.m.

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

Vice-Mayor Graham made a motion **that the Town Council adopt the Agenda, with the following additions: under "Utility," include discussion of the *Consumer Confidence Report* and the *Purchase of a Drone*.** Councilperson Prack, seconded the motion, and requested that an update of the *Main Street Enhancement Project* be provided, under "Land Use." Vice-Mayor Graham, who made the motion, agreed to this addition. Councilperson Hummel requested that a *Work Session Public Comment* section be added to the Agenda; both Vice-Mayor Graham and Councilperson Prack agreed to this addition. Mayor Ramsey noted that the *Public Comment* portion of the meeting would be held directly after *Adoption of Work Session Agenda*. There were no further changes to the Agenda.

IN RE: PUBLIC COMMENT

Mr. Jarrad Davenport introduced himself, noting that he is the second recipient of a HeroHome. Mr. Davenport stated that he met a few of the Council Members this past weekend, and thanked them for their warm welcome; Mr. Davenport stated that his family appreciated the welcome. Mr. Davenport stated that he has spoken to Mr. Brownell regarding a proposed donation or waiver for the water/sewer connection fee. Mayor Ramsey stated that Mr. Brownell did make this request, and the Council deferred action; the subject will be discussed in two weeks, at the Council's Regular Meeting. Mr. Davenport noted that they are considering moving their timeline somewhat, and stated that he was unsure if that would affect the Council's timeline regarding this decision; Mr. Davenport further stated that this change in schedule presents some uncertainty regarding the water/sewer connection fee issue. Mayor Ramsey explained that Council discussed the issue briefly at its last meeting, and the consensus was, if a donation is to be made, it will be made to HeroHomes. Mayor Ramsey further explained that there would not be a discount on, or a waiving of, the fee; the full amount due would be payable at the time of connection, with the donation made to HeroHomes following. Vice-Mayor Graham asked how payment of this fee is to be made; Mr. Davenport explained that he will pay part of the fee, with the other part to be subsidized by HeroHome. Mayor Ramsey explained that, as a utility system, a discount may not be provided to a customer, as all customers are to be treated equally; but, as a Town, charitable donations may be made. Therefore, if Council decides to undertake this, a charitable donation will be made to HeroHomes. Councilperson Hummel also noted that the full amount of the fee must be made at the time the connection is provided. In response to a question from Vice-Mayor Graham, it was

noted that a donation amount has not yet been decided upon. Councilperson Hummel reiterated that, if a timing issue exists, the connection fee should be paid up-front. Mr. Davenport thanked the Council; Council thanked Mr. Davenport and welcomed him to Round Hill. Mayor Ramsey asked when the Davenport's move-in date will be; Mr. Davenport stated that September 1st is the tentative date. Mayor Ramsey asked if an Open House will be held; Mr. Davenport stated that one will be held, and that he will inform Council of when that will occur. Mayor Ramsey welcomed Mr. Davenport to the area, and stated, "we look forward to meeting your family." Council thanked Mr. Davenport.

IN RE: UPDATES & ITEMS FOR DISCUSSION

a. Utility

i. Update Water Tower Painting

Town Administrator Nicholson presented this item, stating that two coats of paint have been applied to the Evening Star Drive water tower, and that it looks good. The logo will be applied to the tower tomorrow, which will complete this work. Mr. Nicholson also noted that a rust-inhibitor was applied. Finally, Mr. Nicholson stated that the workers "were real troopers" due to weather issues which impacted their work on the tower.

ii. Yatton Road Loop

Town Administrator Nicholson presented this item, noting that a meeting attended by Town Staff and the Town Engineer was recently held, during which this project was discussed. Mr. Nicholson reported that this project is moving forward and should be completed during fiscal year 2018.

The following questions/comments/key points were discussed:

- Mayor Ramsey asked if a bid package is being prepared. Town Administrator Nicholson stated that it is, and will be completed by September 1, 2017.
- Mayor Ramsey asked if the connection of Well 12 to Westlake will be included in this project. Town Administrator Nicholson stated that he believes it is included, but that he will verify this with Town Engineer Lane.
- Councilperson Hummel asked if any easements will be required. Town Administrator Nicholson stated that there may be one small easement which will be required. Vice-Mayor Graham explained the location of the easement. It was noted that this will be a construction easement only. It was also noted that the area of the easement is owned by two property owners, and that the normal acquisition process will be followed.
- Mayor Ramsey asked that those property owners be informed that this project will allow for the filtering of this well.

iii. Well 22A

Town Administrator Nicholson explained that this issue is similar to the Yatton Road Loop discussed previously. Mr. Nicholson explained that this project is included in the CIP. Town Administrator Nicholson explained that Town Engineer Lane has reported that this project will be completed this fiscal year. Mayor Ramsey noted that this project involves only work inside the treatment plant.

iv. Consumer Confidence Report

Vice-Mayor Graham reported that work on an updated Consumer Confidence Report continues; once complete, this report, in an easier-to-understand form, will be posted to the Town's Facebook page.

v. Purchase of a Drone

Vice-Mayor Graham presented this issue, noting that use of a drone provides a more effective manner to inspect line installation, and is less expensive than placing sensors in the lines. Town Administrator Nicholson also explained that it was suggested the Town use this technology to provide aerial photography for the Main Street Enhancement/Franklin Park Trail Project. Finally, Mr. Nicholson stated that the technology would be useful in inspecting the top of the water tower.

The following questions/comments/key points were discussed:

- Mayor Ramsey stated that commercial companies exist which can provide this technology; he suggested that quotes for these services be sought by the Town.
- Councilperson Hummel noted that a client obtained a quote for these services, and found that it was more expensive than the purchase of a drone.
- Councilperson Heston asked why the cost for this technology was not included in the FY2018 Budget; Town Administrator Nicholson stated that the funds for purchase of a drone are available in the current year's budget.
- Concerns were raised regarding if it would be permissible to operate a drone here.
- Discussion ensued regarding who would operate the drone.
- Town Administrator Nicholson explained that the acquisition team for the Main Street Enhancement/Franklin Park Trail Project encouraged the Town to purchase a drone prior to construction beginning; in order to provide protection to the Town.
- Council requested more information on this topic.
- Mayor Ramsey asked that it be determined if the County, or another locality, could provide these services.
- Councilperson Prack asked that a quote for contracting-out this service be obtained.

b. Administration, Communication & Technology

i. Update on Fleet Maintenance

Councilperson Heston explained that the purpose of including this item is to find a way to determine when Town-owned vehicles should be replaced.

The following questions/comments/key points were discussed:

- Mayor Ramsey stated that he does not want a hard deadline for replacement.
- Town Administrator Nicholson stated that information should be included in this report which would generate a start time for replacement of Town vehicles.
- Councilperson Heston suggested that this report be generated once yearly, during preparation of the Town's budget.
- Mayor Ramsey suggested that the projected lifetime for each vehicle, and a project replacement cost, be included in the report.

ii. Update on Salary Study

Councilperson Heston explained that the Administration, Communication and Technology Committee had previously discussed instituting grades for salaries, and the imposition of salary caps. Ms. Heston explained that Town Administrator Nicholson has been working with Utility Supervisor Wolverton in investigating this issue.

The following questions/comments/key points were discussed:

- Town Administrator Nicholson explained that he and Mr. Wolverton have been investigating how other jurisdictions handle this issue.
- Mayor Ramsey asked if Mr. Nicholson and Mr. Wolverton are determining if the other jurisdictions cap salaries.
- Mayor Ramsey noted that the Town of Round Hill has a small staff, and has traditionally depended upon the Town Administrator to determine if salaries are commensurate; Mr. Ramsey expressed concern that this may be adding another layer of bureaucracy to Town government.
- Councilperson Heston expressed concern regarding the salaries being set at an appropriate level.
- Town Administrator Nicholson explained that there was discussion of putting a salary scale in writing.
- Councilperson Heston stated there is concern that the salaries may become inappropriate; additionally, there is concern that, at some point, the Town may not be able to support yearly increases.

- Mayor Ramsey stated that, occasionally, the Town will need to determine the local market for salaries for similar positions.
- Councilperson Minshall suggested that the Town study how other jurisdictions handle salary issues.
- In response to a question from Vice-Mayor Graham, Councilperson Heston stated that this would apply to all Town employees.
- Mayor Ramsey noted that this issue is not on the Work Plan for the current year, and stated that he did not want to create an additional large project. Mr. Ramsey asked that a limited report on how other localities determine salaries be conducted.

iii. Update on SOP's

Councilperson Heston explained that Town Staff has been working on this item for some time, but that an update had not be provided recently. Mayor Ramsey noted that several examples of SOP's were included in the Council Members' packets.

The following questions/comments/key points were discussed:

- Councilperson Heston wondered if the memorandum included in Council Members' packets was too complex.
- Mayor Ramsey stated his belief that utilizing forms/methods from other jurisdictions is beneficial in updating Round Hill's SOP's.
- Councilperson Heston asked that quarterly updates be provided on this effort.
- Town Planner/Zoning Administrator Hynes requested additional clarification from Councilperson Heston regarding how this document should be prepared and what information should be included. Councilperson Heston explained that the SOP for each position should include the routine/repetitive/general responsibilities for each position which would enable someone else to perform those functions if needed.
- Councilperson Heston explained that the Council is not required to approve this document; rather, its responsibility is to ensure the document is available.

iv. Status of Upstairs Rental at Town Office

Town Administrator Nicholson reported that there has been increased interest in the upstairs rental space, with two interested parties looking at the space in the last two weeks. Mr. Nicholson noted that representatives from engineering firms have expressed an interest in the rental, and that the Town hopes to rent these as professional offices.

The following questions/comments/key points were discussed:

- It was noted, in response to a question from Councilperson Prack, that four offices are available.
- In response to a question from Councilperson Heston, Town Administrator Nicholson explained that social media, and posting notices in the Town, are methods being used to advertise the availability of the office space.
- Town Administrator Nicholson reported that the realtor is also still working on this issue.

v. Update of Inventory at Waste Water Plant

Town Administrator Nicholson reported that an Excel spreadsheet will be used to prepare this inventory. The inventory will be of large items only, and should be ready by fall of this year. Mayor Ramsey and Councilperson Heston reiterated that this inventory should be simple, and for large items only.

Mayor Ramsey called for a short recess, to set up a projector for the next Agenda item, at 7:57 p.m.

The meeting was reconvened at 8:04 p.m.

c. Land Use Committee

i. Boundary Line Adjustment

Mayor Ramsey presented this item, explaining that he has a draft of the Growth Study, and a presentation to make to Council this evening. The Mayor stated that the goal is to approve these documents, so they may be released to the general public, which will initiate the public process for a Boundary Line Adjustment. Mayor Ramsey also noted that Council feedback is important in preparing the final documents for presentation to the public. Mayor Ramsey then provided his presentation to the Council.

The following questions/comments/key points were discussed:

- The statement from the Comprehensive Plan supporting boundary line adjustments was provided in the Mayor's presentation. Mr. Ramsey

explained that there are various reasons for effecting BLA's, not just financial reasons.

- Mayor Ramsey stated that the implementation of the plan for boundary line adjustments will be implemented gradually.
- Mayor Ramsey explained that there is both a short-term and a long-term plan for this process.
- Councilperson Minshall asked about the procedure for determining which areas may be considered for inclusion in the Town's limits, and about the procedure for involving the public in this effort, noting that residents of areas not under immediate consideration for being brought into the Town's limits may not have an interest in the process. Mayor Ramsey noted that public sentiment regarding being brought into the Town may help guide the overall process. Additionally, Town Planner/Zoning Administrator Hynes explained that public input will be woven throughout the entire process.
- Mayor Ramsey explained that the draft study can be updated upon Council deciding of which areas it wishes to consider for boundary line adjustments.
- County officials who will be informed throughout the process were provided, with it being noted that Supervisor Buffington will be the primary County representative involved in this effort.
- Changes which have been made to rules/laws governing this process were discussed, as were their impact on considerations for conducting a boundary line adjustment.
- Mayor Ramsey noted the following criteria for determining if an area should be part of a boundary line adjustment: does it make sense; do the residents of the area have the same priorities; will the residents of the areas benefit; and, what financial impacts a boundary line adjustment may have on an area.
- Population projections were discussed, with the Mayor explaining how he devised those projections.
- It was noted, in response to a question from Councilperson Heston, that a map in the Comprehensive Plan provides the location of nineteen vacant lots which currently exist in the Town.
- Mayor Ramsey reported that, if all areas under consideration to be brought into the Town's limits are incorporated, the population of Round Hill could grow to 4,700 residents.
- It was reported that, if the Town's population grows to greater than 3,500 residents, the Town would then be responsible for street maintenance.
- Provisions for police protection were briefly discussed.
- Mayor Ramsey provided information on areas surrounding the Town which do, and do not, have homeowners' associations. The services the various HOA's currently provide were discussed.

- Existing covenants, which go with the land, were discussed.
- How the Zoning Ordinance could be tailored to these existing covenants was discussed, including provision of covenant enforcement.
- Mayor Ramsey presented a summary of the possible results of affecting a boundary line adjustment for each of the study areas.
- There was discussion of the twenty-seven split parcels, most of which are on the west side of Round Hill.
- The Hill High Orchards parcel was discussed, with it being noted that there is a sewer line to the area, but not a water line. It was further noted that, if this area is brought into the Town limits, it could be added in conjunction with the Stoneleigh subdivision.
- Mayor Ramsey pointed out on a map the key parcels identified in the study.
- Mayor Ramsey explained that the Financial Impact Study was compiled on a parcel-by-parcel basis, and that the net impact was the most difficult facet of the study to ascertain.
- The Financial Impact Study showed that providing streetlights to areas brought into Town would not constitute a large expense.
- Mayor Ramsey explained that this draft study does not include the costs of Round Hill assuming the responsibility for street maintenance. Mr. Ramsey also noted that State funding for this service would go to the Town.
- Mayor Ramsey explained that the study requires both a "Static Analysis," and a "Dynamic Analysis;" the Dynamic Analysis will require input from the Council.
- Mayor Ramsey explained variables contained in the Static Analysis, including redirected taxes, which would manifest in the Town's General Fund.
- Both positive and negative impact on residents, if their properties are brought into Town, were discussed. Mayor Ramsey explained that these impacts are provided for each study area.
- Possible impacts on the General Fund were discussed.
- Mayor Ramsey explained that the Financial Impact Study does not include the costs of road maintenance and provision of police protection.
- It was the consensus of the Council to stay below 3,500 in population inside the Town limits, in the initial stage of conducting boundary line adjustments.
- It was noted that the provision of police protection would result in a large financial negative.
- The impacts on the Utility Fund, and the changes which would be required in order to balance the system, were discussed.
- Mayor Ramsey provided a summary of the Static Analysis, and discussed the concept of "utility pressure."

- Mayor Ramsey provided four different scenarios which could occur, in his presentation of the Dynamic Analysis, noting that a combination of connections and key parcels may determine which areas to bring into the Town limits.
- Mayor Ramsey explained that he made assumptions about what Council may choose to do regarding this project, in devising the Dynamic Analysis. Mr. Ramsey provided the variables he considered.
- Mayor Ramsey explained that the Rate Study would require revision, if boundary line adjustments were made.
- Mayor Ramsey discussed the concept of a "multiplier," which would provide incentive for residents to agree to their properties being brought into Town.
- Mayor Ramsey elaborated upon the impacts which may occur for each of the four scenarios he put forth in the study; these were provided for both the General Fund and the Utility Fund.
- Mayor Ramsey explained that, if Council chooses to rule out some of the scenarios provided, it will result in some areas not being brought into Town.

Council decided to discuss each study area separately. Mayor Ramsey called for a recess at 9:23 p.m. The Council meeting was reconvened at 9:30 p.m.

- Mayor Ramsey noted that an application was received today from an out-of-Town resident, who has requested that his property be brought into the Town limits; this property abuts the four lots on Yatton Road, is across from Fallswood, and is next to Kelsey Hill Court. This request will go before the Planning Commission. Mayor Ramsey explained that the Study, as it presently exists, does not address a boundary line adjustment in this area.
- There was discussion of service lines which exist outside of the Town's service area, and how this issue may be addressed in relation to boundary line adjustments.
- Mayor Ramsey returned to the subject of the application referenced above, stating that Council should continue to work on the boundary line adjustment project as this application goes through the required process.
- Councilperson Heston asked that Council keep in mind the desire to retain the small-town feel residents value, as noted in the Comprehensive Plan.
- Mayor Ramsey noted that the Town and the County previously agreed that the Joint Land Management Area and the Town's Service Area would eventually be the extent of the Town's growth. Mr. Ramsey stated that most parcels in the JLMA have already been subdivided and are slated to be built upon, therefore, that growth is already slated to exist.

- Mayor Ramsey explained that the Zoning Ordinance would be updated prior to executing a boundary line adjustment.
- In response to a question from Mr. Chapman, Mayor Ramsey explained that Round Hill does not have a Transitional Zoning District; the R1A Zoning District most closely approximates a Transitional District.
- The Council discussed each Study Area. Mayor Ramsey requested that areas in which it is likely residents want to be brought into the Town limits be considered.
- Councilperson Hummel clarified that the boundary line adjustment process would be undertaken in two phases, with The Villages included in phase two.
- Vice-Mayor Graham requested that split parcels be addressed first.
- Mayor Ramsey suggested that any study area which may arguably wish to be brought into Town be considered in phase one.
- Councilperson Prack suggested that study areas A1, A2, and C1 be included in phase one; these include areas located in The Villages.
- Councilperson Heston suggested that the Fallswood area be included in phase one, with which Vice-Mayor Graham agreed.
- There was discussion of the Thomas parcel, located on the western side of Town.
- Mayor Ramsey reminded Council that the task this evening is to decide which areas to include for the purposes of the public discussion process.
- It was decided to include the following areas for the public input process: A1, A2, A3, B1, C1 and C6.
- Mayor Ramsey provided an explanation of how both Phase One and Phase Two will proceed.
- It was noted that some of the areas to be included in the initial public input process do include split parcels.
- It was noted that input from the public is desired for areas included in Phase Two, but it should be made clear that a boundary line adjustment for these areas will take place further into the future.
- There was discussion of Area C6, which includes Sleeter Lake and Sleeter Lake Park, with it being noted that this area could be brought into the Town limits without bringing in Lake Point or West Lake. There was also discussion of possible objections the homeowners' association there may have to this plan.
- The pros and cons of a boundary line adjustment at Lake Point were discussed.
- Mayor Ramsey and Town Planner/Zoning Administrator Hynes explained that the owners of properties to be included in a boundary line adjustment will be contacted individually.

- Mayor Ramsey reviewed the areas to be included in Phase One, and asked that outreach be tailored to these areas.
- Changes Council requested to the draft study were discussed.
- The Sheriff's Office Substation parcel was discussed, as were two homes on Simpson's Creek Road to which utility lines/services are not extended; it was noted that it does not seem to make sense to execute a boundary line adjustment for those Simpson's Creek Road properties.
- The Tegge property on Walraven Way was also briefly discussed.
- It was noted that the revisions will be prepared in order for Council to adopt the Study at its next meeting.
- Town Planner/Zoning Administrator Hynes explained how the public outreach process will work. The public outreach process will include: distribution of a "Launch Package," which will include a letter, a survey, information posted to the Town's website, a press release, and meeting dates and locations; direct contact to residents in the study areas under consideration, which may be done via phone, set group meetings, via individual appointments, and sending a package to anyone who has not responded. Updates on this will be provided to the Council. General public meetings will be held prior to these steps being undertaken. An "opt-out" process will also be provided, with a deadline for doing so imposed.
- Councilperson Prack suggested that the general public meetings be broken down by area.
- Mayor Ramsey suggested that the public outreach process not give the impression that individuals may determine the outcome, but rather, that the overall public good must be considered.
- Vice-Mayor Graham requested that specific numbers not be provided for utility rates and property taxes.
- It was noted that a formal statement to be placed on the Town's website is provided for in the Comprehensive Plan.
- Town Planner/Zoning Administrator Hynes stated that she will provide a revised boundary line adjustment plan for the Council Meeting to be held on June 15; the Launch Package will be prepared for review at the July meeting.
- Mayor Ramsey stated that he will rework the scenarios provided in the draft plan, to include both a portion, and the entirety, of each area.

ii. Town Park at Brentwood Springs

Town Planner/Zoning Administrator Hynes reported that three potential names for this park will be provided at the next Council meeting, so that a vote on the name may be held. In response to a question from Mayor Ramsey, Ms. Hynes noted that the public is welcome to provide suggestions for a name, with justification for the

choice included. Ms. Hynes stated that the information regarding this effort will be posted to the Town's website and social media sites, with it being noted that a decision regarding this will be made at the July Council Meeting. There was discussion of the installation of a sign at the park, with it noted that there is no deadline for this to be done.

iii. Main Street Enhancement Project

Town Administrator Nicholson presented this item, noting that a memorandum is included in Council Members' packets regarding this program. It was the consensus of the Council to continue moving forward with this project. Town Administrator Nicholson explained that he and Mayor Ramsey attended a meeting with County representatives on May 23rd, regarding the Franklin Park Trail Project; Mr. Nicholson reported that the County's timeline for that project has shifted. It was explained that the Council must hold a vote to authorize the Letter of Engagement for the needed Certificates of Take. Mayor Ramsey provided a more detailed explanation of easement acquisition for the Franklin Park Trail Project, noting that it has been determined the Town of Round Hill, as the most local jurisdiction, should execute the Certificates of Take inside the Town boundary. Mayor Ramsey further explained that the County will pay the costs for this, and the County's attorneys will process all paperwork, with Town Attorney Gilmore signing-off on that paperwork. The County has requested this Letter of Engagement for this process. Vice-Mayor Graham then made a motion **that the Round Hill Town Council approve a Letter of Engagement for easement acquisition inside the Round Hill Town boundaries, for the Franklin Park Trail Project;** Councilperson Hummel seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne 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	Aye
Frederick J. Lyne	Absent

Mayor Ramsey instructed Town Administrator Nicholson to have Town Attorney Gilmore prepare the Letter of Engagement for his signature.

d. Others

i. County/Town Tax Collection

It was reported that a resolution will be presented at the June 15, 2017 Town Council Meeting to allow the County to collect property taxes for the Town; this will enable residents to pay both tax bills with one check. Mayor Ramsey provided some of the pro's and con's of this program, and explained that the County will require up-front payment of \$1,000.00 to be used to update their computer system, and a \$1,500.00 fee. Town Administrator Nicholson explained that there is a memorandum included in Council Members' packets which provides a breakdown of the costs associated with this program. Council discussed various possible impacts of participating in this program. Town Administrator Nicholson explained software incompatibilities which exist between the Town and the County, and which create difficulties for the Town Treasurer in the collection of these taxes. Mr. Nicholson also reported that this initiative is being driven by the Town of Leesburg. Council discussed if it wishes to move forward with participation in this program, with Town Administrator Nicholson explaining that it would provide a cost-savings to the Town. Mayor Ramsey noted that, in addition to saving the Town money, it would result in fewer bills being sent to residents. Council Members raised concerns they have regarding participation in this program; it was suggested that they speak with constituents regarding their feelings about this program. Town Clerk McGaha also noted that Town residents are already told to contact the County regarding any concerns/problems they may have, as the County maintains all information regarding property taxes. Town Administrator Nicholson explained that delaying entry into this program will result in a higher cost, if the Town decides to participate at a later date. Mr. Nicholson stated that Town Staff is in favor of joining this program. It was reiterated that Council Members should speak with their constituents regarding this. Mayor Ramsey explained that a resolution for adoption of the program will be presented for consideration at the June 15, 2017 meeting.

IN RE: MAYOR & COUNCIL COMMENTS

- Councilperson Minshall noted that he will be out-of-town for two weeks.
- Vice-Mayor Graham reported that she passed her Certified Planning Commissioner course.
- Vice-Mayor Graham noted that an Envision Loudoun workshop will be held in Hamilton; she will attend this meeting.
- Mayor Ramsey reported that the Hometown Festival went well, with the Downhill Derby cancelled due to expected rain. Mr. Ramsey stated that the turnout was pretty good, considering the rainy weather that day.
- Vice-Mayor Graham noted concerns regarding the lack of volunteers for this year's event.
- Mayor Ramsey explained that the Festival Committee will be looking for ways to improve the event next year.

IN RE: ANNOUNCEMENTS

There were no announcements.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 11:13 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary