

ROUND HILL TOWN COUNCIL

AGENDA

December 7, 2017

7:30 PM

- I. Pledge of Allegiance**
- II. Adoption of Work Session Agenda (Amendments & Deletions)**
- III. Updates & Items for Discussion**
 - a. Utility*
 - i. Tree Crop Lane Springs
 - ii. Deer Management
 - iii. South Tank Signage
 - c. Land Use*
 - i. Project Specialist Report – Main Street
- IV. Mayor & Council Comments**
- V. Announcements**
- VI. Meeting Adjournment**

Town of Round Hill
Wild GameDeer Management Program

1. Only those persons duly employed by the Town of Round Hill may have permission to hunt on Town property.
2. The employee must possess, on their person, written permission issued by the Town Administrator while hunting on Town property and will provide proof of permission to any official requesting it.
3. All State, Federal, and Local laws and ordinances are to be followed in accordance with laws as explained by the Virginia Department of Game and Inland Fisheries.
4. Archery hunting is the only allowable form of hunting on Town Property. The use of firearms on Town property is prohibited.
5. Any employees wishing to hunt on Town property must provide proof of hunter education training to the Town Administrator before they will be given permission to hunt.
6. Any employee allowed to hunt on Town property must do so while off duty. No hunting will be allowed by the individual during scheduled work hours for that employee. Failure to abide by this will result in possible termination of employment. If an employee's permission to hunt is revoked, for any reason, the employee will need to obtain permission again from the Town Administrator before they may hunt again in the future.
7. Employees who will be hunting will be given a separate time card to record each day that the employee hunted. The employee will be required to certify the day they were on-site for hunting purposes by the time clock located at the WWTP.
8. There will be a total bag limit of 20 deer on Town property per year. If this bag limit is reached, then all deer hunting permission will be revoked until the following year. It will be the hunters' responsibility to evenly distribute hunting areas and personal limits.
9. Any deer harvested while hunting on Town property are required to be reported to the Town Administrator so that a yearly tabulation may be kept.
10. No persons are allowed to accompany the employee while hunting.
11. The Town acknowledges the Hunters for the Hungry program, and will allow venison taken from the property to be donated to the program. Any fees associated with this donation will be the responsibility of the hunter.
12. No permanent tree stands are to be erected on Town property.
13. Employees shall obtain permission from the Town Administrator in advance for the times and locations of any hunting.
14. Failure to abide by any of the guidelines listed above will result in the revocation of hunting privileges and could result in time off without pay and/or the dismissal of the employee from employment by the Town. The Town Administrator will handle all corrective actions deemed necessary if the above guidelines are not adhered to.

I have read these guidelines and agree to abide by them.

Signature

Date

Sleeter Lake: Sleeter Lake has been previously considered as a potential water source for the Town. The Town of Purcellville has also looked at this man-made lake as a potential water source and has initiated engineering studies in the past. Sleeter Lake may indeed one day act as a potable water source, but the expected costs are likely much higher than groundwater sources of equivalent capacity. As a surface water source, Sleeter Lake is much more susceptible to water quality issues and a much higher level of treatment would be required. In addition, significant study would be required to determine the safe yield from the lake and to permit the construction of an intake and treatment system.

Pros:

- Close proximity to Town
- Potential to partner with Purcellville

Cons:

- High capital costs
- High treatment costs
- Extensive testing/permitting/approval process
- Unknown safe yield

rec use

For comparison purposes, Figure H includes an estimated cost for a surface water source of approximately \$5 million. Actual project costs could vary greatly depending on many factors including water source, quality, treatment process, capacity, source and treatment facility location, and many others.

C.6 Groundwater Wells at the Large Reservoir

As an alternative to using the Large Reservoir and associated springs as a surface water source, it may be possible to drill new groundwater wells in the vicinity. Based upon discussions with EGGI, the area may be promising, although additional study would be required. Given the remote location of the Large Reservoir and associated springs, a significant well source would be required to justify the likely high costs associated with well drilling and development, (potential) treatment, and new transmission piping to convey the water to the Town's water system. The following steps would be required:

Assessment and Geophysical Investigation: Assessment and on-site geophysical investigation would be required, similar to the efforts performed by EGGI in other areas surrounding the Town. Estimated Cost = \$15,000.

Exploratory Test Well Drilling: If a promising well location(s) is identified, an exploratory well would then be drilled and tested for water quantity and quality. Estimated Cost = \$24,000.

Production Well Development: A successful exploratory well would then be developed and constructed as a permanent production well. Estimated Cost = \$200,000. The existing water line should be physically examined to confirm materials and condition. If replacement is required (likely), the estimated cost is approximately \$850,000.

Depending on water quality, additional treatment costs may also apply. Given the remote location of the wells, it is unlikely that an existing treatment facility can be used. Depending on

the level of treatment required and the capacity of the system, costs may vary greatly from \$50,000 or less to over \$1 million.

For comparison purposes, a total project cost of \$1.1 million is used, which includes investigation, exploratory drilling, well development, transmission piping, and minimal (disinfection only or similar) treatment. If significant treatment is required, total project costs could reach \$2.5 million or more.

C.7 Yatton Road Booster Pump System

While not a true "capacity" project in terms of the overall system, this project is primarily considered a capacity project because it would increase the effective water capacity of the Stoneleigh system by allowing water to be pumped from the main zone to the Stoneleigh zone.

This project was previously proposed to improve source capacity and system reliability in the Stoneleigh zone. The project includes construction of a new booster pump system (either stand-alone or as part of a larger treatment facility) to pump water from the main zone to the higher Stoneleigh zone. Estimated Cost = \$700,000.

Pros:

- Increases effective capacity in Stoneleigh
- Improves source reliability in Stoneleigh
- Improves Stoneleigh "effective" storage

Cons:

- Stoneleigh wells appear to have adequate capacity
- Increases system complexity/maintenance
- Requires site acquisition
- Does not change Stoneleigh pressure limitations
- More costly than a new well

Water Quality Projects (See Figure I.)

Q.1 New Treatment Facility (Well 719)

Well 719 is in need of treatment for iron & manganese removal. VDH has also recommended that chlorination be considered for this (and all) wells. The existing well building is near the end of its useful life. Construction of a new treatment facility would allow the well to be fully utilized, but a new treatment system may not be cost-effective for a single well. Additional property would also likely be required, although there may be a potential site on a public lot in the nearby Creekside development. Estimated Cost = \$1,500,000.

Pros:

- Improves water quality from Well 719
- Replaces ageing infrastructure
- Allows well to be fully utilized
- Eliminates sequestration
- Could add other wells to WTP

Cons:

- Well capacity may be limited
- May not be cost effective for one well
- Requires additional property/access
- Increased system complexity
- Increased long-term O&M costs

As noted above, additional wells may be able to be added to the WTP for treatment. Facilities may be initially sized for additional expected flow with minimal additional cost, or space may be

2017 WATER/SEWER COMPLAINTS/RESOLUTIONS

DATE OF COMPLAINT	CUSTOMER NAME	CUSTOMER ADDRESS	CUSTOMER COMPLAINT	DATE ORDER PUT IN	RESOLUTION-DATE WORK ORDER CLOSED
4/3/2017	Richard Hilenzki	17921 Stoneleigh Drive	Customer called stating they have low water pressure in home when nothing else is being used. WOC#3730	4/3/2017	4/3/17 - Checked water pressure at meter. Pressure was optimal for this area. Emailed customer and suggested to check the PRV valve.
4/5/2017	Suzanne Walley	39 Stone Oak Place	Customer walked in stating they have low water pressure in home when nothing else is being used. WOC#3728	4/5/2017	4/5/17 - Checked water pressure at meter. Pressure was optimal for this area. Emailed customer and suggested to check the PRV valve.
5/10/2017	Chad & Loreal Flannery	16811 Evening Star Drive	Customer called about low water pressure. WOC#3758	5/10/2017	5/15/17 - Pressure was checked at the street and found to be 40 PSI. This is within the acceptable standards by VDH and is normal for this area of Town.
5/22/2017	Gregory Paris	35515 St. James Drive	Customer called at 4:25pm about sulfur smell in his water. He moved in on 5/22/17. Complained he couldn't shower or drink the water. Gave him Alan's number. WOC#3772	5/23/2017	5/24/17 - Staff went to the address yesterday morning (5/23/17) and met with the customer. The register was removed and the customer was told to flush his appliances and service line throughout the day. The register will be returned to service this morning. The outcome was not really a water related issue. The problem was that the floor and sink traps had dried out and allowed sewer gas to backflow into the house. Staff informed the resident to pour water down the drains to re-establish a water seal in the drains to stop the sewer gas from entering the residence.
7/5/2017	Chris & Gary Simpson	12 Pickett Road	Customer called complaining of brown water since Monday, July 3. She brought in a gallon bottle of water for testing. WOC#3821	7/5/2017	DN 7-6-17 meter reading 025974987 Nathan responded, tested customer sample and found high manganese and iron. Advised customer to flush cold water inside house. Reading on 7-7-17 2675439. In between readings customer used 2,794 gallons of water. Customer was given a credit of \$72.92 on current water bill for flushing.
7/10/2017	Allison Tinney	16901 Evening Star Drive	Customer was complaining of large sediment material in her filter. She's having to change her filter more often than every 3 months. She also suggests you use a cleaner well. She claims well 22A is a dirt well and wants a cleaner well. Please check. WOC#3825	7/11/2017	This seems to coincide with the work being started again in the Brentwood subdivision. Specifically the blasting schedule in this subdivision. According to Rick, they have been blasting almost daily in around this area. While true we did have heavy rains over the last couple weeks which could also have some effect, Marty is concern that the blasting has either temporarily altered the quality of one or more of the wells or has vibrated the mains in this area of the system and caused some disruption in the water quality. Marty instructed Nathan and water staff to check some hydrants in this area and see what the water quality looks like. Marty also instructed Nathan to check the Chlorine contact tank at Well 719 for any settled out particulate to see if he could determine a major change in the water quality from this well. The hydrants and tank was checked. No sediment or dirty water found in the area. Both hydrants, upstream and downstream, were flushed. No further action was taken.
9/27/2017	Natasha Daughenbaugh	18191 Turnberry Dr	Sulfur smell in the water for the past few days.	9/27/2017	Homeowner to check hot water heat
9/29/2017	Gary Simpson	12 Pickett Rd	Foul smell in her water/water staining her clothes in the washer	9/28/2017	Homeowner to check hot water heat and purchase rust out
10/6/2017	Ian Patterson	35395 Carnoustie Circle	Brown water when customer turned on faucets	10/6/2017	Credit of 100 gallons was given for flushing system

2017 WATER/SEWER COMPLAINTS/RESOLUTIONS

DATE OF COMPLAINT	CUSTOMER NAME	CUSTOMER ADDRESS	CUSTOMER COMPLAINT	DATE ORDER PUT IN	RESOLUTION-DATE WORK ORDER CLOSED
11/27/2017	Steve Campbell	17145 Magic Mtn Drive	<p>Customer is complaining about the taste of his water. Below is the email that was sent to us. Can someone please explain to me why we pay so much for the water in Round Hill when it has at least recently be tasting awful...to the point that 6-8 weeks ago made our entire family violently sick within minutes of drinking it. And again today, the water tastes dreadful, even a strong black cup of coffee can't hide the horrid taste, or the filter in the refrigerator...can someone please look into this or explain if you have recently shocked this system or something. WO#3933</p>	11/27/2017	<p>Nathan pulled a water sample on 11/27. Water was clear and had no odor. Advised customer that no one else in his area or on the system called complaining about our water making them sick. Requested next time there was a problem with his water please pull and sample and we will come and pick it up to test. Customer seemed okay with this.</p>

STAFF REPORT

INFORMATIONAL ITEM

SUBJECT: Round Hill Pedestrian Improvements (Main Street)
DATE OF MEETING: December 21, 2017
STAFF CONTACTS: Buster N. Douglas, Town Administrator
Robert W. Lohr, Jr., Project Support

Summary and Recommendations:

The Town of Round Hill is in the final stages of finishing the approval process to begin the Main Street Improvement Project. Over the next 30 to 60 days, the Town will need to approve a MOU with LoCo who will bid and provide the project management support on the project.

Background:

In April of 2009, The Town signed the first master agreement with VDOT to start the planning process for the Round Hill Pedestrian Improvements Project. This project includes 1,000 feet of sidewalk along Main Street from Loudoun Street north to High Street. Project includes pedestrian improvements, safety elements (ramps and striping), curbing, drainage improvements, designated parking and streetscaping. To complete the project, the Town took several years and secured the 28 needed easements or access documents from 24 owners.

This project will be a partnership between Loudoun County and the Town of Round Hill. We will be completing the Main Street section which will connect to the County's Franklin Park Trail. The County will also help us by providing bidding and construction/inspection support.

It is the plan of the County to bid the project in February/March timeframe and start construction in June/July window. They are looking at one year for the entire project, but we should see our component completed about the middle of the project.

ISSUES:

The Town is working on the following final items to make sure the project meets the timeline. Many of the items are in the hands of the County and VDOT since we have completed our end and submitted it for review:

- Final MOU
- Approval of Plans for construction
- VDOT approval ROW Certification
- VDOT approval of Environmental Documents

BUDGET IMPACT:

The Town has an approved project budget of \$2,538,269. The revenue is comprised of a VDOT Transportation Alternative Program Grant, Loudoun County Funding, Proffers and Town reserves. Given our current schedule provided by VDOT and LoCo, the Town will probably have most of the project expenses pushed into FY 19 since construction is scheduled to begin in early summer.

MOTION(S):

None required

ATTACHMENTS:

1. CIP Sheet summarizing Main Street Project
2. Main Street Project Status Report 11/2017
3. Main Street Project Timeline

Main Street Project Status Report 11/2017

Buster N. Nicholson, Town Administrator

Robert W. Lohr, Jr., Project Support

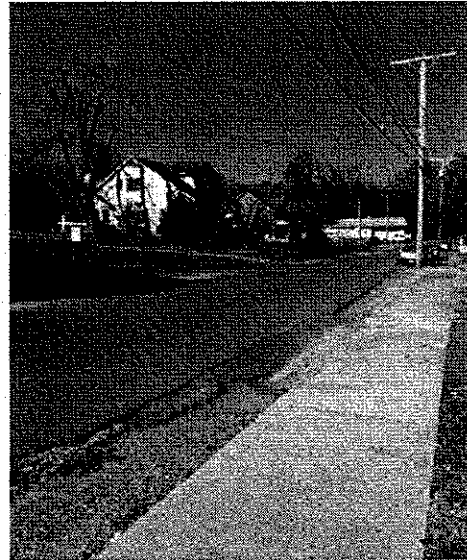
- 11/1/17 - Called Pam Liston from VDOT to update her on our progress and accelerated schedule to get to bid in early Spring of 2017.
- 11/8/17 - Met with Mark Hoffman from LoCo to discuss MOU and Towns progress and target dates established by TC and Town Manager.
- 11/8/17 - Secured final easement\property access for a total of 28 needed from 24 people to complete the Main Street Project.
- 11/14/17 - Met with Jim Zeller to discuss MOU, ROW certification, Environmental certification and needed storm water credits under the plan approval. Discussed any needed steps or items that the Town could undertake to help expedite this project.
- 11/16/17 - Met with County Project team and Stantec to walk the entire Main Street Project in preparation for the final MOU and bidding.
- 11/16/17 - Met with Stantec to discuss final design plans, scheduling to minimize business interruption/emergency response, ROW certification, Environmental certification and MOU.
- 11/21/17 - Created project template for all capital projects and Gantt Chart for Main Street to help the citizens and TC see the steps needed to complete the project.
- 11/28/17 - Worked with Stantec to complete the ROW certification and needed documents.
- 11/28/17 - Confirmed with LoCo that they would have a final copy of the proposed MOU to the Town for TC to review at your meeting on 12/21. Anticipate action on MOU at January work session.
- 11/30/17 - Submitted ROW and Environmental to VDOT for review.

TITLE: Round Hill Pedestrian Improvements on Main Street

STATUS: Underway with Green Light Designation

PROJECT RANKING: Priority One

PROGRAM DESCRIPTION: Construction of approximately 1,000 feet of sidewalk along Main Street from Loudoun Street to North of High Street (Approximately 34 North Main Street). Project includes pedestrian improvements, safety elements (ramps and striping), curbing, drainage improvements (curb inlets and piping), designated parking, and streetscaping. The Town has completed the 28 ROW acquisitions needed from 24 properties and engineering is complete and submitted to VDOT. The Town is partnering with Loudoun County's CIP Project to connect a trail from Loudoun Street to Franklin Park known by the Town as the Loudoun Street Trail. The County will be providing project management services and construction administration support to this project through a MOU. This project is funded with a TEA-21 grant through VDOT's Transportation Alternatives Program.



OPERATING IMPACT: Impact will be minimal since the state maintains the street and the Town/Property owners share responsibility.

GOAL ADDRESSED: 2017-2037 Comprehensive Plan

- Under Part Two: Opportunities and Challenges, the Main Street Enhancement Project is identified as one of the largest general fund projects in the Town's history. It is identified as a project that will help with pedestrian and stormwater enhancements.
- Under the Transportation Goals, Objectives and Strategies, the Town has identified the goal of providing sidewalks, streetlights, trails and other amenities that will serve the needs of the residents for pedestrian and biking connections.

Significant Dates

Engineering/Design Start	Construction Start	Estimated Completion
2009	7/1/18	7/1/19

Capital Improvement Program

Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Grant	1,458,843	31,253	1,458,842	-	-	-	-	-	-
RHTF	633,925	-	603,925	-	-	-	-	-	-
General Reserves	390,000	390,000	55,502	-	-	-	-	-	-
Proffer (Street Lights)	7,501	-	-	-	-	-	-	-	-
Utility Reserves	48,000	-	-	-	-	-	-	-	-
	2,538,269	421,253	2,118,269	-	-	-	-	-	-

Planned Uses

Uses	Total Project Cost	Expended through 6/30/17	Adopted FY18	Proposed					Total for 5-Yr CIP
				FY19	FY20	FY21	FY22	FY23	
Construction	1,698,269	11,398	1,686,871	-	-	-	-	-	-
Construction Support	40,000	-	40,000	-	-	-	-	-	-
Contingency	320,000	-	349,370	-	-	-	-	-	-
Acquisition	185,000	193,353	-	-	-	-	-	-	-
Engineering	285,000	242,972	42,028	-	-	-	-	-	-
Legal	10,000	1,260	8,740	-	-	-	-	-	-
	2,538,269	448,983	2,118,269	-	-	-	-	-	-

Operating Impact

Operating/Maintenance Type of expenditure	Adopted FY18	Proposed					Total for 5-Yr CIP
		FY19	FY20	FY21	FY22	FY23	
Type of expenditure	200	500	500	500	500	500	2,500

Capital Improvement Program

Governmental Funds

Additional Information/Questions:

Main Street

