

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
November 16, 2017**

The Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, November 16, 2017, at 7:30 p.m.

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
Angela Fletcher, Town Treasurer

Staff Members Absent

Melissa Hynes, Town Planner/Zoning Administrator

Others Present

Jeffrey Mitchell
Clinton Chapman
Maureen Gilmore

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:29 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, with all Council Members present, excepting Councilperson Prack, and the Mayor present, there is a quorum.

IN RE: COMMUNITY POLICING

There was no Community Policing report.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Vice-Mayor Graham made a motion to approve the Agenda, with the following changes: move Business Items to Item VI (immediately after the Adoption of the Agenda); and, add Brentwood Springs as the third Business Item. Councilperson Heston seconded the motion. Councilperson Lyne commented that the habit has developed of adding items to the Agenda at the meeting, which does not allow Council to have the proper context for discussion; Mr. Lyne asked if the item added this evening could be delayed until Council has had the opportunity to review information pertinent to the discussion. Vice-Mayor Graham stated that the discussion of Brentwood Spring can be held during the Council Comments portion of the meeting; Councilperson Heston, who seconded the motion, accepted this change. 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. Yearly Audit Report

Mr. Mitchell, CPA, of Leesburg, Virginia, introduced himself, and explained that two documents exist, a larger report and a presentation, with the presentation used for this evening's review. In response to a question from Mayor Ramsey, Mr. Mitchell noted that the report provided to Council is a draft audit, with Council approval required prior to finalization of the report. Mr. Mitchell stated that the Town of Round Hill is required to report items that larger municipalities are also required to report, which makes interpreting the larger report more frustrating. Mr. Mitchell explained the steps taken in conducting the audit, which is for the period ending June 30, 2017; he noted that he and Town Staff work together in compiling the audit, but, as he works for the Council, the report is made to the Council. Mr. Mitchell noted that there were no issues with the audit, but that, if any concerns did arise, he would immediately contact the Mayor. Mr. Mitchell stated that the books and records were in good order, with transactions properly recorded. The review of the presentation began at this point, with the Total Assets held by the Town presented, and the two basic funds, the Governmental Fund and the Water and Sewer Fund, explained. Mr. Mitchell reviewed the Town's cash account, explaining that an effort was made during this past year to move holdings in CDs and bank accounts to the Virginia Investment Pool. Mr. Mitchell stated that this investment pool provides a better rate of return, and provides

more simplicity in handling funds, as only one account exists. It was noted that, as these types of accounts mature, the funds contained in each will be moved into the Virginia Investment Pool. Mr. Mitchell noted that the Town currently has six bank accounts in use; management is in the process of streamlining and combining these accounts, where possible. Mr. Mitchell explained that Fund Accounting is used, which tracks monies contained in each fund. The first of the Quarterly Reports requested by Council last year will be presented in January, for the quarter ending in December. The Accounts Receivable item was presented next, with Mr. Mitchell explaining that it is mostly current. The Bond Escrow, from a 2003 bond refinanced in 2009, will be spent. The Town's Pension Fund is overfunded, which rarely occurs, as most municipalities have a massive deficit in this fund. The Fixed Assets item was discussed, with it being noted this item reflects much work which has been done on the Town's water and sewer system. Mayor Ramsey asked how depreciation is booked; Mr. Mitchell stated that it is done on a per-asset basis, and explained how this information is obtained/determined. Mr. Mitchell reviewed the Unadvertised Change in Refunding, explaining that this reflects costs incurred upfront during the bond refinance done in 2009, but which amortized over a period of time. Deferred Pension Obligation was reviewed, with Mr. Mitchell explaining that this item always is one year behind on the actuarial calculation for the Town's pension obligation, as this cannot be calculated during the current year. Mr. Mitchell reported that, under Liabilities, Accounts Payable increased slightly; this was due to some large bills related to system upgrades, present at the end of the fiscal year. Accrued Expenses were then reviewed, with Mr. Mitchell explaining that this item includes money being set aside for Retirement Health Insurance. Mr. Mitchell explained that it is more reasonable for the Town to set money aside for this item, rather than pay for an Actuarial Report. Councilperson Heston asked if the money being set aside for this represents an appropriate amount; Mr. Mitchell stated that it does. Mr. Mitchell stated that the Proffer Reserve item is new, and noted that the Town Attorney keeps the Town on top of issues related to the new proffer law. Mr. Mitchell explained the breakdown of this item, and how this is tracked, noting that the funds must be kept separate and spent for the specific reason proffered; it was noted that this will not be noted as income until it is spent. Councilperson Hummel sought to clarify that the new proffer law does not affect proffers prior to enactment of the law; Town Attorney Gilmore stated that that is correct, and noted that the expenditures still must be tracked/maintained for the proffer for which each was provided. The Long-Term Debt item was reviewed next, with Mr. Mitchell explaining that this item reflects the refinance of the bond in 2009, as well as a County obligation related to assistance with utility connections, which are required to be repaid. Councilperson Lyne asked for a more detailed explanation of Accrued Expenses, particularly in regard to insurance/retirement; Mr. Mitchell explained that this item reflects two "pieces," retirement health obligations, and accrued wages and unpaid vacation, with not all of the items being paid by June 30th. The Revenue/Expense Summary was reviewed next. Mr. Mitchell reported that the General Fund had an overall surplus; this includes a transfer from the Utility Fund, which is done as the General Fund, and Staff, support the Utility Fund. The Public Improvement Proffers item reflects funds from three years, from June 2015 through

June 2017, and is shown on the balance sheet as a proffer future obligation. Mr. Mitchell explained that a new item, General Capital Projects, is included in the presentation; this reflects any adopted project which will span more than one year. Mr. Mitchell reported on the overall surplus in the Water/Sewer Fund, explaining items which affect this fund, and which actually result in a \$322,000.00 deficit for the year in the operational side of the Utility Fund. The Net Cash Flow was positive, due to receipt of Availability Fees. Operating Revenues were then discussed, with a chart provided; Mr. Mitchell explained variables which affected this item, including changes in rates and in the number of customers served. Mr. Mitchell stated that the Town has worked hard to normalize real estate taxes, and has adjusted rates through economic fluctuations in order to do so. Mayor Ramsey asked why there was an increase in General Fund Operating Revenues; Town Administrator Nicholson stated his belief that tax revenues from the Lake Ridge development may account for some of this increase. Mr. Mitchell provided specific information which led to this increase, including collection of higher than expected real estate and sales taxes, as well as an increase in the number of business licenses. A chart comparing General Fund Budget vs. Actual was reviewed, with Mr. Mitchell explaining that this reflects budgeted revenue from a state grant which was not, ultimately, accepted by the Town; there was also money budgeted for park improvements which were not done. Mr. Mitchell stated that a side-by-side analysis of actual General Fund expenses for the past five years can be done. The General Fund – Surplus Fund Balance portion of the presentation was reviewed next, with Mr. Mitchell explaining that FY2017's lower total was due to the removal from this category of proffer money from Brentwood Springs from prior years. Mr. Mitchell explained that this has been disclosed, therefore, amendment of prior budgets is not necessary; the amount will be brought back into the surplus when spent. Mr. Mitchell stated that he will meet with Town Staff after the Audit has been completed; Council is invited to attend this meeting, during which a more detailed analysis will be provided. Mr. Mitchell reported on Public Improvement Proffers, which are an obligation until spent. A new Capital Projects Fund is included in the report; as an example of how this category will be used, Mr. Mitchell explained that money spent on the Main Street Enhancement Project will be reported under this item. There was discussion of how items such as expenditures for the Main Street Enhancement Project will be tracked, with Mayor Ramsey noting that that will be determined by Council and Town Staff. Vice-Mayor Graham asked if a report was done for Utility Fund vs. Actual; Mr. Mitchell stated that it was not, as it is not required, but that his firm could include this. Ms. Graham asked if this could be compiled for the current year; Mr. Mitchell stated that he will include it in the Quarterly Report to be presented in January. Mr. Mitchell recommended that each Council Member file a Conflict of Interest Statement each year, with it being noted that there is a standard form to use for this. Mr. Mitchell explained that it is recommended that items included in the Town's Fixed Asset Policy be for items valued at \$5,000.00 or more; however, items of lesser value should be tracked by Town Staff. Mayor Ramsey asked if the Town Administrator and the Town Treasurer should review the Town's Fixed Asset List; it was noted that they should, and that this will be done going forward. Mr. Mitchell suggested that the Town institute an Investment Policy; discussion of how this should be

done ensued, particularly in regard to the Virginia Investment Pool. Vice-Mayor Graham requested more information be provided regarding this pool, at the next Council meeting; Councilperson Lyne suggested this be discussed at the next Council Work Session. It was noted that the VIP is like a money market account, and is guaranteed by the State. Mr. Mitchell reiterated that he will present the first Quarterly Report to Council in January. Mr. Mitchell stated that he appreciates the ability to be of service to the Town of Round Hill, and noted that he would be happy to answer any questions Council may have. Council thanked Mr. Mitchell for this report. There was discussion of surpluses which exist, with Mayor Ramsey stating that he feels this has "gone too far in the right direction," and noting that water and sewer fees are paid to operate the system; this provides a reason to revise the Rate Study. It was also noted that a Fiscal Policy provides a target level for reserves. Vice-Mayor Graham stated that she was disappointed that information requested last year was not included in this evening's report.

2. County Tax Consolidation MOA

Mayor Ramsey presented this item, noting that the amended agreement is included in Council Members' packets; changes recommended by the Town Attorney are reflected in this document. Town Attorney Gilmore explained that she attended the first meeting held by County officials regarding this proposal; Town Administrator Nicholson and Town Treasurer Fletcher attended subsequent meetings. Ms. Gilmore also explained that the agreement form used by the Town of Leesburg was used to devise this document. Changes made to the document include a correction of the amount which will be paid by Round Hill for the first phase of the project, and incorrect names included in the document. Ms. Gilmore noted that the agreement was reviewed by both Mr. Nicholson and Ms. Fletcher after her changes were made. Town Administrator Nicholson requested that a change be made to Section II, Subsection ii, for the amount included for payment of the Town's percentage of the Initial Operating System Setup Cost – in the current document that amount is \$1,173.00, but the request is to increase it to \$1,300.00. This represents approximately seven percent of the total cost, the percentage used by the Town of Leesburg in its agreement, and allows for any overage which may occur. The amount which will be paid on an annual basis to the County for operation of the program was discussed, with it being noted that one and one-half percent will be the rate charged. Vice-Mayor Graham asked to clarify if the Town may cancel its participation in the program within the fifteen-month period noted, if this rate changes. Mr. Nicholson noted that there is a termination clause included in the agreement, with Mayor Ramsey noting that the last paragraph of the document states that the rate paid will not change for the initial three years of the program, following which the Town may exit the program if the rate does change. It was further noted that the Town has six months to notify the County if it will accept or decline a proposed rate change; a fifteen-month notice must be provided if the Town wishes to leave the program. There was discussion of this paragraph, with it being noted that the language does not make these provisions clear; Town Attorney Gilmore provided alternate wording, of which the Council approved. Savings to the Town which may be recognized by its participation in the program were discussed. In response to a question from Councilperson

Heston, Town Attorney Gilmore explained the differences between a Memorandum of Agreement and a Memorandum of Understanding, noting that a main difference is that a MOU is usually used when details are not as clear. Ms. Gilmore further explained that both types of documents are authorized by State Code. In addition to a MOA containing more details, it also provides some flexibility. Lengthy discussion ensued regarding the amount of risk to the Town which may be engendered by entering into this MOA, with safeguards to this potential risk described, as well. There was also discussion of any possible changes which may be required to the Town's Ordinance in order for Round Hill to participate in this program. Town Attorney Gilmore explained that two budget sessions may be required to facilitate the Town's participation, with Mayor Ramsey noting that the Town will be required to determine its real estate rate earlier in the budget process. Mr. Ramsey also noted that the Town has generally equalized its real estate tax rate. It was noted that this may require an additional budget public hearing, which would result in increased costs to the Town. Councilperson Heston also raised the issues of who assumes the penalty for delinquent accounts, and how the payment will be divided if paid via one check; Mayor Ramsey stated that those items would be divided equally. Mayor Ramsey noted that it works in the Town's favor to have the County collect debts. It was noted, during this discussion, that issues surrounding the filing of liens will need to be addressed by the State legislature. In response to a question from Ms. Heston, Mayor Ramsey stated that Town real estate tax information will be listed on the County's website. Vice-Mayor Graham asked if there is the possibility the General Assembly will make drastic changes to this proposal; Town Attorney Gilmore stated that she does not expect that to happen, and noted that Fairfax County undertook a similar program last year, with little discussion resulting in the legislature. Mayor Ramsey noted that the local delegates to the General Assembly support this program. In response to a question from Council, Mayor Ramsey explained that only two changes have been requested to the agreement before Council, which have been discussed this evening; Mr. Ramsey stated that he would like to entertain a motion on this MOA this evening. In response to a question from Council, Town Treasurer Fletcher noted that no problems have occurred in past years for accounts on which a post office box address is listed, as a street address is also included in the County's database. There was also brief discussion of the PPTRA, with Ms. Fletcher explaining that the rate is usually approximately the same from year-to-year, although distribution may vary. Following this discussion, Councilperson Lyne made a motion **to authorize the Mayor to execute the Memorandum of Agreement between the County of Loudoun, Virginia, Loudoun County Treasurer, and the Town of Round Hill, Virginia, with the two changes previously discussed, on page two, Section II, in which the dollar amount was changed from \$1,173.00 to \$1,300.00, and to the Termination Clause.** Town Attorney Gilmore read the change made to the Termination Clause: *If the Town does not accept the proposed change, then the existing compensation shall continue.* Vice-Mayor Graham seconded the motion. Mayor Ramsey noted that the motion provides for the two changes to the MOA, as discussed, and that it authorizes the Mayor to execute the agreement. There was no discussion of the motion. A voice vote was held; the motion

was approved 4-1-1, with Councilperson Heston voting no and Councilperson Prack absent. The vote is recorded as follows:

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

Town Administrator Nicholson will provide the final agreement, which Mayor Ramsey will execute. Vice-Mayor Graham requested that a copy of the final, signed agreement be provided to Council.

IN RE: APPROVAL OF MINUTES

a. September 7, 2017 Town Council Work Session Minutes

Mayor Ramsey thanked Council Members who provided corrections to the minutes to the Town Administrator prior to this evening's meeting. Vice-Mayor Graham moved that **Council approve the minutes as submitted**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-2, with Councilpersons Minshall and Hummel abstaining, and Councilperson Prack absent. The vote is recorded as follows:

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

b. October 5, 2017 Regular Town Council Work Session Minutes

Vice-Mayor Graham noted that, on page two, under the Public Comment section, the phrase should read *Ms. Megan Albright, of 45 Main Street, Round Hill, then spoke*; the "n" was omitted from the word then in the printed version. Additionally, Ms. Graham requested that, on page four, under discussion of Wells, the phrase that reads *the Town's wells are still functioning properly*, should read *the Town's wells are still functioning at capacity*. Mayor Ramsey requested that the phrase read *are still functioning and are providing adequate capacity*. On page six, under the discussion of Bills for Payment, it was noted that there was a question regarding Round Hill's payment of dues for the Town Attorney, and if the total amount due was the sole responsibility of the Town; Town Administrator Nicholson stated that he will determine the Town's responsibility for this

cost. On page thirteen, under the Council Comments section, Vice-Mayor Graham stated that her brother, not Mr. Sleeter, as noted, will prepare prints from slides provided by Mr. Sleeter. Councilperson Hummel noted that, on page eleven, under discussion of Forced Hook-Ups, in the fourth bulleted section, the phrase reads *is within three feet of the Town's sewer infrastructure*, but should read *is within three-hundred feet of the Town's sewer infrastructure*. There were no further corrections. Vice-Mayor Graham then made a motion that **the minutes be adopted with the stated changes**; Councilperson Hummel 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 |

c. October 19, 2017 Town Council Regular Meeting Minutes

Councilperson Hummel asked if, on page two, under the Public Comment section, in the fourth and fifth lines, the clean-up being discussed took place at the *Town Park* or *Sleeter Lake Park*; it was noted that the clean-up was held at the *Town Park*. On page five, under discussion of the Strategic Planning Meeting, the next-to-last sentence states *the public may attend by may not participate*; the phrase should read *the public may attend but may not participate*. Mr. Hummel noted that, on page eight, in the fourth line from the bottom of the section, the phrase should read *Lane will be here*, not *her*, as noted. There were no further corrections. Vice-Mayor Graham made a motion **that the minutes of October 19th be approved, as amended**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Councilperson Heston abstaining, and Councilperson Prack absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF THE CONSENT AGENDA

There were no Consent Agenda items.

IN RE: ACTION ITEMS

1. Position Reclassification

Mayor Ramsey asked if completed job descriptions have been provided to Council; Town Administrator Nicholson stated that they have. Mr. Nicholson also stated that the Administration, Communication and Technology Committee met regarding this topic. There was brief discussion of the title *Administrator*, with Councilperson Heston stating that the title makes it sound as though the person is serving in a supervisory capacity; Mayor Ramsey explained that Staff took into consideration the manner in which other jurisdictions classifies its various employees. It was noted that this was discussed at a previous Council meeting, from which Ms. Heston was absent. Vice-Mayor Graham recommended that, under the title *Utility Administrator*, in the responsibilities listed, *Loudoun Alerts for water issues* should also include *sewer issues*; additionally, Ms. Graham asked the meaning of the term *still reports*; it was noted that that is a report which shows no usage. Finally, Ms. Graham requested that it be ensured the verb tenses are consistent, with Mayor Ramsey requesting that this be done throughout the documents. Councilperson Lyne requested that the title *Administrative Assistant* be changed to *Office Administrator*. In the section listing the *Required Knowledge, Skills, and Abilities* for the *Office Administrator*, it was decided to reword the ninth bulleted item, so that it reads *Knowledge in records management*. Vice-Mayor Graham requested that the ninth bulleted item listed for the *Utility Administrator* be reworded to read *Generate final bills and forward any refunds to Treasurer*. Mayor Ramsey asked if Council is comfortable accepting these position descriptions as amended; if so, he requested a motion. Councilperson Lyne then moved that **Council approve the descriptions for Utility Administrator and Office Administrator, with the changes discussed**; Councilperson Heston seconded the motion. 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: DEPARTMENTAL REPORTS

1. Planning Commission

Councilperson Hummel presented this report, highlighting the following items:

- 1) The Planning Commission received a briefing on the intent of the new owner of the Light Industrial property on Bridge Street. Changes he may request were discussed.

- 2) The Planning Commission received a briefing on a potential rezoning of properties on Yatton Road. It was noted that updated language will be needed, as this issue is being revisited. Mayor Ramsey asked to clarify if an R1-A zoning district is under consideration; Mr. Hummel noted that the zoning under consideration is R1-B, stating that these lots are similar to lots rezoned on Hayman Lane. Mr. Hummel explained that this zoning designation will not allow for further subdivision of these lots.
- 3) A Joint Public Hearing is tentatively scheduled for January 18, 2018.
- 4) The Planning Commission has worked on updates to the Zoning Ordinance, which will be presented to Council soon.

Mayor Ramsey asked for further clarification on the rationale of classifying these lots as R1-B, as his understanding is that the R1-A zoning includes a one-acre density requirement which would preclude subdivision of the lots. Mr. Hummel stated that he is uncertain about all the reasons for proposing the R1-B district, and would research this further. Mayor Ramsey asked that the Planning Commission consider remapping these lots to R1-A. Vice-Mayor Graham noted that there seems to be a contradiction on Hayman Lane regarding acreage and the potential to subdivide, under R1-A zoning, and stated that this needs to be addressed. Mayor Ramsey also noted that the R1-A zoning district requires that any lot to be subdivided have frontage on a public street, and that lots may not be created on an access easement in this zoning district. Vice-Mayor Graham stated that she will revisit this issue.

2. Town Planner/Zoning Administrator

Councilperson Heston requested grammatical changes to the written report, which will be provided to Ms. Hynes and Mr. Nicholson outside of the Council meeting. Vice-Mayor Graham asked how many Council Members saw the public survey regarding future park uses, which was placed on Facebook, and asked if it would be beneficial to include a copy of the survey in water bills. Mayor Ramsey stated that this survey was placed on social media to facilitate a quick turn-around in gathering information, which was provided to the County for scheduled discussions. Mr. Ramsey also noted that this was not intended to be a substantial survey. Councilperson Minshall requested that Council be provided the results of the survey. Councilperson Lyne noted that the Town's Facebook page has 889 followers, which is a substantial number; therefore, surveys and other information placed there is disseminated to a sizeable portion of the population. Mayor Ramsey noted that the existence of the survey was noted in the newsletter. In response to a question from Councilperson Minshall, the purpose of, and manner in which, a "Change of Use" application works was explained by the Mayor; this was in regard to the proposal put forth for the Light Industrial parcel on Bridge Street.

3. Town Administrator Report

Town Administrator Nicholson reported that Project Specialist Lohr has "jumped into" work on the Main Street Enhancement Project, and noted that he provided an update on this project. This update notes that plans pertaining to storm water are being reviewed by

VDOT's Engineering Department, and that water quality credits will be purchased; VDOT has thirty days to complete this review. The right-of-way certification outline, required prior to the Town being released to bid, is slated to be completed by the first week of December. An environmental certification, completed by Stantec, must be submitted by the first week of December. The MOU should be completed by mid-December, with Mr. Lohr overseeing this item. Additional meetings were held with residents affected by this project, in order to assure them that their requests will be honored. Mr. Nicholson reported that the construction manager is concerned about moving equipment through the Town's streets, due to the low utility lines in the area. In response to a question from Mayor Ramsey, Mr. Nicholson stated that the lesser amount of site preparation done by the Town will not likely pose any problems. The Town Administrator also reported that Mr. Lohr is working on devising a format for reporting on the CIP, which he will present at the next Work Session. Mayor Ramsey requested that Mr. Lohr attend a Work Session. Councilperson Heston asked that titles of individuals cited in Mr. Nicholson's reports be included. Mr. Nicholson thanked Council for adding the Project Specialist position. Councilperson Heston asked if Council Members may visit the south water tank site; Town Administrator Nicholson stated that they may, and Mayor Ramsey asked that a sign be installed indicating the location of the future tank. Councilperson Hummel noted that, during a conference call he held with Brookfield Homes, they expressed concerns that placing a sign at the street regarding the construction of the future water tank will adversely affect their sales, however, they are planning to construct temporary fencing to the tank site and will place signs on that fencing. Mayor Ramsey recommended that a plat/map of the site be included on the sign. Councilperson Hummel suggested that the head of construction for Brookfield be invited to walk the site with Council Members. Mr. Hummel noted that there is a rock wall in that area, which cuts diagonally through the water tank site. Councilperson Heston asked that acronyms included in Mr. Nicholson's reports be spelled-out in future reports. In response to a question from Councilperson Heston, Vice-Mayor Graham noted that the proposed SCADA system has been included in the budget. Councilperson Heston asked that updates be provided on training attended by Town Staff.

4. Mayor's Report

Mayor Ramsey reported that he attended two public meetings: 1) a Question and Answer session held with the Purcellville Webelo Troop; and, 2) a neighborhood public information session regarding the boundary line adjustment, held with the residents of Fallswood – approximately twenty residents attended, and were provided with a copy of the presentation given to attendees at meetings held in the summer. Mr. Ramsey stated that the meeting with Fallswood residents was a good meeting, during which he gained an understanding of their concerns with the proposal. Some residents remained after the meeting, and expressed their agreement with annexation. Mayor Ramsey stated that the main concern expressed was that too much land will be brought into the Town's limits at one time; he assured those residents that others also have this concern, and the public input will be sought regarding this. Mr. Ramsey stated that this was a successful meeting, and

noted that he would like to hold more of these meetings, beginning with Hillwood Estates. Vice-Mayor Graham stated that the area included in Hillwood Estates needs to be clearly defined. Mayor Ramsey stated that he would like to briefly discuss the BLA at the December Council meeting. In response to a question from Vice-Mayor Graham, Mayor Ramsey stated that he will ask Town Planner/Zoning Administrator Hynes to place a meeting with business leaders/owners on her long-term schedule, and that he would like for that meeting to be held at the time the Planning Commission is discussing Non-Conforming Commercial Properties.

IN RE: COUNCIL COMMENTS

Councilperson Heston asked for an update on the Community Shred Event held in October; Vice-Mayor Graham reported that twenty more boxes were processed than were handled last year, for a total of sixty boxes. Ms. Heston asked if a lease for the office space on the second floor of the Town Office has been signed; Town Administrator Nicholson stated that it has, and that Town Planner/Zoning Administrator Hynes is working with him on signage. It was noted that this lessee will use the back entrance to the building. Mr. Nicholson reported that Christmas lights are being installed at the Town Park/on the Christmas tree by Mr. Larson, who donated the lights; anyone who wishes to may help with the effort. Councilperson Heston wished everyone a safe and happy Thanksgiving. Councilperson Hummel reported that he has worked with the Town Administrator regarding current Town properties, and that the GIS Intern will work on updating the map. Title reports, for six of these properties, will be obtained. This effort will be discussed further at an upcoming Work Session. It was also reported that Mr. Emery (of EGGI) stated that the reservoir and springs there are irrelevant for surface water sources, but he did encourage future use of the Kettleston Court well. Vice-Mayor Graham reported that John Sleeter has found additional slides of Sleeter Lake. Ms. Graham also reported on an advertisement she saw in a recent issue of The Washington Post, regarding Brentwood Springs, which she found misleading. Ms. Graham asked if the Town should contact Wormald regarding this; however, most of the Council felt that it was not a responsibility of Town Staff to do so. Councilperson Lyne asked that Agenda items be provided to Council Members in advance, so that they may be reviewed prior to the meeting. Mayor Ramsey wished everyone a wonderful Thanksgiving.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:40 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary