

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
October 19, 2017**

The Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, October 19, 2017, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Michael Hummel
Frederick J. Lyne
Michael K. Minshall
Christopher J. Prack (arrived at 7:34 p.m.)

Council Members Absent

Janet L. Heston

Staff Members Present

Buster Nicholson, Town Administrator
Melissa Hynes, Town Planner/Zoning Administrator

Others Present

Clinton Chapman
Braden Bergman
Paul Bergman

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:33 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, with Councilpersons Heston and Prack absent, and all other Council Members and himself in attendance, a quorum is present.

IN RE: COMMUNITY POLICING

There was no Community Policing report.

IN RE: PUBLIC COMMENT

Mayor Ramsey opened the meeting to public comment, asking that speakers try to keep their comments relatively brief. Mr. Braden Bergman spoke, reporting on his recently completed Eagle Scout project. Mr. Bergman stated that he had a good turnout for help with his project, and that the group was able to clear a large amount of debris and plant overgrowth at the back trail in Sleeter Town Park. Mr. Bergman stated that he has a Powerpoint Presentation of his project. Mr. Paul Bergman then spoke, reiterating that the turnout for the work on the project was great, with approximately twenty people in attendance; Mr. Bergman stated that there "was some pretty heavy lifting," and that he was shocked at the amount of work which was entailed. Mr. Bergman stated, "I can't express to you how wonderful the project turned out; visually it looks great down there, it's a nice place where people can go down and meditate in kind of a nature-type setting. Nobody got hurt ... and it just went off really well." Mayor Ramsey thanked the Bergman's for their work. In response to a question from the Mayor, the Bergman's stated that they are with Troop 743. Town Planner/Zoning Administrator Hynes stated that it looks great, with which Town Administrator Nicholson agreed. Council thanked the Bergman's.

There was no other Public Comment.

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

Vice-Mayor Graham made a motion **to approve the Agenda, with the following change (due to the absence of Councilperson Heston and with the approval of Town Administrator Nicholson): remove *Position Reclassification*, under Action Items, and add *Approval of Town Clerk in its place*.** Mayor Ramsey stated that Councilperson Prack arrived during the Public Comment portion of the meeting. Councilperson Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Heston absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

a. September 7, 2017 Town Council Work Session Minutes

It was discovered, during discussion, that an incorrect version of these minutes was included in Council Members' packets. This item was tabled, pending receipt and review of the correct minutes.

b. September 21, 2017 Regular Town Council Minutes

Town Administrator Nicholson read corrections provided in writing by Councilperson Heston; these include:

1) on page eight, fourteen lines from the bottom of the page, it is unclear if the reference is to the golf course or the subdivision; Mayor Ramsey stated that it is representative of the Stoneleigh Golf and Country Club.

2) on page fourteen, in the Town Planner/Zoning Administrator Report, in the ninth line from the bottom of that section, the phrase reads *Ms. Hynes stated that it is on West Loudoun Street, at the site of the former shop owned by Mr. _____*; it was requested that the portion of the phrase *at the site of the former shop owned by Mr. _____* be stricken.

3) on page fourteen, in the Town Planner/Zoning Administrator Report, in the seventh line from the bottom, the phrase reads *Ms. Hynes stated that it was. In response to a question from Ms. Heston...*; it was requested that *In response to a question from Ms. Heston* be stricken, as Councilperson Heston stated that she did not ask the question. The Mayor and some Council Members stated their recollections that Ms. Heston did raise that question, based on information contained in the Planner's Report, which she raised for discussion. Council Members agreed with this assessment of the discussion. It was decided to retain the reference as written.

4) on page fifteen, in the seventeenth line, the address should be included in the discussion of the Patterson Building; that address is 1 West Loudoun Street, and should be listed after the name of the building.

Vice-Mayor Graham provided the following corrections:

1) on page fifteen, in line seven, the name of the business should be *Savoir Fare*, not *Savoir Fair*, as notated.

2) on page sixteen, under Council Comments, it should be clarified that Councilperson Minshall paid for the paving of his driveway.

Councilperson Hummel provided the following corrections:

- 1) on page one, under the listing *Others Present*, the name Mary Elizabeth _____ should read *Mary Elizabeth Quispe*; *Mr. Nicholas Quispe* should also be added to the list.
- 2) on page two, in line ten, the phrase should read *...in a wise manner by undertaking a slow and deliberate process*, rather than *and slow and deliberate process*.
- 3) the title *Deputy* should be used throughout the section, rather than referring to him as *Mr. LoPreto*.
- 4) on page three, the quotation marks should be removed.
- 5) on page four, in the Special Presentation to the Niels Poulsen Family, the blank should be replaced with the correct last name of *Quispe*.
- 6) on page seven, the following grammatical changes were made – in lines two and three, *boundary line adjustments were ... held*, the phrase *planned to be* was deleted; in line fourteen, the phrase *of that neighborhood* was deleted; in line sixteen, the phrase *of their area* was deleted; and in line eighteen, the word *feel* should not have an s.
- 7) on page nine, in line ten, the item is a *Pressure Reducing Valve*, not a *Pressure Release Valve*.
- 8) on page ten, beginning in the fifth line from the bottom, the phrase should read *Councilperson Hummel asked if the correct term for use regarding road access via Hayman Lane is ...*, with the phrase *the Town's* replaced with *road*, and the phrase *to utilities* removed.
- 9) on page fourteen, under the Town Planner/Zoning Administrator Report, the reference should be notated as *the release of the Lake Ridge Bond*.
- 10) on page fifteen, under Council Comments, the reference made to Mr. Minshall paving his driveway, as noted previously, should be corrected to stated that he paid for that work.
- 11) on page fifteen, under Council Comments, in the next-to-last line, the word *erosion* should be replaced with *deterioration*. Mayor Ramsey also noted that the reference should be to both the stairs and the upstairs of the building.

There were no further corrections. Councilperson Hummel then made a motion **to approve the September 21st Regular Meeting Minutes, subject to the changes discussed tonight**; Vice-Mayor Graham seconded the motion. There was no discussion. A vote was held; the minutes were approved 4-0-1, with Councilperson Prack abstaining and Councilperson Heston absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF THE CONSENT AGENDA

There were no Consent Agenda items.

IN RE: BUSINESS ITEMS

1. Strategic Planning Meeting

Town Planner/Zoning Administrator Hynes presented this item. Mayor Ramsey apologized to Council for the survey not being available, as he was delayed in his review. Ms. Hynes stated that she would like to begin work at this year's Strategic Planning Meeting by working from last year's survey, on which there are still approximately forty-seven questions remaining. Ms. Hynes stated her belief that the Council should focus on the "big ticket" items included in the survey. Mayor Ramsey asked if Council would prefer to work from the list of all forty-seven items, or would prefer a shorter list as a starting point; it was the consensus of the Council to begin work with the full forty-seven item list. Mayor Ramsey noted that the survey is available in two different formats – a spreadsheet, containing various categories for use in prioritizing the potential projects, and the Survey Monkey survey. The goal is for Council Members to prioritize their lists, which will then be reviewed at the Strategic Planning Meeting. This will be the starting point for determining and prioritizing projects for the upcoming year. Ms. Hynes stated that she wants to know Council Members' long-range goals for the Town. Mayor Ramsey stated that the survey will be available to Council Members tomorrow. Councilperson Lyne asked if Council Members will be able to bring items forward at the Planning Meeting; it was noted that they will. Ms. Hynes explained that, following the Retreat, a Draft Work Plan will be devised, and will be subject to further review and discussion by the Council. Mayor Ramsey noted that a Final Work Plan will be available to Council by January, for use in preparing the budget. It was noted that the Strategic Planning Meeting will be held at the Arts Center at Hill High Orchards, and that the public may attend but may not participate.

IN RE: ACTION ITEMS

1. Resolution 2017- 10 – County Funding Request

Mayor Ramsey noted that this was discussed at the last Town Council meeting. A copy of the resolution was provided to Council Members. There was no discussion of the Resolution. Vice-Mayor Graham made a motion **that the Council approve Resolution 2017-10, County Capital Improvement Program Funding Endorsement, for Sleeter Lake Park**; Councilperson Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Heston absent. The vote is recorded as follows:

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

2. Appointment of Town Clerk

Town Administrator Nicholson requested that, if he is appointed as Town Clerk, he be allowed to reassign duties based upon Job Descriptions discussed at an earlier meeting; Mayor Ramsey stated that that would be allowed, but that the final Job Descriptions should be provided to Council as soon as possible. Councilperson Lyne referenced the Round Hill Organizational Chart included in Council packets, stating that he feels the chart needs to provide more clarity regarding who reports to whom. Mayor Ramsey stated that the Job Descriptions will provide more clarity in this area. There was discussion of where the authority of the Treasurer lies, particularly in reference to her work with the Utility Administrator. There was also discussion of using dotted lines in an organizational chart to denote these types of relationships. Mayor Ramsey clarified that Council is being asked to formally appoint Mr. Nicholson to the position of Town Clerk. It was noted that this will be a permanent appointment. Councilperson Hummel asked to ensure that it does not appear the Town has two Town Clerks; Mayor Ramsey stated that the motion will state that the Council is un-appointing the current Town Clerk, and is appointing Mr. Nicholson to the position. Vice-Mayor Graham then made a motion **to appoint Buster Nicholson to the position of Town Clerk, for the Town of Round Hill, effective October 19, 2017, and to replace Kim McGaha in that role, effective October 19, 2017**; Councilperson Lyne seconded the motion. The wording of the original motion was discussed, with it being decided to replace *un-appoint* with *replace*; both Ms. Graham and Mr. Lyne agreed to this change. A voice vote was held; the motion was approved 5-0, with Councilperson Heston absent. The vote is recorded as follows:

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

Mayor Ramsey stated that Mr. Nicholson is the new Town Clerk, and has the authority to assign duties as he sees fit until the formal Job Descriptions are approved by the Council.

IN RE: DEPARTMENTAL REPORTS

1. Town Planner/Zoning Administrator Report

Town Planner/Zoning Administrator Hynes noted that she did not present a written report. The following activities were highlighted:

- 1) continuing work on Sleeter Lake Park.
- 2) an Art Show to be held by the Appalachian Trail Community Committee, on February 11th at the Round Hill Arts Center, with a reception included, as one of the three requirements to become an AT Community; the Arts Center hopes to make this an annual event.
- 3) continuing work by the Planning Commission on text amendments, with the goal being to provide a draft to the Council at its December meeting.
- 4) work being done with the Loudoun County "More Club," which works to provide bicycle trails in the County; areas in/near Round Hill which may be serviceable for this purpose will be investigated. There was discussion by Council of areas owned by RHI and by the Town where a trail could be located. There was also discussion of the possible co-location with equestrian trails.
- 5) the receipt of two quotes for asphalt paving of the trail at Sleeter Lake Park. Discussion ensued regarding if the trail should be paved, and of ways to improve access to the trail from the RHI property line. It was the consensus of most of the Council that asphalt trails are preferable. Mayor Ramsey asked that quotes for both asphalt and non-asphalt trails be provided to the Council. A map of the park and

proposed trail, provided by Mr. Clint Chapman, was reviewed by Council. It was decided that this issue will be discussed further at the next Council meeting.

2. Town Administrator Report

Town Administrator Nicholson provided an update on the work being done on the Franklin Park Trail Project, explaining which County representatives he has met and worked with, and providing a rough time-line of the project going forward. Mr. Nicholson reported that he and County officials will meet in two weeks' time to walk the Franklin Park Trail and the area included in the Main Street Enhancement Project, to ensure that promises made to residents in these areas are addressed/kept. The Memorandum of Understanding between the Town and the County was discussed, with Mayor Ramsey requesting a copy of the document for review by Town Attorney Gilmore. Mr. Ramsey noted that the clock does not start on the project until the Town is in receipt of the MOU, and expressed concern that the County could be slow in their work on this memorandum; Mr. Ramsey explained that, in order to keep the projects on-time, Council must approve the MOU in December. It was also noted that the Town may contact its representative to the Board of Supervisors to request assistance with this process. Mr. Nicholson stated that the bid package is in the hands of the contractor. Mr. Nicholson also noted that his meeting with County representatives was productive. Mayor Ramsey and Mr. Nicholson reported that it may be possible the project will go to bid in the Spring of 2018. Mr. Nicholson stated that the rest of his report has been provided to Council in written form. Mr. Nicholson also noted that Sleeter Lake Park looks great, and that reserved spots on the canoe/kayak racks are already filling up. Additionally, Mr. Nicholson noted, Utility Supervisor Wolverton is doing a great job in identifying trees at the park, in an effort to determine which are native species to be retained. In response to a question from the Mayor, it was noted that Town Engineer Lane will be here on Tuesday to attend the Utility Meeting and to meet with the developer working on the Yatton Road properties. The property owner of the area requested for an easement for the Yatton Loop project has not yet been contacted, but will be contacted soon by Stantec; Mayor Ramsey noted that the landowner has expressed some concerns.

3. Mayor's Report

Mayor Ramsey reported on the following:

- 1) He has been responding to e-mails regarding the proposed boundary line adjustments.
- 2) He has been working on the survey for the Strategic Planning Meeting.
- 3) He has not yet had a response from the residents of the Fallswood area, regarding a meeting to be held with them to discuss the BLA.

4) A letter will be drafted, to be sent to residents in the Short-Term Study Area for the BLA, in an effort to provide more direct outreach; a copy of the letter will be provided to Council at its upcoming Work Session.

IN RE: COUNCIL COMMENTS

Vice-Mayor Graham reported that she and Town Administrator Nicholson attended a TANV meeting held earlier today, at which policing at protests was among the topics discussed. Councilperson Hummel asked that Council be notified of these meetings, as he would be interested in attending them. Ms. Graham also suggested that Round Hill host one of these meetings. Mayor Ramsey reminded everyone to have a safe Halloween.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 8:42 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary