

**ROUND HILL TOWN COUNCIL
STRATEGIC PLANNING MEETING MINUTES
November 15, 2023**

The Round Hill Town Council conducted the Strategic Planning Meeting on Wednesday, November 15, 2023 at 6:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. The option to participate remotely was made available using information provided on the agenda.

Council Members Present

Scott T. Ramsey, Mayor (arrived at 7:00 p.m.)
Mary Anne Graham, Vice-Mayor
Dan Brzezynski
Michael Hummel
Paula James
Sean Lloyd
Isaac Pacheco

Councilperson-elect Jim Maulfair was also present.

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Cathy Owens, Town Treasurer
Donna Jones, Finance Support Specialist/Deputy Town Clerk
Robert Lohr, Project Manager
Bobby Lohr, Town Planner
Harriet West, Town Clerk

Ms. Hynes started the meeting at 6:30 p.m. She noted that the purpose of the meeting is for the Council to discuss priorities so staff can use this information to begin the budget process. She explained that most of the staff resources are dedicated to supporting the water/sewer service. The outcome of this meeting will be to develop a new Strategic Plan for FY 2025.

Ms. Hynes introduced Councilperson-elect Jim Maulfair who will be filling Mike Hummel's seat. Mr. Maulfair said he has lived in Round Hill for 19 years. He and his wife raised their daughters here who are now in college. He looks forward to giving back to the Town.

Ms. Hynes introduced the Town Office staff, explained their roles, and discussed some of the operational processes. She noted that the Strategic Planning Meeting helps to prioritize the Town's capital projects. A discussion ensued about the services provided by the Town and how bringing more residents in through the Boundary Line Adjustment (BLA) process would enable staff to focus on other quality of life projects.

Mayor Ramsey explained that the Town is faced with an unsustainable situation and more financial assistance is needed from the County to maintain the utility system. He will be focusing his efforts on engaging the County and encouraging out-of-town residents to organize and speak for themselves. A discussion ensued about the volunteers and sponsors who support the Town's events.

REVIEW FY 2024 TOWN COUNCIL PRIORITIES

Ms. Hynes reviewed the current FY 2024 Town Council priorities adopted in January 2023:

1. Construction of Well D and the new Evening Star Water Treatment Plant
2. Comprehensive Utility Preventative Maintenance Program
3. Sleeter Lake Park Phase 2 & 3
4. Southern Greenway Pedestrian Improvements (New Cut/Airmont to Lake Ridge Estates)
5. Utility Administrative Offices Building
6. County Community Center in Round Hill
7. Town Office Upgrades & Updates
8. Construction of Southern Water Tank and the Evening Star Tank Interior Painting
9. Future of Large Reservoir
10. Town Expansion (also known as BLA)
11. Modernization of Town Code and Move to Online Platform (Municode)
12. Acquisition of Future Well Sites (Beyond Well D)
13. Preliminary Design & Study of a Second Water Tank in Stoneleigh
14. Improvements to Christmas Tree Lighting Event & Downtown Streetscape Decorations
15. Information Technology Modernization & Improvements
16. Planning for the Future of the Utility System

OPENING PRESENTATION WITH GOALS OF MEETING

Mayor Ramsey reviewed the agenda and process for the meeting. He noted the following:

- To reduce the amount of the water/sewer rate increase, several major utility projects were delayed last spring including a new utility building, Stoneleigh System improvements, Well 719 treatment, and Large Reservoir rehab.
- The new unknown is that the drought is much more severe than expected; this may impact Capital Improvement Plan projects and there will be revenue impacts from not selling water.
- The system has long-term transition issues. Facilities are aging; the Town is becoming more proactive with maintenance and that has up-front costs.

The Mayor suggested updating the rate model this year using inputs from the capital projects, anticipated County funding, and the audit results. He further suggested waiting until the big capital projects go out to bid before hiring an outside rate consultant. There was no objection from the Council. Following discussion about the drought, the Mayor stressed the need to get the new meter system working so staff can detect leaks sooner.

PRESENTATION & DISCUSSION OF RESULTS OF FY 2025 TOWN COUNCIL PRIORITIES SURVEY

Ms. Hynes reviewed the results of the survey completed by the Councilmembers prior to the meeting. Following discussion, several priorities were identified as “no brainer” projects the Town is already fully committed to: Stoneleigh Sustainability & Reliability Projects, Utility System Management, BLAs, and Round Hill Community Center.

The following priorities were identified as requiring further discussion and were added to the “sticker exercise” list: Southern Greenway, Streetlights, Clean Up and Secure Lundeberg Land (2.5 acre parcel next to the Loudoun Street Park), Economic Development Initiatives, Stormwater Master Plan, Façade Improvement Grant Program, and the 125th Anniversary of the Incorporation of Round Hill.

A discussion ensued about repairing and replacing valves and fencing Well D; Ms. Hynes explained that the Town has budgeted for replacing a certain number of valves each year. The agreement with the Round Hill Owners Association is that Well D will not be fenced unless the Town is required to do so by the state.

Mayor Ramsey stated that he would like to include monthly billing on this year’s list of priorities. Ms. Hynes stated that staff are ready to move forward with this.

Councilperson Pacheco asked to have a safety study of the New Cut Road and Loudoun Street intersection added to the survey for next year. Councilperson James asked to have the demolition of the old house at Sleeter Lake Park added to next year’s survey.

VOTE ON DRAFT FY 2025 TOWN COUNCIL PRIORITIES

The Councilmembers were then asked to vote on the FY 2025 Town Council Priorities, which were posted on the wall in the Council Chambers. Each Councilperson was given four green stickers to vote aye and four red stickers to vote nay; multiple stickers could be used for each priority. Councilperson-elect Maulfair was invited to participate in the voting process. Councilperson Pacheco stressed the importance of the Southern Greenway to physically connect the Town and other parts of the community.

Priority	Green	Red
1. Stormwater Master Plan	7	1
2. Façade Improvements	0	7
3. Clean Up and Secure Lundeberg Land	4	5
4. Economic Development	1	5
5. Southern Greenway	12	0
6. Streetlights	0	6
7. Monthly Billing	7	2

Mayor Ramsey recapped the results of the sticker voting:

- The following projects received strong support and will be added to the FY 2025 Strategic Action Plan: Southern Greenway, Monthly Billing, and the Stormwater Master Plan.
- There was no support for Streetlights; however, staff should proceed with getting an updated cost estimate.
- There was some support for the Lundeberg Land; Ms. Hynes will come back to the Council with a memo.
- The following items will be dropped from the survey for at least a year: Façade Improvements and Economic Development.

Mayor Ramsey asked that the Sleeter Lake improvements, including the old house, be added to the survey for next year.

Councilperson Pacheco asked for clarification about what needs to be done at the Lundeberg Land; Mr. Bobby Lohr said this may be a good project for the Outdoors Committee. The Mayor noted there is an easement on this property that can be connected to the Southern Greenway.

The Mayor asked the staff to do more contingency planning if the drought continues through the spring and Mandatory Water Conservation, Phase 2 is required. A discussion ensued about moratoriums on any new connections; Ms. Hynes stated that staff will need to talk to the Town Attorney about how to put this in place. Staff will give an update on the drought conditions in December. Mr. Rob Lohr gave an update on Well D and said he expects to have the well online by January/February 2024. Councilperson Hummel described a recent water leak he had in his home due to a pipe that failed. Ms. Hynes said staff are working on notifying customers of leaks using the new meter system. Mayor Ramsey described a recent problem with a leaking toilet that resulted in using 1,200 gallons in two days.

FINALIZE FY 2025 TOWN COUNCIL PRIORITIES

Ms. Hynes will use the results of the Strategic Planning Meeting to update the Strategic Action Plan for the Council's approval and to begin budget preparations.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:21 p.m.

Respectfully submitted,
Scott T. Ramsey, Mayor

CERTIFIED:



Harriet West, Town Clerk

APPROVED: January 7, 2024