

**AGENDA**  
**TOWN COUNCIL MEETING**  
**HAMILTON, VA**  
Monday, April 8, 2013  
7:00 PM

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**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**  
**DETERMINATION OF QUORUM**

**GUESTS**

**PUBLIC COMMENT**

**MINUTES – Discussion and Approval**

- Town Council Meeting – March 11, 2013 (Pgs. 3-8)

**MAYOR’S REPORT**

- Outstanding Items List (Pg. 9)
- Hamilton Street Lights - update
- Speed Signs
- Letter to LC BOS regarding Private Well Adjacent to Well 14 (Pg. 10)

**WATER & SEWER COMMITTEE** (Campbell, Snyder, Wilmoth, Wine)

- East End Water Loop
- Sewer on E Colonial Hwy
- Painting S Rogers Ground Storage Tank

**PARKS & RECREATION COMMITTEE** (Campbell, Unger, Wilmoth, Wine)

- Hamilton Day

**TREASURER’S REPORT** (Jones)

- Monthly Treasurer’s Report (Pgs. 11-16)
- Utility Account Penalty Calculations
- Logics Letter of Project Commitment (Pg. 17)

**FINANCE COMMITTEE** (Simpson, Unger, Wilmoth, Wine)

- FY2014 Budget – Finance Committee Meeting of March 13, 2013  
Next Meeting – Tuesday, April 9, 2013 10:00am
- Schedule Town Council Budget Workshop
- Public Hearings Schedule (Authorize Public Hearings in New Business)
  - May 13, 2013 – Tax Equalization Public Hearing
  - June 10, 2013 – Budget Public Hearing

**PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE** (Kesari, Wilmoth, Wine)

- Zoning Ordinance Workshop – schedule next meeting

**PERSONNEL COMMITTEE** (Simpson, Wilmoth, Wine)

- Emergency Closing Policy (Pg. 18)

**PLANNING COMMISSION** (McCann, Kesari)

- Westham Estates
- Next Planning Commission Meeting May 15, 2013

**OLD BUSINESS**

- Addressing of Hamilton properties located outside of Town of Hamilton limits
- Business License Draft Application presented March 11, 2013 – Town Council Comments
- Proclaim May as Lyme Disease Awareness Month (Pg. 19)
- Sprint Request for Antenna upgrade on the S Rogers Street Water Tower

**NEW BUSINESS**

- Applications for Water and Sewer Connections
  - 17643 & 17632 Hamilton Heights Court (Pgs. 20-22)
  - 12 Ladysmith Court (Pgs 23-24)
- Tax Equalization Public Hearing Authorization

*I move that the Hamilton Town Council authorize a FY2014 Tax Equalization public hearing prior to the May 13, 2013 Town Council meeting at 7:00 PM.*

- Budget Public Hearing Authorization

*I move that the Hamilton Town Council authorize a public hearing for the FY2014 budget prior to the June 10, 2013 Town Council meeting at 7:00 PM.*

**ADJOURNMENT**

**MINUTES  
HAMILTON TOWN COUNCIL  
REGULAR MEETING  
MARCH 11, 2013**

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The regular meeting of the Hamilton Town Council was convened at 7:00 PM with the following attendance:

**PRESENT:** Greg K. Wilmoth, Mayor  
Michael Snyder, Council member  
John Unger, Council member  
David R. Simpson, Council member

**ABSENT:** Kenneth C. Wine, Vice Mayor  
Brent Campbell, Council member  
Dimitri Kesari, Council member

**STAFF:** Lori Jones, Treasurer  
David Beniamino, Zoning Administrator  
Maureen Gilmore, Town Attorney  
Jennifer Helbert, Recorder

**CALL TO ORDER:**

Mayor Wilmoth called the regular meeting to order at 7:00PM.

**GUESTS:**

None

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

Council member Unger made a motion to approve the minutes of February 11, 2013 as submitted.

Motion: Council member Unger  
Second: Council member Simpson  
Carried: 4-0-3

Wilmoth - Aye  
Unger - Aye  
Kesari - Absent  
Simpson - Aye  
Campbell - Absent  
Wine - Absent  
Snyder - Aye

**MAYOR'S REPORT:**

**Outstanding Items List** – Mayor Wilmoth shared this list with the Council.

**Hamilton Street Lights** - Mayor Wilmoth stated that he was approached by Dominion Power about numbering the streetlights in Town so that they could receive service in a faster and more efficient manner. He stated that they wanted to put the streetlights into a GIS program which they have done. Mr. Beniamino requested that Dominion Power send him the GIS file so that he can add it to the Town's GIS program.

**Speed Signs** – Mayor Wilmoth stated that he went to the Board of Supervisors public comment section and spoke about that and he was told that it was taken out of the Committee and if he came and spoke about it then it would give the Town the opportunity to have the Board revisit it.

**Private Well Adjacent to Well 14** – Mayor Wilmoth stated that he had received a letter from Loudoun County and wanted to share it with the rest of the Council. Mayor Wilmoth stated that he would speak with the Town Attorney about this item as well.

**Keep Loudoun Beautiful Luncheon** – Mayor Wilmoth stated that Council member Unger is usually the Town representative for this. Council member Unger stated that he would attend this luncheon. The Council decided that they would schedule a Hamilton Clean Up Day for next year.

**VML Grant Received** – Mayor Wilmoth stated that the Town received a grant from VML he stated that someone else ahead of them had received the grant but did not turn in all of their paperwork so VML moved down the line and Hamilton was the next in line to be awarded the grant.

**WATER AND SEWER COMMITTEE:**

**East End Water Loop** – Mayor Wilmoth stated that he spoke with Dave Rigby about the water loop and Mr. Rigby was going to do a plan for the Town that could be sent to VDH to approve at which time the Town would do an as-built for the record. He stated that they have also spoken with surveyors to work on easements and plats.

**SCADA Update** – Mayor Wilmoth stated that there are no issues with this item.

**Sewer on North Reid Street** – Mayor Wilmoth stated that this is a resident that is hooked to the Town's sewer line and he has an issue in his piece of the lateral. He stated that the owner has stated that he was going to take care of the problem and put a clean out there.

The Council discussed purchasing a lateral camera. Mayor Wilmoth stated that he would look into the cost of purchasing a camera.

**Storage Tank** – Mayor Wilmoth stated that he has received some pricing on painting the 500,000 gallon storage tank. He stated that it was looked at last year and they were told that it needed to be done this year.

**Harmony Tower** – Mayor Wilmoth stated that there is a small leak at the Harmony Tower and that someone was here to look at it but he is going to do some research into how to fix it.

**PARKS AND RECREATION COMMITTEE:**

**Hamilton Day** – Carrie Michon came forward to update the Council on Hamilton Day.

**Reston Bike Club – Request to Use Park for 2013 Century Ride** – Council member Unger indicated that they have redone their route and they will only be stopping in Hamilton once. Council member Unger made a motion to allow Reston Bike Club to use the Hamilton Park on August 13, 2013 for their Annual Century Ride.

Motion: Council member Unger  
Second: Council member Simpson  
Carried: 4-0-3

Wilmoth - Aye  
Unger - Aye  
Kesari - Absent  
Simpson - Aye  
Campbell - Absent  
Wine - Absent  
Snyder - Aye

Council member Unger updated the Council on the blue bird path that was built by one of the Eagle Scouts.

**TREASURER’S REPORT:**

**Monthly Treasurer’s Report** – Ms. Jones issued a report to the Council and answered any questions that they had about the report.

Council member Unger made a motion to accept the Treasurer’s Report as submitted.

Motion: Council member Unger  
Second: Council member Simpson  
Carried: 4-0-3

Wilmoth - Aye  
Unger - Aye  
Kesari - Absent  
Simpson - Aye

Campbell - Absent  
Wine - Absent  
Snyder - Aye

**Water Disconnections** – Ms. Jones updated the Council on water disconnections.

**FINANCE COMMITTEE:**

**FY 2014 Budget** – Council member Unger stated that there is a meeting on Wednesday to begin looking at the budget.

**PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:**

Mr. Beniamino stated that he has distributed all changes that came out of the last work session to each Council member. He stated that he would like to schedule another work session so he can get things finalized.

Mr. Beniamino stated that he would like to recommend to the Town that they retain an engineering firm to review items.

Ms. Gilmore recommended using a Basic Ordering Agreement (BOA) so that they could use different engineers depending on the job that was needed. Council agreed that that was the best path to follow.

**PERSONNEL COMMITTEE:**

None scheduled

**PLANNING COMMISSION:**

Next Meeting – March 20, 2013

Chairman McCann stated that they would be reviewing the final plat for Westham Estates and other than that item the Planning Commission is waiting for the Council to finish their review of the Zoning Ordinance and send it back to the Planning Commission for public hearing.

**OLD BUSINESS:**

**Loudoun County BOS Action Item, March 13, 2013 Public Hearing – Intent to Amend Chapter 1026 (addressing) of the Loudoun County Codified Ordinances** – This item is for informational purposes only.

**Business License Draft Application** – Ms. Jones stated that it was recently brought to the Town's attention that their Business License Application did not match the Ordinance so they have taken Purcellville's current form and modified it to fit Hamilton's needs. Ms. Jones asked that if any Council members have comments on the form to please let her know.

**NEW BUSINESS:**

**Loudoun Count Health Department Request for April Meeting – Proclaim May as Lyme Disease Awareness Month** – Ms. Jones indicated that there is some information that does not come out until the end of March that needs to be included in the proclamation but she wanted to let Council know that it will be in the packet for April.

**Request to Install Plaque at Hamilton Park or Hamilton ES Honoring Connie McCrary** – Council asked Ms. Jones if she could contact the Hamilton PTA to help with honoring Ms. McCrary.

**Application for Sewer Connection at 39244 East Colonial Highway** – Ms. Jones confirmed that this property is in the sewer tax district and are eligible for sewer connection. Council member Snyder made a motion that the Town Council grant the sewer connection to Mozelle Mason as 39244 East Colonial Highway for a single residential structure sewer connection.

Motion: Council member Snyder  
Second: Council member Unger  
Carried: 4-0-3

Wilmoth - Aye  
Unger - Aye  
Kesari - Absent  
Simpson - Aye  
Campbell - Absent  
Wine - Absent  
Snyder - Aye

**CLOSED SESSION:** Vice Mayor Wine made a motion that the Hamilton Town Council recess its open meeting and convene a closed session. To discuss the following:

- 1) Consultation with Legal Counsel regarding zoning enforcement matters requiring legal advice. The exception is provided in Code of Virginia Section 2.2-3711(A)(7), as amended.

Motion: Council member Snyder  
Second: Council member Unger  
Carried: 4-0-3

Wilmoth - Aye  
Unger - Aye  
Kesari - Absent  
Simpson - Aye  
Campbell - Absent  
Wine - Absent  
Snyder - Aye

Town Council  
Regular Meeting Minutes  
March 11, 2013

Council member Snyder made a motion that the Hamilton Town Council adjourn the closed session and reconvene the open meeting.

Motion: Council member Snyder  
Second: Council member Unger  
Carried: 4-0-3

Wilmoth - Aye  
Unger - Aye  
Kesari - Absent  
Simpson - Aye  
Campbell - Absent  
Wine - Absent  
Snyder - Aye

Council member Kesari made a motion that the Hamilton Town Council certify that while in closed session, to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Motion: Council member Snyder  
Second: Council member Unger  
Carried: 4-0-3

Wilmoth - Aye  
Unger - Aye  
Kesari - Absent  
Simpson - Aye  
Campbell - Absent  
Wine - Absent  
Snyder - Aye

**ADJOURNMENT:**

There being no further business the meeting adjourned at 7:58 PM.

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Greg Wilmoth, Mayor

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Jennifer L. Helbert, Recorder

**Town of Hamilton**  
**Outstanding Projects/Issues as of April 2, 2013**  
*(Text in Bold & Italics are changes)*

	Project/Issue	Action Needed
1	W & S Ordinances	Maureen & Lori working on changes; new format. Will forward draft to TC.
2	Grinder Pump Contract	Discussed at Oct 9 <sup>th</sup> Water & Sewer Committee Meeting. Maureen will incorporate proposed changes to Ordinance in draft to be forwarded to TC.
3	Raw waterline at Harmony – Trees planted over line	Still pending. Have been in contact with LCPS.
4	Hamilton Meadows Bond Release	Final Resolution for acceptance presented at 2/11/13 TC Meeting. Will take 6-8 weeks after paperwork received by VDOT in Richmond to complete the street acceptance.
5	Zoning Ordinance Changes	Third TC Work Session to be scheduled.
6	Sprint changes to equipment on S Rogers street tank	Paperwork to David for approval.
7	Suit w/County	PMMP termination schedule for BOS Vote on Sept 5, 2012. BOS approved to terminate monitoring.
8	Security Cameras for Office	Ordered and arrived. Need to be installed.
9	Surplus Equipment in Basement	Lori to take inventory.
10	Codification of Town Ordinances	Zoning to be sent after TC adopts all changes.
11	East End Water Loop	<b><i>To discuss at March 11<sup>th</sup> Council meeting. Ready to select Engineer. Rigby to draw up plans.</i></b>
12	FEMA National Flood Insurance Program	Communicating with LC & other town to determine how/if the town will become a member of the program.
13	ME Flow Recommendations	Clean T/D Coil & Blower Wheel? \$383
14	Fish & Wildlife Service Permit Renewal - Vultures	Permit expires 2/2013. David Simpson helping to process.
15	BPOL Forms	<b><i>Draft with Town Council for comments.</i></b>
16	Speed Signs	Greg spoke at LC Budget public hearing; waiting on results. <b><i>Tentatively approved at 3/18/13 Budget Workshop. BOS will vote April 3<sup>rd</sup>.</i></b>
17	<b><i>Street Lights – Dominion</i></b>	<b><i>Greg/Christy working with Dominion on street light locations and lights for which Hamilton is responsible. Dominion done with survey, Loudoun County picking up responsibility for those lights outside Town limits. Should see electric bill decrease soon. Town office will have online access to street light outage reporting.</i></b>



April 4, 2013

Loudoun County Board of Supervisors  
1 Harrison Street, S.E., Fifth Floor  
Mailstop #01  
P.O. Box 7000  
Leesburg, VA 20177-7000

**Mayor**  
Greg K. Wilmoth

**Town Council**  
Kenneth C. Wine, *Vice Mayor*  
Brent A. Campbell  
Dimitri Kesari  
David R. Simpson  
Michael E. Snyder  
John D. Unger

**Zoning Administrator**  
David M. Beniamino

**Treasurer**  
Lori M. Jones, CPA

**Town Recorder**  
Jennifer Helbert

Dear Chairman York and Members of the Board of Supervisors,

On February 28, 2013, I contacted Rodion Iwanczuk, Loudoun County Department of Planning, concerning a private well that was recently drilled approximately 200 feet from the Town's Well 14 (PIN:454-20-8349-000). I expressed the Town's concern to Mr. Iwanczuk regarding the location of the private well due to the County's previous apprehension about the effect of Well 14 on other wells in the area.

At the March 11, 2013 Hamilton Town Council meeting, council members voiced concern that this newly drilled well may impact surrounding private wells or the Town's well. The private wells do not have any limits on the amount of water they can pump nor is the volume of pumped water calculated. By contrast, Well 14 does have County imposed limits on its use and the water pumped from the well is monitored daily, with all information forwarded monthly to the Virginia Department of Health ("VDH"). The Town Council believes that this new well has a potential impact on Well 14, with the possibility of contamination and the impact on our ability to pump from our Well.

The Town spent a considerable amount of time and money in a County mandated monitoring program of adjacent wells. Should this new well, in close proximity to Well 14, fall under similar monitoring? Given the history between the Town and the County surrounding Well 14, the Town should have been consulted, or at least notified, regarding the proposed location and size of this new well in an effort to protect against negative impacts that could befall any of the wells in the surrounding area.

The Town of Hamilton's water system supplies water to approximately 700 customers, including 3 Loudoun County Public Schools. All of the water amounts withdrawn from the Town's wells are documented and on record with VDH. We continue to be good stewards of this precious resource and look forward to the County working with us to ensure we remain as such for the benefit of the Town and County residents we serve.

Thank you for your attention.

A handwritten signature in black ink that reads "Gregory K. Wilmoth". The signature is written in a cursive style.

Gregory K. Wilmoth  
Mayor

**Treasurer's Report**  
**as of March 31, 2013 - All Funds Summary**

<b>Investment Summary</b>	<b>3/31/2013</b>	<b>2/28/2013</b>	<b>1/31/2013</b>	<b>12/31/2012</b>
BB&T Checking General	\$ 68,611.84	\$ 73,476.14	\$ 74,649.63	\$ 98,274.93
Water	(172,305.66)	(157,007.51)	(179,900.44)	(166,789.14)
Sewer	500,393.64	518,769.31	423,170.44	474,665.77
Total BB&T Checking	<u>\$ 396,699.82</u>	<u>\$ 435,237.94</u>	<u>\$ 317,919.63</u>	<u>\$ 406,151.56</u>
BB&T CDs	669,028.40	669,028.40	669,028.40	669,028.40
Wells Fargo Money Market	338,279.56	338,250.83	338,214.69	338,171.60
Cardinal Bank Money Market & CDs	824,723.32	824,487.92	824,275.37	824,040.10
LGIP	307,596.50	307,561.09	307,561.09	307,474.47
<b>Total All Funds</b>	<u><u>\$ 2,536,327.60</u></u>	<u><u>\$ 2,574,566.18</u></u>	<u><u>\$ 2,456,999.18</u></u>	<u><u>\$ 2,544,866.13</u></u>

**OPERATING BUDGET TO ACTUALS thru 3/31/2013**

Budgeted Revenue - 9 Months	\$ 916,474.50 <sup>1</sup>
Actual Revenue - 9 Months	<u>894,324.97</u>
<b>Revenue Over (Under) Budget</b>	<u><u>\$ (22,149.53)</u></u>
Budgeted Expenses - 9 Months	\$ 884,213.75 <sup>1</sup>
Actual Expenses - 9 Months	<u>896,643.34</u>
<b>Expenses Under (Over) Budget</b>	<u><u>\$ (12,429.59)</u></u>

**Community Park Funds**

<b>Town General Fund Park Maintenance Accounts</b>	
BB&T Money Market Account	\$ 6,477.98
BB&T CD	8,969.26
Total Town GF Park Maintenance Accounts	<u><u>\$ 15,447.24</u></u>
<b>Park Committee Donations</b>	
Cardinal Bank Checking Account	<u><u>\$ 1,790.72</u></u>

**Water & Sewer Activity - February 2013**

	Regular Cycle Water/Sewer Bills
114	Regular Delinquent Bills
	Water turn-offs Due to Non Payment
	Final Bills
1	New Accounts Created
2	Adjustments (leak or misread)
	Adjustments (pool fills)
	Changed out meters
	New Water Connections
	New Sewer Connections

**Accounts Payable & Payroll Activity**

	52 # Accounts Payable Checks
\$73,349.96	Accounts Payable Checks (List attached)
	7 # Employees
\$23,643.22	Payroll Expense
\$ 2,120.20	Retirement Expense

<sup>1</sup> Does not include PY Transfers In nor Transfers between funds.

**Treasurer's Report  
as of March 31, 2013 - General Fund**

	<b>FY TO DATE BUDGET ANALYSIS</b>				<b>% TOTAL BUDGET SPENT</b>
	<b>FY2013 BUDGET</b>	<b>9 Months BUDGET</b>	<b>ACTUAL 3/31/2013</b>	<b>(UNDER) OVER BUDGET</b>	
<b>EXPENDITURES</b>					
Wages & Payroll Taxes	\$ 78,027	\$ 58,520	\$ 58,387.18	\$ (133.07)	74.83%
Retirement Contribution	4,405	3,304	3,700.77	397.02	84.01%
Health Insurance	19,498	14,624	14,058.80	(564.70)	72.10%
Membership Dues	591	443	185.00	(258.25)	31.30%
General Office Expense	41,790	31,343	13,059.42	(18,283.08)	31.25%
Legal Services/Codification	41,000	30,750	25,475.00	(5,275.00)	62.13%
Audit	12,000	9,000	12,400.00	3,400.00	103.33%
Trash/Recycling	42,000	31,500	31,127.51	(372.49)	74.11%
Mowing	14,000	10,500	7,635.55	(2,864.45)	54.54%
Street Lights	6,000	4,500	4,502.80	2.80	75.05%
Insurance & Workman's Comp	17,105	12,829	17,634.00	4,805.25	103.09%
Donations	2,000	1,500	0.00	(1,500.00)	0.00%
Planning Commission & Services	7,100	5,325	3,577.30	(1,747.70)	50.38%
Recreation & Activity	2,500	1,875	1,040.98	(834.02)	41.64%
Transfers Out-CIP & Fire Dept	40,250	30,188	7,200.00	(22,987.50)	17.89%
Contingencies	3,591	2,693	1,832.96	(860.29)	51.04%
<b>TOTAL EXPENDITURES</b>	<b>\$ 331,856</b>	<b>\$ 248,892</b>	<b>\$ 201,817.27</b>	<b>\$ (47,075.48)</b>	<b>60.81%</b>
<b>REVENUE</b>					
					<b>% REC'D</b>
Real Estate Taxes	\$ 159,190	\$ 119,393	\$ 86,783.28	\$ (32,609.22)	54.52%
Personal Property Taxes	34,496	25,872	37,929.97	12,057.97	109.95%
Prior Year Taxes	1,570	1,178	1,116.70	(60.80)	71.13%
Penalty/Interest on Taxes	500	375	800.34	425.34	160.07%
Automobile Decals	9,500	7,125	10,529.00	3,404.00	110.83%
Zoning Fees	800	600	925.00	325.00	115.63%
Interest	4,000	3,000	1,326.54	(1,673.46)	33.16%
Sales Taxes	44,000	33,000	37,736.53	4,736.53	85.76%
Utility Taxes	28,000	21,000	22,449.62	1,449.62	80.18%
BPOL Taxes	6,000	4,500	10,371.36	5,871.36	172.86%
Fire Programs Grant	8,000	6,000	0.00	(6,000.00)	-
Park Reservation Fees	400	300	700.00	400.00	175.00%
Prior Year Surplus	32,250	24,188	0.00	(24,187.50)	0.00%
Litter Grant/Misc Income	3,150	2,363	9,539.37	7,176.87	302.84%
<b>TOTAL REVENUE</b>	<b>\$ 331,856</b>	<b>\$ 248,892</b>	<b>\$ 220,207.71</b>	<b>\$ (28,684.29)</b>	<b>66.36%</b>
			<b>Surplus (Deficit) \$ 18,390.44</b>		

**Treasurer's Report  
as of March 31, 2013 - Water Fund**

	<b>FY TO DATE BUDGET ANALYSIS</b>				<b>% TOTAL BUDGET SPENT</b>
	<b>FY2013 BUDGET</b>	<b>9 Months BUDGET</b>	<b>ACTUAL 3/31/2013</b>	<b>(UNDER) OVER BUDGET</b>	
<b>EXPENDITURES</b>					
Wages & Payroll Taxes	\$ 89,711	\$ 67,283	\$ 61,324.73	\$ (5,958.52)	68.4%
Retirement Contribution	7,770	5,828	5,149.57	(677.93)	66.3%
Health Insurance	25,822	19,367	16,005.10	(3,361.40)	62.0%
General Office Expense	4,400	3,300	2,743.88	(556.12)	62.4%
Workman's Comp/Liability	7,500	5,625	7,780.00	2,155.00	103.7%
System Consultant	3,000	2,250	0.00	(2,250.00)	0.0%
Electricity & Circuits to Wells	39,000	29,250	26,752.33	(2,497.67)	68.6%
Truck Supplies & Repair	7,000	5,250	3,096.63	(2,153.37)	44.2%
Chemicals & Water Testing	12,000	9,000	11,664.39	2,664.39	97.2%
Repairs - Plant & Equipment	20,000	15,000	16,147.26	1,147.26	80.7%
Repairs - Lines & Hydrants	12,000	9,000	7,606.72	(1,393.28)	63.4%
Repairs Bldg/Grounds	1,000	750	825.63	75.63	82.6%
Safety Supplies	1,000	750	796.71	46.71	79.7%
Cross Connection Program	200	150	0.00	(150.00)	0.0%
Tank Painting & Control	22,000	16,500	8,389.86	(8,110.14)	38.1%
2002 VRA Bond Debt Pmt	100,961	75,721	111,352.50	35,631.75	110.3%
Training and Licenses	460	345	790.04	445.04	171.7%
Contingencies	622	467	309.30	(157.20)	49.7%
Transfer to CIP	115,700	86,775	0.00	(86,775.00)	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 470,146</b>	<b>\$ 352,610</b>	<b>\$ 280,734.65</b>	<b>\$ (71,874.85)</b>	<b>59.7%</b>
<b>REVENUE</b>					
Water Service Charges	\$ 250,000	\$ 187,500	\$ 159,380.06	\$ (28,119.94)	63.8%
Connection Fees	10,200	7,650	6,800.00	(850.00)	66.7%
VRA Bond Surcharge	76,000	57,000	51,333.25	(5,666.75)	67.5%
Cell Towner Antenna Lease	53,200	39,900	26,060.16	(13,839.84)	49.0%
Interest	1,660	1,245	698.07	(546.93)	42.1%
Transfers In / PY Surplus & GI	79,086	59,315	0.00	(59,314.50)	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 470,146</b>	<b>\$ 352,610</b>	<b>\$ 244,271.54</b>	<b>\$ (108,337.96)</b>	<b>52.0%</b>
<b>Surplus (Deficit) \$ (36,463.11)</b>					

**Treasurer's Report  
as of March 31, 2013 - Sewer Fund**

	<b>FY TO DATE BUDGET ANALYSIS</b>				<b>% TOTAL</b>
	<b>FY2013 BUDGET</b>	<b>9 Months BUDGET</b>	<b>ACTUAL 3/31/2013</b>	<b>(UNDER) OVER BUDGET</b>	<b>BUDGET SPENT</b>
<b>EXPENDITURES</b>					
<b>Operating</b>					
Wages & Payroll Taxes	\$ 103,111	\$ 77,333	\$ 79,643.20	\$ 2,309.95	77.2%
Retirement Contribution	9,050	6,788	6,546.47	(241.03)	72.3%
Health Insurance	28,884	21,663	18,847.10	(2,815.90)	65.3%
Workers Comp/Liability	8,004	6,003	8,303.00	2,300.00	103.7%
System Consultant	3,000	2,250	0.00	(2,250.00)	0.0%
General Office Expense	4,600	3,450	4,062.86	612.86	88.3%
Sewer Operations	13,000	9,750	7,020.00	(2,730.00)	54.0%
Electricity	30,000	22,500	21,797.52	(702.48)	72.7%
Truck & Generator	6,000	4,500	3,345.07	(1,154.93)	55.8%
Chemicals & Lab Testing	50,000	37,500	38,665.55	1,165.55	77.3%
Repairs - Plant & Equipment	10,000	7,500	3,154.61	(4,345.39)	31.5%
Repairs - Sewer Lines	10,000	7,500	0.00	(7,500.00)	0.0%
Repairs Bldg/Grounds	2,500	1,875	1,852.76	(22.24)	74.1%
Safety Supplies	500	375	809.76	434.76	162.0%
Training & Licenses	500	375	0.00	(375.00)	0.0%
2002 Water Bond Debt	11,220	8,415	12,372.50	3,957.50	110.3%
1999 VRA Sewer Loan Pmt	200,000	150,000	199,714.46	49,714.46	99.9%
Grinder Pumps/Maintenance	24,500	18,375	12,102.08	(6,272.92)	49.4%
Contingencies	8,431	6,323	3,054.48	(3,268.77)	36.2%
Transfer to CIP	8,000	6,000	0.00	(6,000.00)	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 531,300</b>	<b>\$ 398,475</b>	<b>\$ 421,291.42</b>	<b>\$ 22,816.42</b>	<b>79.3%</b>
<b>REVENUE</b>					
Sewer Service Charges	\$ 266,000	\$ 199,500	\$ 184,284.50	\$ (15,215.50)	69.3%
Connection Fees	25,000	18,750	20,000.00	1,250.00	80.0%
Interest	4,300	3,225	832.94	(2,392.06)	19.4%
Surcharge for Sewer Loan	36,000	27,000	24,794.75	(2,205.25)	68.9%
County Contribution Loan	88,000	66,000	88,000.00	22,000.00	100.0%
Sewer Tax District Loan	112,000	84,000	111,933.53	27,933.53	99.9%
<b>3</b>	<b>\$ 531,300</b>	<b>\$ 398,475</b>	<b>\$ 429,845.72</b>	<b>\$ 31,370.72</b>	<b>80.9%</b>
<b>Surplus (Deficit) \$</b>			<b>8,554.30</b>		

**Treasurer's Report  
as of March 31, 2013 - CIP**

**FY2013 DATA**

<b>GENERAL FUND CIP</b>	<b>BUDGET</b>	<b>Actual 3/31/2013</b>	<b>(UNDER) OVER BUDGET</b>	<b>% Total Budget</b>
<b>Expenditures</b>				
Streets & Sidewalks	\$ 30,000	\$ 0.00	\$ (30,000.00)	0.00%
<b>Total Expenditures</b>	<b>\$ 30,000</b>	<b>\$ 0.00</b>	<b>\$ (30,000.00)</b>	<b>0.00%</b>
<b>Revenue</b>				
Prior Year Surplus	\$ 30,000	0.00	\$ (30,000.00)	0.00%
<b>Total Revenue</b>	<b>\$ 30,000</b>	<b>\$ 0.00</b>	<b>\$ (30,000.00)</b>	<b>0.00%</b>
 <b>WATER FUND CIP</b>				
<b>Expenditures</b>				
Other Improvements (includes East Loop)	100,000	750.00	(99,250.00)	0.75%
Water Meter/Hydrant Replacement	20,000	9,478.32	(10,521.68)	47.39%
Water Integration	50,000	22,407.50	(27,592.50)	44.82%
<b>Total Expenditures</b>	<b>\$ 170,000</b>	<b>\$ 32,635.82</b>	<b>\$ (137,364.18)</b>	<b>19.20%</b>
<b>Revenue</b>				
Prior Year Surplus	\$ 115,700	\$ 0.00	\$ (115,700.00)	0.00%
Availability Fees	54,300	36,200.00	(18,100.00)	66.67%
<b>Total Revenue</b>	<b>\$ 170,000</b>	<b>\$ 36,200.00</b>	<b>\$ (133,800.00)</b>	<b>21.29%</b>
 <b>SEWER FUND CIP</b>				
<b>Expenditures</b>				
I & I Program	\$ 20,000	\$ 0.00	(20,000.00)	0.00%
Sewer Improvement Fund	50,000	0.00	(50,000.00)	0.00%
<b>Total Expenditures</b>	<b>\$ 70,000</b>	<b>\$ 0.00</b>	<b>\$ (70,000.00)</b>	<b>0.00%</b>
<b>Revenue</b>				
Prior Year Surplus	\$ 8,000	\$ 0.00	\$ (8,000.00)	0.00%
Availabilty Fees	62,000	49,600.00	(12,400.00)	80.00%
<b>Total Revenue</b>	<b>\$ 70,000</b>	<b>\$ 49,600.00</b>	<b>\$ (20,400.00)</b>	<b>70.86%</b>

**Treasurer's Report - April 8, 2013 Council Meeting**  
**Check Listing 3/1/2013-3/31/2013**

<b>CHECK#</b>	<b>PAYEE</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
1733817343	Town Council Qtrly Checks		
17344	American Disposal Services Inc	Trash & Recycling	3,454.85
17345	Anthem Blue Cross Blue Shield	Health Insurance	5,165.00
17346	BB&T Bankcard Corporation	Printing, Postage, Internet Svcs, Supplies	986.93
17347	Bucchan Caresse	Hamiltons of the World Books	56.00
17348	Comcast	Internet Service	146.59
17349	Davis, Mark	Casual Labor	160.00
17350	De Lage Landen	Copier Lease	135.00
17351	Dee Vinchey Entertainment	Hamilton Day Glitter Tattos	350.00
17352	HD Supply Waterworks	ClaVal, other water line supplies	470.54
17353	Instrulogic Corporation	Monthly Scada	2,655.00
17354	Joiner Micro Laboratories, Inc.	Lab Testing	2,180.00
17355	LVHS PTO	After Graduation Party Donation	125.00
17356	Nichols Hardware	Misc Supplies	81.22
17357	Pifer Office Supply	Quarterly Copier Maintenance Fee	109.66
17358	US Bank Operations Center	VRA Water Bond Debt-Principal	18,895.00
17359	USA Bluebook	Lab Testing Supplies	244.36
17360	Verizon	Telephone	233.29
17361	VOID		-
17362	American Disposal Services Inc	Trash & Recycling	3,454.85
17363	Broy & Son Pump Service, Inc.	Plant Equipment Repair Supplies	90.00
17364	Chemtreat, Inc	Chemicals	5,565.00
17365	Dominion Virginia Power	Electricity	9,059.27
17366	Fidelity Engineering Corp	Generator Battery Replacement	372.48
17367	Freemire & Associates	Grinder Pump	4,717.39
17368	Home Depot Credit Services	Office Cleaning Supplies/Misc Supplies	116.09
17369	Instrulogic Corporation	Trouble Shoot Transducer	648.00
17370	Loudoun County Central Garage	Vehicle Fuel	356.21
17371	Shenandoah Valley Water Company	Water Office Cooler	19.00
17372	Sterling Septic & Sewer Inc.	Pump & Haul	780.00
17373	USA Bluebook	WWTP Supplies	257.51
17374	Woodgrove High School PTSO	After Graduation Party Donation	125.00
17375-17380	Void		
17381	Anthem Blue Cross Blue Shield	Health Insurance	4,785.00
17382	BB&T Bankcard Corporation	Postage, Truck Expense, Cell Phones	524.99
17383	Beal, Russell	Planning Commission	50.00
17384	Borst, Larissa	Planning Commission	50.00
17385	Carlson, Leslie F.	Planning Commission	50.00
17386	De Lage Landen	Copier Lease	141.75
17387	Five Star Septic, Inc.	Pump & Haul	65.00
17388	Gilmore, Maureen K.	February Legal	2,875.00
17389	Helbert, Jennifer	Recorder Services	420.00
17390	Hunt, Laura	Planning Commission	50.00
17391	Kesari, Dimitri	Planning Commission	50.00
17392	McCann, Robert E.	Planning Commission	75.00
17393	Univar USA Inc.	Chemicals	647.29
17394	Verizon Wireless	Cell Phones	87.50
17395	VUPS	Miss Utilities	13.65
17396	Comcast	Internet Service	146.59
17397	HD Supply Waterworks	Plant Equipment Repair Supplies	84.28
17398	Jackson, Thomas. J.	Utility Account Refund	387.70
17399	Mr. Print	Utility Bill Folding	20.00
17400	Postmaster Hamilton	Utility Bill Postage	316.09
17401	Univar USA Inc.	Chemicals	907.29
17402	Verizon	Telephone	593.59
<b>Total Checks</b>			<b>73,349.96</b>



LOGICS, LLC  
1001 NAVAHO DRIVE, SUITE 204  
RALEIGH, NC 27609

919-232-2300  
FAX 919-232-2334

March 19, 2013

To: Blue Ridge Users Group  
RE: Logics Revenue Management System

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It was certainly a pleasure meeting with you all in person yesterday. I don't think we could have assembled a better team of people to join us on this development journey.

I believe we can agree that while the development timeline has extended beyond our original goal, we have made significant progress in producing an application in accordance with the original agreement that will meet the Towns' varied billing needs for some time to come. I just want to take a moment to say thank you for continuing to believe in and partner with our vision of providing you with the best-in-practice solutions for managing your operations.

Additionally, I want to reaffirm Logics' commitment to you to transition this project from development status to maintenance status during the 2013 calendar year and to continue to provide you with world class customer support. We are excited about the Revenue Management system and believe it will match or even surpass our Utility Management system as our flagship product.

Sincerely,

A handwritten signature in black ink that reads "John Thompson". The signature is written in a cursive style.

John Thompson  
Senior Account Manager

*By email:*

Liz Krens (Purcellville)  
Lori Jones (Hamilton)  
Betty Wolford (Round Hill)  
Debbie Wheeler (Middleburg)  
Desi Moreland (Berryville)  
Mandy Belyea (Woodstock)  
Dottie Mullins (Strasburg)

# Town of Hamilton

## Emergency Closings

### Declared Office Closing

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Town operations. In extreme cases, these circumstances may require the closing of a Town facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations may be asked to broadcast notification of the closing. If in doubt about such closing, it is the employee's responsibility to contact Town administration or their supervisor.

When operations are declared closed by Town Administration, the time off from scheduled work, for full-time employees, will be paid at the regular rate of pay.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, full-time employees who work will receive pay at two times their regular rate of pay for hours actually worked and regular pay for the hours scheduled but not actually worked. If essential personnel do not report to work on a day when the Town is officially closed, they shall be subject to unpaid leave or be charged leave, depending on the reason they do not report. In addition, such employees may be subject to disciplinary action.

In cases where an emergency closing is not declared, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused annual leave or compensatory leave, however such requests are at the discretion of the supervisor or by Town Administration.

### Declared Unscheduled Leave

"Unscheduled Leave" is defined as the leave taken by an employee from the start of the work day to the time the employee actually reports to work following an official announcement that the Town is open and unscheduled leave is in effect. Unscheduled Leave also includes leave taken by an employee following an official announcement that the Town Facilities may close in observance of an emergency event or non-declared holiday from the time the employee leaves work to the end of the scheduled work day. An employee may choose to use annual or compensatory leave without prior approval of Town administration or their supervisor, otherwise Unscheduled Leave will be unpaid.

An employee is expected to report to work unless severe weather conditions prohibit safe travel or the emergency condition requires the employee's immediate attention to personal matters. If possible, the employee should contact their supervisor of the expected report to or leave work time. Any work time missed during a period of Unscheduled Leave will be deducted from an employee's annual or compensatory leave. If in doubt about liberal leave, it is the responsibility of the employee to contact Town Administration or their supervisor.



TOWN OF HAMILTON PROCLAMATION  
Lyme Disease Awareness Month, May 2013

**WHEREAS**, the health and safety of all Hamilton residents is important to the happiness, prosperity and well-being of our Town's families and communities; and

**WHEREAS**, according to the Centers for Disease Control and Prevention, Lyme disease is the most commonly reported vector borne illness in the United States; and

**WHEREAS**, there were more than 200 reported cases of Lyme disease in Loudoun in 2012; and

**WHEREAS**, numerous cases go unreported or undetected each year; and

**WHEREAS**, in 2012 the Loudoun County Board of Supervisors passed a 10- Point Action Plan to Mitigate Lyme Disease in Loudoun County, including the creation of a Lyme Disease Commission; and

**WHEREAS**, Lyme disease is almost always caused by the bite of an infected black legged tick and is caused by a type of bacteria that gives early symptoms, such as a bulls-eye rash, fever, aching muscles, headache, and fatigue; and

**WHEREAS**, checking for ticks and proper tick removal are imperative, and if done correctly and promptly, can aid in the prevention of the disease; and

**WHEREAS**, each May an educational campaign is launched to heighten awareness about Lyme disease, including providing residents with information about personal protection, tick control methods, and tick identification services to protect people from the disease;

**THEREFORE BE IT RESOLVED** that the Hamilton Town Council hereby proclaims May 2013 as LYME DISEASE AWARENESS MONTH in the Town of Hamilton

**PROCLAIMED** this 8<sup>th</sup> day of April 2013.

\_\_\_\_\_  
Mayor Gregory K. Wilmoth

\_\_\_\_\_  
Kenneth C. Wine, Vice Mayor

\_\_\_\_\_  
John D. Unger, Council Member

\_\_\_\_\_  
Michael E. Snyder, Council Member

\_\_\_\_\_  
Brent A. Campbell., Council Member

\_\_\_\_\_  
David R. Simpson, Council Member

\_\_\_\_\_  
Dimitri N. Kesari, Council Member



RECEIVED

APR 04 2013

Town of Hamilton

# Application for Utility Connection/Availability Town of Hamilton

53 East Colonial Highway, PO Box 130, Hamilton, VA 20159-0130 ♦ Office: (540) 338 - 2811 ♦ Fax: (540) 338 - 9263

Applicant: Carrington Homes Date: \_\_\_\_\_

Address: 19415 Deerfield Ave, Suite 203 Lansdowne, VA 20176

Phone No.: (703)843-1585 Fax: \_\_\_\_\_ Email: mwarner@carringtonbuilder.com

Name of Subdivision, Development or Business: Radford Lot 12

Property Address: 17643 Hamilton Heights Court, Hamilton, VA 20158  Outside of Town

Zoning District: JLMA2 Property Acreage: 0.26 PIN: 419477024

Requesting  WATER Connection/Availability  SEWER Connection/Availability

Proposed Use of Property  Single Residential  Commercial  Multi-Family  Industrial

**NOTE: A completed application must be submitted, with payment, to the Hamilton Town Office, seven (7) business days prior to any scheduled Town Council meeting, to be included in the agenda for approval consideration.**

### Applicant:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations, and tests as they deem necessary.

Matthew  
Applicant's Signature 4/4/13  
Date

### \* OFFICE USE ONLY \*

			TOTAL
WATER Service	Meter Size: <u>5/8"</u>		
	Availability Fee (5/8" meter): (\$ 18,100)	\$ <u>18,100</u>	
	Connection Fee: (\$ 3,400)	\$ <u>3,400</u>	\$ <u>21,500</u>
SEWER Service	Grinder Pump Required? Y/ <input checked="" type="checkbox"/> N ( <del>\$ 5,000</del> )	\$ <u>5,954</u>	
	In Sewer Tax District? <input checked="" type="checkbox"/> /N (If yes, no fee due for grinder pump)	\$ _____	
	Availability Fee (5/8" meter): (\$12,400)	\$ <u>12,400</u>	
	Connection Fee: (\$ 5,000)	\$ <u>5,000</u>	
	Section 19-10 Qualified? <input checked="" type="checkbox"/> /N (\$ 5,000)	\$ _____	\$ <u>23,354</u>
TOTAL FEES DUE:			\$ <u>44,854</u>

Fees effective as of 05/10/2010

\* Price subject to change, at any time, due to vendor price increases.

Receipt of \$ 44,854 - Acknowledged by: Jamie Jones Date: 4/4/2013

Mayor / Town Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_



RECEIVED

APR 04 2013

# Application for Utility Connection/Availability Town of Hamilton

53 East Colonial Highway, PO Box 130, Hamilton, VA 20159-0130 ♦ Office: (540) 338 - 2811 ♦ Fax: (540) 338 - 9263

Applicant: Carrington Homes Date: \_\_\_\_\_

Address: 19415 Deerfield Ave, Suite 203 Lansdowne, VA 20176

Phone No.: (703)843-1585 Fax: \_\_\_\_\_ Email: mwarner@carringtonbuilder.com

Name of Subdivision, Development or Business: Radford Lot 13

Property Address: 17632 Hamilton Heights Court, Hamilton, VA 20158  Outside of Town

Zoning District: JLMA2 Property Acreage: 0.29 PIN: 419476844000

Requesting  WATER Connection/Availability  SEWER Connection/Availability

Proposed Use of Property  Single Residential  Commercial  Multi-Family  Industrial

**NOTE: A completed application must be submitted, with payment, to the Hamilton Town Office, seven (7) business days prior to any scheduled Town Council meeting, to be included in the agenda for approval consideration.**

### Applicant:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations and tests as they deem necessary.

Matthew  
Applicant's Signature

4/4/13  
Date

### \* OFFICE USE ONLY \*

				TOTAL
WATER Service	Meter Size: <u>5/8"</u>			
	Availability Fee (5/8" meter):	(\$ 18,100)	\$ <u>18,100</u>	
	Connection Fee:	(\$ 3,400)	\$ <u>3,400</u>	\$ <u>21,500</u>
SEWER Service	Grinder Pump Required? Y / <del>N</del> (\$ <del>5,000</del> )		\$ <u>5,954</u>	
	In Sewer Tax District? <del>Y</del> / N (If yes, no fee due for grinder pump)		\$ _____	
	Availability Fee (5/8" meter):	(\$12,400)	\$ <u>12,400</u>	
	Connection Fee:	(\$ 5,000)	\$ <u>5,000</u>	
	Section 19-10 Qualified? <del>Y</del> / N (\$ 5,000)		\$ _____	\$ <u>23,354</u>
TOTAL FEES DUE:				\$ <u>44,854</u>

Fees effective as of 05/10/2010

\* Price subject to change, at any time, due to vendor price increases.

Receipt of \$ 44,854- Acknowledged by: [Signature] Date: 4/4/2013

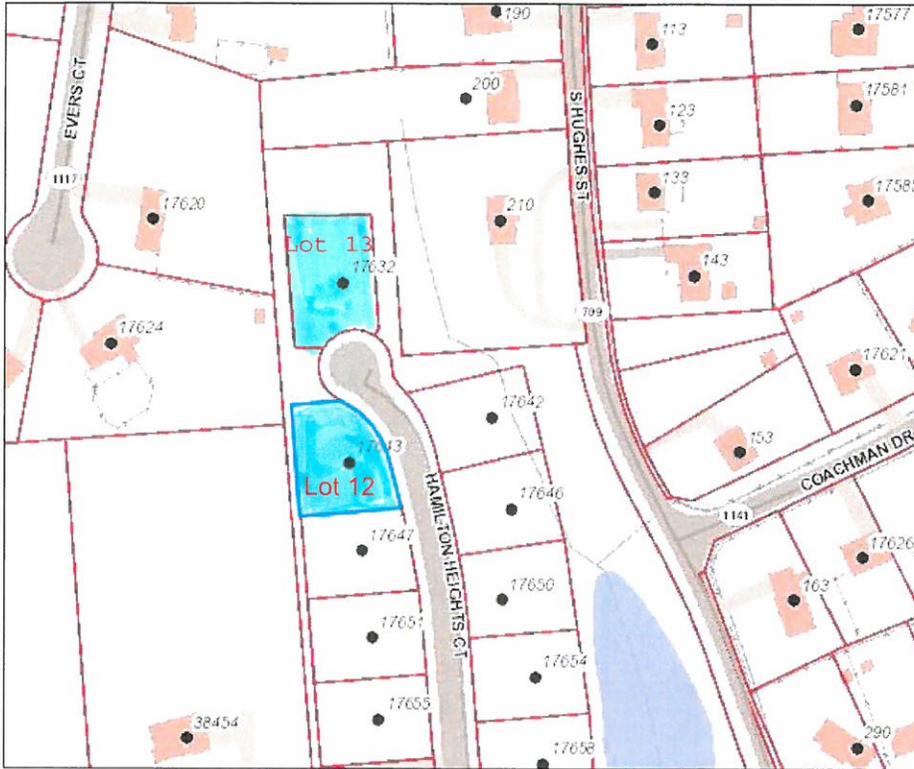
Mayor / Town Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_



**Loudoun County, Virginia**  
www.loudoun.gov

Thursday, April 4, 2013

(map not to scale)





## Application for Utility Connection/Availability Town of Hamilton

53 East Colonial Highway, PO Box 130, Hamilton, VA 20159-0130 ♦ Office: (540) 338 - 2811 ♦ Fax: (540) 338 - 9263

Applicant: PIEDMONT SOUTH LLC Date: 4/2/13  
 Address: 204 WIRT ST, SW #101 LEESBURG VA 20175  
 Phone No.: 703 209 1659 Fax: 703 667 4589 Email: TRebholz@WALNUTBUILDERS.COM  
 Name of Subdivision, Development or Business: Maplebrook  
 Property Address: 12 LADYSMITH COURT  Outside of Town  
 Zoning District: \_\_\_\_\_ Property Acreage: .16 PIN: 418-39-9109

Requesting  WATER Connection/Availability  SEWER Connection/Availability  
 Proposed Use of Property  Single Residential  Commercial  Multi-Family  Industrial

NOTE: A completed application must be submitted, with payment, to the Hamilton Town Office, seven (7) business days prior to any scheduled Town Council meeting, to be included in the agenda for approval consideration.

### Applicant:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations and tests as they deem necessary.

Thomas [Signature]  
Applicant's Signature

4/2/13  
Date

### \* OFFICE USE ONLY \*

				TOTAL
WATER Service	Meter Size: _____			
	Availability Fee (5/8" meter): (\$ 18,100)	\$ _____		
	Connection Fee: (\$ 3,400)	\$ _____		\$ <u>21500.00</u>
SEWER Service	Grinder Pump Required? Y / N (\$ 4,500)*	\$ _____		
	In Sewer Tax District? Y / N (If yes, no fee due for grinder pump)	\$ _____		
	Availability Fee (5/8" meter): (\$12,400)	\$ <u>12400.00</u>		
	Connection Fee: (\$ 5,000)	\$ <u>5000.00</u>		
	Section 19-10 Qualified? Y / N (\$ 5,000)	\$ _____		\$ <u>17400.00</u>
	TOTAL FEES DUE:			\$ <u>38900.00</u>

Fees effective as of 05/10/2010

\* Price subject to change, at any time, due to vendor price increases.

Receipt of \$ \_\_\_\_\_ Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor / Town Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_



# Loudoun County, Virginia

www.loudoun.gov

Thursday, April 4, 2013

(map not to scale)

