

AGENDA
WATER & SEWER ORDINANCE PUBLIC HEARING
SNOW AND ICE REMOVAL ORDINANCE PUBLIC HEARING
Monday, October 19, 2015
7:00pm

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
DETERMINATION OF QUORUM

- Water Ordinance Article III, Section 3-5, Swimming Pools & Sewer Ordinance Article IV, Extension of Public Sewer, Section 19-20(d) (Pgs. 3-4)
- Removal of Snow and Ice From Sidewalks Ordinance (Pgs. 5,6)

AGENDA
TOWN COUNCIL MEETING
HAMILTON, VA

Monday, October 19, 2015

Will begin immediately following the public hearings

CALL TO ORDER
ROLL CALL
DETERMINATION OF QUORUM
PUBLIC COMMENT

GUESTS

- Jeff Mitchell & Kara Santmyer – Mitchell & Co, PC
FY2015 Comprehensive Annual Financial Report (Separate Attachment)

MINUTES – Discussion and Approval

- Town Council Meeting – September 14, 2015 (Pgs. 7-13)

MAYOR’S REPORT

WATER & SEWER COMMITTEE (Kesari, Simpson, Snyder, Wine)

PARKS & RECREATION COMMITTEE (Clark, Simpson, Unger, Wine)

- Parking Lot Expansion Project
- Eagle Scout Project – October 31, 2015

TREASURER’S REPORT (Jones)

- September Treasurer’s Report (Pgs. 14-19)

FINANCE COMMITTEE (Snyder, Simpson, Unger, Wine)

PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE (Green, Kesari, Simpson, Wine)

PERSONNEL COMMITTEE (Simpson, Green, Wine)

PLANNING COMMISSION (McCann, Clark)

- Planning Commission Action – TH-2015-01 Miller Subdivision Plat (Pg. 20)
- Planning Commission Action – Hamilton Zoning Ordinance Amendments (Pg. 21)
- Planning Commission Meeting – November 18, 2015

OLD BUSINESS

- Proposed Water & Sewer Ordinance Amendments (Pgs. 3,4)
- Proposed Snow Removal Ordinance (Pgs. 5,6)
- Comcast Franchise Agreement – any action to be taken will be after Closed Session
- Sewer Moratorium Clarification – any action to be taken will be after Closed Session
- Proposed Zoning Ordinance Amendments (Separate Attachment)
- VDOT MAP-21 Grant Progress

NEW BUSINESS

- Halloween Hours – Saturday, October 31, 2015
- TH-2015-01 Miller Subdivision Plat (Pgs. 22-29)
 1. Waiver Request
 2. Plat Approval.
- Proposed Budget Amendment – Resolution 2015-18 to Schedule Public Hearing (Pg. 30)
- Loudoun County Request for FY2017 CIP Funds (Pgs. 31-32)
- Application for Water Availability – Lot 63, Madison Avenue (Pgs. 33-34)
- Application for Water & Sewer Availability – 102 Lamplighter Ct. (Pgs. 35-36)
- Hamilton Elementary PTA Request for Corporate Sponsorship (Pg. 37)
- Schedule Public Hearing to Endorse FY2017 VDOT MAP-21 Grant Application for November 9, 2015

CLOSED SESSION MOTION (Pg. 38)

The Hamilton Town Council will convene a closed session to obtain legal advice from the Town Attorney regarding the sewer moratorium and the Comcast franchise agreement.

OLD/NEW BUSINESS (Cont.)

- Resolution 2015-19 to Certify The Closed Session (Pg. 39)
- Comcast Franchise Agreement – any action to be taken after Closed Session
- Sewer Moratorium Clarification – any action to be taken after Closed Session

ADJOURNMENT

TOWN OF HAMILTON PUBLIC HEARING

The Hamilton Town Council will hold a public hearing beginning at 7:00 pm on Monday, October 19, 2015, at the Town of Hamilton Office, 53 E. Colonial Highway, Hamilton, Virginia, to consider adoption of the following proposed amendments to the Town Water and Sewer Ordinances, as authorized by the Code of Virginia of 1950, as amended, §15.2-2119 and § 15.2-2143.

Water Ordinance Article III, Section 3-5, Swimming Pools. Delete notice and meter reading requirements (a), (b) and (c) regarding the filling of swimming pools and replace the entire section to read as follows:

Any user who is connected to the town water and sewer system and wishes to use public water to fill a private swimming pool shall be charged the prevailing rate for water and sewer usage. A user who fills their pool (hot tubs excluded) with town water is eligible for one annual credit of \$50.00. The user must request the credit from the Town Office, annually, before July 15th. The credit will appear on the user's next regular utility bill.

Sewer Ordinance Article IV, Extension of Public Sewer, Section 19-20(d). Revise the section to read as follows:

The Property owner shall be responsible for the repair and maintenance and all costs of same, of any and all sewer lines and appurtenances that extend from the lines owned by the Town unless the lines and appurtenances are within a recorded easement wherein the Town has agreed to maintain and repair the lines and appurtenances or the Town has accepted the lines and appurtenances into the municipal system.

The full text of the changes is available for inspection and copying at the Town of Hamilton Office, Monday through Friday, 8:00 am - 4:30 pm, holidays excepted. The regularly scheduled Town Council meeting will begin immediately following the public hearing.

David R. Simpson
Mayor

**PROPOSED AMENDMENTS TO TOWN WATER ORDINANCE ARTICLE III,
WATERWORKS USE AND SERVICE CHARGES, SECTION 3-5 (b) and (c) SWIMMING
POOLS**

Sec. 3-5. Swimming pools.

Any ~~citizen~~ user who is connected to the town water and sewer system ~~who~~ and wishes to use public water to fill a private swimming pool shall be charged the prevailing rate for water ~~consumption only and shall not be charged for~~ and sewer usage.

A user who fills their pool (hot tubs excluded) with town water is eligible for one annual credit of \$50.00. The user must request the credit from the Town Office, annually, before July 15th. The credit will appear on the user's next regular utility bill.

The following requirements shall govern the filling of swimming pools:

- ~~_____ (a) _____ The citizen must contact the town office at least twenty-four (24) hours in advance of the time the pool is to be filled.~~
- ~~_____ (b) _____ The citizen shall pay to the town a service charge of ten dollars (\$10.00). The town will read the water meter before and after the filling of the pool to determine the number of gallons of water used.~~
- ~~_____ (c) _____ A total of six (6) gallons per each hour the pool is being filled shall be deducted from the water meter reading to allow for normal household usage. The remainder shall constitute the number of gallons used to fill the pool and the citizen shall be billed on the normal billing date for this water.~~

**PROPOSED AMENDMENTS TO TOWN SEWER ORDINANCE ARTICLE IV, EXTENSION OF
PUBLIC SEWER, SECTION 19-20(d)**

Sec. 19-20(d) The Property owner shall be responsible for the repair and maintenance and all costs of same, of any and all sewer lines and appurtenances that extend from the lines owned by the Town unless the lines and appurtenances are within a recorded easement wherein the Town has agreed to maintain and repair the lines and appurtenances or the Town has accepted the lines and appurtenances into the municipal system.

~~If there is a structural defect in the sewer lateral within a public right-of-way, then upon evidence from the property owner that establishes the defect in the public right-of-way, the Town shall repair that portion within the public right-of-way. In the event of any discrepancy, the Town's determination shall be controlling.~~

TOWN OF HAMILTON PUBLIC HEARING

The Hamilton Town Council will hold a public hearing beginning at 7:00 pm on Monday, October 19, 2015, at the Town of Hamilton Office, 53 E. Colonial Highway, Hamilton, Virginia, to consider the creation and adoption of an ordinance entitled Removal of Snow and Ice From Sidewalks, that would require owners and occupants of properties to remove snow, sleet and ice from sidewalks within 24 hours after the snow, sleet or ice has ceased to fall. If the owner does not remove the snow, sleet or ice as provided, then the proposed ordinance would allow the Town to remove the snow, sleet or ice and charge the costs to the owner. This ordinance is authorized by the Code of Virginia of 1950, as amended, §15.2-2115 and 15.2-2025.

The full text of the change is available for inspection and copying at the Town of Hamilton Office, Monday through Friday, 8:00 am - 4:30 pm, holidays excepted. The regularly scheduled Town Council meeting will begin immediately following the public hearing.

David R. Simpson
Mayor

DRAFT

Codified Ordinances of Town of Hamilton, Virginia Removal of Snow and Ice From Sidewalks

- a. It shall be the duty of every occupant or owner of property to remove snow, sleet, ice or other substances from the public sidewalk(s) abutting the property owned or occupied, within 24 hours after the snow, sleet or ice has ceased to fall. In the event that snow, sleet or ice cannot be removed without injury to the sidewalk or footway, it shall be covered within 24 hours with sand, ashes or other substance that will make the surfaces safe for travel. These requirements shall not apply when the occupant or owner is unable to remove snow, sleet or ice because of a physical disability.
- b. Failure to remove or cover snow, sleet, ice or other substances as described in section 1 shall be unlawful. Upon notice from the Town, a property owner shall within 24 hours of receipt of said notice, remove the snow, sleet or ice, or the Town through its agents or employees may elect to remove the snow, sleet or ice, bill the owner or occupant of the property for the costs, in which event the cost or expenses may be collected as taxes are collected.
- c. Every charge authorized by this section in excess of \$200.00 with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Code of Virginia, title 58.1, ch. 39, arts. 3 and 4 (Code of Virginia, §§ 58.1-3940 et seq., 58.1-3965 et seq.) The Town may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

State law reference— Authority for above section, Code of Virginia, §§ 15.2-1115, 15.2-901.

**MINUTES
HAMILTON TOWN COUNCIL
REGULAR MEETING
SEPTEMBER 14, 2015**

TOWN COUNCIL

PRESENT: David R. Simpson, Mayor
Matthew Clark, Council member
John Unger, Council member
Craig Green, Council member
Dimitri Kesari, Council member
Michael Snyder, Council member

ABSENT: Kenneth C. Wine, Vice Mayor

STAFF: Lori Jones, Treasurer
Daniel Galindo, Zoning Administrator
Maureen Gilmore, Town Attorney
Jennifer Noel, Recorder

CALL TO ORDER THE REGULAR MEETING:

Mayor Simpson called to order the regular meeting of the Hamilton Town Council at 7:00PM.

PUBLIC COMMENT:

Matt Everly came forward to speak. He was here last month to speak about the water situation at Lots 61 and 63 in Hamilton Acres. He stated that they are here tonight to see if the sewer taps are going to be available, he stated that they have two interested parties in those lots. He also had a question on whether they could do a septic system on Lot 61 as it adjoins the Town Well.

Mayor Simpson stated that he spoke with the County and that is who he needs to direct the property owners questions to, but according to the County Health Department, they would only lift the restriction if the Town approved a sewer connection to the Town system.

Tony Campbell of 16970 Hamilton Station Road came forward to speak. Mr. Campbell stated that he and a few other homeowners near him jointly own a piece of property and they would like to subdivide the property. He stated that the County has signed off on all of the documents. It's his understanding that the Hamilton Planning Commission and Town Council will need to review the documents and sign off on them. He came here tonight to ask if the Town Council could sign off on the documents at the same time that the Planning Commission does.

Mayor Simpson indicated that the Town Council could not do that as the item will need to come before the council at a meeting and they will need to take a vote. He stated that he would look into it further though and get back with him.

GUESTS:

James Wynn with Volunteers of American came forward to speak. He stated that Volunteers of America is a National organization that serves approximately 2.5 million people across the country and they are with the local affiliate. Mr. Wynn stated that he is here today because they have an event coming up called Salute to Service Walk/Run for the Homeless.

Deputy First Class Victor LoPretto came forward to give the Council an update.

MINUTES: Council member Unger made a motion to approve the August 10, 2015 minutes as submitted.

Motion: Council member Unger
Second: Council member Kesari
Carried: 6-0-1

Simpson - Aye
Unger - Aye
Kesari - Aye
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Aye

MAYOR'S REPORT:

Mayor Simpson stated that his report relates to the Closed Session scheduled later in the evening

WATER & SEWER COMMITTEE:

Water and Sewer items will be discussed in Closed Session.

PARKS & RECREATION:

There is an upcoming Committee meeting on Thursday, September 24th at 8AM at the park.

TREASURER'S REPORT:

Monthly Treasurer's Report – Ms. Jones presented her report to the Town Council and entertained any question the members may have.

Council member Kesari made a motion to approve the Treasurer's Report as submitted.

Motion: Council member Kesari
Second: Council member Snyder
Carried: 6-0-1

Simpson - Aye
Unger - Aye
Kesari - Aye
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Aye

FINANCE COMMITTEE:

FY2015 CAFR – Finance Committee Meeting to be scheduled with Mitchell & Co. – Council scheduled a Finance Committee meeting for Wednesday, September 16, 2015 at 10AM to go over the audit. The auditors will be at the October Council meeting to review the audit.

PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:

Nothing to report.

PERSONNEL COMMITTEE:

Nothing to report.

PLANNING COMMISSION: Chairman McCann stated that the Planning Commission has a meeting on Wednesday at 7PM and they will be reviewing the waiver request for the subdivision plat as well as making a recommendation on that waiver. Planning Commission will also be reviewing the Comp. Plan final draft as well as reviewing the draft Zoning Ordinance.

OLD BUSINESS:

Proposed Snow Removal Ordinance – Resolution 2015-14 to Schedule Public Hearing

Council member Snyder made a motion to adopt Resolution 2015-14.

Motion: Council member Snyder
Second: Council member Kesari
Carried: 6-0-1

Simpson - Aye
Unger - Aye
Kesari - Aye
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Aye

NEW BUSINESS:

- a) **Proposed Zoning Ordinance Amendments – Resolution 2015-15 for Referral to Planning Commission** – Council member Green made a motion to adopt Resolution 2015-15 a Resolution referring proposed Zoning Ordinance amendments to the Hamilton Planning Commission.

Motion: Council member Green
Second: Council member Kesari
Carried: 6-0-1

Simpson - Aye
Unger - Aye
Kesari - Aye
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Aye

- b) **Proposed Water & Sewer Ordinance Amendments – Resolution 2015-16 to Schedule Public Hearing** – Council member Unger made a motion to approve Resolution 2015-16 to authorize a Public Hearing to receive comments and take action on proposed amendment to the Water and Sewer Ordinance.

Motion: Council member Unger
Second: Council member Kesari
Carried: 6-0-1

Simpson - Aye
Unger - Aye
Kesari - Aye
Green - Aye
Snyder - Aye
Wine - Absent

Clark - Aye

CLOSED SESSION:

Council member Clark made a motion that the Hamilton Town Council recess its regular meeting and convene a closed meeting. The purposes of the closed meeting are as follows

1. Consideration of the acquisition of real property for a public purpose, as authorized by Code of Virginia of 1950, as amended §2.2-3711(A)(3); and
2. Consultation with the Town Attorney pertaining to the lawsuit, Town Council of the Town of Hamilton v. Board of Supervisors of Loudoun County, Loudoun County Circuit Court, Law No. 63974, as authorized by Code of Virginia of 1950, as amended §2.2-3711(A)(7); and
3. Consultation with the Town Attorney regarding utility matters requiring the provision of legal advice, as authorized by Code of Virginia of 1950, as amended §2.2-3711(A)(7).

The following individuals are invited to attend the closed session:

All Town Council Members
Maureen K. Gilmore, Town Attorney

Motion: Council member Clark
Second: Council member Snyder
Carried: 6-0-1

Simpson - Aye
Unger - Aye
Kesari - Aye
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Aye

Council member Clark made a motion that the Hamilton Town Council adjourn its closed session and reconvene its public meeting and that the minutes of the public meeting reflect that no formal action was taken in closed session and that Council member Kesari left the meeting.

Motion: Council member Clark
Second: Council member Snyder
Carried: 5-0-2

Simpson - Aye
Unger - Aye

Kesari - Absent
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Aye

Council member Clark made a motion that the Hamilton Town Council adopt Resolution 2015-17 certifying the closed meeting of September 14, 2015 and that a copy of the Resolution be included in the minutes of the Town Council meeting.

Motion: Council member Clark
Second: Council member Snyder
Carried: 5-0-2

Simpson - Aye
Unger - Aye
Kesari - Absent
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Aye

Council member Unger made a motion that the Town Council authorize the Mayor to proceed with the negotiations for the acquisition of real property for the Town with the advice of the Town's Attorney.

Motion: Council member Unger
Second: Council member Green
Carried: 4-1-2

Simpson - Aye
Unger - Aye
Kesari - Absent
Green - Aye
Snyder - Nay
Wine - Absent
Clark - Aye

Council member Snyder made a motion that the Town Council hold a public hearing on the acquisition of real property.

Motion: Council member Snyder

Second: Council member Green
Failed: 3-2-2

Simpson - Nay
Unger - Nay
Kesari - Absent
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Nay

Council member Green made a motion to reiterate the Town Council's belief that the Town have a moratorium on new taps and additions to the Hamilton Water and Sewer system.

Motion: Council member Green

Council member Snyder made a friendly amendment to remove water from the motion. Council member Green accepted the amendment.

Second: Council member Unger
Carried: 5-0-2

Simpson - Aye
Unger - Aye
Kesari - Absent
Green - Aye
Snyder - Aye
Wine - Absent
Clark - Aye

ADJOURNMENT:

There being no further business the meeting adjourned at 8:42PM.

David Simpson, Mayor

Jennifer L. Noel, Recorder

Treasurer's Report
as of September 30, 2015 - All Funds Summary

Investment Summary	9/30/2015	8/31/2015	7/31/2015	6/30/2015
BB&T Checking General	\$ 135,407.38	\$ 139,084.51	\$ 134,379.35	\$ 140,068.03
Water	69,509.83	146,415.30	125,480.53	120,929.24
Sewer	811,084.91	802,116.15	699,456.72	705,180.99
Total BB&T Checking	<u>\$ 1,016,002.12</u>	<u>\$ 1,087,615.96</u>	<u>\$ 959,316.60</u>	<u>\$ 966,178.26</u>
BB&T CDs	674,861.80	674,861.80	674,861.80	674,861.80
Wells Fargo Money Market	339,106.60	339,098.24	339,070.10	339,041.30
Cardinal Bank Money Market & CDs	829,436.17	829,196.03	828,947.98	828,700.02
LGIP	308,519.61	308,432.36	308,432.36	308,393.29
Total All Funds	<u>\$ 3,167,926.30</u>	<u>\$ 3,239,204.39</u>	<u>\$ 3,110,628.84</u>	<u>\$ 3,117,174.67</u>

OPERATING BUDGET TO ACTUALS thru 9/30/2015

Budgeted Revenue	\$ 302,772.25
Actual Revenue	<u>329,845.05</u>
Revenue Over (Under) Budget	<u>\$ 27,072.80</u>
Budgeted Expenses	\$ 301,485.25
Actual Expenses	<u>347,925.29</u>
Expenses Under (Over) Budget	<u>\$ (46,440.04)</u>

Community Park & Fire Department Funds

Town General Fund Park Maintenance Accounts	
BB&T Money Market Account	\$ 6,485.20
BB&T CD	<u>9,003.96</u>
Total Town GF Park Maintenance Accounts	<u><u>\$ 15,489.16</u></u>
Park Committee Donations	
Cardinal Bank Checking Account	<u><u>\$ 1,790.72</u></u>
Fire Department Fund	
BB&T Money Market Account	<u><u>\$ 2,748.86</u></u>

Water & Sewer Activity - September 2015

	Regular Cycle Water/Sewer Bills
120	Regular Delinquent Bills
1	Water turn-offs Due to Non Payment
7	New Accounts Created
3	Adjustments (leak or misread)
2	Adjustments (pool fills)
	New Water Connections
	New Sewer Connections

Accounts Payable & Payroll Activity - September 2015

41 # Accounts Payable Checks	
\$ 167,920.68	Accounts Payable Checks (List attached)
7 # Employees + Town Council	
\$ 29,502.90	Payroll Expense
\$ 3,468.51	Retirement Expense

**Treasurer's Report
as of September 30, 2015 - General Fund**

FY TO DATE BUDGET ANALYSIS

	FY2016	3 Months	ACTUAL	(UNDER) OVER
	BUDGET	BUDGET	9/30/2015	BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 107,163	\$ 26,791	\$ 24,334.52	\$ (2,456.23)
Retirement Contribution	6,927	1,732	1,907.18	175.43
Health Insurance	23,643	5,911	5,967.90	57.15
Membership Dues	838	210	225.00	15.50
General Office Expense	40,995	10,249	23,825.68	13,576.93
Legal Services/Codification	43,000	10,750	10,740.00	(10.00)
Engineering Services	5,000	1,250	0.00	(1,250.00)
Audit	13,500	3,375	10,000.00	6,625.00
Trash/Recycling	45,000	11,250	11,305.94	55.94
Mowing	12,000	3,000	8,530.00	5,530.00
Street Lights	6,000	1,500	1,546.02	46.02
Insurance & Workman's Comp	15,325	3,831	183.00	(3,648.25)
Donations	2,000	500	0.00	(500.00)
Planning Commission & Services	5,925	1,481	760.51	(720.74)
Recreation & Activity	2,500	625	489.96	(135.04)
Transfers Out - CIP & Fire Dept	84,847	21,212	9,000.00	(12,211.75)
Contingencies	3,849	962	4,472.82	3,510.57
TOTAL EXPENDITURES	\$ 418,512	\$ 104,628	\$ 113,288.53	\$ 8,660.53
REVENUE				
Real Estate Taxes	\$ 194,275	\$ 48,569	\$ -390.00	\$ (48,958.75)
Personal Property Taxes	38,496	9,624	32,212.80	22,588.80
Prior Year Taxes	2,758	690	1,937.36	1,247.86
Penalty/Interest on Taxes	700	175	137.96	(37.04)
Automobile Decals	10,000	2,500	4,791.53	2,291.53
Zoning Fees	2,000	500	1,175.00	675.00
Interest	1,140	285	455.33	170.33
Sales Taxes	42,000	10,500	12,231.43	1,731.43
Utility Taxes	28,000	7,000	7,355.36	355.36
BPOL Taxes	10,000	2,500	210.00	(2,290.00)
Fire Programs Grant	9,000	2,250	9,000.00	6,750.00
Park Reservation Fees	700	175	750.00	575.00
Prior Year Surplus	76,843	19,211	0.00	(19,210.75)
Litter Grant/Misc Income	2,600	650	20,210.00	19,560.00
TOTAL REVENUE	\$ 418,512	\$ 104,628	\$ 90,076.77	\$ (14,551.23)
	Surplus (Deficit)		\$ (23,211.76)	

**Treasurer's Report
as of September 30, 2015 - Water Fund**

FY TO DATE BUDGET ANALYSIS

	<u>FY2016</u> <u>BUDGET</u>	<u>3 Months</u> <u>BUDGET</u>	<u>ACTUAL</u> <u>9/30/2015</u>	<u>(UNDER) OVER</u> <u>BUDGET</u>
EXPENDITURES				
Wages & Payroll Taxes	\$ 127,087	\$ 31,772	\$ 29,439.17	\$ (2,332.58)
Retirement Contribution	12,380	3,095	2,856.27	(238.73)
Health Insurance	30,289	7,572	7,572.15	(0.10)
General Office Expense	5,060	1,265	1,268.04	3.04
Workman's Comp/Liability	8,140	2,035	0.00	(2,035.00)
System Consultant	10,000	2,500	0.00	(2,500.00)
Electricity	33,000	8,250	4,274.17	(3,975.83)
Truck Supplies & Repair	7,500	1,875	477.22	(1,397.78)
Chemicals & Water Testing	9,500	2,375	2,312.82	(62.18)
Water Intgration	31,860	7,965	10,620.00	2,655.00
Repairs - Plant & Equipment	25,980	6,495	5,314.29	(1,180.71)
Repairs - Lines & Hydrants	15,000	3,750	0.00	(3,750.00)
Repairs Bldg/Grounds	2,000	500	731.76	231.76
Safety Supplies	1,000	250	802.22	552.22
Cross Connection Program	200	50	0.00	(50.00)
2002 VRA Bond Debt Pmt	113,747	28,437	100,588.50	72,151.75
Training, Licenses & Dues	1,500	375	484.00	109.00
Contingencies	5,225	1,306	2,161.99	855.74
Transfer to CIP	70,900	17,725	0.00	(17,725.00)
TOTAL EXPENDITURES	\$ 510,368	\$ 127,592	\$ 168,902.60	\$ 41,310.60
REVENUE				
Water Service Charges	\$ 278,565	\$ 69,641	\$ 49,334.73	\$ (20,306.52)
Connection Fees	3,400	850	0.00	(850.00)
VRA Bond Surcharge	78,000	19,500	13,008.00	(6,492.00)
Cell Towner Antenna Lease	78,900	19,725	23,726.63	4,001.63
Interest	603	151	161.23	10.48
Transfers In / PY Surplus	70,900	17,725	0.00	(17,725.00)
TOTAL REVENUE	\$ 510,368	\$ 127,592	\$ 86,230.59	\$ (41,361.41)
Surplus (Deficit) \$				<u>(82,672.01)</u>

**Treasurer's Report
as of September 30, 2015 - Sewer Fund**

FY TO DATE BUDGET ANALYSIS

	<u>FY2016</u>	<u>3 Months</u>	<u>ACTUAL</u>	<u>(UNDER) OVER</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>9/30/2015</u>	<u>BUDGET</u>
EXPENDITURES				
Operating				
Wages & Payroll Taxes	\$ 109,437	\$ 27,359	\$ 24,702.64	\$ (2,656.61)
Retirement Contribution	11,070	2,768	3,032.12	264.62
Health Insurance	27,560	6,890	6,889.95	(0.05)
Workers Comp/Liability	6,499	1,625	173.00	(1,451.75)
System Consultant	10,000	2,500	-	(2,500.00)
General Office Expense	7,801	1,950	2,099.23	148.98
Sewer Operations	18,000	4,500	2,150.14	(2,349.86)
Electricity	32,000	8,000	5,787.78	(2,212.22)
Truck & Generator	7,000	1,750	477.24	(1,272.76)
Chemicals & Lab Testing	60,000	15,000	10,573.10	(4,426.90)
Repairs - Plant & Equipment	12,500	3,125	869.12	(2,255.88)
Repairs - Sewer Lines	6,000	1,500	-	(1,500.00)
Reparis Bldg/Grounds	2,500	625	187.38	(437.62)
Safety Supplies	1,000	250	802.20	552.20
Training & Licenses	1,350	338	-	(337.50)
2010 Water Bond Debt	12,638	3,160	11,176.50	8,017.00
1999 VRA Sewer Loan Pmt	79,314	19,829	3,021.05	(16,807.45)
Grinder Pumps/Maintenance	24,274	6,069	-	(6,068.50)
Contingencies	3,865	966	2,792.71	1,826.46
Transfer to CIP	57,600	14,400	-	(14,400.00)
TOTAL EXPENDITURES	\$ 490,408	\$ 122,602	\$ 74,734.16	\$ (47,867.84)
REVENUE				
Sewer Service Charges	\$ 303,800	\$ 75,950	\$ 53,770.85	\$ (22,179.15)
Connection Fees	5,000	1,250	-	(1,250.00)
Interest	836	209	311.21	102.21
Surcharge for Sewer Loan	53,000	13,250	7,579.00	(5,671.00)
County Contribution Loan	0	0	88,000.00	88,000.00
Prior Year Surplus	60,456	15,114	-	(15,114.00)
Sewer Tax District Loan	67,316	16,829	3,876.63	(12,952.37)
	\$ 490,408	\$ 122,602	\$ 153,537.69	\$ 30,935.69
Surplus (Deficit) \$			78,803.53	

**Treasurer's Report
as of September 30, 2015 - CIP**

FY2016 DATA

GENERAL FUND CIP	BUDGET	Actual 9/30/2015	(UNDER) OVER BUDGET
Expenditures			
Park Parking Lot Expansion	\$ 5,000	\$ 0.00	\$ (5,000.00)
Streets & Sidewalks	\$ 270,508	\$ 0.00	\$ (270,508.00)
Total Expenditures	\$ 270,508	\$ 0.00	\$ (270,508.00)
Revenue			
Grant Revenue	216,408	0.00	\$ (216,408.00)
Transfer In from General Fund	\$ 59,100	0.00	\$ (59,100.00)
Total Revenue	\$ 275,508	\$ 0.00	\$ -275,508.00

WATER FUND CIP

Expenditures			
Cap & Grout Wells	8,000	0.00	0.00
Other Improvements	75,000	3,583.73	(71,416.27)
Water Meter Replacement	2,000	0.00	(2,000.00)
Hydrant Replacement	4,000	0.00	(4,000.00)
Total Expenditures	\$ 89,000	\$ 3,583.73	\$ (77,416.27)
Revenue			
Transfer In From Water Fund	\$ 70,900	\$ 3,583.73	\$ (67,316.27)
Availability Fees	18,100	0.00	(18,100.00)
Total Revenue	\$ 89,000	\$ 3,583.73	\$ (85,416.27)

SEWER FUND CIP

Expenditures			
I & I Program	\$ 50,000	\$ 0.00	(50,000.00)
Sewer Improvement Fund	20,000	0.00	(20,000.00)
Total Expenditures	\$ 70,000	\$ 0.00	\$ (70,000.00)
Revenue			
Transfer In From Sewer Fund	\$ 57,600	\$ 0.00	(57,600.00)
Availabilty Fees	12,400	0.00	(12,400.00)
Total Revenue	\$ 70,000	\$ 0.00	\$ (70,000.00)

**Treasurer's Report - October 19, 2015 Council Meeting
Check Listing September 2015**

CHECK#	PAYEE	PURPOSE	AMOUNT
20054-20056	Town Council Payroll Checks		
20057	BROY & SON PUMP SERVICE, INC.	Orchard Drive Repair	1,015.00
20058	Danner Alvin	RE Tax Refund	390.00
20059	DE LAGE LANDEN	Copier Lease	135.00
20060	DEPARTMENT OF ENVIRONMENTAL QUALITY	WWTP Annual Permit Fee	2,678.00
20061	DOMINION VIRGINIA POWER	Electricity	3,983.35
20062	FIDELITY ENGINEERING CORP	Generator Repair	487.45
20063	FIVE STAR SEPTIC, INC.	Park Portable Rental	140.00
20064	GILMORE MAUREEN K.	August Legal Services	6,030.00
20065	HOME DEPOT CREDIT SERVICES	Misc Supplies	11.98
20066	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	293.38
20067	Meyers Appraisal Service	Property Appraisal	2,700.00
20068	MR PRINT	Utility Bills	618.90
20069	NICHOLS HARDWARE	Misc Supplies	31.43
20070	ORKIN INC	Pest Management Contract	25.00
20071	PETTY CASH	Misc Supplies	24.91
20072	PIFER OFFICE SUPPLY	Quarterly Copier Fees	166.67
20073	POSTMASTER HAMILTON	Utility Bill Postage	136.00
20074	Purcellville Gazette & Loudoun Today	Public Hearing Ads	4.80
20075	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	25.50
20076	UNIVAR USA INC	Chemicals	2,816.97
20077	US BANK OPERATIONS CENTER	2010 Water Loan Payment	111,765.00
20078	USA BLUEBOOK	WWTP Supplies	323.99
20079	USA Septic Services LLC	Pump & Haul	1,500.00
20080	VERIZON	Telephone	663.46
20081	VML INSURANCE PROGRAMS	FY2015 Workman's Comp Audit	540.00
20082	VUPS	Miss Utilities	33.60
20083	AMERICAN DISPOSAL SERVICES INC	Trash & Recycling	3,768.91
20084	American Express	Misc Supplies	46.77
20085	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	6,829.00
20086	BB&T BANKCARD CORPORATION	Office Supplies, Postage, Internet Service	1,315.98
20087	BRAMHALL TRUCKING, INC.	Stone for Orchard Circle Leak	417.83
20088	BROWNING EQUIPMENT	Wells 1 & 4 Repair Supplies	42.60
20089	HAMILTON VOLUNTEER FIRE DEPARTMENT	RE Purchase Good Faith Deposit	1,000.00
20090	INSTRULOGIC CORPORATION	Monthly Scada	2,655.00
20091	JOINER MICRO LABORATORIES, INC	Lab Testing	3,178.75
20092	MATTHEW BENDER & CO	Legal Publications	161.01
20093	MITCHELL & CO PC	FY2015 Audit	7,500.00
20094	POSTMASTER HAMILTON	Postage Utility Bills	341.32
20095	TREE FROG LAWN CARE, LLC	Mowing Services	3,235.00
20096	VERIZON	Telephone	663.54
20097	VERIZON WIRELESS	Cell Phones	224.58
		TOTAL	167,920.68



Notice of Planning Commission Action

Town of Hamilton

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

Meeting Date: September 16, 2015

Meeting Type: Regular Bi-Monthly

After discussion of **TH-2015-01 Waiver Request for Miller Subdivision Plat** The Planning Commission on a vote of 7-0 is recommending that the Town Council waive the requirement that plats be drawn to a scale of not smaller than one inch to 100 feet as stated in Art. II, Sect. 2.4 of the Land Development and Subdivision Ordinance. The drawings submitted to the Town are in a scale of one inch to 200 feet, All other requirements have been met.

After discussion, the Planning Commission on a vote of 7-0 is recommending that the Hamilton Town Council approve the **Miller Subdivision Plat**.

Sincerely,

Robert McCann, Chairman
Hamilton Planning Commission



Notice of Planning Commission Action

Town of Hamilton

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

Meeting Date: October 14, 2015

Meeting Type: Regular Bi-Monthly

After discussion of the **Hamilton Zoning Ordinance Amendments and Changes**, the Planning Commission on a vote of 7-0 is recommending that the Town Council approve the proposed Zoning amendments with the following modification. Article 3, Section 10.add the following after purpose “and when such animals, birds or fowl are confined to the lot”.

This modified amendment will improve the ordinance by:

1. ensuring uses which require a commission permit are properly reviewed as uses requiring a special use permit;
2. clarifying when certain uses and buildings larger than a stated size require special use permits;
3. ensuring regulations for nonconformities comply with the Code of Virginia;
4. clarifying the difference between concept plans for special use permit applications and site plans for development applications;
5. modernizing floodplain regulations;
6. removing contradictory regulations and extraneous language;
7. improving cross-referencing
8. correcting terminology
9. improving the organization of the ordinance; and
10. generally making the ordinance easier to read.

Sincerely,

Robert McCann, Chairman
Hamilton Planning Commission

STAFF REPORT

TO: Town Council
FROM: Daniel Galindo, AICP – Zoning Administrator
SUBJECT: TH-2015-01 Miller Subdivision Plat – Waiver Request & Plat Approval
DATE: October 15, 2015

BACKGROUND

This summer the Town received a land development application, coded by the Town as TH-2015-01, to subdivide a 30.3785 acre parcel in Loudoun County which is located on the outskirts of the Town's area of extraterritorial subdivision jurisdiction. The proposal would subdivide this parcel into two lots: Lot 2-A of 20.3785 acres and Lot 2-B of 10 acres. After being reviewed by Loudoun County staff and myself, the plat is presented to Town Council for two actions.

First, the Council must take action on the applicant's request to waive an ordinance requirement. Due to the large size of the parcels, the plat is drawn at a scale of one inch to 200 feet; however, a scale of one inch to 100 feet is required by Article II, Section 2.4 of the Land Development and Subdivision Control Ordinance. Staff supports waiving this requirement as no significant detail is being lost by use of the larger scale. At the Planning Commission's September 16 regular meeting, it voted unanimously to recommend that Council approve the requested waiver for the TH-2015-01 subdivision plat.

Second, the Council must take action to approve the subdivision plat itself. All of the review comments from Loudoun County staff have been addressed, and they recommend approval of the plat. My review comments have also been addressed, and I recommend approval of the plat as presented, subject to Council's approval of the requested waiver. At the Planning Commission's September 16 regular meeting, it voted unanimously to recommend that Council approve the TH-2015-01 subdivision plat.

WAIVER MOTIONS

Approval – Recommended

I move that Town Council approve the requested waiver of the requirement that plats be drawn to a scale of not smaller than one inch to 100 feet as stated in Article II, Section 2.4 of the Land Development and Subdivision Ordinance for the TH-2015-01 subdivision plat.

Denial

I move that Town Council deny the requested waiver of the requirement that plats be drawn to a scale of not smaller than one inch to 100 feet as stated in Article II, Section 2.4 of the Land Development and Subdivision Ordinance for the TH-2015-01 subdivision plat.

SUBDIVISION PLAT MOTIONS

Approval – Recommended

I move that Town Council approve, as presented, the TH-2015-01 subdivision plat entitled Subdivision Waiver Plat, Principal/Subordinate Subdivision Option, Lot 2, Land of Mark A. Miller, Trustee, Kimberly Jo Miller, Trustee.

Denial

I move that Town Council disapprove the TH-2015-01 subdivision plat for the following reasons:

1. _____
2. _____
3. _____

ATTACHMENTS

1. Miller Subdivision Plat
2. Waiver Request Letter
3. Loudoun County Department of Building and Development Approval Letter
4. Loudoun County Office of the County Attorney Approval Letter

SURVEYOR'S CERTIFICATE:

I, Bobby D. Horton, a licensed Land Surveyor in the Commonwealth of Virginia, do hereby certify that Lot 2 was acquired by Mark A. Miller, Trustee and Kimberly Jo Miller, Trustee by Deed recorded in Instrument 20050411-0036099 and Instrument 20150424-0025765 and was created by the Boundary Line Adjustment Plat recorded in Instrument 20150424-0025766 among the land records of Loudoun County, Virginia.

I further certify that the lots are properly and accurately described and that iron pipe have been set as indicated hereon in accordance with the Land Subdivision and Development Ordinance of Hamilton County, Virginia.

Bobby D. Horton LS # 2014

OWNER'S CERTIFICATE:

The platting or dedication of the following described land situated on the east side of Route 704 Hamilton Station Road, in Catocotin Election District, Loudoun County, Virginia is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any:

Mark A. Miller, Trustee Kimberly Jo Miller, Trustee

COMMONWEALTH OF VIRGINIA, COUNTY OF LOUDOUN TO WIT:

The foregoing Owner's Certificate was acknowledged before me by Mark A. Miller, Trustee and Kimberly Jo Miller, Trustee in my State and County aforesaid this _____ day of _____, 2015.

Notary Public _____ My Commission Expires _____

NOTES

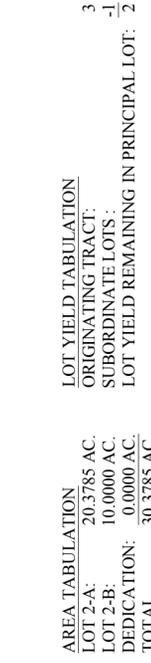
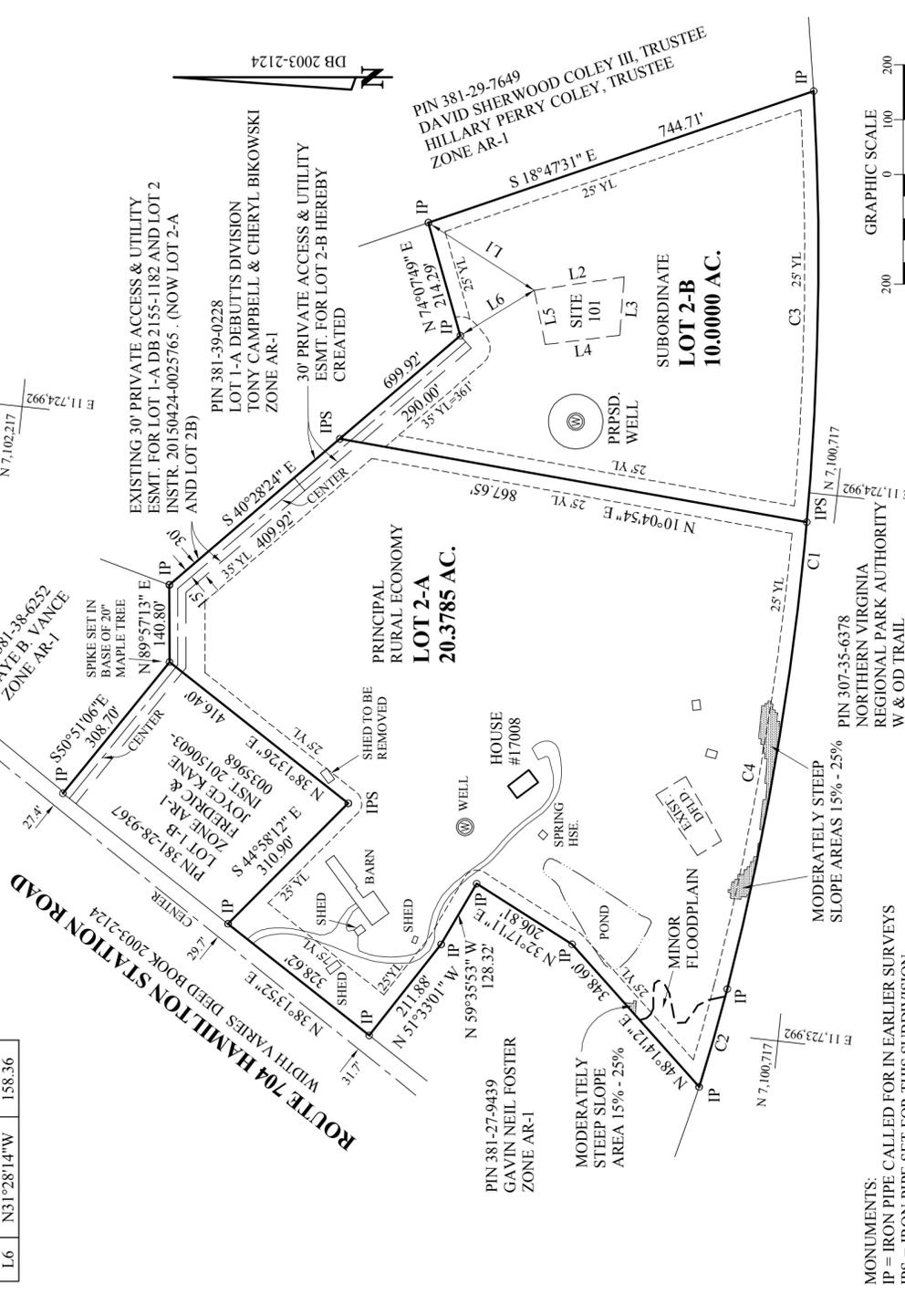
- Loudoun County Parcel Identification Number: 381-28-4137.
- The property shown hereon is subject to all covenants and restrictions of record and those recorded herewith (if any). The plat preparer has not been provided a current title report and thus cannot state as to the existence of any covenants or restrictions.
- Plat reference: Instrument 20150424-0025766.
- Zone: AR-1 Agricultural Rural-1, Floodplain Overlay District under the Revised 1993 Loudoun County Zoning Ordinance. Lot and Building Requirements under the Principal/Subordinate Subdivision Option. Lot Yield: 1 Lot per 10 acres. Minimum Lot Size: 80,000 square feet, exclusive of major floodplain, and at least one lot in the development shall be a Rural Economy Lot with a minimum lot size of 15 acres. Minimum Lot Width: 175 feet. Maximum Length/Width Ratio: 3:1. Minimum Yards: ("yard line" abbreviated YL hereon) No structure shall be located within 25 feet of any property line or within 100 feet from the right of way of any arterial road, 75 feet from the right of way of any collector road, and 35 feet from any other road right of way, private access easement, and/or any prescriptive easement. Maximum Lot Coverage: 15% maximum. Building Height: 35 feet maximum, excluding agricultural, horticultural, and animal husbandry structures. Each Principal/Subordinate Subdivision shall contain at least one Rural Economy Lot of a minimum of 15 acres in size.
- Subordinate lots are ineligible for further subdivision per Section 2-103(B)(2)(e) of the Revised 1993 Loudoun County Zoning Ordinance.
- In all areas within the AR-1, AR-2, A-10, or A-3 Zoning Districts, agricultural and rural economy activities are the preferred land uses. Owners of land within AR-1, AR-2, A-10, or A-3 Zones are hereby notified that agricultural and rural economy activities shall be given preference by the County when conflicts arise concerning the compatibility of such farm or rural economy uses with adjacent or nearby non-farm or non-rural economy uses. The County shall not restrict or interfere with farming and rural economy activities in AR-1, AR-2, A-10, or A-3 Zones. The farming and rural economy activities, including such effects as noise, odors, and machinery traffic, shall not be recognized or accepted by the County as valid or proper cause for complaints from adjacent or nearby residential neighbors.
- Agricultural operations enjoy the protection of the Right to Farm Act (Va. Code Section 3.2-300 et seq.). Structures subject to the Revised 1993 Loudoun County Zoning Ordinance minimum yard requirements, which are not shown on the plat, will be removed, unless satisfactory alternate arrangements have been approved by the Director.
- Previous applications: HAML 2001-0007 approved 08/31/01 and recorded in Deed Book 2003-2124. HAML 2002-0002 approved 04/01/02 and recorded in Deed Book 2155-1182, and BLA-2015-01 approved 04/23/15 and recorded in Instrument 20150424-0025766.
- Land within the Floodplain Overlay District is subject to the requirements of Section 4-1500 of the Revised 1993 Loudoun County Zoning Ordinance.
- Land within Moderately Steep Slope Areas from 15% to 25% are subject to the requirements of the Steep Slope Standards Section 5-1508 of the Revised 1993 Loudoun County Zoning Ordinance. A locational clearance permit is required prior to any land disturbing activities in Moderately Steep Slopes.
- Not more than one principal building shall be permitted on any residential lot shown on the plat, except where the Loudoun County Zoning Ordinance otherwise provides, and no such lot shall be resubdivided so as to produce a building site area of less area or width than the minimum required herein, or otherwise specified by the County Health Officer.
- The access road or access easement shown hereon is private and its maintenance, including snow removal is NOT a public responsibility. The parties responsible for the construction, repair and maintenance, including snow removal, of the roadway within the easement are set forth in the Deed of Subdivision, Subordination and Deed of Trust Modification recorded contemporaneously herewith. The Streets in this subdivision do not meet the standards necessary for inclusion in the system of state highways and will not be maintained by the Department of Transportation or the County or the Town of Hamilton and are not eligible for rural addition funds or any other funds appropriated by the General Assembly and allocated by the Commonwealth Transportation Board.
- Loudoun County application number: HAML 2015-0004. Town of Hamilton application number: TH-2015-01.
- Hold Harmless Statement: Approval of this subdivision does not guarantee provision of water or sewer by the Town of Hamilton.

No.	ARC	RADIUS	DELTA	TAN.	CHORD BRG.	CHORD
C1	1651.47'	5396.52'	17°32'02"	832.24	N84°28'47"W	1645.03
C2	185.65'	2935.00'	3°37'27"	92.86	N73°54'03"W	185.62
C3	786.94'	5396.52'	8°21'18"	394.17	N89°04'09"W	786.24
C4	864.53'	5396.52'	9°10'44"	433.19	N80°18'08"W	863.60

APPROX. VIRGINIA GRID COORDINATES N 7,102,217 E 11,724,992

APPROX. VIRGINIA GRID COORDINATES N 7,102,217 E 11,724,992

LINE	BEARING	LENGTH
L1	S32°30'57"W	229.66
L2	S08°26'45"E	166.22
L3	N85°42'21"W	106.59
L4	N07°06'49"W	137.24
L5	N78°25'42"E	100.92
L6	N31°28'14"W	158.36



MARK A. MILLER, TRUSTEE
KIMBERLY JO MILLER, TRUSTEE
 CATOCTIN ELECTION DISTRICT
 LOUDOUN COUNTY, VIRGINIA
 SCALE 1" = 200'
 JANUARY 16, 2015

No.	Revision	Date
1.	Added drainfield site 101	02/13/15
2.	Added recording information for BLA-2015-01 etc.	05/18/15
3.	Revised in accordance with the County comment letter dated 07/15/15	07/23/15
4.	Revised in accordance with the Town comment letter dated 06/26/15	08/05/15

HORTON & TAYLOR, INC.
 LAND SURVEYING
 15 LOUDOUN STREET, S.W., SUITE A
 P.O. BOX 301
 LEESBURG, VIRGINIA 20178-0301
 703-777-8083

C-763-76
 SHEET 1 OF 1
 JOB 2014-148A

APPROVAL BLOCK
 TOWN OF HAMILTON

 Date

 Date

 Date

 Date



Loudoun County, Virginia

www.loudoun.gov

Department of Building and Development

1 Harrison Street, S.E., P. O. Box 7000, Mailstop #60A, Leesburg, VA 20177-7000

(703) 777-0220

FAX Numbers: Permits (703) 771-5522 - Engineering (703) 737-8993

Zoning & Administration (703) 771-5215

September 3, 2015

Town of Hamilton
Daniel Galindo, Zoning Administrator
53 East Colonial Highway
Hamilton, VA 20159

RE: HAML 2015-0004, Mark and Kimberly Miller, Trustees

Dear Mr. Galindo:

County Staff has completed second referral review of the subdivision waiver plat for Mark and Kimberly Miller project Trustees' property received August 14, 2015.

Proposed subdivision waiver is outside the corporate limits of the Town but within the Hamilton Subdivision Control Area are reviewed for Zoning Ordinance compliance by County Building and Development Staff.

All previous comments have been adequately addressed and the plat as currently revised conforms to current zoning requirements. Attached is the County Attorney comments dated September 3, 2015. Once their comments have been addressed, County Staff has no objection to the approval of the referenced application.

We are returning the Deed for the final approval of the Town of Hamilton. Please inform the applicant to provide 2 copies of the plat and Deed to the Clerk of Courts for recording to insure verification with County records. Please forward a copy of the recorded Deed and plat to the County for final closeout of our application.

Please note that Loudoun County Department of Building and Development is only responsible for the zoning review of the referenced plat, and County Staff defers to the Town's coordination with Public Health and the County Attorney's Office regarding any issues with these agencies.

Town of Hamilton
Daniel Galindo, Zoning Administrator
HAML 2015-0004, Mark and Kimberly Miller, Trustees
September 3, 2015
Page Two

Thank you again for forwarding the referenced plat to the County. If you have any questions, please myself or Donna Shores @ donna.shores@loudoun.gov or (703) 777-0554

Sincerely,



Scott Berger, Division Manager

Attachments: County Attorney's approval memo dated September 3, 2015

Cc: Project File, Reading File, Division File

MEMORANDUM
OFFICE OF THE COUNTY ATTORNEY
LOUDOUN COUNTY, VIRGINIA

DATE: September 3, 2015
TO: Donna Shores, Project Planner, Department of Building and Development
FROM: Mindy Palleija, Paralegal 
THROUGH: Ronald J. Brown, Deputy County Attorney 
SUBJECT: Review of Documents for: HAML 2015-0004
Our File #12-13-010

The following comments represent ONLY those of the office of the County Attorney. Referral comments from the project planner/engineer or other referral agencies may necessitate additional revisions to the plat which, in turn, may necessitate additional document revisions.

The following documents pertaining to **MARK & KIMBERLY MILLER** have been **APPROVED** by this office as to form: **[SEE COMMENTS BELOW]**

- Deed of Subdivision, Easement, Subordination, Release and Deed of Trust Modification
- Deed/Agreement must be signed on behalf of the Board by the Chairman
- Deed/Agreement may be signed on behalf of the Board by the Director

[IF CHAIRMAN IS REQUIRED TO SIGN, ITEM MUST BE PLACED ON ADMIN REPORT]

NOTE TO PROJECT PLANNER: Although this is an "approved as to form" memorandum, certain (minor) items still need to be addressed (as set forth in the comments below). If you have any questions regarding the final documents, please send them to our Office for another review should you have any concerns that our comments have not been addressed or if you have any questions regarding how the documents have been executed.

COMMENTS: WITH REGARD TO THE PLAT:

Previous comments adequately addressed.

WITH REGARD TO THE DEED:

1. Page 2, first recital line 4: The plat revision date has changed to "8/4/15". Please revise the revision date prior to final approval.

RECEIVED

SEP 03 2015

Building and Development

2. Page 12, "Schedule A", 2nd paragraph , line 5 **AND** 4th paragraph line 5: The plat revision date has changed to "8/4/15". Please revise the revision date prior to final approval

ATTACHMENTS:

Plat # C-763-76 Revised 8/5/15

Approved/Rejected Documents

Other: County comments (7/15/15); Letter, O. Mahan (8/14/15); Letter, B. Horton (8/4/15, 8/5/15); Memorandum, D. Galindo (6/26/15); previously reviewed documents

MAF\1HAML\Mark and Kimberly Miller, approval.doc

HORTON & TAYLOR, INC.
LAND SURVEYING
15-A LOUDOUN STREET, S.W.
P.O. BOX 301
LEESBURG, VIRGINIA 20178-0301

RECEIVED

AUG 06 2015

Town of Hamilton

OFFICE PHONE: 703-777-8083
FAX PHONE: 703-777-8889

August 4, 2015

Town of Hamilton Planning Commission
53 East Colonial Highway
Hamilton, Virginia 20158

RE: Subdivision TH-2015-01; Miller Property
Request for Exception to LDSO Article II, Section 2.4.1.a

Dear Sir/Madam,

Pursuant to 1st comments received for the above referenced subdivision application I hereby request an exception to LDSO Article II, Section 2.4.1.a requiring that plats be prepared "... to a scale not smaller than one (1) inch to one hundred (100) feet...".

While 100 scale is undoubtedly appropriate for the vast majority of subdivision plats submitted to the Town for review, the subject instance involves two lots of 10 and 20 acres in size. At 200 scale the plat shows the both lots on a single sheet thereby facilitating a clear understanding of the subdivision.

I have corresponded with Mr. Galindo regarding this request and he has expressed his support.

Thank you for your consideration.

Sincerely,

Bobby D. Horton

Bobby D. Horton, L.S.

**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION: 2015-18

PRESENTED: October 19, 2015

ADOPTED: _____

**A RESOLUTION: AUTHORIZING A PUBLIC HEARING TO RECEIVE COMMENTS ON
PROPOSED AMENDMENTS TO THE TOWN OF HAMILTON FY2016
BUDGET.**

WHEREAS, Code of Virginia of 1950, as amended, § 15.2-2507 authorizes a governing body to amend its budget during the current fiscal year; and

WHEREAS, Code of Virginia of 1950, as amended, § 15.2-2507 requires a public hearing prior to the amendment of such budget if the proposed amount of those amendments exceeds one percent of the total expenditures shown in the currently adopted budget; and

WHEREAS, the Hamilton Town Council authorized the Mayor, at its September 14, 2015, meeting to proceed with negotiations for the acquisition of real property for the Town; and

WHEREAS, the proposed amendments to the FY2016 budget exceed one percent of the current FY2016 budget, and the Hamilton Town Council intends to hold a November 9, 2015 public hearing to receive comment and consider the adoption of the FY2016 budget amendments

NOW THEREFORE, be it resolved that the Hamilton Town Council authorizes a November 9, 2015 public hearing to receive comment and consider the adoption of amendments to the Town of Hamilton FY2016 Budget to expend up to \$800,000 for the purchase and associated costs for a real property acquisition. The funds will be obtained from accumulated annual surplus funds.

ADOPTED THIS ___ **DAY OF** _____.

Recorded Vote:

Motion by:

Seconded by:

David R. Simpson, Mayor

Yeas:

Nays:

Abstentions:

Absent for Vote:

ATTEST:

Jennifer Noel, Town Recorder



Mayor
David R. Simpson
Town Council
Kenneth C. Wine, Vice Mayor
Matthew L. Clark
Craig Green
Dimitri Kesari
Michael E. Snyder
John D. Unger
Zoning Administrator
Daniel S. Galindo, AICP
Treasurer
Lori M. Jones, CPA
Recorder
Jennifer Noel

October 13 , 2015

Daniel Csizmar
Capital Budget Manager
Loudoun County Department of Transportation and Capital Infrastructure
801 Sycolin Road, SE Suite 310
PO Box 7100
Leesburg, VA 20175

RE: FY2017 County Regional Organization Capital Funding Request

Dear Mr. Csizmar,

The Town of Hamilton would like Loudoun County to consider the following request under the County Regional Organization Capital Funding program during its FY2017 Budget Process:

Project Name: Town of Hamilton Sidewalk Improvements & Street Calming Initiatives for a Safer Path to School

Detailed Description: This project would coordinate with the Town's current MAP-21 Pedestrian Safety Improvements – Colonial Highway (Business Route 7) project, for which we've received funding for the FY2016 year. We would use County FY2017 CIP funds to focus attention on localized drainage issues in the MAP-21 grant areas and the maintenance and repair of existing pedestrian facilities not included in the MAP-21 grant.

The sidewalk improvements along E Colonial Highway and S St. Paul Street, are paramount to providing a safe route for the children of the Town of Hamilton and children outside of the Town of Hamilton limits to walk to Hamilton Elementary School. Hamilton Elementary School has a dedicated walk zone as of the 2015-2015 School Year. While the school is not within the Town's corporate limits, we consider it a part of our community and want all children required to walk to the school do so safely.

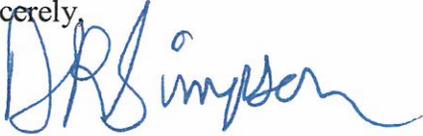
The funds would also be used to repair existing sidewalks throughout Town and immediately outside of Town that have deteriorated and are either tripping hazards or generally unsafe to navigate. Many Town and County residents use all of our sidewalks on a daily basis to get to destinations both inside and outside of the Town's limits.

FY2017 Amount Requested: Estimated at \$250,000

The Town Council's September meeting occurred prior the date of your September 18, 2015, letter and the next scheduled meeting is October 19, 2015. The project endorsement action will be on the agenda of that meeting. Since we are in the process of finalizing our cost estimate and supporting documentation with our engineers, we are requesting an extension of the October 16, 2015 deadline to October 31, 2015. Please notify my office at the number below, or via e-mail to me at hamilton.mayor@comcast.net.

Thank you very much for you attention.

Sincerely,

A handwritten signature in blue ink that reads "DR Simpson". The signature is written in a cursive style with a long, sweeping tail.

David R. Simpson, Mayor



RECEIVED

OCT 13 2015

Town of Hamilton

Application for Utility Connection/Availability

Town of Hamilton 53 East Colonial Hwy, PO Box 130, Hamilton, VA 20159-0130 (540)338-2811 ♦ Fax (540)338-9263

Date: 10/13/15

Applicant: LARRY E. & BARBARA J. TURNER

Applicant's Address: Lot 63, Madison Ave

Telephone No. 703 407-9567 Fax No. 703 124-0183 E-mail: bturner16@verizon.net

Name of Subdivision, Development, or Business Hamilton Acres

Property Address Lot 63, Madison Ave. Outside of Town

Zoning District _____ Property Acreage 0.83506 Acres PIN 418256260000

Requesting WATER Connection/Availability SEWER Connection/Availability

Proposed Use of Property Single Residential Commercial Multi-Family Industrial

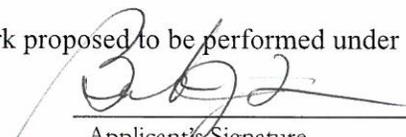
Contractor Name: Deane Construction

Address: 16083 Purellville Rd. Telephone No. 404-425-2539

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. Included with this application are the following:

1. A plat of the property.
2. Plans and specifications covering all work proposed to be performed under this permit.



 Applicant's Signature Date

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.

OFFICE USE ONLY

WATER Service Meter Size: 5/8"
 Availability Fee: \$ 18,100
 Connection Fee: \$ 3,400

SEWER Service Grinder Pump Required? Y/N Fee: (\$4,690)* \$ _____
 In Sewer Tax District? Y/N (If yes, no fee due for grinder pump)
 Availability Fee: \$ _____
 Connection Fee: \$ _____
TOTAL FEES DUE: \$ 21,500

* Price subject to change, at any time, due to vendor price increases (increased 6/1/2013).

Receipt of \$ 21,500 Acknowledged by:  Date: 10/13/2015

Mayor/Town Council Approval: _____ Date: _____ Page 33

Thursday, October 15, 2015



Loudoun County, Virginia
www.loudoun.gov

(map not to scale)





RECEIVED

OCT 09 2015

Town of Hamilton

Application for Utility Connection/Availability

Town of Hamilton 53 East Colonial Hwy, PO Box 130, Hamilton, VA 20159-0130 (540)338-2811 ♦ Fax (540)338-9263

Date: 09-30-2015

Applicant: Oak Ridge Inc

Applicant's Address: PO Box 1748 Leesburg VA 20177

Telephone No. 703-777-5435 Fax No. _____ E-mail: bhill@oakridgecommunities.com

Name of Subdivision, Development, or Business Hamilton Meadow

Property Address 102 Lamplighter Court Outside of Town

Zoning District R2 Property Acreage .4 PIN 382-25-3073-000

Requesting WATER Connection/Availability SEWER Connection/Availability

Proposed Use of Property Single Residential Commercial Multi-Family Industrial

Contractor Name: Oak Ridge Inc

Address: PO Box 1748 Leesburg VA 20177 Telephone No. 703-777-5435

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. Included with this application are the following:

1. A plat of the property.
2. Plans and specifications covering all work proposed to be performed under this permit.

Michael J. B...
Applicant's Signature

10/11/15
Date

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.

OFFICE USE ONLY

WATER Service

Meter Size: _____

Availability Fee: \$ 21,500.00

Connection Fee: \$ _____

SEWER Service

Grinder Pump Required? Y/N Fee: (\$4,690)* \$ _____

In Sewer Tax District? Y/N (If yes, no fee due for grinder pump)

Availability Fee: \$ 17,400.00

Connection Fee: \$ _____

TOTAL FEES DUE: \$ 38,900.00

* Price subject to change, at any time, due to vendor price increases (increased 6/1/2013).

Receipt of \$ 38,900 - Acknowledged by: Jey Date: 10/9/2015

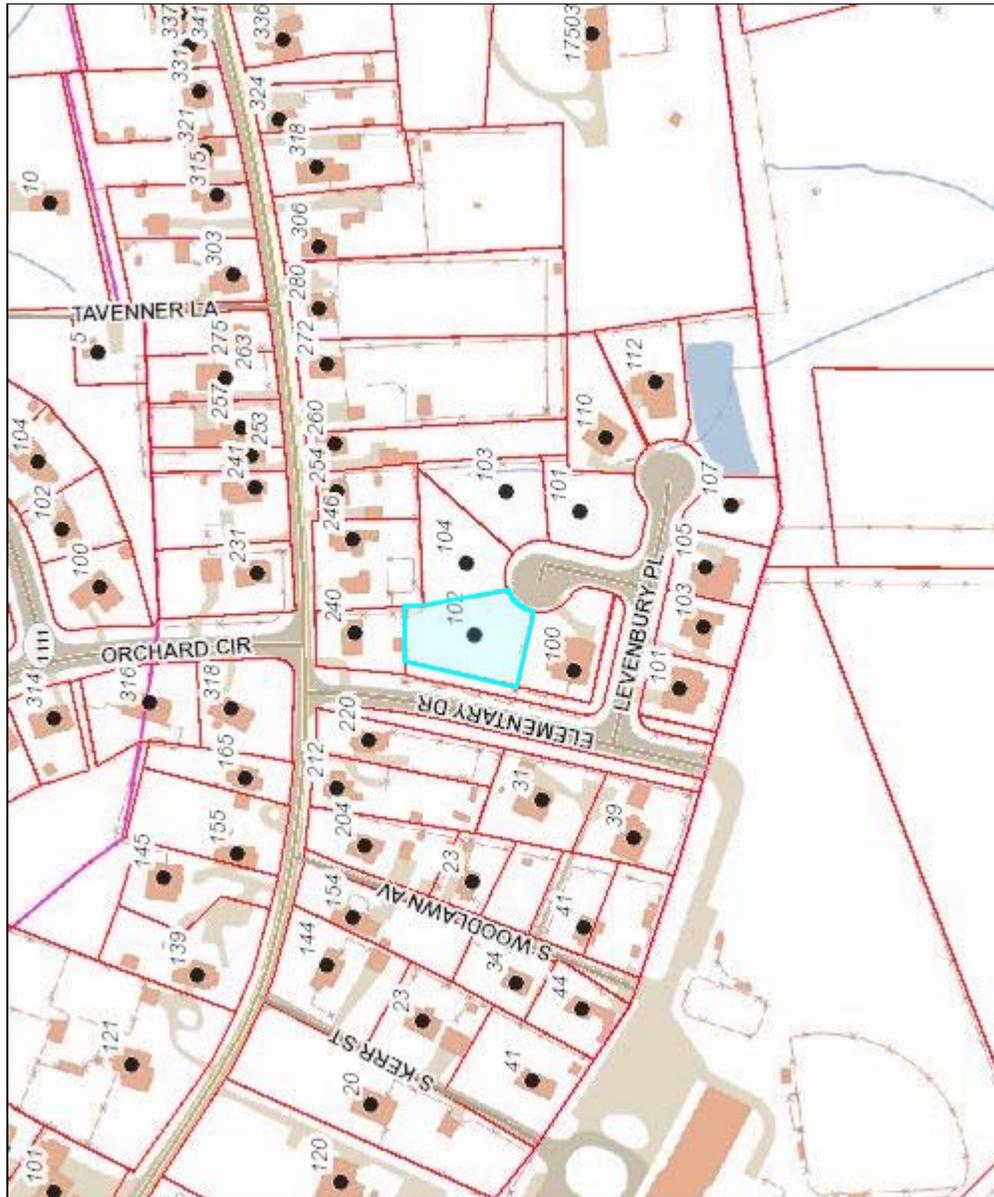
Mayor/Town Council Approval: _____ Date: _____

Thursday, October 15, 2015



Loudoun County, Virginia
www.loudoun.gov

(map not to scale)



CORPORATE SPONSORSHIPS - Hamilton PTA

The Hamilton Elementary School PTA is a registered 501(c)(3) nonprofit association that prides itself on being; a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for our school and community.

Your tax deductible donation will help the PTA to pay for educational programs such as hand-on learning tools, assemblies, field trips, family educational events, school beautification and basic teacher supplies.

DIAMOND PANTHER >> \$2,500+

- EXCLUSIVE - We will not offer sponsorship opportunity to competitors
- Your Logo on the front of our monthly PTA Refrigerator Calendar
- Your Logo on the back of Fall Farm Tour Carnival Event Shirts
- Full page advertisement in the Student Directory
- Option to distribute marketing materials at 10 PTA Events

PLATINUM PANTHER >> \$1,500

- EXCLUSIVE - We will not offer sponsorship opportunity to competitors
- Your Logo on the back of our monthly PTA Refrigerator Calendar
- Your Logo on the back of Fall Farm Tour Carnival Event Shirts
- 1/2 page advertisement in the Student Directory
- Option to distribute marketing materials at 5 Select PTA Events

GOLD PANTHER >> \$1000

- Company Name on the back of our monthly PTA Refrigerator Calendar
- Company Name on the back of Fall Farm Tour Carnival Event Shirts
- 1/2 page advertisement in the Student Directory
- Option to distribute marketing materials at 2 Select PTA Events,

SILVER PANTHER >> \$500

- Company Name on back of Fall Farm Tour Carnival Event Shirts
- 1/4 page advertisement in the Student Directory

BRONZE PANTHER >> \$250

- Business Card size advertisement in the Student Directory

PUBLIC THANK YOU FOR ALL SPONSORS INCLUDES

- Link to your company website from Hamilton ES PTA webpage
- Recognition on Thank You Banner displayed at PTA events all year long
- Booth at our Fall Farm Tour Carnival on Saturday October 17th
- Receive a Panther appreciation sign to display



YOU can help the children in our community succeed

As a Proud Corporate Sponsor of the Hamilton Elementary School PTA, your company:

- Demonstrates its commitment to improving the life and education of children here in your community.
- Aligns itself with a trusted national organization with more than 100 years of proven advocacy and action on behalf of all children.
- Receives a letter confirming your tax deductible charitable donation.
- Receives public recognition of your donation.

In lieu of cash donations you may also consider donating gift cards, your company's services or food items to be used for Teacher Appreciation, Silent Auction Family Education Nights or Family Breakfasts. We will publicly thank you!!

MAKE YOUR TAX DEDUCTIBLE DONATION TODAY - START YOUR SPONSORSHIP

Make your check payable to: Hamilton Elementary PTA (Please write "Sponsor Donation" in your memo line).

We can pick-up your check at your business or you can mail it to:
Hamilton Elementary PTA ATTN: Corporate Sponsorship 54 S. Kerr St. Hamilton, VA 20158

EMAIL your logo and the artwork for your ad in the Student Directory to HamiltonPTAVPFundraising@gmail.com

As soon as we receive your check we will:

- Send you a charitable donation confirmation letter for your tax records
- Be in touch to arrange your Fall Carnival Sponsorship booth

Questions? Please email our Corporate Sponsorship Chairperson: Melanie.Ange@Centurylink.com



MOTION TO RECESS THE REGULAR MEETING AND GO INTO CLOSED SESSION:

“I move that the Hamilton Town Council recess its regular meeting and convene a closed meeting. The purposes of the closed meeting are as follows:

1. Consultation with the Town Attorney regarding the sewer moratorium approved on September 14, 2015, requiring the provision of legal advice, and:
2. Consultation with the Town Attorney regarding the proposed franchise agreement with Comcast requiring the provision of legal advice.

The following individuals, if present, are requested to attend the closed meeting:

- 1) All Town Council
- 2) Maureen Gilmore, Town Attorney

The Motion must be made and seconded and each Town Council member’s vote must be recorded.

MOTION BY TOWN COUNCIL TO ADJOURN CLOSED SESSION AND RECONVENE REGULAR MEETING:

“I move that the closed meeting be adjourned and that the Hamilton Town Council reconvene its public meeting and that the minutes of the public meeting reflect that no formal action was taken in closed session.”

The Motion must be made and seconded and each Town Council member’s vote must be recorded.

MOTION THAT RESOLUTION CERTIFYING THE CLOSED SESSION BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING:

“I move that the Hamilton Town Council adopt Resolution 2015-19 certifying the closed meeting of October 19, 2015 and that a copy of the Resolution be included in the minutes of the Town Council meeting.”

The Motion must be made and seconded and each Town Council member’s vote must be recorded.

**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 2015-19

PRESENTED:

October 19, 2015

ADOPTED:

**A RESOLUTION: CERTIFYING THE CLOSED SESSION ON
OCTOBER 19, 2015**

WHEREAS, the Hamilton Town Council, has this day convened a closed session in accordance with an affirmative-recorded vote of the Hamilton Town Council and in accordance with the provisions of the Virginia Freedom of Information Act.

NOW, THEREFORE, BE IT RESOLVED that the Hamilton Town Council does hereby certify that to the best of each member's knowledge, 1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and 2) only such public business matters as were identified in the Motion by which the said closed session was convened were heard, discussed or considered by the Hamilton Town Council.

PASSED THIS ___ DAY OF _____ 2015.

David R. Simpson, Mayor
Town of Hamilton

ATTEST:

Jennifer Noel, Town Recorder