

AGENDA
FY2016 BUDGET AMENDMENT
VDOT TRANSPORTATION ALTERNATIVES PROGRAM ENDORSEMENT
Monday, November 9, 2015
7:00pm

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
DETERMINATION OF QUORUM

- FY2016 Budget Amendment (Pg. 3)
- FY2017 VDOT TAP Application Project Endorsement (Pg. 4)

AGENDA
TOWN COUNCIL MEETING
HAMILTON, VA

Monday, November 9, 2015
Will begin immediately following the public hearings

CALL TO ORDER
ROLL CALL
DETERMINATION OF QUORUM
PUBLIC COMMENT

GUESTS

- Deputy Victor LoPreto & Deputy Michael Moats

MINUTES – Discussion and Approval

- Town Council Meeting – October 19, 2015 (Pgs. 5-15)

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)

- October Treasurer’s Report (Pgs. 16-21)

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 Meeting scheduled for November 18, 2015

OLD BUSINESS

- Proposed Sewer Ordinance Amendment – tabled from October meeting (Pg. 22)
- Proposed Zoning Ordinance Amendments – Public Hearing Scheduled for December 14, 2015
- Proposed Budget Amendment – (Pgs. 3 & 23-24)
- VDOT TAP Application Project Endorsement Resolution 2015-20 (Pgs. 4 & 25)
- Loudoun County Request for FY2017 CIP Funds – Town Council Endorsement Resolution 2015-21 (Pg. 26)
- Hamilton Elementary PTA Request for Corporate Sponsorship – tabled from October meeting
- Town of Hamilton Ornament Designed by Joan Gardiner and Submitted to VML for display at the Governor’s Mansion (Pg. 27)

NEW BUSINESS

- 2015 November-December Holiday Schedule (Loudoun County is as follows):
 - Thanksgiving - ½ Day Wednesday, November 25th
All Day Thursday & Friday, November 26th & 27th
 - Christmas – All Day Thursday & Friday, December 24th & 25th
- Hamilton Community Park Annual Tree Lighting – Sunday, December 6, 2015 at 6:30pm
- Montessori School Inquiry for 120 E Colonial Hwy

CLOSED SESSION MOTION (Pg. 28)

1. The selection and compensation of employees of the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1).

NEW BUSINESS (CONT.)

- Resolution 2015-22 Certifying the Closed Session on November 9, 2015 (Motion Pg. 28, Resolution Pg. 29)
- Resolution 2015-23 Affirming the Motion that Certified the October 19, 2015 Closed Session and Adoption of a Resolution Certifying the October 19, 2015 Closed Session (Pg. 30)

ADJOURNMENT

**Notice of Public Hearing
FY2106 Budget Amendment
Town of Hamilton, Virginia**

Pursuant to Code of Virginia, as amended, Section 15.2-2507, the Hamilton Town Council will hold a public hearing at the Hamilton Town Office, 53 East Colonial Highway, Hamilton, Virginia, on Monday, November 9, 2015, beginning at 7:00 p.m. to receive comments and consider taking action on a proposed FY2016 budget amendment to increase the General Fund by \$800,000 as revenue from prior year accumulated surplus funds and appropriate \$800,000 to purchase real property.

The regularly scheduled Town Council meeting will take place immediately following the public hearing.

Information regarding the proposed budget amendments is available at the Town Office, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m.

David R. Simpson
Mayor

Notice of Public Hearing
VDOT Transportation Alternatives Program (TAP)
FY2017 Application
Town of Hamilton, Virginia

The Hamilton Town Council will hold a public hearing at the Hamilton Town Office, 53 East Colonial Highway, Hamilton, Virginia, on Monday, November 9, 2015, beginning at 7:00 p.m. to receive or comment and consider taking action on a proposed VDOT TAP Application for FY2017. The Town is requesting funds to make sidewalk and traffic calming improvements in and around the Town.

The regularly scheduled Town Council meeting will take place immediately following the public hearing.

Information regarding the proposed application is available at the Town Office, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m.

David R. Simpson
Mayor

**MINUTES
HAMILTON TOWN COUNCIL
PUBLIC HEARING AND REGULAR MEETING
OCTOBER 19, 2015**

TOWN COUNCIL

PRESENT: David R. Simpson, Mayor
Kenneth C. Wine, Vice Mayor
Matthew Clark, Council member – 7:04PM
John Unger, Council member
Craig Green, Council member

ABSENT: Dimitri Kesari, Council member
Michael Snyder, Council member

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

CALL TO ORDER THE PUBLIC HEARING:

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

PUBLIC HEARINGS:

1) Water Ordinance Article III, Section 3-5, Swimming Pools & Sewer Ordinance, Article IV, Extension of Public Sewer, Section 19-20 (d)

Carl Kirby of 119 South St. Paul Street came forward to speak. Mr. Kirby stated that he would be appealing the decision of the Council if they vote on the Ordinance the way it is written today. He stated that he will be having a meeting with staff next week and some of the items will be discussed.

Ray Whitby of 17 North Ivandale Street came forward to speak. Mr. Whitby stated that most property owners in Town view their property line as ending at their front yard and he believes to take the liability for the homeowner to extend past that to cross VDOT easements as well as under the street could be a burden on Town residents as the cost to repair the street could be two to three times the cost of the sewer cost repair. He believes that the number of occurrences are very infrequent for the Town not to be able to absorb an occasional one or two that may occur and believes that this could be a real financial burden to the residents.

2) Removal of Snow and Ice from Sidewalks Ordinance

Ray Whitby of 17 North Ivandale Street came forward to speak. Mr. Whitby stated that there is an aging population in Hamilton and a lot of residents are not able to do their own snow removal. He stated that another issue is that residents can shovel the sidewalks and

VDOT comes right behind and covers them again. He believes that the Town could have staff clear the sidewalks and that would be a great contribution to the Town and believes that the budget could make that work.

There being no further comments on either Public Hearing Items, the Mayor closed the Public Hearing.

CALL TO ORDER THE REGULAR MEETING:

Mayor Simpson called to order the regular meeting of the Hamilton Town Council at 7:10PM.

PUBLIC COMMENT:

Tate Michon came forward to speak. Mr. Michon stated that he would like to volunteer to do the luminaries this year. The Council accepted and stated that they would help as well.

Carrie Michon came forward to speak. Ms. Michon came forward to thank the Council for their support for this year's Hamilton Day which she believes was a huge success and stated that she would again like to volunteer to organize Hamilton Day for the Town next year. She would like to propose that Hamilton Day be held on Saturday, June 4, 2016 and would also suggest moving it back to the park and still have the children's run at the Hamilton Elementary property. Ms. Michon stated that she will be looking for someone to take over for her in 2017 as she promised her family 2016 would be the last one that she handles.

Ray Whitby of 17 North Ivandale came forward to speak. Mr. Whitby stated that he attended the Zoning meeting last week and he has two general comments about it. He stated that he realizes that the Town is looking to extend the height of antenna's which he has no issue with but he wants to make sure that the Ordinance gets amended to do that and make sure that the Town encompasses all of the other State requirements. Mr. Whitby stated that an issue also came up about confining pets and he is glad that the Commission agreed that pets should be confined to the homeowners lot, but he would like to ask that it be changed so that it indicates that pets should be confined to the back yard especially chickens and other fowls. He stated that a good example would be the house next to BB&T as the chicken coops are almost right at the sidewalk as you walk by it and it doesn't smell good. He believes that most animals should be confined in the rear with the exception of electronic fences for dogs or anything you can collar or electronically control would be the exception to him.

GUESTS:

Kara Santmyer with Mitchell & Company, PC the Town's auditing firm. Ms. Santmyer went over the FY2015 Comprehensive Annual Financial Report which was handed out at the Council meeting. Ms. Santmyer indicated that the Town is in good financial shape and there are no outstanding concerns or issues. Ms. Santmyer went over a few new items that needed to be tracked starting this year.

MINUTES: Council member Unger made a motion to approve the September 14, 2015 minutes as submitted.

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

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

MAYOR'S REPORT:

Mayor Simpson stated that he is moving forward with finishing up the purchase of the property next door. He anticipates moving the funds next month to finish out the purchase of the property.

WATER & SEWER COMMITTEE:

Nothing to report.

PARKS & RECREATION COMMITTEE:

Council member Clark stated that a Committee meeting was held last month in the park on the 24th and the members looked at how the parking lot expansion would work and took some measurements and will move forward soon with the work.

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 Unger made a motion to approve the Treasurer's Report as submitted.

Motion: Council member Unger
Second: Vice Mayor Wine
Carried: 5-0-2

Simpson - Aye
Unger - Aye
Kesari - Absent

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

FINANCE COMMITTEE:

Council member Unger reported that the audit was complete and the process smooth and successful.

PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:

Nothing to report.

PERSONNEL COMMITTEE:

Nothing to report.

PLANNING COMMISSION: Chairman McCann stated that the Planning Commission has been hard at work. He stated that on September 15th the Commission had two requests, one was a site plan waiver for which the Commission voted 7-0 recommending that the Council approve the application. They also heard a request for plat size reduction which again the Commission voted 7-0 recommending the Council approve the request. Chairman McCann stated that on October 14, 2015 the Planning Commission did a major review of all of the Zoning amendments and the Planning Commission is recommending that the Town Council approve those amendments with one minor exception changing the verbiage relating to animals, birds or fowl confined to a lot. Chairman McCann stated that the Commission also took under consideration Mr. Whitby's comments. The decision of the Commission was to address that issue at the next time around for changes to the Zoning Ordinance and they would like to move forward with these updates at this time and ask that the Council move forward with approving the amendments as well.

OLD BUSINESS:

a) Proposed Water Ordinance Amendment

Council member Green made a motion to approve the Water Ordinance Amendment, Article III, Section 3-5, Swimming Pools.

Motion: Council member Green
Second: Vice Mayor Wine
Carried: 5-0-2

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

b) Proposed Sewer Ordinance Amendment

Council member Green made a motion to approve the Sewer Ordinance Amendment, Article IV, Extension of Public Sewer, Section 19-20(d).

Motion: Council member Green
Second: Council member Unger

Council member Green moved that the Town Council table the current motion.

Motion: Council member Green
Second: Vice Mayor Wine
Carried: 5-0-2

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

c) Proposed Snow Removal Ordinance

Council member Green made a motion that the Town Council adopt an Ordinance entitled Removal of Snow and Ice from Sidewalks.

Motion: Council member Green
Second: Vice Mayor Wine

The Council discussed the wording of the proposed Ordinance and asked that the wording be changed as follows;

§a.”....These requirements shall not apply with the occupant or owner is unable to remove snow, sleet or ice because of a physical disability *and/or infirmity.*”

Failed: 5-0-2

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

Council member Clark made a motion that the Hamilton Town Council adopt the Ordinance entitled Removal of Snow and Ice from Sidewalks as amended to include the words and/or infirmity at the end of subparagraph (a).

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

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

- d) **Comcast Franchise Agreement** – This item will be discussed in Closed Session
- e) **Sewer Moratorium Clarification** – This item will be discussed in Closed Session
- f) **Proposed Zoning Ordinance Amendments**
Council member Unger made a motion to authorize a public hearing on the Proposed Zoning Ordinance Amendments for December 14, 2015.

Motion: Council member Unger
Second: Vice Mayor Wine
Carried: 5-0-2

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

- g) **VDOT MAP-21 Grant Progress** – Mayor Simpson stated that the Council will have the public hearing next month to move forward on the sidewalk grants they have received. He stated that the Town is also moving forward in requesting matching funds from Loudoun County for the sidewalk grant.

NEW BUSINESS:

- a) **Halloween Hours – Saturday, October 31, 2015**
Council decided to make the Trick or Treating hours from 5PM until 9PM.
- b) **TH-2015-01 Miller Subdivision Plat**

1. Waiver Request

2. Plat Approval

Council member Green made a motion to approve TH-2015-01 Miller Subdivision Plat Waiver Request and Plat Approval.

Motion: Council member Green
Second: Vice Mayor Wine
Carried: 5-0-2

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

c) Proposed Budget Amendment – Resolution 2015-18 to Schedule a Public Hearing

Council member Unger made a motion that the Hamilton Town Council adopt Resolution 2015-18 authorizing a public hearing to receive comments on proposed amendments to the Town of Hamilton FY2016 Budget.

Motion: Council Member Unger
Second: Vice Mayor Wine
Carried: 5-0-2

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

d) Loudoun County Request for FY2017 CIP Funds

This item has already been done via letter from the Mayor.

e) Application for Water Availability – Lot 63, Madison Avenue

Vice Mayor Wine made a motion to approve the application for water connection for Lot 63, Madison Avenue.

Motion: Vice Mayor Wine

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

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

f) Application for Water & Sewer Availability – 102 Lamplighter Court

Council member Green made a motion to approve the application for Water and Sewer connection for 102 Lamplighter Court.

Motion: Council member Green
Second: Vice Mayor Wine
Carried: 5-0-2

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

g) Hamilton Elementary PTA Request for Corporate Sponsorship

The PTA has essentially requested that the Town Council donate to the school.

Council member Green made a motion that the Hamilton Town Council donate \$1500 to the Hamilton Elementary PTA.

Motion: Council Member Green
Second: Council member Unger

The Town Council discussed this item and concluded that they would like to have more information on what the donation would be used for and therefore would like to have someone from the PTA come to their next meeting or the Mayor will go and speak with them.

Council member Unger made a motion to table the motion to the next meeting.

Motion: Council member Unger
Second: Council member Green

Carried: 5-0-2

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

h) Schedule Public Hearing to Endorse FY2017 VDOT MAP-21 Grant Application for November 9, 2015.

Vice Mayor Wine made a motion that the Town Council authorize a public hearing to receive comments and consider taking action regarding a transportation alternative project for the Town of Hamilton, Virginia Resolution 2015-20 for November 9, 2015.

Motion: Vice Mayor Wine
Second: Council member Unger
Carried: 5-0-2

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

i) BZA Seats

1. James A. Moon – Expires November 18, 2015

Vice Mayor Wine made a motion to request the Circuit County reappoint James A. Moon of 307 West Colonial Highway, to the Board of Zoning Appeals for a five year term running from November 19, 2015 through November 18, 2020.

Motion: Vice Mayor Wine
Second: Council member Unger
Carried: 5-0-2

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

2. John C. Kelly – to Fill a Vacant Seat

Vice Mayor Wine made a motion to request the Circuit County appoint John C. Kelly of 33 South James Street, to the Board of Zoning Appeals for a five year term running from November 19, 2015 through November 18, 2020.

Motion: Vice Mayor Wine
Second: Council member Green
Carried: 5-0-2

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

CLOSED SESSION:

Vice Mayor Wine 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. 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 are invited to attend the closed session:

All Town Council Members
Maureen K. Gilmore, Town Attorney

Motion: Vice Mayor Wine
Second: Council member Green
Carried: 5-0-2

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

Clark - Aye

Vice Mayor Wine 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.

Motion: Vice Mayor Wine
Second: Council member Unger
Carried: 5-0-2

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

Vice Mayor Wine made a motion that the Hamilton Town Council certify that in addition to the issues contained in the closed session motion the Town Council discussed real estate purchase costs and pending litigation.

Motion: Vice Mayor Wine
Second: Council member Unger
Carried: 5-0-2

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

ADJOURNMENT:

There being no further business the meeting adjourned at 8:58 PM.

David Simpson, Mayor

Jennifer L. Noel, Recorder

Treasurer's Report
as of October 31, 2015 - All Funds Summary

Investment Summary	10/31/2015	9/30/2015	8/31/2015	7/31/2015
BB&T Checking General	\$ 121,807.07	\$ 135,407.38	\$ 139,084.51	\$ 134,379.35
Water	126,486.06	69,509.83	146,415.30	125,480.53
Sewer	837,474.46	811,084.91	802,116.15	699,456.72
Total BB&T Checking	\$ <u>1,085,767.59</u>	\$ <u>1,016,002.12</u>	\$ <u>1,087,615.96</u>	\$ <u>959,316.60</u>
BB&T CDs	674,861.80	674,861.80	674,861.80	674,861.80
Wells Fargo Money Market	339,115.25	339,106.60	339,098.24	339,070.10
Cardinal Bank Money Market & CDs	829,684.09	829,436.17	829,196.03	828,947.98
LGIP	308,567.81	308,519.61	308,432.36	308,432.36
Total All Funds	\$ <u>3,237,996.54</u>	\$ <u>3,167,926.30</u>	\$ <u>3,239,204.39</u>	\$ <u>3,110,628.84</u>

OPERATING BUDGET TO ACTUALS thru 10/31/2015

Budgeted Revenue	\$ 403,696.33
Actual Revenue	<u>492,502.71</u>
Revenue Over (Under) Budget	\$ <u>88,806.38</u>
Budgeted Expenses	\$ 401,980.33
Actual Expenses	<u>434,706.77</u>
Expenses Under (Over) Budget	\$ <u>(32,726.44)</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>11,748.86</u></u>

Water & Sewer Activity - October 2015

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

Accounts Payable & Payroll Activity - October 2015

56 # Accounts Payable Checks	
\$ 50,787.61	Accounts Payable Checks (List attached)
7 # Employees + Town Council	
\$ 35,006.75	Payroll Expense
\$ 3,468.51	Retirement Expense

**Treasurer's Report
as of October 31, 2015 - General Fund**

FY TO DATE BUDGET ANALYSIS

	FY2016	4 Months	ACTUAL	(UNDER) OVER
	BUDGET	BUDGET	10/31/2015	BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 107,163	\$ 35,721	\$ 33,790.68	\$ (1,930.32)
Retirement Contribution	6,927	2,309	2,454.86	145.86
Health Insurance	23,643	7,881	7,919.20	38.20
Membership Dues	838	279	225.00	(54.33)
General Office Expense	40,995	13,665	27,250.96	13,585.96
Legal Services/Codification	43,000	14,333	17,055.00	2,721.67
Engineering Services	5,000	1,667	0.00	(1,666.67)
Audit	13,500	4,500	10,000.00	5,500.00
Trash/Recycling	45,000	15,000	15,076.83	76.83
Mowing	12,000	4,000	8,530.00	4,530.00
Street Lights	6,000	2,000	2,063.46	63.46
Insurance & Workman's Comp	15,325	5,108	183.00	(4,925.33)
Donations	2,000	667	0.00	(666.67)
Planning Commission & Services	5,925	1,975	2,005.72	30.72
Recreation & Activity	2,500	833	688.31	(145.02)
Transfers Out - CIP & Fire Dept	84,847	28,282	9,000.00	(19,282.33)
Contingencies	3,849	1,283	5,407.12	4,124.12
TOTAL EXPENDITURES	\$ 418,512	\$ 139,504	\$ 141,650.14	\$ 2,146.14
REVENUE				
Real Estate Taxes	\$ 194,275	\$ 64,758	\$ -390.00	\$ (65,148.33)
Personal Property Taxes	38,496	12,832	38,680.24	25,848.24
Prior Year Taxes	2,758	919	1,937.36	1,018.03
Penalty/Interest on Taxes	700	233	400.88	167.55
Automobile Decals	10,000	3,333	9,487.71	6,154.38
Zoning Fees	2,000	667	1,400.00	733.33
Interest	1,140	380	611.82	231.82
Sales Taxes	42,000	14,000	15,940.48	1,940.48
Utility Taxes	28,000	9,333	9,695.42	362.09
BPOL Taxes	10,000	3,333	270.00	(3,063.33)
Fire Programs Grant	9,000	3,000	9,000.00	6,000.00
Park Reservation Fees	700	233	800.00	566.67
Prior Year Surplus	76,843	25,614	3,050.00	(22,564.33)
Litter Grant/Misc Income	2,600	867	20,210.00	19,343.33
TOTAL REVENUE	\$ 418,512	\$ 139,504	\$ 111,093.91	\$ (28,410.09)
			Surplus (Deficit) \$ (30,556.23)	¹

¹ Due to RE Taxes not yet collected and annual expenses paid beginning of FY.

**Treasurer's Report
as of October 31, 2015 - Water Fund**

FY TO DATE BUDGET ANALYSIS

	FY2016 BUDGET	4 Months BUDGET	ACTUAL 10/31/2015	(UNDER) OVER BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 127,087	\$ 42,362	\$ 44,035.65	\$ 1,673.32
Retirement Contribution	12,380	4,127	3,637.17	(489.50)
Health Insurance	30,289	10,096	10,096.20	(0.13)
General Office Expense	5,060	1,687	1,651.44	(35.23)
Workman's Comp/Liability	8,140	2,713	184.00	(2,529.33)
System Consultant	10,000	3,333	0.00	(3,333.33)
Electricity	33,000	11,000	5,792.58	(5,207.42)
Truck Supplies & Repair	7,500	2,500	1,454.75	(1,045.25)
Chemicals & Water Testing	9,500	3,167	3,438.85	272.18
Water Intgration	31,860	10,620	13,275.00	2,655.00
Repairs - Plant & Equipment	25,980	8,660	8,246.86	(413.14)
Repairs - Lines & Hydrants	15,000	5,000	2,294.71	(2,705.29)
Repairs Bldg/Grounds	2,000	667	740.68	74.01
Safety Supplies	1,000	333	818.02	484.69
Cross Connection Program	200	67	0.00	(66.67)
2002 VRA Bond Debt Pmt	113,747	37,916	100,588.50	62,672.83
Training, Licenses & Dues	1,500	500	375.00	(125.00)
Contingencies	5,225	1,742	2,184.04	442.37
Transfer to CIP	70,900	23,633	0.00	(23,633.33)
TOTAL EXPENDITURES	\$ 510,368	\$ 170,123	\$ 198,813.45	\$ 28,690.78
REVENUE				
Water Service Charges	\$ 278,565	\$ 92,855	\$ 97,165.65	\$ 4,310.65
Connection Fees	3,400	1,133	6,800.00	5,666.67
VRA Bond Surcharge	78,000	26,000	26,137.00	137.00
Cell Towner Antenna Lease	78,900	26,300	30,248.84	3,948.84
Interest	603	201	202.66	1.66
Transfers In / PY Surplus	70,900	23,633	0.00	(23,633.33)
TOTAL REVENUE	\$ 510,368	\$ 170,123	\$ 160,554.15	\$ (9,568.52)

Surplus (Deficit) \$ (38,259.30)²

¹ Due to Bond Payment early in FY.

**Treasurer's Report
as of October 31, 2015 - Sewer Fund**

FY TO DATE BUDGET ANALYSIS

	FY2016	4 Months	ACTUAL	(UNDER) OVER
	BUDGET	BUDGET	10/31/2015	BUDGET
EXPENDITURES				
Operating				
Wages & Payroll Taxes	\$ 109,437	\$ 36,479	\$ 36,981.90	\$ 502.90
Retirement Contribution	11,070	3,690	3,892.76	202.76
Health Insurance	27,560	9,187	9,186.60	(0.07)
Workers Comp/Liability	6,499	2,166	173.00	(1,993.33)
System Consultant	10,000	3,333	-	(3,333.33)
General Office Expense	7,801	2,600	2,754.80	154.47
Sewer Operations	18,000	6,000	4,330.14	(1,669.86)
Electricity	32,000	10,667	7,868.08	(2,798.59)
Truck & Generator	7,000	2,333	2,388.33	55.00
Chemicals & Lab Testing	60,000	20,000	14,981.85	(5,018.15)
Repairs - Plant & Equipment	12,500	4,167	1,747.12	(2,419.55)
Repairs - Sewer Lines	6,000	2,000	36.99	(1,963.01)
Reparis Bldg/Grounds	2,500	833	196.29	(637.04)
Safety Supplies	1,000	333	818.01	484.68
Training & Licenses	1,350	450	75.00	(375.00)
2010 Water Bond Debt	12,638	4,213	11,176.50	6,963.83
1999 VRA Sewer Loan Pmt	79,314	26,438	3,021.05	(23,416.95)
Grinder Pumps/Maintenance	24,274	8,091	800.00	(7,291.33)
Contingencies	3,865	1,288	2,814.76	1,526.43
Transfer to CIP	57,600	19,200	-	(19,200.00)
TOTAL EXPENDITURES	\$ 490,408	\$ 163,469	\$ 103,243.18	\$ (60,226.15)
REVENUE				
Sewer Service Charges	\$ 303,800	\$ 101,267	\$ 108,304.18	\$ 7,037.51
Connection Fees	5,000	1,667	5,000.00	3,333.33
Interest	836	279	418.34	139.67
Surcharge for Sewer Loan	53,000	17,667	15,255.50	(2,411.17)
County Contribution Loan	0	0	88,000.00	88,000.00
Prior Year Surplus	60,456	20,152	-	(20,152.00)
Sewer Tax District Loan	67,316	22,439	3,876.63	(18,562.04)
	\$ 490,408	\$ 163,469	\$ 220,854.65	\$ 57,385.32

Surplus (Deficit) \$ 117,611.47 ³

³ Due to County Contribution not Budgeted & various expenses less than budgeted.

**Treasurer's Report
as of October 31, 2015 - CIP**

FY2016 DATA

GENERAL FUND CIP	BUDGET	Actual 10/31/2015	(UNDER) OVER BUDGET
Expenditures			
Park Parking Lot Expansion	\$ 5,000	\$ 3,050.00	\$ (1,950.00)
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	3,050.00	\$ (56,050.00)
Total Revenue	\$ 275,508	\$ 3,050.00	\$ -272,458.00

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	\$ 0.00	\$ (70,900.00)
Availability Fees	18,100	36,200.00	18,100.00
Total Revenue	\$ 89,000	\$ 36,200.00	\$ (52,800.00)

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	12,400.00	0.00
Total Revenue	\$ 70,000	\$ 12,400.00	\$ (57,600.00)

**Treasurer's Report - November 9, 2015 Council Meeting
Check Listing October 2015**

CHECK#	PAYEE	PURPOSE	AMOUNT
20098	BEAL RUSSELL	Planning Commission	50.00
20099	BORST LARISSA	Planning Commission	50.00
20100	BROY & SON PUMP SERVICE, INC.	Orchard Circle Repair	832.50
20101	CARLSON LESLIE F.	Planning Commission	50.00
20102	Clark Matthew	Planning Commission	50.00
20103	DOMINION VIRGINIA POWER	Electricity	4,350.27
20104	FIVE STAR SEPTIC, INC.	Pump & Haul	680.00
20105	FIVE STAR SEPTIC, INC.	Park Portable Rental	140.00
20106	HD SUPPLY WATERWORKS	Water Repair Clamps	494.71
20107	HUNT LAURA	Planning Commission	33.08
20108	INSTRULOGIC CORPORATION	Monthly Scada	2,655.00
20109	JOINER MICRO LABORATORIES, INC	Water Testing	2,982.50
20110	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	256.08
20111	LOUDOUN LUMBER CO INC	Misc Supplies	26.87
20112	MATTHEW BENDER & CO	Legal Publications	139.10
20113	MCCANN ROBERT E.	Planning Commission	75.00
20114	NICHOLS HARDWARE	Misc Supplies	59.70
20115	NOEL JENNIFER	Recorder Sservivces	420.00
20116	ORKIN INC	Pest Contract	190.10
20117	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	18.75
20118	Simpson David	VDOT Grant Training Expense Reimbursemer	642.30
20119	UNIVAR USA INC	Chemicals	2,121.66
20120	USA BLUEBOOK	WWTP & Safety Supplies	402.81
20121	UTILITY SERVICE CO., INC.	Quarterly Water Tank Maintenance	1,980.19
20122	WILMOTH GREG K.	Planning Commission	50.00
20123	Advance Auto Parts	Misc Truck Supplies	5.99
20124	AMERICAN DISPOSAL SERVICES INC	Trash & Recycling	3,770.89
20125	American Express	Chemicals, Training, Office Supplies, Repairs	983.86
20126	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	6,829.00
20127	Aspen Hill Landworks	Orchard Circle Repair	1,800.00
20128	BB&T BANKCARD CORPORATION	Office Supplies, Postage, Comcast	824.90
20129	BEAL RUSSELL	Planning Commission	50.00
20130	BORST LARISSA	Planning Commission	50.00
20131	BRAMHALL TRUCKING, INC.	Park Parking Lot Expansion	3,050.00
20132	CAPITAL SOFTWARE INC	Quarterly Tax Software Service Contract	525.00
20133	CARLSON LESLIE F.	Planning Commission	50.00
20134	Clark Matthew	Planning Commission	50.00
20135	DE LAGE LANDEN	Copier Lease	135.00
20136	FREEMIRE & ASSOCIATES INC	Grinder Pump Extension (Homeowner Reimb)	800.00
20137	GILMORE MAUREEN K.	Legal Services	6,315.00
20138	HAMILTON SERVICE CENTER	Truck Repairs & Inspections	1,490.14
20139	HUNT LAURA	Planning Commission	50.00
20140	Lambert Suwit	Vehcile Decal Reimbursement	20.23
20141	MATTHEW BENDER & CO	Legal Publications	142.33
20142	MCCANN ROBERT E.	Planning Commission	75.00
20143	MR PRINT	Envelopes	731.54
20144	NOEL JENNIFER	Recorder Sservivces	420.00
20145	VOID		
20146	USA Septic Services LLC	Pump & Haul	1,500.00
20147	VALLEY ENERGY	Generator Fuel	1,136.41
20148	VERIZON	Telephones	670.79
20149	VERIZON WIRELESS	Cell Phones	225.62
20150	VUPS	Miss Utilities	44.10
20151	WILMOTH GREG K.	Planning Commission	50.00
20152	COZO Homes	Office & Fire Dept HVAC Inspection	128.95
20153	MARY B RICHARDSON	Utility Account Refund	112.24
		TOTAL	50,787.61

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.~~

TABLED MOTION FROM OCTOBER 19, 2015 MEETING

a) Proposed Sewer Ordinance Amendment

Council member Green made a motion to approve the Sewer Ordinance Amendment, Article IV, Extension of Public Sewer, Section 19-20(d).

Motion: Council member Green
Second: Council member Unger

Council member Green moved that the Town Council table the current motion.

Motion: Council member Green
Second: Vice Mayor Wine
Carried: 5-0-2

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



Town Council Agenda Item
Meeting Date: November 9, 2015

SUBJECT: FY 2016 Budget Amendment for Purchase of Real Property

Background

On September 14, 2015, the Town Council authorized Mayor Simpson to proceed with negotiations for the acquisition of real property for the Town.

On October 19, 2015, the Town Council authorized a public hearing for November 9, 2015 to receive comments on a proposed budget resolution to fund the purchase of real property. The public notice reads as follows:

Pursuant to Code of Virginia, as amended, Section 15.2-2507, the Hamilton Town Council will hold a public hearing at the Hamilton Town Office, 53 East Colonial Highway, Hamilton, Virginia, on Monday, November 9, 2015, beginning at 7:00 p.m. to receive comments and consider taking action on a proposed FY2016 budget amendment to increase the General Fund by \$800,000 as revenue from prior year accumulated surplus funds and appropriate \$800,000 to purchase real property.

Prior Year Surplus Balances

PY Surplus Balances as of October 31, 2015 in addition to the currently budgeted surplus funds earmarked for projects are as follows:

	General Fund (GF)	Water Fund (WF)	Sewer Fund (SF)	Total
BB&T Checking	\$121,807.07	\$126,486.06	\$837,474.46	\$ 1,085,767.59
BB&T CDs	212,780.87	74,604.00	387,476.93	674,861.80
Wells Fargo Money Market	-	339,115.25	-	339,115.25
Cardinal CDs	313,272.42	66,629.69	252,488.70	632,390.81
Cardinal Money Market	142,806.09	38,604.65	15,882.54	197,293.28
LGIP	162,643.11	24,040.27	121,884.43	308,567.81
TOTAL	953,309.56	669,479.92	1,615,207.06	3,237,996.54
FY2016 Budgeted Surplus	(75,847.00)	(70,900.00)	(60,456.00)	(207,203.00)
Available for Use	\$877,462.56	\$598,579.92	\$1,554,751.06	\$ 3,030,793.54

Recommendation

As not to deplete the General Funds Surplus of approximately \$877,000, staff (with support from the Town’s auditors) recommends that the Water and Sewer Funds transfer \$400,000 to the General Fund and the General Fund will reimburse the Water and Sewer Funds over a ten year term.

Staff also recommends that the Town Council approve the budget amendment for \$800,000 as follows:

EXPENDITURES	Proposed Budget
Buildings & Improvements	\$ 800,000
TOTAL EXPENDITURES	\$ 800,000
REVENUE	
Prior Year Surplus For CIP	\$ 800,000
TOTAL REVENUE	\$ 800,000

Motion

“I move that the Hamilton Town Council amend the FY2016 Town of Hamilton Budget to allocate Prior Year Surplus Revenues of \$400,000 from the General Fund, \$200,000 from the Water Fund and \$200,000 from the Sewer Fund to General Fund Prior Year Surplus For CIP and a corresponding expenditure of \$800,000 to General Funds Buildings & Improvements to purchase real property at 41 and 43 E Colonial Highway, Hamilton, VA. The \$200,000 Water Fund and \$200,000 Sewer Fund contributions shall be reimbursed by General Fund payments over a ten year term.”



**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION: 2015-20 **PRESENTED:** November 9, 2015 **ADOPTED:** _____

A RESOLUTION: PROJECT ENDORSEMENT RESOLUTION

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the Town of Hamilton, Virginia.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hamilton, Virginia requests the Commonwealth Transportation Board to establish a project for the improvement of the sidewalks in the Town of Hamilton.

BE IT FURTHER RESOLVED that the Town of Hamilton Town Council hereby agrees to provide a minimum 20% matching contribution for this project.

BE IT FURTHER RESOLVED that the Town of Hamilton, Virginia hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

BE IT FURTHER RESOLVED the Town of Hamilton will be responsible for maintenance and operating costs of any facility constructed with Transportation Alternatives Program funds unless other arrangements have been made with the Department.

BE IT FURTHER RESOLVED that if the Town of Hamilton subsequently elects to cancel this project, the Town of Hamilton hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Hamilton also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

PASSED THIS _____ DAY OF _____, 2015.

David R. Simpson, Mayor

ATTEST:

Jennifer Noel, Recorder



**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION: 2015-21

PRESENTED: November 9, 2015

ADOPTED: _____

**A RESOLUTION:
LOUDOUN COUNTY FY2017 CIP FUNDING REQUEST AND PROJECT
ENDORSEMENT RESOLUTION**

WHEREAS, annually the Loudoun County Department of Transportation and Capital Infrastructure notifies the Towns of the opportunity for Capital Improvement Program (CIP) funding for capital improvements to local pedestrian or transportation related improvements that benefit the County, and

WHEREAS, roads and sidewalks within and directly adjacent to the Town of Hamilton serve all County residents, especially those just outside of the Town's limits that consider themselves part of the Hamilton Community, the Town of Hamilton is requesting funding for pedestrian and transportation related improvements along West Colonial Highway between North Reid Street and North Laycock Street in order for County and Town residents to safely navigate the sidewalks in and adjacent to the Town of Hamilton;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hamilton, Virginia requests Loudoun County to provide funding for the improvement of the sidewalks and associated drainage control to benefit all County residents; and

BE IT FURTHER RESOLVED the Town of Hamilton hereby agrees to dedicate both Town financial and in-kind resources to complete this project and to be responsible for the planning and implementation of the project and the subsequent maintenance and operating costs of any improvements constructed with Loudoun County CIP funds, unless other arrangements have been made with the County, and that if the Town of Hamilton subsequently elects to cancel this project, the Town of Hamilton hereby agrees to reimburse the County for the total amount of costs expended by the County through the date the County is notified of such cancellation.

PASSED THIS _____ DAY OF _____, 2015.

David R. Simpson, Mayor

ATTEST:

Jennifer Noel, Recorder



COMMONWEALTH of VIRGINIA
The Executive Mansion

June 1, 2015

RE: 2015 HOLIDAYS AT THE EXECUTIVE MANSION

December is a special time at the Executive Mansion. During that month, we welcome thousands of visitors who come to see Virginia’s historic “first house” decked out in its holiday decor. This year, we are pleased to announce that the theme of that décor will be “Celebrating Virginia’s Localities.” Our objective is to highlight our localities by featuring handmade ornaments from each of our 95 counties, 38 cities and 191 towns to decorate the large tree in the mansion’s ballroom--the grand centerpiece of the holiday.

We hope that you find this an exciting and creative project, and a way to showcase something unique about your community. Attached is a list of suggestions and guidelines to get your locality started.

On behalf of Governor and Mrs. McAuliffe, we thank you in advance for helping to make the 2015 holiday season both festive and educational for the many who visit the mansion from across our Commonwealth and nation.

Victoria Lewkow
Deputy Director
The Executive Mansion



November 9, 2015 TOWN COUNCIL MEETING CLOSED SESSION MOTION

I move that the Hamilton Town Council recess its special meeting and convene a closed session to discuss the following:

- (1) The selection and compensation of employees of the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1) as amended.

The following individuals are invited to attend the closed session:

All Town Council Members
Maureen K. Gilmore, Town Attorney

Second and Recorded Voice Vote required.

I move that the Hamilton Town Council adjourn its closed session and reconvene its regular meeting.

Second and Recorded Voice Vote required.

I move that the Hamilton Town Council adopt Resolution No: 2015-22, to certify that while in closed session, the participants discussed only those matters for which the closed session was convened.

Second and Recorded Voice Vote required.

**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 2015-22

PRESENTED:

November 9, 2015

ADOPTED:

**A RESOLUTION: CERTIFYING THE CLOSED SESSION ON
NOVEMBER 9, 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

**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 2015-23

**PRESENTED:
ADOPTED:**

November 9, 2015

A RESOLUTION: AFFIRMING THE MOTION THAT CERTIFIED THE OCTOBER 19, 2015 CLOSED SESSION AND ADOPTION OF A RESOLUTION CERTIFYING THE OCTOBER 19, 2015 CLOSED SESSION

WHEREAS, at its October 19, 2015 meeting, the Hamilton Town Council 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; and

WHEREAS, after the Hamilton Town Council adjourned its closed session and reconvened its open meeting, the Town Council passed a motion unanimously affirming that in addition to the issues contained in the closed session motion the Town Council discussed real estate purchase costs and pending litigation; and

WHEREAS, the Hamilton Town Council desires to affirm its certification regarding the matters discussed during its October 19, 2015 closed session.

NOW, THEREFORE, BE IT RESOLVED that the Hamilton Town Council does hereby affirm its October 19, 2015 certification Motion and further certifies 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 and in the October 19, 2015 Motion unanimously adopted to identify the additional issues of real estate purchase costs and pending litigation 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