

**AGENDA**  
**FY2016 ZONING ORDINANCE AMENDMENTS**  
Monday, December 14, 2015  
7:00pm

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

- Hamilton Zoning Ordinance Amendments (Pgs. 3-9)

**AGENDA**  
**TOWN COUNCIL MEETING**  
**HAMILTON, VA**  
Monday, December 14, 2015  
*Will begin immediately following the public hearings*

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**CALL TO ORDER**  
**ROLL CALL**  
**DETERMINATION OF QUORUM**  
**PUBLIC COMMENT**

**GUESTS**

**MINUTES – Discussion and Approval**

- Town Council Meeting – November 9, 2015 (Pgs. 10-18)

**MAYOR’S REPORT**

- Schedule Workshop to Discuss Future of 41 & 43 E Colonial Hwy

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

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

**TREASURER’S REPORT** (Jones)

- December Treasurer’s Report – Through November 30, 2015 (Pgs. 19-24)

**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 January 20, 2016

## **OLD BUSINESS**

- Proposed Sewer Ordinance Amendment – tabled from October meeting and will be on January 2016 Agenda
- Proposed Zoning Ordinance Amendments – Resolution 2015-24 (attachment to follow)

## **NEW BUSINESS**

- Application for Utility Connection - 101 Lamplighter Court (Pg. 25)

## **CLOSED SESSION MOTION (Pg. 26)**

- Compensation of employees of the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1).

## **NEW BUSINESS (CONT.)**

- Resolution 2015-25 Certifying the Closed Session on December 14, 2015 (Pg. 27)

## **ADJOURNMENT**

**PUBLIC HEARING NOTICE  
TOWN OF HAMILTON**

The **Hamilton Town Council** will hold a public hearing in the Town Office at 53 East Colonial Highway, Hamilton, Virginia on Monday, **December 14, 2015 at 7:00 PM** for the purpose of receiving comments on, considering, and possibly voting on amendments to Articles 3, 4, 5, 8, 10, and 12-16 of the Hamilton Zoning Ordinance (HZO). These actions are authorized by Code of Virginia of 1950, as amended, §§ 15.2-2280 et seq. The proposed amendments are summarized below and a redline copy of the amendments can be found at [www.town.hamilton.va.us](http://www.town.hamilton.va.us):

<b>HZO Article and Section</b>	<b>HZO Amendments and Changes</b>
<b>Generally</b>	<ol style="list-style-type: none"> <li>1. Minor corrections and changes to phrasings and terminology to ensure accuracy, consistency and readability.</li> <li>2. Adds, corrects, or otherwise modifies cross-references within the ordinance.</li> </ol>
<b>Article 3, Section 10, Limitations on the Keeping of Animals</b>	<ol style="list-style-type: none"> <li>1. Changes the requirement that certain pets be confined within a dwelling or accessory building to requiring that they be confined within the lot.</li> </ol>
<b>Article 4, Section 1, Subsection 1.2, R-1 Residential District</b>	<ol style="list-style-type: none"> <li>1. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a permitted use.</li> </ol>
<b>Article 4, Section 1, Subsection 1.3. R-1 Residential District</b>	<ol style="list-style-type: none"> <li>1. Adds the following as uses permitted by special use permit in the R-1 District:               <ol style="list-style-type: none"> <li>a. Public or governmental building and uses, including governmental offices, libraries, schools, fire stations (volunteer or otherwise), parks, parkways and playgrounds.</li> <li>b. Public utility or public service or transportation uses, treatment plants, water storage tanks, pumping stations or regular stations, utility storage yards, substations and major transmission lines.</li> <li>c. Telecommunications service equipment and facilities on publicly owned property.</li> </ol> </li> </ol>
<b>Article 4, Section 1, Subsection 1.4, R-1 Residential District</b>	<ol style="list-style-type: none"> <li>1. Deletes entire subsection listing uses requiring a commission permit.</li> </ol>
<b>Article 4, Section 2, Subsection 2.2, R-2 Residential District</b>	<ol style="list-style-type: none"> <li>1. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a permitted use.</li> </ol>
<b>Article 4, Section 2, Subsection 2.3, R-2 Residential District</b>	<ol style="list-style-type: none"> <li>1. Adds the following as uses permitted by special use permit:               <ol style="list-style-type: none"> <li>a. Public or governmental buildings as described in Section 1.3.13.</li> <li>b. Public utility or public service facilities as described in Section 1.3.14.</li> <li>c. Telecommunications service equipment and facilities on publicly owned property.</li> </ol> </li> </ol>
<b>Article 4, Section 2, Subsection 2.4, R-2 Residential District</b>	<ol style="list-style-type: none"> <li>1. Deletes entire subsection listing uses requiring a commission permit.</li> </ol>
<b>Article 4, Section 2, Subsection 2.7, R-2 Residential District</b>	<ol style="list-style-type: none"> <li>1. Deletes maximum front yard of 30 feet.</li> <li>2. Deletes "provided that on interior lots no primary structure shall be located closer than twenty-five (25) feet from a rear lot line" from side yard regulations.</li> </ol>
<b>Article 4, Section 3, Subsection 3.2, R-3 Residential District</b>	<ol style="list-style-type: none"> <li>1. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a permitted use.</li> </ol>
<b>Article 4, Section 3, Subsection 3.3, R-3 Residential District</b>	<ol style="list-style-type: none"> <li>1. Adds the following as uses permitted by special use permit               <ol style="list-style-type: none"> <li>a. Public or governmental buildings as described in Section 1.3.13.</li> <li>b. Public utility or public service facilities as described in Section 1.3.14.</li> <li>c. Telecommunications service equipment and facilities on publicly owned</li> </ol> </li> </ol>

	property.
<b>Article 4, Section 3, Subsection 3.4, R-3 Residential District</b>	1. Deletes entire subsection listing uses requiring a commission permit.
<b>Article 4, Section 3, Subsection 3.7, R-3 Residential District</b>	1. Changes minimum front yard for single-family dwellings from 25 to 20 feet.
<b>Article 4, Section 3, Subsection 3.8, R-3 Residential District</b>	1. Adds a regulation prohibiting certain items taller than 3 feet in height from being located within 15 feet of the corner of a lot at intersecting streets.
<b>Article 4, Section 4, Subsection 4.2, R-6 Residential District</b>	1. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a permitted use.
<b>Article 4, Section 4, Subsection 4.3, R-6 Residential District</b>	1. Adds the following as uses permitted by special use permit: <ul style="list-style-type: none"> <li>a. Public or governmental buildings as described in Section 1.3.13.</li> <li>b. Public utility or public service facilities as described in Section 1.3.14.</li> <li>c. Telecommunications service equipment and facilities on publicly owned property.</li> </ul>
<b>Article 4, Section 4, Subsection 4.4, R-6 Residential District</b>	1. Deletes entire subsection listing uses requiring a commission permit.
<b>Article 4, Section 4, Subsection 4.6, R-6 Residential District</b>	1. Deletes minimum area requirement for single-family attached dwellings. 2. Changes the minimum street frontage for single-family attached dwellings from 100 to 20 feet.
<b>Article 4, Section 4, Subsection 4.7, R-6 Residential District</b>	1. Adds a minimum side yard of 0 feet for single-family attached residential interior lots and 15 feet for end and corner lots.
<b>Article 4, Section 5, Subsection 5.2, C-1 Office and Limited Commercial District</b>	1. Adds language clarifying that uses are only permitted if located in buildings of 5,000 square feet or less. 2. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a permitted use.
<b>Article 4, Section 5, Subsection 5.3, C-1 Office and Limited Commercial District</b>	1. Adds the following as uses permitted by special use permit: <ul style="list-style-type: none"> <li>a. Public or governmental buildings as described in Section 1.3.13.</li> <li>b. Public utility or public service facilities as described in Section 1.3.14.</li> <li>c. Telecommunications service equipment and facilities on publicly owned property.</li> </ul>
<b>Article 4, Section 5, Subsection 5.4, C-1 Office and Limited Commercial District</b>	1. Deletes entire subsection listing uses requiring a commission permit.
<b>Article 4, Section 5, Subsection 5.10, C-1 Office and Limited Commercial District</b>	1. Deletes requirement for maximum height of 25 feet for any business building located within 200 feet of residential districts.
<b>Article 4, Section 6, Subsection 6.2, C-2 Commercial Retail and Sales District</b>	1. Adds language clarifying that uses are only permitted if located in buildings of 5,000 square feet or less. 2. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a permitted use.
<b>Article 4, Section 6, Subsection 6.3, C-2 Commercial Retail and Sales District</b>	1. Changes maximum height of radio, television or other communication towers from 65 to 75 feet. 2. Adds the following as uses permitted by special use permit: <ul style="list-style-type: none"> <li>a. Public or governmental buildings as described in Section 1.3.13.</li> <li>b. Public utility or public service facilities as described in Section 1.3.14.</li> </ul>

	c. Telecommunications service equipment and facilities on publicly owned property.
<b>Article 4, Section 6, Subsection 6.4, C-2 Commercial Retail and Sales District</b>	1. Deletes entire subsection listing uses requiring a commission permit
<b>Article 4, Section 6, Subsection 6.6, C-2 Commercial Retail and Sales District</b>	1. Changes "building lot coverage" to "building coverage" in #2. 2. Changes "building coverage" to "building, parking and driveway coverage" in #3.
<b>Article 4, Section 6, Subsection 6.9, C-2 Commercial Retail and Sales District</b>	1. Deletes regulations allowing the zoning administrator to allow uses similar to those permitted uses listed in the district.
<b>Article 4, Section 6, Subsection 6.10, C-2 Commercial Retail and Sales District</b>	1. Deletes requirement for maximum height of 30 feet for any business building located within 200 feet of any residential district.
<b>Article 4, Section 6, Subsection 6.11, C-2 Commercial Retail and Sales District</b>	1. Deletes prohibition of parking within setback areas.
<b>Article 4, Section 7, Subsection 7.2, M-1 Light Industrial District</b>	1. Adds language clarifying that uses are only permitted if located in buildings of 6,000 square feet or less. 2. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a permitted use.
<b>Article 4, Section 7, Subsection 7.3, M-1 Light Industrial District</b>	1. Adds the following as uses permitted by special use permit: a. Public or governmental buildings as described in Section 1.3.13. b. Public utility or public service facilities as described in Section 1.3.14. c. Telecommunications service equipment and facilities on publicly owned property.
<b>Article 4, Section 7, Subsection 7.4, M-1 Light Industrial District</b>	1. Deletes entire subsection listing uses requiring a commission permit.
<b>Article 4, Section 7, Subsection 7.10, M-1 Light Industrial District</b>	1. Deletes "two and one half stories and" from height regulation.
<b>Article 4, Section 8, Subsection 8.2, T-1 Transitional District</b>	1. Adds "subject to the regulations of Article 8, Section 2" to "circuses, carnivals or other temporary activities when organized or sponsored by nonprofit organizations." 2. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a permitted use.
<b>Article 4, Section 8, Subsection 8.3, T-1 Transitional District</b>	1. Deletes "or Commission Permit" from subsection title.
<b>Article 4, Section 9, Averaging Lot Area and Cluster Subdivisions</b>	1. Deletes section regulating averaging lot area and cluster subdivisions (moved to Article 8, Section 6).
<b>Article 4, Section 10, Subsection 10.2, C-3 Rural-Commercial Transition District</b>	1. Adds language clarifying that uses are only permitted when limited to 6,000 square feet or less gross floor area. 2. Adds language clarifying that uses are only permitted if they do not exceed 50% of the total gross floor area for the district in which they are located. 3. Adds "Temporary uses subject to the regulations of Article 8, Section 2" as a

	permitted use.
<b>Article 4, Section 10, Subsection 10.3, C-3 Rural-Commercial Transition District</b>	1. Adds the following as uses permitted by special use permit: a. Public or governmental buildings as described in Section 1.3.13. b. Public utility or public service facilities as described in Section 1.3.14. c. Telecommunications service equipment and facilities on publicly owned property.
<b>Article 4, Section 10, Subsection 10.4, C-3 Rural-Commercial Transition District</b>	1. Deletes entire subsection listing uses requiring a commission permit.
<b>Article 4, Section 10, Subsection 10.6, C-3 Rural-Commercial Transition District</b>	1. Adds numbering for paragraphs. 2. Changes "building lot coverage" to "building coverage" in #2. 3. Changes "building coverage" to "building, parking and driveway <u>coverage</u> " in #3.
<b>Article 4, Section 10, Subsection 10.9, C-3 Rural-Commercial Transition District</b>	1. Deletes regulations allowing the zoning administrator to allow uses similar to those permitted uses listed in the district.
<b>Article 4, Section 10, Subsection 10.10, C-3 Rural-Commercial Transition District</b>	1. Deletes requirement for maximum height of 30 feet for any business building located within 200 feet of any residential district.
<b>Article 4, Section 11, Subsection 11.2, PSP Public and Semi-Public District</b>	1. Adds "subject to the regulations of Article 8, Section 2" to "yard sale or other special sale or event conducted on the premises of and for the benefit of a permitted use in the district."
<b>Article 5, Section 2, Non-Conformities</b>	1. Deletes regulations allowing a nonconforming use to be changed to a less intensive nonconforming use as a special exception.
<b>Article 5, Section 3, Non-Conformities</b>	1. Deletes entire section allowing a nonconforming use to be extended within an existing building.
<b>Article 5, Section 4, Non-Conformities</b>	1. Deletes regulations allowing nonconforming buildings to be expanded into required yards provided the expansion does not encroach into the yard further than the existing encroachment.
<b>Article 8, Section 1, Subsection 1.5, Supplementary Regulations</b>	1. Deletes requirement that decks attached to single family attached dwellings be no closer than 4 feet from any lot line.
<b>Article 8, Section 6, Supplementary Regulations</b>	1. Adds section regulating averaging lot area and cluster subdivisions (previously found in Article 4, Section 9).
<b>Article 10, Section 3, Special User Permits and Planning Commission Permits</b>	1. Changes "site plan" to "concept plan" in the section title and paragraph.
<b>Article 12, Section 3, Changes and Amendments</b>	1. Changes the number of consecutive days that notice of a public hearing must be posted on a property from 30 to 21.
<b>Article 13, Section 5, Administration and Enforcement</b>	1. Changes section title to "Concept Plans for Special Use Permits." 2. Changes current usage of "site plan" and "preliminary site plan" to "concept plan" throughout the section.
<b>Article 13, Section 5, Subsection 5.2, Administration and</b>	1. Deletes "and to the appropriate consultants for construction requirement compliance and estimate review per Section 6.2.2. Of the Hamilton Subdivision and Site Plan Ordinance."

<b>Enforcement</b>	
<b>Article 13, Section 5, Subsection 5.3, Administration and Enforcement</b>	1. Changes “Town of Hamilton Zoning Ordinance” to “Land Development and Subdivision Ordinance.”
<b>Article 13, Section 5, Subsection 5.4, Administration and Enforcement</b>	1. Adds requirement to display proposed buildings on concept plan. 2. Deletes requirement to submit accompanying documents.
<b>Article 13, Section 5, Subsection 5.5, Administration and Enforcement</b>	1. Deletes “Planning Commission Required to Act” regulations. 2. Deletes “Waiver of Required Planning Commission Action” regulations.
<b>Article 13, Section 5, Subsections 5.6-5.8, Administration and Enforcement</b>	1. Deletes “Period for Which Site Plan is Valid” regulations. 2. Deletes “Location Permit Not to be Issued” regulations. 3. Deletes “Final Site Plan Approval Not Obligated by Approval” regulations 4. Subsections 5.7 and 5.8 renumbered as 1 and 2, respectively, under Subsection 5.6.
<b>Article 14, Floodplain District</b>	1. Changes article title to “Floodplain District.”
<b>Article 14, Section 1, Floodplain District</b>	1. Adds state code citation of authority for the district.
<b>Article 14, Section 2, Floodplain District</b>	1. Clarifies that the district regulations apply to public and private lands.
<b>Article 14, Section 3, Floodplain District</b>	1. Clarifies that regulations do not imply complete protection from floods.
<b>Article 14, Section 6, Floodplain District</b>	1. Adds regulations regarding penalties for violation of floodplain regulations.
<b>Article 14, Sections 7-16, Floodplain District</b>	1. Adds a new Section 7 titled “Definitions.” 2. Adds definitions for the following terms: Appurtenant or accessory structure; Base flood; Base flood elevation; Basement; Board of Zoning Appeals; Development; Elevated building; Encroachment; Existing construction; Flood or flooding; Flood Insurance Rate Map (FIRM); Flood Insurance Study (FIS); Floodplain or flood-prone area; Flood-proofing; Floodway; Freeboard; Highest adjacent grade; Historic structure; Hydrologic and Hydraulic Engineering Analysis; Letters of Map Change (LOMC); Lowest adjacent grade; Lowest floor; Manufactured home; Manufactured home park or subdivision; New construction; Post-FIRM structures; Pre-FIRM structures; Recreational vehicle; Repetitive loss structure; Severe repetitive loss structure; Shallow flooding area; Special flood hazard area; State of construction; Structure; Substantial damage; Substantial improvement; Violation; Watercourse 3. Renumbers the existing Sections 7-16 as Sections 8-17.
<b>Article 14, Section 7 (proposed as 8), Floodplain District</b>	1. Updates terminology and dates for basis of the district regulations. 2. Adds regulations allowing the Town to identify and regulate flood areas not delineated on Flood Insurance Rate Maps. 3. Adds regulations allowing the Floodplain Administrator to require hydrologic and hydraulic analysis for any development. 4. Adds regulations stating the information that the Floodplain Administrator shall obtain during the permitting process.
<b>Article 14, Section 8 (proposed as 9), Floodplain District</b>	1. Adds that Flood Insurance Rate Maps shall be kept in the town offices.
<b>Article 14, Section 11</b>	1. Clarifies that placement of manufactured homes require a zoning permit.

<b>(proposed as 12), Floodplain District</b>	<ol style="list-style-type: none"> <li>2. Adds that the Zoning Administrator shall review all sites to assure they are reasonably safe from flooding.</li> <li>3. Adds regulations for when hydrologic and hydraulic analysis is required and the required qualifications for those that perform such analysis.</li> <li>4. Updates the agencies that must permit or be notified of the alteration or relocation of a watercourse.</li> <li>5. Adds that topographic information showing existing and proposed ground elevations must be incorporated for development applications and zoning permits in the floodplain district.</li> <li>6. Adds general standards applying to all permits.</li> <li>7. Adds elevation and construction standards for residential construction, non-residential construction, space below the lowest floor, manufactured homes, and recreational vehicles.</li> </ol>
<b>Article 14, Section 12 (proposed as 13), Floodplain District</b>	<ol style="list-style-type: none"> <li>1. Deletes entire section listing permitted uses.</li> </ol>
<b>Article 14, Section 13 (proposed as 14), Floodplain District</b>	<ol style="list-style-type: none"> <li>1. Deletes entire section listing uses permitted with a special use permit.</li> </ol>
<b>Article 14, Section 14 (proposed as 15), Floodplain District</b>	<ol style="list-style-type: none"> <li>1. Changes "special use permit" to "variance" throughout the section.</li> <li>2. Changes "Planning Commission" and "Town Council" to "Board of Zoning Appeals" throughout the section.</li> <li>3. Adds general standards for the issuing of variances.</li> <li>4. Adds the historic nature of a structure as a factor to be considered when issuing a variance.</li> </ol>
<b>Article 14, Section 16 (proposed as 17), Floodplain District</b>	<ol style="list-style-type: none"> <li>1. Adds that existing structures in the floodway shall only be enlarged when such expansion would not result in any increase in the base flood elevation.</li> </ol>
<b>Article 14, Section 17, Floodplain District</b>	<ol style="list-style-type: none"> <li>1. Deletes entire section regulating agricultural and forestal districts.</li> </ol>
<b>Article 14, Section 18, Floodplain District</b>	<ol style="list-style-type: none"> <li>1. Adds a new Section 18 titled "Administration."</li> <li>2. Adds regulations designating the Zoning Administrator as the Floodplain Administrator and stating the duties and responsibilities of the position.</li> <li>3. Adds regulations regarding the use and interpretation of Flood Insurance Rate Maps.</li> <li>4. Adds regulations regarding the regulation of floodplains when the jurisdictional boundary changes.</li> <li>5. Adds regulations regarding Letters of Map Revision.</li> <li>6. Adds regulations regarding the submission of technical data to the Federal Emergency Management Agency by the town.</li> </ol>
<b>Article 14, Section 19 Floodplain District</b>	<ol style="list-style-type: none"> <li>1. Adds a new Section 19 titled "Standards for Subdivision Proposals" containing such standards.</li> </ol>
<b>Article 15, Site Plans</b>	<ol style="list-style-type: none"> <li>1. Deletes entire article regulating site plans.</li> <li>2. Adds a new Article 15 entitled "Site Plans."</li> <li>3. Adds regulations requiring site plans in accordance with the requirements of the zoning ordinance and Land Development and Subdivision Ordinance.</li> <li>4. Adds regulations regarding the review of site plans.</li> </ol>
<b>Article 16, Section 2 Definitions</b>	<ol style="list-style-type: none"> <li>1. Modifies definition of "Junk" to include trash.</li> </ol>

The proposed amendments to the Zoning Ordinance for the Town of Hamilton, Virginia are available for review at the Hamilton Town Office, 53 East Colonial Highway, Hamilton, Virginia from 8:00 A.M. to 4:30 P.M., Monday

through Friday, holidays excepted. The proposed amendments are also outlined on the Town's website at [www.town.hamilton.va.us](http://www.town.hamilton.va.us).

All members of the public may appear and present their views pertinent to these matters.

David R. Simpson, Mayor  
Town of Hamilton

Run dates: November 27 & December 4, 2015

**MINUTES  
HAMILTON TOWN COUNCIL  
PUBLIC HEARING AND REGULAR MEETING  
NOVEMBER 9, 2015**

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**TOWN COUNCIL**

PRESENT: David R. Simpson, Mayor  
Kenneth C. Wine, Vice Mayor  
Matthew Clark, Council member  
John Unger, Council member  
Craig Green, Council member  
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) FY2016 BUDGET AMENDMENT**

**Ray Whitbey** of 17 North Ivandale Street came forward to speak. Mr. Whitbey stated that his comment is with regards to the pending acquisition of the property next door. He stated that he is concerned about the reserve, he stated that the Town has pushed back sewer issues because they can't afford to do it, yet they are moving forward with allocating up to \$800,000 to acquire some additional parking which he believes is pretty expensive for parking. He stated that he has also read that the Town is going to become landlords and he is not sure that the Town is permitted to be landlords. Mr. Whitbey stated that his concern is that if the Town is starting to pass things like the sewer line back to the residents yet we can afford an \$800,000 house then there is something wrong with the Town's functioning.

**2) FY2017 VDOT TAP APPLICATION PROJECT ENDORSEMENT**

**John Michon** of 585 Curry Springs Place came forward to speak. Mr. Michon stated he has teenage drivers in his home and he would like to express concerns that he has about traffic issues and he thought part of this item had to do with traffic. He stated that he lives on Curry Springs Place with two ways out one is St. Paul and the other is Hughes Street and both have a terrible line of site for getting out on those intersections. He stated that even as an experienced driver he has a hard time pulling out onto the street. He would like to have the Town put in a speed hump like they have in front of Loudoun Valley High School, he believes this will make people slow down through Town.

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:**

**Ray Whitbey** of 17 North Ivandale came forward to speak. Mr. Whitbey stated that he wanted to follow up to his comment about the sewer line, he believes it is a very expensive cost to the residents. He stated that he was told by a member of the Town that we pay enough taxes to the Town to pick up those expenses. He believes that the Town should be able to find the funds to pay for this due to the infrequency that it may occur and believes it's unfair to pass this back to the individual.

**GUESTS:**

Deputy Victor LoPreto & Deputy Matthew Moats came before the Council to update the Council on any outstanding issues as well to introduce Deputy Moats as the Town's new liaison.

**MINUTES:** Council member Unger made a motion to approve the October 19, 2015 minutes as submitted.

Motion: Council member Unger  
Second: Vice Mayor Wine  
Carried: 7-0

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

**MAYOR’S REPORT:**

Mayor Simpson stated that this involves updates on items later in the agenda.

**WATER & SEWER COMMITTEE:**

The Council consented to add Section 2 of the Water and Sewer Ordinance to their Closed Session discussion.

**PARKS & RECREATION COMMITTEE:**

- Parking Lot Expansion Project – Council member Clark stated that the parking lot expansion is complete and it turned out well.
- Eagle Scout Project – October 31, 2015 – Council member Clark stated that the walkway Eagle Scout Project was completed and that turned out very well.

**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 Unger  
Carried: 7-0

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

**FINANCE COMMITTEE:**

Nothing to report.

**PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:**

Nothing to report.

**PERSONNEL COMMITTEE:**

Mayor Simpson stated that he will be discussing this more in closed session but the Town has an employee that will be leaving a full-time position with the Town.

**PLANNING COMMISSION:** Chairman McCann stated that the Planning Commission will be having a meeting Wednesday, November 18, 2015 and they will be getting back into updating the Comprehensive Plan now that the Zoning Ordinance update is in the hands of the Council.

**OLD BUSINESS:**

- a) **Proposed Sewer Ordinance Amendment** - This item has been moved to Closed Session.
- b) **Proposed Zoning Ordinance Amendments** - The public hearing for this item is scheduled for December 14, 2015.
- c) **Proposed Budget Amendment** – Council member Green made a motion that the Hamilton Town Council amend its FY2016 Town of Hamilton Budget to allocate prior year’s surplus revenues of \$400,000 from the General Fund, \$200,000 from the Water Fund and \$200,000 from the Sewer Fund to the General Fund prior year’s surplus for a CIP and a corresponding expenditure of \$800,000 to General Funds Buildings & Improvements to purchase real property at 41 and 43 East 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.

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

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

- d) **VDOT TAP APPLICATION PROJECT ENDORSEMENT RESOLUTION 2015-20** – Council member Snyder made a motion that the Town Council adopt Resolution 2015-20.

Motion: Council member Snyder  
Second: Council member Kesari  
Carried: 7-0

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

- e) **LOUDOUN COUNTY REQUEST FOR FY2017 CIP FUNDS – TOWN COUNCIL ENDORSEMENT RESOLUTION 2015-21** – Council member Kesari made a motion that the Town Council adopt Resolution 2015-21 – Resolution Named Loudoun County FY2017 CIP Funding Request and Project Endorsement Resolution.

Motion: Council member Kesari  
Second: Council member Snyder  
Carried: 7-0

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

- f) **HAMILTON ELEMENTARY PTA REQUEST FOR CORPORATE SPONSORSHIP** - Council member Green made a motion to remove this item from the Table.

Motion: Council member Green  
Second: Council member Unger  
Carried: 7-0

Council member Green made a motion that the Town Council support the Hamilton PTA by donating \$1,500 to help provide lenses for the promethium boards and other services as the Mayor through conversation with the Hamilton Elementary School Principal deems necessary.

Motion: Council member Green  
Second: Council member Snyder  
Carried: 7-0

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

- g) **TOWN OF HAMILTON ORNAMENT DESIGNED BY JOAN GARDINER AND SUBMITTED TO VML FOR DISPLAY AT THE GOVERNOR’S MANSION** – Mayor Simpson showed the ornament to the Council that will be displayed at the Mansion.

**NEW BUSINESS:**

- a) **2015 November-December Holiday Schedule**

Council member Snyder made a motion that the Hamilton Town Council follow the Loudoun County Holiday Schedule for Thanksgiving and Christmas.

Motion: Council Member Snyder  
Second: Vice Mayor Wine  
Carried: 7-0

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

- b) **Hamilton Community Park Annual Tree Lighting – Sunday, December 6, 2015 at 6:30PM** – For information purposes.

- c) **Montessori School Inquiry for 120 East Colonial Highway** – Council discussed this item and saw no current issues with the school applying for a Special Use Permit.

- d) **Proposed Language to State Code Allowing Small Towns to Use Websites for Legal Notices** – Ms. Gilmore gave the Council information concerning this item that was discussed at a meeting of the Towns of Northern Virginia. She stated that she would continue to update the Council as this item progresses.
- e) **Ambulance Fee Imposed by Board of Supervisors** – Council member Snyder stated that he read in the newspaper that the Board of Supervisors has now imposed an ambulance fee and he believes that the Council should take a position in opposition to the fee.

**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. The selection and compensation of employees of the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1); and
2. Responsibility issues related to sewer system requiring the provision of legal advice as authorized by Code of Virginia Section 2.2-3711(A)(7); and
3. Discussion of pending litigation Town Council v. Board of Supervisors Law #63974 as authorized by Code of Virginia Section 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: Vice Mayor Wine  
 Second: Council member Green  
 Carried: 7-0

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

Vice Mayor Wine made a motion that the Hamilton Town Council adjourn its closed session and reconvene its regular meeting.

Motion: Vice Mayor Wine  
Second: Council member Green  
Carried: 7-0

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

Vice Mayor Wine made a motion that the Hamilton Town Council adopt Resolution 2015-22 certifying that while in closed session the participants discussed only those matters for which the closed session was convened.

Motion: Vice Mayor Wine  
Second: Council member Kesari  
Carried: 7-0

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

Vice Mayor Wine made a motion that the Hamilton Town Council adopt Resolution 2015-23 affirming the motion that certified the October 15, 2015 closed session and adoption of a resolution certifying the October 19, 2015 closed session certifying that while in closed session the participants discussed only those matters for which the closed session was convened.

Motion: Vice Mayor Wine  
Second: Council member Kesari  
Carried: 7-0

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

Vice Mayor Wine made a motion that the Town Council authorize the Mayor to hire Leslie R. Moorefield for the vacant Water and Wastewater employee position.

Motion: Vice Mayor Wine  
Second: Council member Kesari

Council member Green made friendly amendment to convert the currently part time employee Les Moorefield to a full-time employee to replace the current full-time employee and that Nathan Smith be moved to part-time. Vice Mayor Wine accepted the amendment.

Carried: 7-0

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

**ADJOURNMENT:**

There being no further business the meeting adjourned at 8:25 PM.

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David Simpson, Mayor

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Jennifer L. Noel, Recorder

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

<b>Investment Summary</b>	<b>11/30/2015</b>	<b>10/31/2015</b>	<b>9/30/2015</b>	<b>8/31/2015</b>
BB&T Checking General	\$ 76,193.17	\$ 121,807.07	\$ 135,407.38	\$ 139,084.51
Water	40,481.78	126,486.06	69,509.83	146,415.30
Sewer	248,980.11	837,474.46	811,084.91	802,116.15
Total BB&T Checking	\$ <u>365,655.06</u>	\$ <u>1,085,767.59</u>	\$ <u>1,016,002.12</u>	\$ <u>1,087,615.96</u>
BB&T CDs	674,861.80	674,861.80	674,861.80	674,861.80
Wells Fargo Money Market	339,115.25	339,115.25	339,106.60	339,098.24
Cardinal Bank Money Market & CDs	829,677.37	829,684.09	829,436.17	829,196.03
LGIP	308,567.81	308,567.81	308,519.61	308,432.36
<b>Total All Funds</b>	\$ <u><b>2,517,877.29</b></u>	\$ <u><b>3,237,996.54</b></u>	\$ <u><b>3,167,926.30</b></u>	\$ <u><b>3,239,204.39</b></u>

**OPERATING BUDGET TO ACTUALS thru 11/30/2015**

Budgeted Revenue	\$ 504,620.42
Actual Revenue	<u>1,242,645.18</u>
<b>Revenue Over (Under) Budget</b>	\$ <u><b>738,024.76</b></u>
Budgeted Expenses	\$ 502,475.42
Actual Expenses	<u>499,496.02</u>
<b>Expenses Under (Over) Budget</b>	\$ <u><b>2,979.40</b></u>

**Community Park & Fire Department Funds**

<b>Town General Fund Park Maintenance Accounts</b>	
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>
<b>Park Committee Donations</b>	
Cardinal Bank Checking Account	\$ <u><u>1,790.72</u></u>
<b>Fire Department Fund</b>	
BB&T Money Market Account	\$ <u><u>11,748.86</u></u>

**Water & Sewer Activity - November 2015**

	Regular Cycle Water/Sewer Bills
116	Regular Delinquent Bills
	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**

39 # Accounts Payable Checks + Wire Transfers	
\$ 745,709.46	Accounts Payable Checks (List attached)
8 # Employees	
\$ 23,684.01	Payroll Expense
\$ 3,468.51	Retirement Expense

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

**FY TO DATE BUDGET ANALYSIS**

	<b>FY2016</b>	<b>5 Months</b>	<b>ACTUAL</b>	<b>(UNDER) OVER</b>
	<b>BUDGET</b>	<b>BUDGET</b>	<b>11/30/2015</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>				
Wages & Payroll Taxes	\$ 107,163	\$ 44,651	\$ 36,999.88	\$ (7,651.37)
Retirement Contribution	6,927	2,886	3,094.65	208.40
Health Insurance	23,643	9,851	9,927.50	76.25
Membership Dues	838	349	260.00	(89.17)
General Office Expense	40,995	17,081	30,234.95	13,153.70
Legal Services/Codification	43,000	17,917	23,295.00	5,378.33
Engineering Services	5,000	2,083	0.00	(2,083.33)
Audit	13,500	5,625	10,000.00	4,375.00
Trash/Recycling	45,000	18,750	18,849.70	99.70
Mowing	12,000	5,000	8,530.00	3,530.00
Street Lights	6,000	2,500	2,580.90	80.90
Insurance & Workman's Comp	15,325	6,385	183.00	(6,202.42)
Donations	2,000	833	0.00	(833.33)
Planning Commission & Services	5,925	2,469	2,450.64	(18.11)
Recreation & Activity	2,500	1,042	922.26	(119.41)
Transfers Out - CIP & Fire Dept	884,847	368,686	706,623.00	337,936.75
Contingencies	3,849	1,604	4,619.80	3,016.05
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,218,512</b>	<b>\$ 507,713</b>	<b>\$ 858,571.28</b>	<b>\$ 350,857.95</b>
<b>REVENUE</b>				
Real Estate Taxes	\$ 194,275	\$ 80,948	\$ 34,333.63	\$ (46,614.29)
Personal Property Taxes	38,496	16,040	39,074.67	23,034.67
Prior Year Taxes	2,758	1,149	1,937.36	788.19
Penalty/Interest on Taxes	700	292	516.81	225.14
Automobile Decals	10,000	4,167	9,969.62	5,802.95
Zoning Fees	2,000	833	1,700.00	866.67
Interest	1,140	475	763.88	288.88
Sales Taxes	42,000	17,500	19,645.56	2,145.56
Utility Taxes	28,000	11,667	11,024.73	(641.94)
BPOL Taxes	10,000	4,167	300.00	(3,866.67)
Fire Programs Grant	9,000	3,750	9,000.00	5,250.00
Park Reservation Fees	700	292	800.00	508.33
Prior Year Surplus	876,843	365,351	706,623.00	341,271.75
Litter Grant/Misc Income	2,600	1,083	21,318.33	20,235.00
<b>TOTAL REVENUE</b>	<b>\$ 1,218,512</b>	<b>\$ 507,713</b>	<b>\$ 857,007.59</b>	<b>\$ 349,294.26</b>
		<b>Surplus (Deficit)</b>	<b>\$ (1,563.69)</b>	

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

**FY TO DATE BUDGET ANALYSIS**

	<u>FY2016</u>	<u>5 Months</u>	<u>ACTUAL</u>	<u>(UNDER) OVER</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>11/30/2015</u>	<u>BUDGET</u>
<b>EXPENDITURES</b>				
Wages & Payroll Taxes	\$ 127,087	\$ 52,953	\$ 53,947.82	\$ 994.90
Retirement Contribution	12,380	5,158	4,638.70	(519.63)
Health Insurance	30,289	12,620	12,905.25	284.83
General Office Expense	5,060	2,108	1,938.91	(169.42)
Workman's Comp/Liability	8,140	3,392	184.00	(3,207.67)
System Consultant	10,000	4,167	0.00	(4,166.67)
Electricity	33,000	13,750	7,520.96	(6,229.04)
Truck Supplies & Repair	7,500	3,125	1,604.14	(1,520.86)
Chemicals & Water Testing	9,500	3,958	3,438.85	(519.48)
Water Intgration	31,860	13,275	15,930.00	2,655.00
Repairs - Plant & Equipment	25,980	10,825	8,955.83	(1,869.17)
Repairs - Lines & Hydrants	15,000	6,250	2,294.71	(3,955.29)
Repairs Bldg/Grounds	2,000	833	880.87	47.54
Safety Supplies	1,000	417	818.02	401.35
Cross Connection Program	200	83	0.00	(83.33)
2002 VRA Bond Debt Pmt	113,747	47,395	100,588.50	53,193.92
Training, Licenses & Dues	1,500	625	375.00	(250.00)
Contingencies	5,225	2,177	2,208.19	31.11
Transfer to CIP	70,900	29,542	0.00	(29,541.67)
<b>TOTAL EXPENDITURES</b>	<b>\$ 510,368</b>	<b>\$ 212,653</b>	<b>\$ 218,229.75</b>	<b>\$ 5,576.42</b>
<b>REVENUE</b>				
Water Service Charges	\$ 278,565	\$ 116,069	\$ 98,094.40	\$ (17,974.35)
Connection Fees	3,400	1,417	6,800.00	5,383.33
VRA Bond Surcharge	78,000	32,500	26,108.50	(6,391.50)
Cell Towner Antenna Lease	78,900	32,875	32,611.05	(263.95)
Interest	603	251	242.84	(8.41)
Transfers In / PY Surplus	70,900	29,542	0.00	(29,541.67)
<b>TOTAL REVENUE</b>	<b>\$ 510,368</b>	<b>\$ 212,653</b>	<b>\$ 163,856.79</b>	<b>\$ (48,796.54)</b>
<b>Surplus (Deficit) \$</b>				<b><u>(54,372.96)</u></b>

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

**FY TO DATE BUDGET ANALYSIS**

	<u>FY2016</u>	<u>5 Months</u>	<u>ACTUAL</u>	<u>(UNDER) OVER</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>11/30/2015</u>	<u>BUDGET</u>
<b>EXPENDITURES</b>				
<b>Operating</b>				
Wages & Payroll Taxes	\$ 109,437	\$ 45,599	\$ 45,595.57	\$ (3.18)
Retirement Contribution	11,070	4,613	4,942.84	330.34
Health Insurance	27,560	11,483	11,698.25	214.92
Workers Comp/Liability	6,499	2,708	173.00	(2,534.92)
System Consultant	10,000	4,167	-	(4,166.67)
General Office Expense	7,801	3,250	3,111.90	(138.52)
Sewer Operations	18,000	7,500	5,230.14	(2,269.86)
Electricity	32,000	13,333	10,243.11	(3,090.22)
Truck & Generator	7,000	2,917	2,537.72	(378.95)
Chemicals & Lab Testing	60,000	25,000	25,234.79	234.79
Repairs - Plant & Equipment	12,500	5,208	1,904.12	(3,304.21)
Repairs - Sewer Lines	6,000	2,500	36.99	(2,463.01)
Reparis Bldg/Grounds	2,500	1,042	256.48	(785.19)
Safety Supplies	1,000	417	1,016.62	599.95
Training & Licenses	1,350	563	300.00	(262.50)
2010 Water Bond Debt	12,638	5,266	11,176.50	5,910.67
1999 VRA Sewer Loan Pmt	79,314	33,048	3,021.05	(30,026.45)
Grinder Pumps/Maintenance	24,274	10,114	-	(10,114.17)
Contingencies	3,865	1,610	2,838.91	1,228.49
Transfer to CIP	57,600	24,000	-	(24,000.00)
<b>TOTAL EXPENDITURES</b>	<b>\$ 490,408</b>	<b>\$ 204,337</b>	<b>\$ 129,317.99</b>	<b>\$ (75,018.68)</b>
<b>REVENUE</b>				
Sewer Service Charges	\$ 303,800	\$ 126,583	\$ 109,139.17	\$ (17,444.16)
Connection Fees	5,000	2,083	5,000.00	2,916.67
Interest	836	348	522.50	174.17
Surcharge for Sewer Loan	53,000	22,083	15,242.50	(6,840.83)
County Contribution Loan	0	0	88,000.00	88,000.00
Prior Year Surplus	60,456	25,190	-	(25,190.00)
Sewer Tax District Loan	67,316	28,048	3,876.63	(24,171.70)
	<b>\$ 490,408</b>	<b>\$ 204,337</b>	<b>\$ 221,780.80</b>	<b>\$ 17,444.13</b>
<b>Surplus (Deficit) \$</b>			<b>92,462.81</b>	

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

**FY2016 DATA**

<b>GENERAL FUND CIP</b>	<b>BUDGET</b>	<b>Actual 11/30/2015</b>	<b>(UNDER) OVER BUDGET</b>
<b>Expenditures</b>			
Park Parking Lot Expansion	\$ 5,000	\$ 3,050.00	\$ (1,950.00)
41 & 43 E Colonial Hwy	800,000	703,573.00	(96,427.00)
Streets & Sidewalks	270,508	\$ 0.00	(270,508.00)
<b>Total Expenditures</b>	<b>\$ 1,075,508</b>	<b>\$ 0.00</b>	<b>\$ (270,508.00)</b>
<b>Revenue</b>			
Grant Revenue	216,408	0.00	\$ 216,408.00
Transfer In from General Fund	859,100	706,623.00	152,477.00
<b>Total Revenue</b>	<b>\$ 1,075,508</b>	<b>\$ 706,623.00</b>	<b>\$ 368,885.00</b>

**WATER FUND CIP**

<b>Expenditures</b>			
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)
<b>Total Expenditures</b>	<b>\$ 89,000</b>	<b>\$ 3,583.73</b>	<b>\$ (77,416.27)</b>
<b>Revenue</b>			
Transfer In From Water Fund	\$ 70,900	\$ 0.00	\$ (70,900.00)
Availability Fees	18,100	36,200.00	18,100.00
<b>Total Revenue</b>	<b>\$ 89,000</b>	<b>\$ 36,200.00</b>	<b>\$ (52,800.00)</b>

**SEWER FUND CIP**

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

**Treasurer's Report - December 14, 2015 Council Meeting**  
**Check Listing November 2015**

CHECK#	PAYEE	PURPOSE	AMOUNT
20154	BROWNING EQUIPMENT	Misc Supplies	\$ 57.94
20155	CHEMTREAT INC	Chemicals	5,565.00
20156	DOMINION VIRGINIA POWER	Electricity	4,804.39
20157	FIVE STAR SEPTIC, INC.	Monthly Portable Rent	140.00
20158	Joan Gardiner	Shipping of Ornament to VML	30.00
20159	MAUREEN K. GILMORE	Legal Services - October 2014	6,240.00
20160	HOME DEPOT CREDIT SERVICES	Misc Supplies	47.70
20161	INSTRULOGIC CORPORATION	Monthly Scada/Repair	3,847.00
20162	LOUDOUN LUMBER CO INC	Misc Supplies	68.02
20163	NICHOLS HARDWARE	Misc Supplies	62.74
20164	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	25.50
20165	VOID		117.87
20166	UNIVAR USA INC	Chemicals	1,536.35
20167	USA BLUEBOOK	Safety Supplies; Heaters	264.48
20168	VA GOVT FINANCE OFFICERS' ASSOC	Treasurer Annual Dues	35.00
20169	Hamilton Elementary PTA	Donation	1,500.00
20170	LOUDOUN COUNTY	Lien Filing Fees	10.00
20171	LOUDOUN COUNTY	Lien Filing Fees	10.00
20173	AMERICAN DISPOSAL SERVICES INC	Trash & Recycling	3,772.87
20174	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	7,329.00
20175	BB&T BANKCARD CORPORATION	Office Supplies/Postage/Internet/Training	1,152.81
20176	C&M Communication Cabling, Inc.	Server Battey Backup	79.00
20177	DE LAGE LANDEN	Copier Lease	135.00
20178	FREEMIRE & ASSOCIATES INC	FY2016 Grinder Pump Contract Audit Due	603.38
20179	Home Paramount Pest Control	Termite Inspection 41 & 43 E Colonial	150.00
20180	JENNIFER NOEL	Recorder Services	420.00
20181	JOINER MICRO LABORATORIES, INC	Water Testing	3,143.75
20182	LESLIE F. CARLSON	Planning Commission	50.00
20183	Loudoun Carpet Care & Installation LLC	Office Carpet Clening	195.30
20184	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	229.89
20185	LOUDOUN LUMBER CO INC	Misc Supplies	48.09
20186	PETTY CASH	Office Supplies/Postage	48.83
20187	POSTMASTER HAMILTON	Utility Bill Mailing	339.94
20188	Purcellville Gazette & Loudoun Today	Public Hearing Ads	133.03
20189	SOUTHERN STATES	Hydrated Lime	102.00
20190	Stevenson, Christopher	Eagle Project Reimbursement	74.63
20191	USA Septic Services LLC	Pump & Haul	900.00
20192	VERIZON WIRELESS	Cell Phones	226.98
20193	VUPS	Miss Utility	48.30
	Planning Commission Wire Transfers		175.00
WIRE	HAMILTON VOLUNTEER FIRE DEPARTMENT	Property Purchase	701,989.67
<b>TOTAL</b>			<b>\$ 745,709.46</b>



RECEIVED

DEC 03 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: \_\_\_\_\_

Applicant: Oak Ridge Inc t/a Oakridge Communities

Applicant's Address: PO Box 1748 Leesburg VA 20177-1748

Telephone No. 703-777-5435 Fax No. n/a E-mail: mgorman@oakridgecommunities.com

Name of Subdivision, Development, or Business Hamilton Meadows

Property Address 101 Lamplighter Ct, Hamilton VA 20158  Outside of Town

Zoning District R2 Property Acreage .35 PIN 382-15-4955-000

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 20177-1748

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. Han  
Applicant's Signature

12/1/15  
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\*

<b>WATER Service</b>	Meter Size: _____	
	Availability Fee:	\$ <u>21,500.00</u>
	Connection Fee:	\$ _____
<b>SEWER Service</b>	Grinder Pump Required? Y/N Fee: (\$4,690)*	\$ _____
	In Sewer Tax District? Y/N (If yes, no fee due for grinder pump)	
	Availability Fee:	\$ <u>17,400.00</u>
	Connection Fee:	\$ _____
	<b>TOTAL FEES DUE:</b>	\$ <u>38,900.00</u>

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

Receipt of \$ 38,900 Acknowledged by: [Signature] Date: 12/3/2015

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

**December 14, 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 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.

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

Second and Recorded Voice Vote required.

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I move that the Hamilton Town Council adopt Resolution No: 2015-25, 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. 2015-25**

**PRESENTED:**

**December 14, 2015**

**ADOPTED:**

\_\_\_\_\_

**A RESOLUTION: CERTIFYING THE CLOSED SESSION ON  
DECEMBER 14, 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