

AGENDA
TOWN COUNCIL MEETING
HAMILTON, VA
Monday, March 14, 2016
7:00pm

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
DETERMINATION OF QUORUM
PUBLIC COMMENT

GUESTS

MINUTES – Discussion and Approval

- Town Council Meeting – February 8, 2016 (Pgs. 3-8)

MAYOR’S REPORT

- DMV Select Interest

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

- Set Committee Meeting prior to Budget Work Session

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

TREASURER’S REPORT (Jones)

- February Treasurer’s Report – Through February 29, 2016 (Pgs. 9-14)

FINANCE COMMITTEE (Snyder, Simpson, Unger, Wine)

- FY2017 Budget
 - Budget Work Session between March 21st & Apr 6th – Need to Schedule
 - April 11, 2016 Tax Equalization Public Hearing (Pg. 15)
 - May 9, 2016 Budget Public Hearing
 - June 13, 2016 Adoption of Budget and Tax Rates

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

- Fee-in Lieu of Required Parking, Zoning Ordinance Article 6, Section 1.6 (Pg. 16)

PERSONNEL COMMITTEE (Simpson, Green, Wine)

PLANNING COMMISSION (McCann, Clark)

- Planning Commission Public Hearing & Meeting – March 16, 2016

OLD BUSINESS

- Compensatory Time Policy (Pg. 17)

NEW BUSINESS

- Authorize FY2017 Tax Equalization Public Hearing for April 11, 2016
- Authorize FY2017 Budget Public Hearing for May 9, 2016

ADJOURNMENT

**MINUTES
HAMILTON TOWN COUNCIL
REGULAR MEETING
FEBRUARY 8, 2016**

TOWN COUNCIL

PRESENT: David R. Simpson, Mayor
Kenneth C. Wine, Vice Mayor
Matthew Clark, Council member
Craig Green, Council member
Dimitri Kesari, Council member
Michael Snyder, Council member

ABSENT: John Unger, Council member

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

CALL TO ORDER THE REGULAR MEETING:

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

GUESTS:

Deputy Mote came forward to speak. He stated that he hasn't had any issues in the past month related to Hamilton. He stated that the Sheriff's office is hosting a basketball tournament over spring break. The tournament is open to any citizen that would like to participate and they should contact him if they wish to participate.

PUBLIC COMMENT:

Jill Evans, President of the Loudoun Arts Council discussed the possibility of an Artisan Trail in partnership with Visit Loudoun. She stated that she is part of an exploratory committee seeking donations from the local towns to contribute funding for a brochure highlighting the Trail. She indicated that this would be very similar to the beer and wine trail that is already in place throughout the County.

Jeff Parker, with Parker and Son Monument Company came forward to speak. Mr. Parker stated that he is interested in purchasing the property at 42 W Colonial Highway. The property is currently zoned commercial but not approved for a monument company. He stated that he would need to apply for a Special Exception and he would like an idea from the Council if they would look upon this favorably. Mr. Parker stated that the noise from the business would be minimal and he does not believe it would be a nuisance for the surrounding community.

Mayor Simpson stated that he had spoken with Carry Michon, who was not able to attend tonight, and she wants to confirm June 4th as the date for Hamilton Day. The Council agreed.

Town Council
Regular Meeting Minutes
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They also agreed to March 4th for Hamilton Green Day which is the Town Wide Cleanup. Mayor Simpson indicated that he would get back with her about these items.

MINUTES: Council member Kesari made a motion to approve the January 11, 2016 minutes as submitted. Motion: Council member Kesari

Second: Vice Mayor Wine

Carried: 6-0-1

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

Council member Kesari made a motion to approve the January 28, 2016 minutes as submitted.

Motion: Council member Kesari

Second: Council member Snyder

Carried: 5-0-1-1

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

MAYOR'S REPORT:

Mayor Simpson stated that there were some Town sidewalks that were not yet cleaned from the snow storm and staff finished those up so that children could walk to school.

The Town Council discussed revising the snow removal from sidewalks policy but decided that they would leave the policy as is with no changes.

WATER & SEWER COMMITTEE:

Council member Kesari stated that with all of the melting snow and rain the Town was peaking at 500,000 gallons per day at the waste water treatment plant, where usually the Town is at 100,000 gallons per day indicating a lot of I&I. He also recommended that the Town purchase a camera to look at the lines. The Town Council consented to Town staff purchasing the camera.

Council member Snyder stated that he believes that it would also be a good time to look at replacing the water line under Rt. 7 from Hamilton Knolls to the east end of Town. That line is very small and has been a problem for many years. Mayor Simpson stated that the Town is moving forward with the upgrade and installation of sidewalks and it may be a good time to replace the line. He stated that he would get some more information on this and possibly include it in the engineering study that is in progress.

PARKS & RECREATION COMMITTEE:

Council member Clark stated that due to the storm the park is currently under snow and the Council decided that they would not clear it to open it up at this time.

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: Vice Mayor Wine
Carried: 6-0-1

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

FINANCE COMMITTEE:

Ms. Jones indicated that the Committee would begin working on the budget schedule very soon.

PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:

Council member Green stated that he had nothing new to report.

PERSONNEL COMMITTEE:

Nothing new to report

PLANNING COMMISSION:

Chairman McCann stated that the Planning Commission is still down one member as is the Board of Zoning Appeals.

OLD BUSINESS:

Comp Time Policy – Council member Kesari stated that if the Town is going to give staff Comp Time that it needs to be at the time and a half overtime rate. Mayor Simpson stated that he believes that it is at hour for hour and believes that he is talking about something different than Council member Kesari.

Ms. Gilmore suggested that she look into this further and perhaps call this something other than Comp Time such as possibly Work Week Adjustment or something similar. Mayor Simpson stated that he would review this with Ms. Gilmore and come up with another draft for the next meeting.

EMS Transportation Issue – Paying for Ambulance Service – Mayor Simpson stated that he looked into Council member Snyder’s concerns regarding this issue. He stated that Loudoun County’s Fire, Rescue & Emergency Management website page offers a video that explains the EMS Transport Reimbursement Program. The video states that if you need ambulance service you should call for it without hesitation. The service will be billed to your health insurance company, which may require a Co-Pay, but if you do not have insurance and you cannot pay, is not an issue. They will not come after you for repayment it will just be excused. Mayor Simpson presented information from the website to each Council member. Council member Snyder thanked Mayor Simpson for his research and is satisfied with the information provided.

Resolution 2016-06 to Adopt an Amendment to Town of Hamilton Zoning Ordinance

Article 14 – This resolution needs to be adopted in order to allow residents the option of purchasing flood insurance. Vice Mayor Wine made a motion to adopt Resolution 2016-06, a Resolution adopting an Amendment to the Town of Hamilton Zoning Ordinance Article 14. Flood Plain District as authorized by the Code of Virginia of 1950 as amended. 15.2-2285 and 2286.

Motion: Vice Mayor Wine
Second: Council member Kesari
Carried: 6-0-1

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

Council member Kesari made a motion to adopt Resolution 2016-07 a resolution for the Town of Hamilton to participate in the National Flood Plain Insurance Program and to comply with the regulations of the National Flood Plain Insurance Program.

Motion: Council member Kesari
Second: Vice Mayor Wine
Carried: 6-0-1

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

NEW BUSINESS:

Application for Utility Connection/Availability – 103 Lamplighter Court – Council member Green made a motion that the Town Council approve the application for Utility Connection/Availability at 103 Lamplighter Court.

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

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

J2 Engineering Contract – FY2016 Pedestrian Safety Improvement Engineering Phase – Mayor Simpson stated that he is finalizing the contract with J2 Engineering for the sidewalk improvements would like approval from the Council to sign the contract The Mayor indicated that he has all of the information available for review by any of the Council members or any resident. The Council consented to allow the Mayor to move forward with the contract.

Vice Mayor Wine stated that the back hoe was used for the snow removal will need some repairs and he anticipates that the cost will be several thousand dollars. The Council consented to have the repairs done.

Mayor Simpson stated that the Town may want to look at purchasing a dump truck in the future to help with tasks that need to be completed within the Town.

ADJOURNMENT:

There being no further business the meeting adjourned at 8:04 PM.

David Simpson, Mayor

Jennifer L. Noel, Recorder

Treasurer's Report
as of February 29, 2016 - All Funds Summary

Investment Summary	<u>2/29/2016</u>	<u>1/31/2016</u>	<u>12/31/2015</u>	<u>11/30/2015</u>
BB&T Checking General	\$ 87,971.56	\$ 99,481.19	\$ 116,986.76	\$ 76,193.17
Water	120,418.93	81,859.80	81,138.23	40,481.78
Sewer	305,455.38	273,907.69	276,794.17	248,980.11
Total BB&T Checking	<u>\$ 513,845.87</u>	<u>\$ 455,248.68</u>	<u>\$ 474,919.16</u>	<u>\$ 365,655.06</u>
BB&T CDs	674,861.80	674,861.80	674,861.80	674,861.80
Wells Fargo Money Market	339,120.17	339,112.09	339,103.45	339,115.25
Cardinal Bank Money Market & CDs	958,729.32	960,186.34	959,926.77	829,677.37
LGIP	308,862.36	308,755.34	308,567.81	308,567.81
Total All Funds	<u><u>\$ 2,795,419.52</u></u>	<u><u>\$ 2,738,164.25</u></u>	<u><u>\$ 2,757,378.99</u></u>	<u><u>\$ 2,517,877.29</u></u>

Outstanding Debt - February 29, 2016

2010 General Obligation Water Bond	\$ 576,735.00
General Fund Due To Water & Sewer Funds	400,000.00

Community Park & Fire Department Funds

Town General Fund Park Maintenance Accounts	
BB&T Money Market Account	\$ 6,485.35
BB&T CD	9,003.96
Total Town GF Park Maintenance Accounts	<u>\$ 15,489.31</u>
Park Committee Donations	
Cardinal Bank Checking Account	<u>\$ 1,790.72</u>
Fire Department Fund	
BB&T Money Market Account	<u>\$ 11,749.16</u>

Water & Sewer Activity - February 2016

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

Accounts Payable & Payroll Activity - January 2016

42 # Accounts Payable Checks + Wire Transfers	
\$ 54,000.49	Accounts Payable Checks (List attached)
9 # Employees & Town Council	
\$ 26,718.23	Payroll Expense
\$ 3,658.29	Retirement Expense

**Treasurer's Report
as of February 29, 2016 - General Fund**

FY TO DATE BUDGET ANALYSIS

	<u>FY2016</u>	<u>ACTUAL</u>	<u>\$ BUDGET</u>	<u>%</u>
	<u>BUDGET</u>	<u>2/29/2016</u>	<u>REMAINING</u>	<u>BUDGET</u>
EXPENDITURES				
Wages & Payroll Taxes	\$ 107,163	\$ 65,631.97	\$ 41,531.03	61%
Retirement Contribution	6,927	4,897.87	2,029.13	71%
Health Insurance	23,643	15,895.40	7,747.60	67%
Membership Dues	838	260.00	578.00	31%
General Office Expense	40,995	38,040.74	2,954.26	93%
Legal Services/Codification	43,000	36,933.16	6,066.84	86%
Engineering Services	5,000	0.00	5,000.00	0%
Audit	13,500	14,500.00	(1,000.00)	<i>OVER</i>
Trash/Recycling	45,000	30,176.45	14,823.55	67%
Mowing	12,000	10,175.00	1,825.00	85%
Street Lights	6,000	4,133.20	1,866.80	69%
Insurance & Workman's Comp	15,325	183.00	15,142.00	1%
Donations	2,000	0.00	2,000.00	0%
Planning Commission & Services	5,925	3,939.96	1,985.04	66%
Recreation & Activity	2,500	959.35	1,540.65	38%
Transfers Out - CIP & Fire Dept	884,847	706,623.00	178,224.00	80%
Contingencies	3,849	5,715.00	(1,866.00)	<i>OVER</i>
TOTAL EXPENDITURES	\$ <u>1,218,512</u>	\$ <u>938,064.10</u>	\$ <u>280,447.90</u>	

REVENUE

Real Estate Taxes	\$ 194,275	\$ 98,195.32	\$ 96,079.68	51%
Personal Property Taxes	38,496	39,251.81	(755.81)	<i>OVER</i>
Prior Year Taxes	2,758	1,937.36	820.64	70%
Penalty/Interest on Taxes	700	714.23	(14.23)	<i>OVER</i>
Automobile Decals	10,000	10,281.52	(281.52)	<i>OVER</i>
Zoning Fees	2,000	1,800.00	200.00	90%
Interest	1,140	1,126.85	13.15	99%
Sales Taxes	42,000	24,089.13	17,910.87	57%
Utility Taxes	28,000	16,693.90	11,306.10	60%
BPOL Taxes	10,000	330.00	9,670.00	3%
Fire Programs Grant	9,000	9,000.00	-	100%
Park Reservation Fees	700	800.00	(100.00)	<i>OVER</i>
Prior Year Surplus	876,843	706,623.00	170,220.00	81%
Litter Grant/Misc Income	2,600	22,013.33	(19,413.33)	<i>OVER</i>
TOTAL REVENUE	\$ <u>1,218,512</u>	\$ <u>932,856.45</u>	\$ <u>285,655.55</u>	

NET **\$ (5,207.65)**

Treasurer's Report
as of February 29, 2016 - Water Fund

FY TO DATE BUDGET ANALYSIS

	FY2016	ACTUAL	\$ BUDGET	%
	BUDGET	2/29/2016	REMAINING	BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 127,087	\$ 88,496.84	\$ 38,590.16	70%
Retirement Contribution	12,380	7,418.97	4,961.03	60%
Health Insurance	30,289	21,332.40	8,956.60	70%
General Office Expense	5,060	2,643.00	2,417.00	52%
Workman's Comp/Liability	8,140	184.00	7,956.00	2%
System Consultant	10,000	0.00	10,000.00	0%
Electricity	33,000	17,088.70	15,911.30	52%
Truck Supplies & Repair	7,500	2,662.82	4,837.18	36%
Chemicals & Water Testing	9,500	5,952.87	3,547.13	63%
Water Intgration	31,860	21,240.00	10,620.00	67%
Repairs - Plant & Equipment	25,980	19,047.02	6,932.98	73%
Repairs - Lines & Hydrants	15,000	2,294.71	12,705.29	15%
Repairs Bldg/Grounds	2,000	1,255.80	744.20	63%
Safety Supplies	1,000	894.41	105.59	89%
Cross Connection Program	200	0.00	200.00	0%
2002 VRA Bond Debt Pmt	113,747	100,588.50	13,158.50	88%
Training, Licenses & Dues	1,500	615.00	885.00	41%
Contingencies	5,225	2,426.01	2,798.99	46%
Transfer to CIP	70,900	0.00	70,900.00	0%
TOTAL EXPENDITURES	\$ 510,368	\$ 294,141.05	\$ 216,226.95	
REVENUE				
Water Service Charges	\$ 278,565	\$ 137,096.56	\$ 141,468.44	49%
Connection Fees	3,400	10,200.00	(6,800.00)	<i>OVER</i>
VRA Bond Surcharge	78,000	39,209.00	38,791.00	50%
Cell Towner Antenna Lease	78,900	43,448.92	35,451.08	55%
Interest	603	286.50	316.50	48%
Transfers In / PY Surplus	70,900	0.00	70,900.00	0%
TOTAL REVENUE	\$ 510,368	\$ 230,240.98	\$ 280,127.02	
NET		(63,900.07)		

Treasurer's Report
as of February 29, 2016 - Sewer Fund

FY TO DATE BUDGET ANALYSIS

	FY2016	ACTUAL	\$ BUDGET	%
	BUDGET	2/29/2016	REMAINING	BUDGET
EXPENDITURES				
Operating				
Wages & Payroll Taxes	\$ 109,437	\$ 76,259.60	\$ 33,177.40	70%
Retirement Contribution	11,070	6,514.14	4,555.86	59%
Health Insurance	27,560	19,233.20	8,326.80	70%
Workers Comp/Liability	6,499	173.00	6,326.00	3%
System Consultant	10,000	-	10,000.00	0%
General Office Expense	7,801	4,654.88	3,146.12	60%
Sewer Operations	18,000	8,812.93	9,187.07	49%
Electricity	32,000	18,458.86	13,541.14	58%
Truck & Generator	7,000	3,596.42	3,403.58	51%
Chemicals & Lab Testing	60,000	37,896.97	22,103.03	63%
Repairs - Plant & Equipment	12,500	4,051.92	8,448.08	32%
Repairs - Sewer Lines	6,000	36.99	5,963.01	1%
Repairs Bldg/Grounds	2,500	692.76	1,807.24	28%
Safety Supplies	1,000	1,093.01	(93.01)	<i>OVER</i>
Training & Licenses	1,350	1,425.00	(75.00)	<i>OVER</i>
2010 Water Bond Debt	12,638	11,176.50	1,461.50	88%
1999 VRA Sewer Loan Pmt	79,314	3,021.05	76,292.95	4%
Grinder Pumps/Maintenance	24,274	-	24,274.00	0%
Contingencies	3,865	3,056.74	808.26	79%
Transfer to CIP	57,600	-	57,600.00	0%
TOTAL EXPENDITURES	\$ 490,408	\$ 200,153.97	\$ 290,254.03	
REVENUE				
Sewer Service Charges	\$ 303,800	\$ 155,455.39	\$ 148,344.61	51%
Connection Fees	5,000	10,000.00	(5,000.00)	<i>OVER</i>
Interest	836	640.33	195.67	77%
Surcharge for Sewer Loan	53,000	22,906.00	30,094.00	43%
County Contribution Loan	0	88,000.00	(88,000.00)	<i>(not in budget)</i>
Prior Year Surplus	60,456	-	60,456.00	0%
Sewer Tax District Loan	67,316	3,876.63	63,439.37	6%
TOTAL REVENUE	\$ 490,408	\$ 280,878.35	\$ 209,529.65	
NET		80,724.38		

**Treasurer's Report
as of February 29, 2016 - CIP**

FY TO DATE BUDGET ANALYSIS

GENERAL FUND CIP	FY2016	ACTUAL	\$ BUDGET	%
	BUDGET	2/29/2016	REMAINING	BUDGET
Expenditures				
Park Parking Lot Expansion	\$ 5,000	\$ 3,050.00	\$ 1,950.00	61%
41 & 43 E Colonial Hwy	800,000	703,573.00	96,427.00	88%
Streets & Sidewalks	270,508	\$ 0.00	270,508.00	0%
Total Expenditures	\$ 1,075,508	\$ 706,623.00	\$ 368,885.00	
Revenue				
Grant Revenue	216,408	0.00	\$ 216,408.00	0%
Transfer In from General Fund	859,100	706,623.00	152,477.00	82%
Total Revenue	\$ 1,075,508	\$ 706,623.00	\$ 368,885.00	
 WATER FUND CIP				
Expenditures				
Cap & Grout Wells	\$ 8,000	0.00	8,000.00	0%
Other Improvements	75,000	3,583.73	71,416.27	5%
Water Meter Replacement	2,000	0.00	2,000.00	0%
Hydrant Replacement	4,000	0.00	4,000.00	0%
Total Expenditures	\$ 89,000	\$ 3,583.73	\$ 85,416.27	
Revenue				
Transfer In From Water Fund	\$ 70,900	\$ 0.00	\$ 70,900.00	0%
Availability Fees	18,100	36,200.00	(18,100.00)	<i>OVER</i>
Total Revenue	\$ 89,000	\$ 36,200.00	\$ 52,800.00	
 SEWER FUND CIP				
Expenditures				
I & I Program	\$ 50,000	\$ 0.00	50,000.00	0%
Sewer Improvement Fund	20,000	0.00	20,000.00	0%
Total Expenditures	\$ 70,000	\$ 0.00	\$ 70,000.00	
Revenue				
Transfer In From Sewer Fund	\$ 57,600	\$ 0.00	\$ 57,600.00	0%
Availabilty Fees	12,400	12,400.00	0.00	100%
Total Revenue	\$ 70,000	\$ 12,400.00	\$ 57,600.00	

**Treasurer's Report - March 14, 2016 Council Meeting
Check Listing January 2016**

CHECK#	PAYEE	PURPOSE	AMOUNT
20254	COZO Homes	Office HVAC Maintenance	\$55.25
20255	DE LAGE LANDEN	Copier Lease	\$135.00
20256	DOMINION VIRGINIA POWER	Electricity	\$8,339.48
20257	HAMILTON SERVICE CENTER	Truck Repairs & Maintenance	\$365.36
20258	JAMES MOON	BZA Meeting	\$50.00
20259	John Kelly	BZA Meeting	\$50.00
20260	KELLY GAITTEN	BZA Meeting	\$50.00
20261	LARISSA BORST	Planning Commission Meeting	\$50.00
20262	LESLIE F. CARLSON	Planning Commission Meeting	\$50.00
20263	MAUREEN K. GILMORE	January Legal Services	\$6,630.00
20264	NICHOLS HARDWARE	Misc Supplies	\$34.29
20265	PETTY CASH		\$63.45
20266	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	\$25.50
20267	TREASURER OF VIRGINIA - DPOR -	Staff Waste Water Licenses	\$240.00
20268	Tri-Tek Engineering	Water System Engineering Services	\$1,500.00
20269	USA BLUEBOOK		\$888.80
20270	VERIZON	Telephone	\$667.83
20271	VIRGINIA EMPLOYMENT COMMISSION	Delinquent Tax Payer Employment Reports	\$140.00
20272	VUPS	Miss Utilities	\$23.10
20273	A-1 Backflow Services LLC	Backflow Maintenance	\$180.00
20274	Advance Auto Parts	Misc Supplies	\$14.17
20275	AMERICAN DISPOSAL SERVICES INC	Trash and Recycling	\$3,779.03
20276	American Express		\$195.61
20277	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	\$7,329.00
20278	BB&T BANKCARD CORPORATION		\$1,049.37
20279	INSTRULOGIC CORPORATION	Monthly Scada & Water System Panel Repair	\$9,525.00
20280	JOINER MICRO LABORATORIES, INC	Water Testing	\$2,116.25
20281	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	\$235.73
20282	LOUDOUN SEPTIC TANK SERVICE INC	Pump & Haul	\$290.00
20283	MATTHEW BENDER & CO	Legal Publications	\$110.48
20284	MITCHELL & CO PC	FY2015 Audit - Final Installment	\$4,500.00
20285	PIFER OFFICE SUPPLY	Copier Maintenance	\$149.91
20286	PURCELLVILLE COPY	Printing	\$5.90
20287	Traffic Logix Corporation	Radar Speed Sign Battery	\$299.00
20288	Tri-Tek Engineering	Water System Engineering Services	\$750.00
20289	UNIVAR USA INC	Chemicals	\$2,081.66
20290	USA BLUEBOOK		\$333.00
20291	VERIZON	Telephone	\$658.32
20160014	RUSSELL BEAL	Planning Commission Meeting	\$50.00
20160015	ROBERT E. MCCANN	Planning Commission & BZA Meetings	\$150.00
20160017	JENNIFER NOEL	January Recorder Services	\$630.00
20160028	JENNIFER NOEL	February Recorder Services	\$210.00
		TOTAL	\$54,000.49

**NOTICE OF PUBLIC HEARING
TOWN OF HAMILTON, VIRGINIA**

PROPOSED REAL PROPERTY TAX EQUALIZATION

The Town of Hamilton will hold a public hearing at the Hamilton Town Office, 53 East Colonial Highway, Hamilton, Virginia, on April 11, 2016, beginning at 7:00 p.m. for the purpose of receiving comment on the proposed real estate tax rate for fiscal year 2017. The previous year’s tax rate was \$.28 per \$100 of assessed value. Town Council has proposed a tax rate of \$.28 per \$100 of assessed value for the fiscal year 2017.

SUMMARY OF REAL ESTATE PROPERTY TAX RATES

Tax Year	Fiscal Year 2015 Appropriated	Fiscal Year 2016 Appropriated	Fiscal Year 2017 Proposed
Tax Rate	\$.28	\$.28	\$.28
Assessed Value of Real Estate	\$63,914,267	\$69,779,070	\$73,668,148

1. Assessment increase: Total assessed value of real property, excluding additional assessments due to new construction improvements to property, exceeds last year’s total assessed value of real property by 5.57 percent.
2. Lowered rate necessary to offset increased assessment. The tax rate which would levy the same amount of real estate tax as last year when multiplied by the new total assessed value of real estate with the exclusion mentioned above would be \$.265 per \$100 assessed value. This rate will be known as the “lowered tax rate.”
3. Effective Rate: The Town of Hamilton proposes to adopt the tax rate of \$.28 per \$100 assessed value. The difference between the lowered tax rate and the proposed rate would be \$.015 per \$100, or 5.57 percent. This difference will be known as the “effective tax rate increase”. Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.
4. Proposed Total Budget Decrease: Based on the proposed real property tax rate and changes in other revenues, the proposed total budget of the Town of Hamilton will be less than last year’s by 25.57 percent due to last year’s real estate purchase.
5. There is no plan to increase the tax rate above that of last year. However, due to the fact that assessments have increased, the tax revenue will increase.

The regularly scheduled Town Council meeting will begin immediately after the public hearing.

David S. Simpson, Mayor
Town of Hamilton

1.6 Fee-in Lieu of Required Parking

1. Any applicant required to provide off-street parking due to a change of use, expansion of an existing use or new construction in a commercial district may request a waiver of all or a portion of the parking requirement by making a payment to the town parking fund in accordance with the fee schedule established by the council.
2. An off-street parking waiver granted pursuant to this section shall run with the land, and any further change in use requiring additional parking shall require satisfaction of any additional parking requirements.
3. No refund of such payment pursuant to subsection 1 shall be made in the event of a subsequent change to a use requiring less parking.
4. Payment required by subsection 1.6.1 shall be made to the town in one lump sum prior to the issuance of a zoning permit. Payment shall not guarantee the availability of parking for the development. Funds from such payment shall be deposited by the town in a special parking/pedestrian improvement fund and shall be used exclusively to acquire and develop off-street parking facilities for the commercial districts.

D. Overtime/Exchange Time Leave

Pursuant to the provisions of the Fair Labor Standards Act, reimbursement at 1 ½ times the regular hourly rate applies to those hours **actually** worked in excess of 40 hours in any given work week. Straight Time (hour for hour reimbursement) will apply for time worked beyond the normal working schedule but not over 40 hours per work week. Holidays which employees observe and are paid for are **not** considered as time worked in determining eligibility for 1 ½ compensation. All work in excess of 40 hours per work week (authorized by the Mayor) will be considered overtime and will be compensated at the rate of 1 ½ times the basic hourly rate of pay.

In lieu of being paid for overtime, an employee may accumulate Exchange Time leave. Exchange Time leave is calculated at an overtime rate and may be carried forward from one fiscal year to the next, but will not exceed 240 hours. For employees with Exchange Time leave in excess of 240 hours at the time this policy is instituted, additional Exchange Time leave may not be accrued until the hours are reduced below 240. Employees may schedule leave using Exchange Time leave with the approval of the Mayor.

Employees who are separating from employment will be paid for all unused Exchange Time leave hours in their final paycheck.

No overtime will be paid to employees while attending school. Overtime will not be authorized at any other time except in case of emergency or when the workload requires one or more employees to work in excess of 40 hours per work week. The Mayor will determine if the workload warrants the approval of overtime.

Exempt employees, who are not entitled to be paid for overtime, who are required to work beyond normal hours or on weekends and holidays may be given Exchange Time leave on an hour for hour basis, at the discretion of the Mayor.