

**AGENDA**  
**PUBLIC HEARING**  
Monday, April 11, 2016  
7:00pm

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

- Hamilton Zoning Ordinance Amendments and Changes (Pg. 3)
- Parking Exemption Fee - Public Hearing CANCELLED

**AGENDA**  
**TOWN COUNCIL MEETING**  
**HAMILTON, VA**  
Monday, April 11, 2016

*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 – March 14, 2016 (Pgs. 4-10)

**MAYOR’S REPORT**

- VDOT Work on Colonial Hwy

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

- Water & Sewer Meeting Minutes (Pgs. 11-12)
- Removal of Data Logging Probes Complete

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

- Need for Committee Meeting to discuss Park repairs

**TREASURER’S REPORT** (Jones)

- February Treasurer’s Report – Through March 31, 2016 (Pgs. 13-18)

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

- FY2017 Budget – Public Hearings & Adoption Schedule under Old & New Business

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

- Zoning Administrator Staff Report

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

**PLANNING COMMISSION** (McCann, Clark)

- Planning Commission Action (Pg. 19)

**OLD BUSINESS**

- Tax Equalization Public Hearing – reschedule for May 9, 2015
- Budget Public Hearing – reschedule for June 13, 2015

**NEW BUSINESS**

- Tri Tek Proposal for Water System Model (Pgs. 20-22)
- Rental of 41 E Colonial Hwy
- Purchase of Accessory Building for 43 E Colonial
- Boundary Line Adjustment for Hamilton Elementary School
- Memorandum of Understanding with Loudoun County for Storm Water Management Administration
- Schedule Additional June Council Meeting (June 20 or 27) For the Following:
  - Adopt FY2017 Budget, Tax Rates and Motor Vehicle Decal Fees
  - Authorize the Appropriation and Expenditure for Release of FY2017 Funds
  - Authorize VRS Member Contributions by Salary reduction for Counties, Cities, Towns and other Political Subdivisions

**CLOSED SESSION MOTION (Pg. 23)**

The Hamilton Town Council will convene a closed session to discuss the following:

Consultation with the Town Attorney pertaining to the lawsuit, Town Council of the Town of Hamilton v. Board of Supervisors of Loudoun County, Loudoun County Circuit Court, Law No: 63974, as authorized by Code of Virginia of 1950, as amended, § 2.2-3711 (A)(7).

**NEW BUSINESS (CONT.)**

- Resolution 2016-08 to Certify the Closed Session (Pg. 24)

**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, April 11, 2016 at 7:00 PM** for the purpose of receiving comments on, considering, and possibly voting on a recommendation to amend Articles 4 and 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:

<b>HZO Article and Section</b>	<b>HZO Amendments and Changes</b>
<b>Article 4, Section 6: C-2 Commercial Retail and Sales District</b>	<ul style="list-style-type: none"><li>• Amend Subsection 6.3 to add “Stone Monument Establishment” as a use permitted by special use permit.</li></ul>
<b>Article 16, Section 2: Definitions</b>	<ul style="list-style-type: none"><li>• Add the following definition: “Stone monument establishment. An establishment primarily engaged in the sale of stone monuments which may engage in the finishing, but not the cutting or shaping, of stone monuments on the premises.”</li></ul>

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

Run dates: March 25 & April 1, 2016

**MINUTES  
HAMILTON TOWN COUNCIL  
REGULAR MEETING  
MARCH 14, 2016**

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**TOWN COUNCIL**

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

ABSENT: David R. Simpson, Mayor  
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:**

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

**PUBLIC COMMENT:**

**Brent Campbell** of 62 East Colonial Highway came forward to speak. He stated that here is a business that is interested in his property and one of the issues that has come up is parking. Mr. Campbell handed out copies of Article 6, the parking exception provisions. He stated that there is a parking waiver and a parking exemption and he believes the parking waiver is for new construction. He stated that he was on Council when these provisions were incorporated. Mr. Campbell stated that Section 3 makes reference to a fee and a fee schedule set by the Council. He indicated that as far as he is aware the Town has never charged anyone a fee for parking anywhere around Town and there is no precedent. Mr. Campbell stated that he believes this is just an oversight on the Council's part. Mr. Campbell stated that he did submit an occupancy permit today for an office use above with a coffee shop down below, during his conversations with the Zoning Administrator he was told that a coffee shop does not fit in that zoning district so Mr. Campbell stated that there is still an interest in that but for right now they are requesting an office use and a retail use, both of which are allowed in that district.

**GUESTS:**

Deputy Mote came forward to speak. He stated that there has been some speeding complaints on Rt.704 and he stated that he and several other deputies would be observing vehicles on that road.

**MINUTES:** Council member Kesari made a motion to approve the February 8, 2016 minutes as submitted.

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

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

### **MAYOR'S REPORT:**

Vice Mayor Wine stated that Mr. Ralph the person that rents the Town's building next door has spoken with the Mayor and it has been determined that the garage on the lot is in need of repair so the Mayor would like to negotiate a contract with Mr. Ralph to share in the cost of replacing the garage all together.

Vice Mayor Wine stated that DMV Select has contacted to Town to see if there is a place where they can open in Hamilton since they are no longer in Purcellville. He stated that they are looking at a couple of places in Town and apparently it is not a traditional lease. Ms. Jones stated that it is her understanding that someone with the Town would be trained and staff it. Vice Mayor Wine stated that Mayor Simpson would be speaking with them and getting more information that he will relay to the Council at a later date.

### **WATER & SEWER COMMITTEE:**

Council member Kesari stated that a meeting needs to be scheduled for the Committee. Vice Mayor Wine stated that the staff at the Treatment Plant would like to attend and would like to have it during the day around 1PM. The Committee decided that they would meet Tuesday, March 22<sup>nd</sup> at 1PM at the Water Treatment Plant.

### **PARKS & RECREATION COMMITTEE:**

Council member Clark stated that there was some light vandalism at the park over the weekend that Deputy Mote was made aware of earlier. The vandalism involved the picnic table "tipping", there were some legs on the tables broken that can be fixed.

A few Boy Scouts came to the Mayor and said that they would be available for spreading mulch at the park when the Town is ready.

**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 Green  
Carried: 5-0-2

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

**FINANCE COMMITTEE:**

Ms. Jones indicated that the Committee needs to schedule a meeting to discuss the budget. The Committee scheduled the meeting for Wednesday, March 30<sup>th</sup> at 7PM at Town Hall. Ms. Jones stated that she has a draft budget which she will email to the Committee along with hard copies to review prior to the meeting.

Ms. Jones stated that a Tax Equalization Public Hearing will be scheduled for the April 11<sup>th</sup> meeting in case it is needed.

Ms. Jones also stated that the Budget Public Hearing has been scheduled for May 9, 2016 at 7PM at Town Hall.

**PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:**

**Fee-in Lieu of Required Parking, Zoning Ordinance Article 6, Section 1.6** – Vice Mayor Wine stated that it is his understanding that staff is contacting other jurisdictions to review their fee schedules, particularly as it relates to parking.

Council member Kesari stated that he does not believe that the Council ever put the section regarding parking in the Ordinance. Ms. Gilmore indicated that she reviewed her notes and found that the Council did not set the fee.

Town Council  
Regular Meeting Minutes  
March 14, 2016

The Council discussed different options with Ms. Gilmore, her recommendation was to find out the cost of building the parking lot and divide that cost by the number of spaces and that would determine the fee.

Vice Mayor Wine entertained a question from Mr. Campbell in the audience. Mr. Campbell stated that he has submitted and paid for an occupancy permit and if he is understanding what is being discussed, he is hearing that nothing can be done with that permit and he cannot apply for any uses because his property was built in 1909 and it is historic. He does not believe that that is correct if that is what is being said. He does not believe that it is his fault that the fee has not been set, he stated that he has followed all of the steps to be able to lease his property as a by right use and should be granted the parking permit.

Council member Snyder made a motion that the Town Council have a public hearing at the April 11, 2016 Town Council meet to set the parking fee at \$100.

Motion: Council member Snyder  
Second: Council member Kesari

Mr. Galindo, asked if the \$100 is the fee that they want to set for both sections. Council member Kesari indicated that it would be for both.

Council member Green made a friendly amendment to have the motion say the \$100 vs. whatever a comparable rate would be.

The friendly amendment was not accepted. Vice Mayor called the question on the main motion.

Carried: 4-1-2

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

**PERSONNEL COMMITTEE:**

Nothing new to report

**PLANNING COMMISSION:**

Chairman McCann stated that the Planning Commission will be holding a public hearing on Wednesday, March 16, 2016.

Chairman McCann stated that he would also like to go on record that everything that was passed by the Town Council regarding the Zoning Ordinance was reviewed by the Town Council and passed and nothing was changed by the Planning Commission after the Ordinance was reviewed by Council and approved.

**OLD BUSINESS:**

**Compensatory Time Policy** – Ms. Gilmore stated that Council member Kesari added some suggestions to the Compensatory Time Policy that was drafted by the Mayor and Town staff. Ms. Gilmore stated that she did research the issue and both the Mayor and Council member Kesari were correct as the Town does have employees that are exempt and non-exempt. Ms. Gilmore clarified the difference between exempt and non-exempt employees.

Council member Green made a motion to approve the draft Overtime/Exchange Time Policy.

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

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

**Authorize FY2017 Tax Equalization Public Hearing for Monday, April 11, 2016**

Council member Green made a motion that the Town Council authorize a Tax Equalization Public Hearing for April 11, 2016 for a tax rate not to exceed .28.

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

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

Town Council  
Regular Meeting Minutes  
March 14, 2016

Council member Kesari made a motion to authorize for FY2017 Budget Public Hearing for Monday, May 9, 2016.

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

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

Council member Snyder made a motion that the Town Council hold a public hearing for the purpose of considering and possibly voting on a recommendation from the Planning Commission to amend Article 4 and Article 16 of the Hamilton Zoning Ordinance. These actions are authorized by Code of Virginia 1950, as amended, §§ 15.2-2280 et seq. The proposed amendments are summarized below:

HZO Article and Section	HZO Amendments and Changes
Article 4, Section 6: C-2 Commercial Retail and Sales District	<p style="text-align: center;">-</p> <ul style="list-style-type: none"> <li>- Amend Subsection 6.3 to add “Stone Monument Establishment” as a use permitted by special use permit.</li> </ul>
Article 16, Section 2: Definitions	<ul style="list-style-type: none"> <li>- <u>Add the following definition: “Stone monument establishment. An establishment primarily engaged in the sale of stone monuments which may engage in the finishing, but not the cutting or shaping of stone monuments on the premises.”</u></li> </ul>

On April 11, 2016 at 7:00 PM at the Town Hall.

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

Simpson - Absent  
Unger - Absent  
Kesari - Aye  
Green - Aye

Town Council  
Regular Meeting Minutes  
March 14, 2016

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

**Legislative Update from Town Attorney** – Ms. Gilmore went over several issues that were approved that may affect the Town specifically,

- Unreasonable Proffers
- Air B&B Bill
- FOIA Bills
- Acceptance of Gifts
- Delinquent Sewer Bills

**ADJOURNMENT:**

There being no further business the meeting adjourned at 8:05 PM.

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Kenneth Wine, Vice Mayor

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Jennifer L. Noel, Recorder

**MINUTES**  
**HAMILTON TOWN COUNCIL**  
**Water and Sewer Committee**  
**March 22, 2016**

**Present:**       **David Simson, Mayor**  
**Michael Snyder, Council Member**  
**Kenneth Wine, Council Member**  
**Dimitri Kaseri, Council Member**  
**Greg Wilmoth, Utility Staff**  
**Scott Englund, Utility Staff**  
**Les Morefield, Utility Staff**

**UTILITY STAFF REPORT**

The renewal permit for continued operation of the waste water treatment plant has been submitted to DEQ and is under review. During the month of February, the plant exceeded its rated capacity (160,00 GPD) owing to the unusual amount of snow and snow melting. A problem with excessive flow through the clarifiers at the plant has been resolved and over all the plant has been operating well.

Inflow and infiltration continues to be a significant problem and Staff indicated that two major sources of I and I have been identified and will be repaired in the near future.

For its water the town relies upon wells 1,4,12 and 14. Well 6 serves as an emergency back- up. Wells 7 and 10 have been off line for some time and staff recommends decommissioning these wells. One of these wells is contaminated and cannot be used and the other does not produce enough water to warrant continued operation.

TRI TEK Engineering recently evaluated wells 1 and 4 and recommended upgrade/ replacement of the filters in the treatment plant for these wells. This would increase the capacity from 50 GPM to 65 GPM, but may require moving the treatment plant from the well 1 site to the well 4 site. When asked why decommissioning these wells was not an option and relying almost exclusively on well 14 (which is more than adequate to meet the town's needs), Staff replied that the State required that these wells remain maintained as alternative sources of drinking water.

Councilman Snyder asked about the status of completing the water line to the East end of town which would back feed the existing line. Completion of this line is a necessary first step in resolving low pressure problems at the east end of town. Staff recommended that a good first step the first in completing this line should be fire flow modeling which might provide a basis for applying for a grant to fund this project. The mayor indicated that he concurred and would look into obtaining a grant once the study had been completed.

The staff indicated that they need support from a professional engineer. This engineer would oversee projects relating to water and sewer, but not bid on design or construction of projects.

#### **ACTION ITEMS**

1. The Mayor will work with staff and town counsel Maureen Gilmore to draft an RFP for the engineering services and fire flow modeling of the water system.
2. Staff will provide an estimate for the upgrade of wells 1 and 4 treatment plant before FY 2017 budget is adopted.
3. The council needs to decide what to with the land on which wells 7 and 10 are located. The well 10 site has a building on it which staff recommends could be used for storage. The well 10 site could be sold but it is located on an unbuildable lot.

#### **BUDGET IMPLICATIONS**

1. The cost of decommissioning wells 7 and 10 is expected to be less than \$10,000.
2. There are funds in the current budget which may be adequate for the engineering services staff has requested.
3. Upgrade of wells 1 and 4 is unknown at present, but could be as much as \$1,000,000. Staff and the water and sewer committee will endeavor to provide an estimate before the FY2017 budget is adopted.

**Treasurer's Report  
as of March 31, 2016 - All Funds Summary**

<b>Investment Summary</b>	<b>3/31/2016</b>	<b>2/29/2016</b>	<b>1/31/2016</b>	<b>12/31/2015</b>
BB&T Checking General	\$ 70,266.46	\$ 87,971.56	\$ 99,481.19	\$ 116,986.76
Water	111,341.64	120,418.93	81,859.80	81,138.23
Sewer	302,142.42	305,455.38	273,907.69	276,794.17
Total BB&T Checking	<u>\$ 483,750.52</u>	<u>\$ 513,845.87</u>	<u>\$ 455,248.68</u>	<u>\$ 474,919.16</u>
BB&T CDs	674,861.80	674,861.80	674,861.80	674,861.80
Wells Fargo Money Market	339,128.10	339,120.17	339,112.09	339,103.45
Cardinal Bank Money Market & CDs	960,689.17	958,729.32	960,186.34	959,926.77
LGIP	308,981.44	308,862.36	308,755.34	308,567.81
<b>Total All Funds</b>	<u><u>\$ 2,767,411.03</u></u>	<u><u>\$ 2,795,419.52</u></u>	<u><u>\$ 2,738,164.25</u></u>	<u><u>\$ 2,757,378.99</u></u>

**Outstanding Debt - March 31, 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>
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**Fire Department Fund**

BB&T Money Market Account	<u>\$ 11,749.16</u>
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**Water & Sewer Activity - March 2016**

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

**Accounts Payable & Payroll Activity - March 2016**

28 # Accounts Payable Checks + Wire Transfers	
\$ 54,337.40 Accounts Payable Checks (List attached)	
9 # Employees & Town Council	
\$ 25,181.54 Payroll Expense	
\$ 3,658.29 Retirement Expense	

**Treasurer's Report**  
**as of March 31, 2016 - General Fund**

**FY TO DATE BUDGET ANALYSIS**

	<u>FY2016</u>	<u>ACTUAL</u>	<u>\$ BUDGET</u>	<u>%</u>
	<u>BUDGET</u>	<u>3/31/2016</u>	<u>REMAINING</u>	<u>BUDGET</u>
<b>EXPENDITURES</b>				
Wages & Payroll Taxes	\$ 107,163	\$ 77,493.19	\$ 29,669.81	72%
Retirement Contribution	6,927	4,713.65	2,213.35	68%
Health Insurance	23,643	17,903.70	5,739.30	76%
Membership Dues	838	260.00	578.00	31%
General Office Expense	40,995	39,884.80	1,110.20	97%
Legal Services/Codification	43,000	40,668.16	2,331.84	95%
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	33,959.44	11,040.56	75%
Mowing	12,000	10,175.00	1,825.00	85%
Street Lights	6,000	4,650.62	1,349.38	78%
Insurance & Workman's Comp	15,325	183.00	15,142.00	1%
Donations	2,000	1,500.00	500.00	75%
Planning Commission & Services	5,925	4,162.80	1,762.20	70%
Recreation & Activity	2,500	959.35	1,540.65	38%
Transfers Out - CIP & Fire Dept	884,847	721,273.00	163,574.00	82%
Contingencies	3,849	4,701.02	(852.02)	<i>OVER</i>
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>1,218,512</u></b>	<b>\$ <u>976,987.73</u></b>	<b>\$ <u>241,524.27</u></b>	

**REVENUE**

Real Estate Taxes	\$ 194,275	\$ 97,623.22	\$ 96,651.78	50%
Personal Property Taxes	38,496	39,428.00	(932.00)	<i>OVER</i>
Prior Year Taxes	2,758	39,428.19	(36,670.19)	1430%
Penalty/Interest on Taxes	700	744.56	(44.56)	<i>OVER</i>
Automobile Decals	10,000	10,710.52	(710.52)	<i>OVER</i>
Zoning Fees	2,000	2,725.00	(725.00)	136%
Interest	1,140	1,510.87	(370.87)	133%
Sales Taxes	42,000	35,082.84	6,917.16	84%
Utility Taxes	28,000	21,535.73	6,464.27	77%
BPOL Taxes	10,000	12,437.23	(2,437.23)	124%
Fire Programs Grant	9,000	9,000.00	-	100%
Park Reservation Fees	700	1,100.00	(400.00)	<i>OVER</i>
Prior Year Surplus	876,843	712,273.00	164,570.00	81%
Litter Grant/Misc Income	2,600	22,258.25	(19,658.25)	<i>OVER</i>
<b>TOTAL REVENUE</b>	<b>\$ <u>1,218,512</u></b>	<b>\$ <u>1,005,857.41</u></b>	<b>\$ <u>212,654.59</u></b>	

**NET** **\$ 28,869.68**

**Treasurer's Report  
as of March 31, 2016 - Water Fund**

**FY TO DATE BUDGET ANALYSIS**

	<b>FY2016</b>	<b>ACTUAL</b>	<b>\$ BUDGET</b>	<b>%</b>
	<b>BUDGET</b>	<b>3/31/2016</b>	<b>REMAINING</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>				
Wages & Payroll Taxes	\$ 127,087	\$ 98,997.11	\$ 28,089.89	78%
Retirement Contribution	12,380	7,055.67	5,324.33	57%
Health Insurance	30,289	24,141.45	6,147.55	80%
General Office Expense	5,060	3,106.43	1,953.57	61%
Workman's Comp/Liability	8,140	184.00	7,956.00	2%
System Consultant	10,000	1,500.00	8,500.00	15%
Electricity	33,000	20,900.06	12,099.94	63%
Truck Supplies & Repair	7,500	2,795.86	4,704.14	37%
Chemicals & Water Testing	9,500	6,051.31	3,448.69	64%
Water Intgration	31,860	23,895.00	7,965.00	75%
Repairs - Plant & Equipment	25,980	19,247.52	6,732.48	74%
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	113,746.50	0.50	100%
Training, Licenses & Dues	1,500	615.00	885.00	41%
Contingencies	5,225	2,436.51	2,788.49	47%
Transfer to CIP	70,900	0.00	70,900.00	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 510,368</b>	<b>\$ 329,117.34</b>	<b>\$ 181,250.66</b>	
<b>REVENUE</b>				
Water Service Charges	\$ 278,565	\$ 222,065.24	\$ 56,499.76	80%
Connection Fees	3,400	13,600.00	(10,200.00)	<i>OVER</i>
VRA Bond Surcharge	78,000	65,419.50	12,580.50	84%
Cell Towner Antenna Lease	78,900	63,674.41	15,225.59	81%
Interest	603	427.08	175.92	71%
Transfers In / PY Surplus	70,900	0.00	70,900.00	0%
<b>TOTAL REVENUE</b>	<b>\$ 510,368</b>	<b>\$ 365,186.23</b>	<b>\$ 145,181.77</b>	
<b>NET</b>		<b><u>36,068.89</u></b>		

**Treasurer's Report**  
**as of March 31, 2016 - Sewer Fund**

**FY TO DATE BUDGET ANALYSIS**

	<b>FY2016</b>	<b>ACTUAL</b>	<b>\$ BUDGET</b>	<b>%</b>
	<b>BUDGET</b>	<b>3/31/2016</b>	<b>REMAINING</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>				
<b>Operating</b>				
Wages & Payroll Taxes	\$ 109,437	\$ 85,482.45	\$ 23,954.55	78%
Retirement Contribution	11,070	6,194.06	4,875.94	56%
Health Insurance	27,560	21,744.85	5,815.15	79%
Workers Comp/Liability	6,499	173.00	6,326.00	3%
System Consultant	10,000	750.00	9,250.00	8%
General Office Expense	7,801	5,166.23	2,634.77	66%
Sewer Operations	18,000	10,612.93	7,387.07	59%
Electricity	32,000	20,970.26	11,029.74	66%
Truck & Generator	7,000	3,729.47	3,270.53	53%
Chemicals & Lab Testing	60,000	40,681.77	19,318.23	68%
Repairs - Plant & Equipment	12,500	4,396.74	8,103.26	35%
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	675.00	675.00	<i>OVER</i>
2010 Water Bond Debt	12,638	12,638.50	(0.50)	100%
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	3,067.24	797.76	79%
Transfer to CIP	57,600	-	57,600.00	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 490,408</b>	<b>\$ 221,126.31</b>	<b>\$ 269,281.69</b>	
<b>REVENUE</b>				
Sewer Service Charges	\$ 303,800	\$ 205,088.83	\$ 98,711.17	68%
Connection Fees	5,000	15,000.00	(10,000.00)	<i>OVER</i>
Interest	836	1,042.69	(206.69)	125%
Surcharge for Sewer Loan	53,000	30,557.50	22,442.50	58%
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%
<b>TOTAL REVENUE</b>	<b>\$ 490,408</b>	<b>\$ 343,565.65</b>	<b>\$ 146,842.35</b>	
<b>NET</b>		<b><u>122,439.34</u></b>		

**Treasurer's Report**  
**as of March 31, 2016 - CIP**

**FY TO DATE BUDGET ANALYSIS**

<b>GENERAL FUND CIP</b>	<b>FY2016</b>	<b>ACTUAL</b>	<b>\$ BUDGET</b>	<b>%</b>
	<b>BUDGET</b>	<b>3/31/2016</b>	<b>REMAINING</b>	<b>BUDGET</b>
<b>Expenditures</b>				
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	\$ 5,650.00	264,858.00	2%
<b>Total Expenditures</b>	<b>\$ 1,075,508</b>	<b>\$ 712,273.00</b>	<b>\$ 363,235.00</b>	
<b>Revenue</b>				
Grant Revenue	216,408	0.00	\$ 216,408.00	0%
Transfer In from General Fund	859,100	712,273.00	146,827.00	83%
<b>Total Revenue</b>	<b>\$ 1,075,508</b>	<b>\$ 712,273.00</b>	<b>\$ 363,235.00</b>	
 <b>WATER FUND CIP</b>				
<b>Expenditures</b>				
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	660.00	1,340.00	33%
Hydrant Replacement	4,000	0.00	4,000.00	0%
<b>Total Expenditures</b>	<b>\$ 89,000</b>	<b>\$ 4,243.73</b>	<b>\$ 84,756.27</b>	
<b>Revenue</b>				
Transfer In From Water Fund	\$ 70,900	\$ 0.00	\$ 70,900.00	0%
Availability Fees	18,100	54,300.00	(36,200.00)	<i>OVER</i>
<b>Total Revenue</b>	<b>\$ 89,000</b>	<b>\$ 54,300.00</b>	<b>\$ 34,700.00</b>	
 <b>SEWER FUND CIP</b>				
<b>Expenditures</b>				
I & I Program	\$ 50,000	\$ 0.00	50,000.00	0%
Sewer Improvement Fund	20,000	0.00	20,000.00	0%
<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	0%
Availabilitiy Fees	12,400	37,200.00	(24,800.00)	300%
<b>Total Revenue</b>	<b>\$ 70,000</b>	<b>\$ 37,200.00</b>	<b>\$ 32,800.00</b>	

**Treasurer's Report - April 11, 2016 Council Meeting  
Check Listing March 2016**

<b>CHECK#</b>	<b>PAYEE</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
20294	DE LAGE LANDEN	Copier Lease	\$135.00
20295	DOMINION VIRGINIA POWER	Electricity	\$7,232.29
20296	FIDELITY ENGINEERING CORP	Generator Repair	\$200.50
20297	HOME DEPOT CREDIT SERVICES	Misc Supplies	\$98.08
20298	INSTRULOGIC CORPORATION	Monthly Scada	\$2,655.00
20299	J2 Engineers, Inc	Initial Payment - FY2016 Sidewalk Project	\$5,650.00
20300	MAUREEN K. GILMORE	Legal Services - February 2016	\$3,735.00
20301	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	\$18.50
20302	USA BLUEBOOK	Testing Supplies	\$567.30
20303	VUPS	Miss Utilities	\$21.00
20304	Advance Auto Parts	Misc Supplies	\$23.46
20305	AMERICAN DISPOSAL SERVICES INC	Trash and Recycling	\$3,782.99
20306	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	\$7,329.00
20307	BB&T BANKCARD CORPORATION	Postage, Office Supplies	\$1,087.84
20308	HD SUPPLY WATERWORKS	Water Meters	\$660.00
20309	Heyward Incorporated	UV Lamps	\$344.82
20310	JOINER MICRO LABORATORIES, INC	Water Testing	\$1,850.00
20311	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	\$175.06
20312	MR PRINT	Delinquent Notices Printing	\$143.52
20313	Pollu-Tech, Inc	Chemicals	\$417.50
20314	US BANK OPERATIONS CENTER	2010 Water Bond - Interest Payment	\$14,620.00
20315	USA BLUEBOOK	Misc Supplies	\$48.44
20316	USA Septic Services LLC	Pump & Haul	\$1,800.00
20317	VERIZON WIRELESS	Cell Phones	\$38.53
20318	David Simpson	Meeting/Travel Reimbursement	\$279.40
20319	POSTMASTER HAMILTON	Mailing of April Utility Bills	\$345.71
20320	VERIZON	Telephone	\$658.46
20160051	JENNIFER NOEL	Recorder Services - February 2016	\$420.00
		TOTAL	\$54,337.40



# Notice of Planning Commission Action

## Town of Hamilton

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

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Meeting Date: March 16, 2016

Meeting Type: Regular Bi-Monthly

After discussion of the proposed Hamilton Zoning Ordinance Amendments, the Planning Commission on a vote of 5-0-1 is recommending that the Town Council approve the below proposed Zoning amendments to Articles 4 and 16 of the Hamilton Zoning Ordinance.

**1. Article 4, Section 6: C-2 Commercial Retail and Sales District**

Amend Subsection 6.3 to add “Stone Monument Establishment” as a use permitted by special use permit.

**2, Article 16, Section 2:Definitions**

Add the following definition: “Stone monument establishment. An establishment primarily engaged in the sale of stone monuments which may engage in the finishing, but not the cutting or shaping, of stone monuments on the premises.”

Sincerely,

Robert McCann, Chairman  
Hamilton Planning Commission



**Town of Hamilton**  
**Water System Model**

**SCOPE OF WORK AND FEE SCHEDULE**

**CIVIL ENGINEERING**

**Task 300: Water Model**

This task entails preparation of a computer model of the Town's water supply, storage, and distribution system. The focus of this task is to build a computer model reflecting the geometry of the distribution system including pipe sizes, pipe lengths, hydrant locations, elevations at critical system nodes, residential demands, institutional demands (schools), finished water storage, and finished water supply. This information will be input into the Pipe 2016 model developed by the University of Kentucky. Several scenarios will be analyzed including:

- Current Average Demand (per Town water usage records)
- Current Max Day and Peak Demand
- Current Average Demand plus Fire Flow
- Current Peak Demand Plus Fire Flow
- Future Average Demand (per Loudoun Water criteria)
- Future Max Day and Peak Demand
- Future Peak Demand Plus Fire Flow

The results of this modeling effort will be presented in a report for Town review and action that will include maps of the water system, graphic representation of system operating pressures, and highlights of supply/demand/pressure deficiencies warranting further evaluation.

Fee: \$19,800

Note: If prior system modeling or CAD files are provided for our use, costs could potentially be reduced by \$1,000 to \$2,000.

### **Task 301: Water Model Calibration**

This task entails real-time system monitoring and data collection to compare key water demand events as modelled versus actual system pressures. It is proposed that select hydrants in the Town's water system be flow tested during periods of low background demand (typically a night-time condition). The hydrant flow data is then input into the system model and output compared against pressures measured in the field during flow tests. This data comparison will then be used to tune or optimize the computer model by adjusting predicted pipe C-factors, check for potential closed valves, etc. Town personnel will need to be present to assist with the field testing, including opening and flow testing hydrants, and providing hydrant flow test equipment.

Fee: \$3,000 [Based on Field Pressure Testing one (1) evening]

### **Task 302: Water System Improvement Modeling**

It is recommended that the water model be used to evaluate various system improvement options such as:

- New pipe loops
- Increase pipe sizes
- New storage tank size/height/location
- Booster Pump Systems

Fee: Cost will be dependent on the number and extent of improvement options to be evaluated. Recommended Budget \$3,500.

### **Task 303: Meetings and Consultation**

This task entails Tri-Tek Engineering staff time associated with coordinating with Town staff to address questions regarding the water system model, obtain operating system records and documentation, consultation regarding potential system improvements, etc.

Fee: Hourly per Rate Sheet, Recommended Budget \$2,500

<b>REIMBURSABLE EXPENSES</b>
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**Task 600: Reimbursable Expenses**

This would include such items as delivery services, photo/repro services, and purchase of necessary plans, maps, publications and data from public agencies or other sources.

This task will be per the Rate Schedule, estimated to be:     \$500

**EXCLUSIONS**

The following tasks, services and/or issues are not included as part of the scope of work proposed to be performed under this agreement, unless noted in the proposal. These tasks are available, if desired and will be the subject of a separate Additional Services Confirmation or Proposal upon request.

- 1) Location horizontally and vertically private utilities
- 2) Civil Engineering Construction Documents
- 3) Structural design including retaining walls
- 4) Wetlands identification and/or permitting
- 5) Geotechnical Investigations
- 6) Review Fees
- 7) Offsite design
- 8) Traffic studies
- 9) Landscape and Lighting Design
- 10) Private Utility design or coordination
- 11) Permit Processing/Expediting
- 12) Construction Cost Estimates
- 13) Bond Estimates and Applications
- 14) Earthwork Computations
- 15) Tree Preservation Plans
- 16) Phase I and II Environmental Assessment

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

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

1. Consultation with the Town Attorney pertaining to the lawsuit, Town Council of the Town of Hamilton v. Board of Supervisors of Loudoun County, Loudoun County Circuit Court, Law No: 63974, as authorized by Code of Virginia of 1950, as amended, § 2.2-3711 (A)(7).

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

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

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

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

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

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

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

“I move that the Hamilton Town Council adopt Resolution 2016-08 certifying the closed meeting of April 11, 2016 and that a copy of the Resolution be included in the minutes of the Town Council meeting.”

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

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**TOWN OF HAMILTON  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 2016-08**

**PRESENTED:**

**April 11, 2016**

**ADOPTED:**

\_\_\_\_\_

**A RESOLUTION: CERTIFYING THE CLOSED SESSION ON  
APRIL 11, 2016**

**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 \_\_\_\_\_ 2016.**

\_\_\_\_\_  
David R. Simpson, Mayor  
Town of Hamilton

**ATTEST:**

\_\_\_\_\_  
Jennifer Noel, Recorder