

**AGENDA**  
**PUBLIC HEARING**  
Monday, June 13, 2016  
7:00pm

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

- Town of Hamilton Proposed Budget FY20167 Public Hearing (Pgs. 3-5)

**AGENDA**  
**TOWN COUNCIL MEETING**  
**HAMILTON, VA**

Monday, June 13, 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 – May 9, 2016 (Pgs. 6-10)

**MAYOR’S REPORT**

- Hamilton Day
- 41 E Colonial Parking Lot

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

- VPDES Permit No. VA0020974 (Pg. 11)

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

**TREASURER’S REPORT (Jones)**

- June Treasurer’s Report – Through May 31, 2016 (Pgs. 12-17)

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

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

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

## **PLANNING COMMISSION (McCann, Clark)**

- Fee in Lieu of Required Parking – Zoning Ordinance Article 12, Section 1.6 & Parking Exemptions – Zoning Ordinance Article 12, Section 1.7
- Referral to Planning Commission Resolution 2016-011 (Pg. 18)

## **OLD BUSINESS**

- Boundary Line Adjustment for Hamilton Elementary School
- Loudoun County for Storm Water Management Information – Mayor’s meeting with Ali Bokae & Jimmy Edmonds on May 31, 2016 (Pgs. 19-20)
- Special Town Council Meeting – June 20, 2016 7:00pm
  - 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
- Planning Commission Member E-mail of Intent – Cathy Salter (Pg. 21)

## **NEW BUSINESS**

- Agreement for Exchange of Services Between the Town of Hamilton and Gary M. Clemens, Clerk of the Loudoun County Circuit Court (Pgs. 22-23)
- Application for Sewer Connection – 130 S Hughes St. (Pgs. 24-25)
- HB 818, Virginia Freedom of Information Act; Designation of officer, posting of rights and responsibilities – Resolution 2016-012 (Pgs. 26-27)
- Eagle Scout Proclamation in honor of Isaac James Peterson (Pg. 28)
- Newly Elected Council Member’s Swearing In Ceremony, performed by Gary M. Clemens, Clerk of the Circuit Court – Monday, July 11<sup>th</sup>, at 7:00pm prior to the start of the July Town Council Meeting

## **ADJOURNMENT**

# Town of Hamilton Budget FY2017 Budget Public Hearing Ad

## Town of Hamilton Proposed Budget

### Fiscal Year 2016-2017

Notice is hereby given that the Hamilton Town Council will hold a Public Hearing, for the purpose of receiving comments on the following proposed budget, on Monday, June 13, 2015, at 7:00 pm in the Town Office, 53 E Colonial Highway, Hamilton, VA. The regular Town Council Meeting will follow immediately after at the same location. Copies of the detailed budget may be obtained at the Town Office during regular office hours, Monday-Friday 8:00 am - 4:30 pm, holidays excepted.

#### TAX REVENUES

Current Year RE & PP Taxes	\$	247,525
Prior Year Taxes		100
Penalty/Interest - Taxes		700
Sale of Town Decals		10,000
Sales Tax		46,000
Utility Taxes		28,000
Business License Tax		10,000
Miscellaneous		55,600
<b>TOTAL TAX REVENUES</b>	<b>\$</b>	<b>397,925</b>

#### OTHER REVENUES

Water & Sewer Service Charges	\$	584,784
Water & Sewer Connection & Availability Fees		38,900
Zoning Permits		3,000
Interest		4,036
Cell Tower Antenna Lease		81,505
VRLF Loan Contributions		48,710
Other Revenue		1,109,861
Prior Fiscal Year Surplus		691,619
<b>TOTAL OTHER REVENUES</b>		<b>2,562,415</b>
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$</b>	<b>2,960,340</b>

#### EXPENDITURES

Wages & Salaries	\$	491,166
Facilities Maintenance		123,136
Administration		163,286
Capital Repairs		169,945
Capital Improvements		1,739,723
Donations		2,000
Utilities		83,075
Operating Supplies		75,000
Truck Expense		14,000
Miscellaneous		99,009
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b>2,960,340</b>

#### PROPOSED TAX RATES (No Changes)

Real Estate Tax - \$0.28 per \$100 of assessed value  
 Personal Property Tax - \$1.10 per \$100 of assessed value  
 Mobile Home Property Tax - \$0.28 per \$100 of assessed value  
 Meals Tax - 4% of meals purchased  
 Transient Occupancy Tax - 2% of lodging charges  
 Motor Vehicle Decal - \$25.00/automobile; \$16.00/motorcycle

## Town of Hamilton Budget FY2017 Budget Public Hearing All Funds Summary

<b>GENERAL FUND REVENUE</b>	
Real Estate Taxes	208,829
Personal Property Taxes & Decals	49,496
Zoning & Subdivision Permits	3,000
Interest Income	2,001
Sales & Utility Taxes	74,000
BPOL Taxes	10,000
PY Surplus for Fire Dept & CIP	183,112
Rental Income & Misc Revenue	55,600
<b>TOTAL GENERAL FUND REVENUE</b>	<b>586,038</b>
<b>GENERAL FUND EXPENSES</b>	
Wages & Employee Benefits	159,169
General Office Expense	42,506
Professional Services	68,000
Trash/Recycling	47,145
Mowing	12,000
Electric - Street Lights	8,000
Insurance & Workers Comp	16,726
Planning Commission & Services	6,125
Recreation & Activity	2,500
Transfer to CIP & Fire Dept	203,112
Misc (Donations, Contingencies)	20,754
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>586,037</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>0</b>

<b>SEWER FUND REVENUE</b>	
Sewer User Fees	308,984
Interest Income	1,504
Sewer Surcharge - VRLF Loan	46,410
County Contribution VRLF	0
Special Tax District VRLF	2,300
PY Surplus for CIP	167,600
Connections	5,000
<b>TOTAL SEWER FUND REVENUE</b>	<b>531,798</b>
<b>SEWER FUND EXPENSES</b>	
Wages & Employee Benefits	157,789
General Office Expense	7,100
Insurance & Workers Comp	6,086
Sewer Plant Operations	52,500
Chemicals & Lab Testing	65,000
Plant Equipment & Grounds Repair	22,000
Repairs Lines	6,000
VRLF Sewer & VRA Water Loans	12,737
Transfer PY Surplus to CIP	167,600
Grinder Pump Maintenance	23,736
Grinder Pumps	5,000
Misc (Contingencies, Permits, GF Txfr)	6,250
<b>TOTAL SEWER FUND EXPENSES</b>	<b>531,798</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>0</b>

<b>WATER FUND REVENUE</b>	
Water User Fees	275,800
Water Surcharge - VRA Bond	78,000
* Cell Tower Antenna Leases	81,505
Interest Income	531
PY Surplus + CY Txfr From GF	340,907
Connections	3,400
<b>TOTAL WATER FUND REVENUE</b>	<b>780,143</b>
<b>WATER FUND EXPENSES</b>	
Wages & Employee Benefits	194,207
General Office Expense	6,475
Insurance & Workers Comp	6,943
Electricity & Circuits to Wells	30,000
Truck Fuel & Repairs	7,000
Chemicals & Water Testing	10,000
Repairs- Plant Equipment/Lines	73,634
Transfer PY Surplus to CIP	328,400
VRA Bond Debt	114,634
Misc (Contingencies, GF Txfr)	8,850
<b>TOTAL WATER FUND EXPENSES</b>	<b>780,143</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(0)</b>

<b>FY2017 All Funds</b>	
<b>General Fund</b>	<b>586,037</b>
<b>Water Fund</b>	<b>780,143</b>
<b>Sewer Fund</b>	<b>531,798</b>
<b>CIP</b>	<b>1,779,723</b>
<b>Less: Transfers Between Funds</b>	<b>(717,362)</b>
<b>TOTAL</b>	<b>2,960,340</b>

# Town of Hamilton Budget FY2017 Budget Public Hearing CIP

<b>GEN FUND CIP EXPENDITURES</b>	<b>Project Totals</b>	<b>Proj to Date @ FY2013</b>	<b>Actual FY2014</b>	<b>Actual FY2015</b>	<b>Est FY2016</b>	<b>Balance To Complete</b>	<b>FY 2017 Budget</b>
Parking Lot/Garage at 43 E Colonial	25,000					25,000	25,000
VDOT FY2016 Grant	270,509				60,800	209,709	209,709
VDOT FY2017 Grant	372,100				0	372,100	372,100
WF & SF Loan Payback	400,000					400,000	40,000
LC Transportation CIP Request	566,414		0	0	0	566,414	566,414
<b>Total General Fund CIP</b>	<b>1,634,023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,800</b>	<b>1,573,223</b>	<b>1,213,223</b>

## WATER FUND CIP EXPENDITURES

East End Loop & Fire Flow	500,000		10,173		0	489,827	100,000
Water Meter Replacement	60,000	37,192	12,457	1,975	1,628	6,748	2,000
Well 1 & 4 Improvements	1,000,000					1,000,000	200,000
Decommission Wells 7-10	10,000					10,000	10,000
Water System Distribution Model	30,000				8,500	21,500	21,500
Fire Hydrant Replacement	4,000					4,000	4,000
3/4 Ton Pickup W/Plow	29,000					29,000	29,000
<b>Total Water Fund CIP</b>	<b>1,633,000</b>	<b>37,192</b>	<b>22,630</b>	<b>1,975</b>	<b>10,128</b>	<b>1,561,075</b>	<b>366,500</b>

## SEWER FUND CIP EXPENDITURES

Infiltration Program	1,000,000	8,366		2,688	5,000	983,946	50,000
Sewer System Evaluation Survey	100,000					100,000	100,000
1 Ton Pickup W/Plow	50,000					50,000	50,000
<b>Total Sewer Fund CIP</b>	<b>1,150,000</b>	<b>8,366</b>	<b>0</b>	<b>2,688</b>	<b>5,000</b>	<b>1,083,946</b>	<b>200,000</b>
<b>TOTAL CIP EXPENDITURES</b>	<b>4,417,023</b>	<b>45,558</b>	<b>22,630</b>	<b>4,663</b>	<b>75,928</b>	<b>4,218,244</b>	<b>1,779,723</b>

## GENERAL FUND CIP REVENUE

Transfer in from General Fund Operating	181,362
Grant Revenue	1,031,861
<b>Total General Fund CIP Revenue</b>	<b>1,213,223</b>

## WATER FUND CIP REVENUE

Transfer in from Water Fund Operating	328,400
Loan from GF	20,000
Availability Fees	18,100
<b>Total Water Fund CIP Revenue</b>	<b>366,500</b>

## SEWER FUND CIP REVENUE

Transfer in from Sewer Fund Operating	167,600
Loan From GF	20,000
Availability Fees	12,400
<b>Total Sewer Fund CIP Revenue</b>	<b>200,000</b>

<b>TOTAL CIP REVENUE</b>	<b>1,779,723</b>
<b>TOTAL NEEDED FROM PRIOR YEAR SURPLUS</b>	<b>496,000</b>

**MINUTES  
HAMILTON TOWN COUNCIL  
PUBLIC HEARING AND REGULAR MEETING  
MAY 9, 2016**

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**TOWN COUNCIL**

**PRESENT:** David R. Simpson, Mayor  
Kenneth C. Wine, Vice Mayor  
John Unger, Council member  
Matthew Clark, 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

**PUBLIC HEARING ITEM:**

FY2017 Tax Equalization Public Hearing

Mayor Simpson called the public hearing to order at 7:00 PM. There being no public comment he closed the public hearing at 7:05PM.

**CALL TO ORDER THE REGULAR MEETING:**

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

**PUBLIC COMMENT:**

None

**GUESTS:**

Deputy Greg Ahlemann – Western Loudoun Station Commander introduced himself and discussed emergency notification processes with the Town Council. The Council indicated that the sheriff’s office is to contact the Mayor first and then the Vice Mayor as a back-up in the event of an emergency.

He also wanted to remind the Council to remind residents to make sure they keep their cars, garages and house doors locked as theft picks up in the warmer weather.

**MINUTES:** Council member Green made a motion to approve the April 11, 2016 minutes as submitted.

Motion: Council member Green  
Second: Council member Kesari

Carried: 7-0

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

**MAYOR’S REPORT:**

**Park & WWTP Tree Removal and Siren Pole Removal** - Mayor Simpson stated that on May 18<sup>th</sup> and 19<sup>th</sup> a contractor for the Town will be removing the siren pole and damaged trees in the Park and at the WWTP. Vice Mayor Wine has disconnected the three phases of electricity to prepare for the removal.

**41 East Colonial Repairs & Parking Lot Update** - Mayor Simpson stated that he has \$96,000 to fix up the house and do the parking lot. That is money left over from what was approved for the purchase.

**Status of Shed** – Mayor Simpson stated that he has been working with the tenant and is looking into removing the shed and just placing a container back there until they can determine the size and type of shed needed by the tenant.

**WATER & SEWER COMMITTEE:**

Council member Kesari stated that the Town received a violation letter in February, which was expected. The Town did get another violation for sludge in the creek as well.

**PARKS & RECREATION COMMITTEE:**

Council member Clark stated that a meeting needed to be scheduled. The Committee decided on Friday the 27<sup>th</sup> at 8AM at the park.

Mayor Simpson stated that when he met with the Eagle Scout about the flagpole, the scout also offered to put the mulch down when the Town had it ready.

Vice Mayor Wine stated that the picnic tables that were damaged by vandals have been fixed now.

**TREASURER’S REPORT:**

**Monthly Treasurer’s Report** – Ms. Jones presented her report to the Town Council and entertained any question the members had.

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

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

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

**FINANCE COMMITTEE:**

Ms. Jones indicated that the budget public hearing is scheduled for the June 13, 2016.

**PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:**

Zoning Administrator's Report

Mr. Galindo stated that he has nothing new at this time.

**PERSONNEL COMMITTEE:**

Mayor Simpson stated that Les has passed his probationary period.

**PLANNING COMMISSION:**

Nothing to add.

**OLD BUSINESS:**

**Boundary Line Adjustment for Hamilton Elementary School**

Mayor Simpson stated the Town of Hamilton wishes to bring Hamilton Elementary School into the Town limits. He stated that the Town Attorney will be moving forward on this item and will keep the Council up to date.

**CLOSED SESSION:**

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

1. Consultation with legal counsel 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 1950, as amended, Section 2.2-3711(A)(7); and

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 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 adjourn its closed session and reconvene its public meeting and that the minutes of the public meeting reflect that no formal action was taken in the closed session.

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 2016-010 Certifying the closed meeting of May 9, 2016 and that a copy of the resolution be included in the minutes of the Town Council meeting.

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

**ADJOURNMENT:**

There being no further business the meeting adjourned at 8:55 PM.

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David Simpson, Mayor

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Jennifer L. Noel, Recorder

**Town of Hamilton**  
**BPDES Permit No. VA0020974**  
**Tentative Public Hearing Advertisement: June 29, 2016**  
**Tentative Public Comment Period: June 30-2016-July 29, 2016**

Public Notice – Environmental Permit

PURPOSE OF NOTICE: To seek public comment on a draft permit from the Department of Environmental Quality that will allow the release of treated wastewater into a water body in Loudoun County, Virginia.

PUBLIC COMMENT PERIOD: *to be determined*

PERMIT NAME: Virginia Pollutant Discharge Elimination System Permit – Wastewater issued by DEQ, under the authority of the State Water Control Board.

APPLICANT NAME, ADDRESS AND PERMIT NUMBER: Town of Hamilton, P.O. Box 130, Hamilton, VA 20159, VA0020974

NAME AND ADDRESS OF FACILITY: Town of Hamilton Sewage Treatment Plant, 104 North Rogers Street, Hamilton, VA 20159

PROJECT DESCRIPTION: The Town of Hamilton has applied for a reissuance of a permit for the public Town of Hamilton Sewage Treatment Plant. The applicant proposes to release treated sewage wastewaters from residential areas at a rate of 0.16 million gallons per day into a water body. Sludge from the treatment process will be disposed at the Loudoun County Landfill. The facility proposes to treated sewage in an unnamed tributary to the South Fork Catoctin Creek in Loudoun County in the Potomac River watershed. A watershed is the land area drained by a river and its incoming streams. The permit will limit the following pollutants to amounts that protect water quality: pH, biochemical oxygen demand, total suspended solids, dissolved oxygen, *E. coli*, ammonia, and total recoverable copper. The permit requires that the facility monitors and reports: flow, TKN, nitrate + nitrite, total nitrogen, total phosphorus, and total hardness.

HOW TO COMMENT AND/OR REQUEST A PUBLIC HEARING: DEQ accepts comments and requests for public hearing by hand-delivery, e-mail or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses and telephone numbers of the commenter/requester and of all persons represented by the commenter/requester. A request for public hearing must also include: 1) The reason why a public hearing is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requester, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. A public hearing may be held, including another comment period, if public response is significant, based on individual requests for a public hearing, and there are substantial, disputed issues relevant to the permit.

CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION: The public may review the draft permit and application at the DEQ-Northern Regional Office by appointment, or may request electronic copies of the draft permit and fact sheet.

Name: Caitlin Shipman

Address: DEQ-Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193

Phone: (703) 583-3859 E-mail: caitlin.shipman@deq.virginia.gov

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

<b>Investment Summary</b>	<b>5/31/2016</b>	<b>4/30/2016</b>	<b>3/31/2016</b>	<b>2/29/2016</b>
BB&T Checking General	\$ 59,669.52	\$ 51,405.63	\$ 70,266.46	\$ 87,971.56
Water	124,896.32	116,704.26	111,341.64	120,418.93
Sewer	283,676.98	279,774.84	302,142.42	305,455.38
Total BB&T Checking	<u>\$ 468,242.82</u>	<u>\$ 447,884.73</u>	<u>\$ 483,750.52</u>	<u>\$ 513,845.87</u>
BB&T CDs	674,993.56	674,993.56	674,861.80	674,861.80
Wells Fargo Money Market	339,145.82	339,137.18	339,128.10	339,120.17
Cardinal Bank Money Market & CDs	951,177.14	960,940.72	960,689.17	958,729.32
LGIP	309,155.38	309,029.53	308,981.44	308,862.36
<b>Total All Funds</b>	<u><u>\$ 2,742,714.72</u></u>	<u><u>\$ 2,731,985.72</u></u>	<u><u>\$ 2,767,411.03</u></u>	<u><u>\$ 2,795,419.52</u></u>

**Outstanding Debt - May 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	9,004.38
Total Town GF Park Maintenance Accounts	<u>\$ 15,489.73</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>\$ 11,749.45</u>
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**Water & Sewer Activity - May 2016**

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

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

40 # Accounts Payable Checks + Wire Transfers	
\$ 42,055.04 Accounts Payable Checks (List attached)	
9 # Employees & Town Council	
\$ 24,514.97 Payroll Expense	
\$ 3,658.29 Retirement Expense	

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

**FY TO DATE BUDGET ANALYSIS**

	<u>FY2016</u>	<u>ACTUAL</u>	<u>\$ BUDGET</u>	<u>%</u>
	<u>BUDGET</u>	<u>5/31/2016</u>	<u>REMAINING</u>	<u>BUDGET</u>
<b>EXPENDITURES</b>				
Wages & Payroll Taxes	\$ 107,163	\$ 92,849.38	\$ 14,313.62	87%
Retirement Contribution	6,927	5,939.08	987.92	86%
Health Insurance	23,643	21,863.30	1,779.70	92%
Membership Dues	838	686.00	152.00	82%
General Office Expense	40,995	43,832.22	(2,837.22)	<i>OVER</i>
Legal Services/Codification	43,000	56,208.16	(13,208.16)	<i>OVER</i>
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	41,558.67	3,441.33	92%
Mowing	12,000	12,430.00	(430.00)	<i>OVER</i>
Street Lights	6,000	5,685.46	314.54	95%
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	4,303.50	1,621.50	73%
Recreation & Activity	2,500	3,532.67	(1,032.67)	<i>OVER</i>
Transfers Out - CIP & Fire Dept	884,847	740,433.00	144,414.00	84%
Contingencies	3,849	6,742.65	(2,893.65)	<i>OVER</i>
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>1,218,512</u></b>	<b>\$ <u>1,050,747.09</u></b>	<b>\$ <u>167,764.91</u></b>	

**REVENUE**

Real Estate Taxes	\$ 194,275	\$ 98,178.24	\$ 96,096.76	51%
Personal Property Taxes	38,496	39,611.14	(1,115.14)	<i>OVER</i>
Prior Year Taxes	2,758	4,181.77	(1,423.77)	<i>OVER</i>
Penalty/Interest on Taxes	700	1,445.05	(745.05)	<i>OVER</i>
Automobile Decals	10,000	10,939.52	(939.52)	<i>OVER</i>
Zoning Fees	2,000	3,100.00	(1,100.00)	<i>OVER</i>
Interest	1,140	1,716.33	(576.33)	<i>OVER</i>
Sales Taxes	42,000	38,387.27	3,612.73	91%
Utility Taxes	28,000	24,131.08	3,868.92	86%
BPOL Taxes	10,000	12,647.23	(2,647.23)	<i>OVER</i>
Fire Programs Grant	9,000	9,000.00	-	100%
Park Reservation Fees	700	1,500.00	(800.00)	<i>OVER</i>
Prior Year Surplus	876,843	717,503.00	159,340.00	82%
Litter Grant/Misc Income	2,600	23,734.62	(21,134.62)	<i>OVER</i>
<b>TOTAL REVENUE</b>	<b>\$ <u>1,218,512</u></b>	<b>\$ <u>986,075.25</u></b>	<b>\$ <u>232,436.75</u></b>	

**NET** **\$ (64,671.84)**

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

**FY TO DATE BUDGET ANALYSIS**

	<b>FY2016</b>	<b>ACTUAL</b>	<b>\$ BUDGET</b>	<b>%</b>
	<b>BUDGET</b>	<b>5/31/2016</b>	<b>REMAINING</b>	<b>BUDGET</b>
<b>EXPENDITURES</b>				
Wages & Payroll Taxes	\$ 127,087	\$ 124,711.78	\$ 2,375.22	98%
Retirement Contribution	12,380	8,944.72	3,435.28	72%
Health Insurance	30,289	29,759.55	529.45	98%
General Office Expense	5,060	3,912.26	1,147.74	77%
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	26,319.91	6,680.09	80%
Truck Supplies & Repair	7,500	3,093.91	4,406.09	41%
Chemicals & Water Testing	9,500	9,895.59	(395.59)	<i>OVER</i>
Water Intgration	31,860	29,205.00	2,655.00	92%
Repairs - Plant & Equipment	25,980	21,231.46	4,748.54	82%
Repairs - Lines & Hydrants	15,000	8,009.51	6,990.49	53%
Repairs Bldg/Grounds	2,000	1,235.87	764.13	62%
Safety Supplies	1,000	902.25	97.75	90%
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	2,561.36	2,663.64	49%
Transfer to CIP	70,900	0.00	70,900.00	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 510,368</b>	<b>\$ 385,828.67</b>	<b>\$ 124,539.33</b>	
<b>REVENUE</b>				
Water Service Charges	\$ 278,565	\$ 222,288.63	\$ 56,276.37	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	70,457.51	8,442.49	89%
Interest	603	494.41	108.59	82%
Transfers In / PY Surplus	70,900	0.00	70,900.00	0%
<b>TOTAL REVENUE</b>	<b>\$ 510,368</b>	<b>\$ 372,260.05</b>	<b>\$ 138,107.95</b>	
<b>NET</b>		<b><u>(13,568.62)</u></b>		

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

**FY TO DATE BUDGET ANALYSIS**

	<b>FY2016 BUDGET</b>	<b>ACTUAL 5/31/2016</b>	<b>\$ BUDGET REMAINING</b>	<b>% BUDGET</b>
<b>EXPENDITURES</b>				
<b>Operating</b>				
Wages & Payroll Taxes	\$ 109,437	\$ 108,216.91	\$ 1,220.09	99%
Retirement Contribution	11,070	8,227.16	2,842.84	74%
Health Insurance	27,560	26,768.15	791.85	97%
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	6,120.44	1,680.56	78%
Sewer Operations	18,000	16,908.93	1,091.07	94%
Electricity	32,000	25,757.51	6,242.49	80%
Truck & Generator	7,000	4,027.51	2,972.49	58%
Chemicals & Lab Testing	60,000	52,320.77	7,679.23	87%
Repairs - Plant & Equipment	12,500	4,431.57	8,068.43	35%
Repairs - Sewer Lines	6,000	614.39	5,385.61	10%
Repairs Bldg/Grounds	2,500	713.30	1,786.70	29%
Safety Supplies	1,000	1,100.86	(100.86)	<i>OVER</i>
Training & Licenses	1,350	675.00	675.00	50%
2010 Water Bond Debt	12,638	12,638.50	(0.50)	<i>100%</i>
1999 VRA Sewer Loan Pmt	79,314	3,021.05	76,292.95	4%
Grinder Pumps/Maintenance	24,274	23,736.00	538.00	98%
Contingencies	3,865	2,774.09	1,090.91	72%
Transfer to CIP	57,600	-	57,600.00	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 490,408</b>	<b>\$ 298,975.14</b>	<b>\$ 191,432.86</b>	
<b>REVENUE</b>				
Sewer Service Charges	\$ 303,800	\$ 255,340.54	\$ 48,459.46	84%
Connection Fees	5,000	15,000.00	(10,000.00)	<i>OVER</i>
Interest	836	1,219.15	(383.15)	<i>OVER</i>
Surcharge for Sewer Loan	53,000	38,227.50	14,772.50	72%
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>\$ 401,663.82</b>	<b>\$ 88,744.18</b>	
<b>NET</b>		<b><u>102,688.68</u></b>		

**Treasurer's Report  
as of May 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>5/31/2016</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	\$ 10,880.00	259,628.00	4%
<b>Total Expenditures</b>	<b>\$ 1,075,508</b>	<b>\$ 717,503.00</b>	<b>\$ 358,005.00</b>	
<b>Revenue</b>				
Grant Revenue	216,408	0.00	\$ 216,408.00	0%
Transfer In from General Fund	859,100	717,503.00	141,597.00	84%
<b>Total Revenue</b>	<b>\$ 1,075,508</b>	<b>\$ 717,503.00</b>	<b>\$ 358,005.00</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%
Availabilty 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 - June 13, 2016 Council Meeting  
Check Listing May 2016**

<b>CHECK#</b>	<b>PAYEE</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
20352	BROWNING EQUIPMENT	Tractor Repair	\$ 7.50
20353	BROY & SON PUMP SERVICE, INC.	Well & Water Main Repairs	712.40
20354	DE LAGE LANDEN	Copier Lease	135.00
20355	DOMINION VIRGINIA POWER	Electricity	5,060.18
20356	FIVE STAR SEPTIC, INC.	Portable at Park	140.00
20357	HAMILTON SERVICE CENTER	Truck Inspection	16.00
20358	HD SUPPLY WATERWORKS	Water Meters	900.00
20359	HOME DEPOT CREDIT SERVICES	Misc Supplies	5.47
20360	InstruLogic LLC	Monthly SCADA	2,655.00
20361	M S Evans	Utility Accout Refund	6.97
20362	MATTHEW BENDER & CO	Legal Publications	95.08
20363	MAUREEN K. GILMORE	Legal Servcies - May 2016	8,040.00
20364	NICHOLS HARDWARE	Misc Supplies	34.36
20365	NORTON EMBROIDERY INC	Staff Uniforms	135.50
20366	PETTY CASH	Office Supplies	79.74
20367	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	18.50
20368	TREE FROG LAWN CARE, LLC	Mowing	2,255.00
20369	USA Septic Services LLC	Pump & Haul	2,100.00
20370	Varidesk	Office Desk Accessory	395.00
20371	VERIZON	Telephone	657.83
20373	VOID		
20374	TREASURER OF VIRGINIA - VDOT	Hamilton Day Parade Permit	100.00
20375	AMERICAN DISPOSAL SERVICES INC	Trash & Recycling	3,816.24
20376	American Express	Chemicals & Supplies	186.63
20377	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	7,329.00
20378	BB&T BANKCARD CORPORATION	Comcast, Staff Shirts, Office Supplies	295.59
20379	COUNTY OF LOUDOUN	41 E Colonial Taxes	7.61
20380	Evergreen Tree Service	Take Down/Remove Siren Pole	750.00
20381	FREEMIRE & ASSOCIATES INC	Grinder Pump Accessory - to be reimbursed	418.00
20382	J2 Engineers, Inc	FY2016 Sidewalk Project	1,495.00
20383	JOINER MICRO LABORATORIES, INC	Water Testing	1,838.75
20384	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	233.05
20385	MR PRINT	Water Quality Reports	248.14
20386	PIFER OFFICE SUPPLY	Copier Maintenance	151.39
20387	VERIZON	Telephone	667.49
20388	VERIZON WIRELESS	Cell Phones	208.82
20389	VIRGINIA MUNICIPAL LEAGUE	FY2017 Membership Dues	426.00
20390	VUPS	Miss Utilities	46.20
20391	POSTMASTER HAMILTON	Mailing June 1 Water Bills	347.60
20160070	DMV	DMV Stop Fees	40.00
		TOTAL	\$ 42,055.04

**TOWN OF HAMILTON  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION:** 2016-11

**PRESENTED:** June 13, 2016

**ADOPTED:** June 13, 2016

**A RESOLUTION: TOWN COUNCIL INITIATION OF ZONING TEXT AMENDMENT (“ZTA-2016-01”) TO REVIEW AND DRAFT REVISIONS TO THE TOWN OF HAMILTON ZONING ORDINANCE - REFERRAL TO THE TOWN OF HAMILTON PLANNING COMMISSION**

**WHEREAS,** Code of Virginia of 1950, as amended, § 15.2-2285 authorizes the Town Council to initiate Zoning Ordinance Text amendments; and

**WHEREAS,** Hamilton Zoning Ordinance Article 6, Parking and Loading Regulations, § 1.6, “Fee in Lieu of Required Parking”, provides that the Town Council shall establish a fee schedule for the waiver of parking requirements; and

**WHEREAS,** Hamilton Zoning Ordinance Article 6, Parking and Loading Regulations, § 1.7, “Parking Exemptions”, provides that the Town Council shall establish a fee schedule for exemptions from parking requirements; and

**WHEREAS,** the monies derived from the waiver and exemption payments shall be deposited by the town in a special parking/pedestrian improvement fund and shall be used exclusively to acquire and develop and maintain off-street parking & pedestrian facilities for the commercial districts; and

**WHEREAS,** the Town Council intends to adopt a fee schedule for waiver and exemption payments.

**NOW THEREFORE,** the Hamilton Town Council hereby refers the determination of fee schedule amounts to the Town of Hamilton Planning Commission for review, public hearing and recommendation. The Town Council requests that the Planning Commission return its recommendation within \_\_\_\_ days.

**ADOPTED THIS 13<sup>th</sup> DAY OF JULY 2016.**

\_\_\_\_\_  
*David R. Simpson, Mayor*

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

**Abstentions:**

**Absent for Vote:**

ATTEST:

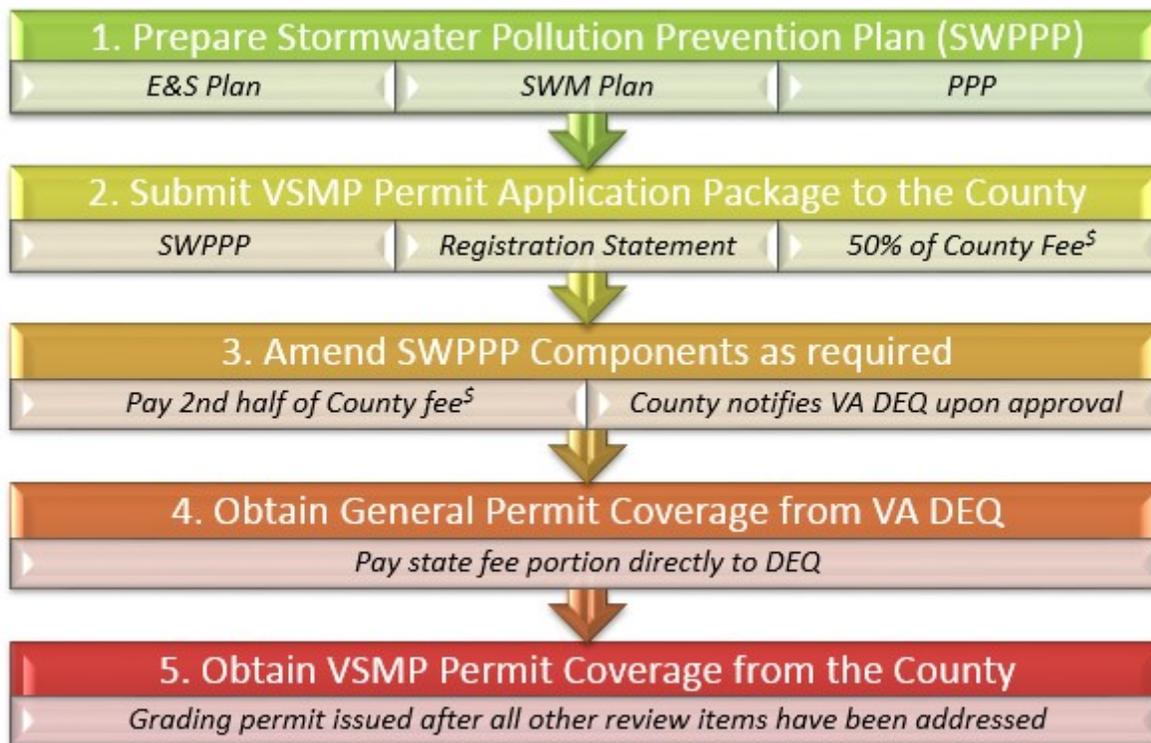
\_\_\_\_\_  
Jennifer Noel, Town Recorder

## VA Stormwater Management Program (VSMP)

As of July 1, 2014, Loudoun County is established as a VA Stormwater Management Program (VSMP) Authority, as required by the Virginia Stormwater Management Act and the attendant regulations. The new regulations are adopted in [Chapter 1096 of the Loudoun County Codified Ordinances](#) and Chapter 5 of the Facilities Standards Manual (FSM). (*Please note that the link to Chapter 1096 may work best in Chrome or Firefox. You may also go to the main page for the [Loudoun County Codified Ordinances](#) and navigate to Chapter 1096.*)

As a VSMP Authority, the County issues and administers permits for regulated land disturbing activities to ensure compliance with the regulations both during and after construction. The process includes plan review and approval, site inspections during and after construction, and operation and maintenance of the SWM system following construction. In addition, the County's program is overseen by the Virginia Department of Environmental Quality (DEQ), which also issues permit coverage under the state's VPDES Construction General Permit. This "dual coverage" by the County and the state must be obtained prior to land disturbance.

The following graphic provides an overview of the process for obtaining a land disturbance permit.



The VSMP application package is typically submitted as a companion to a Land Development Application (LDA) (i.e., one that will result in land disturbance, such as a Site Plan or Construction Plans and Profiles) when one is required, or to a Grading Permit application.

The VSMP Permit Package Consists of the Following Three Items:

1. A Stormwater Pollution Prevention Plan (SWPPP): a living document that is updated by the construction activity operator throughout the life of the project, the SWPPP must be kept onsite, or be available for review. It consists of 3 parts:
  - o Erosion and Sediment Control (E&S) Plan: Requirements can be found in Chapter 1220 of the Codified Ordinance and Chapter 7 of the [Facilities Standards Manual](#) (FSM).
  - o SWM Plan: Requirements can be found in [Chapter 1096 of the Codified Ordinances](#) and Chapter 5 of the [FSM](#). (*Please note that the link to Chapter 1096 may work best in Chrome or Firefox. You may also go to the main page for the [Loudoun County Codified Ordinances](#) and navigate to Chapter 1096.*)  
*For single-family detached residences that are separately built (not in a Common Plan of*

Development) and result in less than 5 acres of land disturbance, an [Agreement in Lieu of a Stormwater Plan](#) satisfies the SWM plan requirement.

- o Pollution Prevention Plan (PPP or P2 Plan): Addresses control of construction-phase pollutants, such as trash, concrete waste, fuel spills and portable toilets. The P2 Plan is not reviewed for approval. *Note: For single-family detached lots disturbing less than 5 acres, a simplified [SWPPP Template](#) can be used to satisfy the P2 Plan requirement.*
2. Fees<sup>S</sup>: VSMP fees are collected both by the County and VA DEQ, as detailed in the [attached document](#). The applicant may choose to pay either the total County VSMP fee at the time the VSMP application package is submitted, or to pay 50% of the County VSMP fee up front, with the remainder to be paid prior to permit issuance. Once all SWM and E&S comments have been addressed and all fees have been paid, the County will transmit permit data to DEQ, at which point, DEQ will contact the applicant regarding payment of the state fee.
  3. Registration Statement ([link](#)) or Application Form for single-family detached residential ([link](#)):

On the Registration Statement, the applicant is required to indicate the latitude and longitude of the project, the Hydrologic Unit Code(s) in which the project is located, and the name(s) of the receiving waters. These can be obtained using the resources currently available under the “Useful Links” section on DEQ’s Construction General Permit page [here](#).

Summary of Required Submittals for Initial VSMP Permit Coverage		
	Single-family detached residential lots*	
1. VSMP Permit Fee Form	<a href="#">Fee Form</a>	
2. Application Form (w/ original wet-ink signature)	<a href="#">Registration Statement</a>	<a href="#">LC Single-family Detached VSMP Application</a>
3. SWPPP		
a. Pollution Prevention Plan	<a href="#">EPA Guidance</a>	<a href="#">SWPPP Template</a>
b. SWM Plan	<a href="#">FSM Ch. 5</a> <a href="#">LCCO 1096.01</a>	<a href="#">Agreement in Lieu of a SWM Plan</a> **
c. Grading/Erosion & Sediment Control Plan	<a href="#">FSM 7.600</a> <a href="#">LCCO 1220</a> <a href="#">County Webpage</a> ***	
4. Fees	<a href="#">Fee Schedule</a>	\$209 per lot

\*Applies to construction of homes within a Common Plan of Development or Sale and to homes that are separately built, where the disturbed area per lot does not exceed 5 acres.

\*\*Typically applies only to separately built residences, since a Common Plan of Development or Sale would have an overall SWM Plan that covers each lot.

\*\*\*Assistance in developing a grading plan for a separately-built single-family detached residential home can be obtained by contacting Jim Brown, the Loudoun County Erosion and Sediment Control Program Manager, at 703.737.8728.

**Note:** A Common Plan of Development (CPoD) is defined as “a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.” Lots recorded prior to July 1, 2004 are not considered to be part of a Common Plan of Development.

For more information, contact James Edmonds, Department of Building & Development, by [email](#) or by calling 703-777-0220.

**From:** Cathy Salter [<mailto:ccksalter@verizon.net>]

**Sent:** Thursday, May 12, 2016 4:20 PM

**To:** [hamilton.va@comcast.net](mailto:hamilton.va@comcast.net)

**Subject:** Planning Committee

HI

I understand there is a vacancy on the Planning Committee. I would like to be considered to fill this vacancy. I have been a resident in Hamilton for almost 3 years. We previously lived in Ashburn Farms and I was on the Open Space Committee and our big task was replacing all of the tot lots and playgrounds in the community.

Please let me know if you need any further information.

Cathy Salter  
100 Lamplighter Ct  
Hamilton, VA 20158  
540-338-8963



**COUNTY OF LOUDOUN**  
**OFFICE OF THE CLERK OF CIRCUIT COURT**

P.O. Box 550  
LEESBURG, VIRGINIA 20178  
LOCAL 703-777-0270  
[www.loudoun.gov/clerk](http://www.loudoun.gov/clerk)



**Gary M. Clemens**  
**Clerk**

May 27, 2016

**VIA ELECTRONIC MAIL**

Mr. David R. Simpson  
Mayor  
Town of Hamilton

RE: Agreement for Exchange of Services

Dear Mayor Simpson:

Thank you for your interest in providing information regarding the service my office provides to residents of Hamilton in exchange for providing your town employees with free subscription services to my remote access to deeds system. I agree to provide town employees with unlimited, free access to my secure remote access to deeds and land records service. This unlimited, free access is limited to 2 subscribers for the Town of Hamilton. In exchange for this service, you agree to provide me with the following services:

- 1) Posting of notices providing information about special programs offered by the clerk of the circuit court for the public.
- 2) Dissemination of forms and applications for clerk's office services including applications for concealed handgun permits, marriage license applications and fictitious business name applications.
- 3) Office space for the clerk to conduct citizen meetings in Hamilton during office hours.

You agree to notify me via email when some of the forms and applications have been distributed so I can provide a new supply of forms and applications for Hamilton residents.

If you agree to the terms of the exchange of services, please sign accordingly and return the executed agreement to me. Upon receipt of this agreement, I will provide free remote access to the deeds and land records. To expedite the process, you may scan and email a signed copy of the agreement to me and mail the original agreement to me.

If you have any questions, please feel free to contact me at (703) 777-0277.

I agree to provide free remote access to deeds and land records to the Town of Hamilton in exchange for the services noted in this agreement.

---

Gary M. Clemens  
Clerk of the Circuit Court

I agree to provide the services noted in this agreement to the Clerk of the Circuit Court in exchange for providing free remote access subscriptions to employees for the Town of Hamilton.

---

David R. Simpson  
Mayor



RECEIVED

MAY 25 2016

# 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: 05/22/16

Applicant: DOROTHY W. HARPER, IRREVOCABLE TRUST - SARAH J. HARPER, TRUSTEE

Applicant's Address: P.O. BOX 141, ROUND HILL, VA 20142

Telephone No. 703-463-8372 Fax No. \_\_\_\_\_ E-mail: sarahharper49@gmail.com

Name of Subdivision, Development, or Business HAMILTON ACRES

Property Address 130 SOUTH HUGHES ST. HAMILTON, VA 20158  Outside of Town

Zoning District \_\_\_\_\_ Property Acreage .38 PIN \_\_\_\_\_

Requesting  WATER Connection/Availability  SEWER Connection/Availability

Proposed Use of Property  Single Residential  Commercial  Multi-Family  Industrial

Contractor Name: DOZER LLC (DAVID A. GALLAHAN)

Address: 36933 FRED'S LANE Purcellville VA Telephone No. 703-431-9082

### 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.

Sarah J. Harper, Trustee 05/22/16  
Applicant's Signature Date

NOTE: A completed application must be submitted, with payment, to the Hamilton Town Office, seven (7) business days prior to any scheduled Town Council meeting, to be included in the agenda for approval consideration.

### \*OFFICE USE ONLY\*

**WATER Service**

Meter Size: \_\_\_\_\_

Availability Fee: \$ \_\_\_\_\_

Connection Fee: \$ \_\_\_\_\_

**SEWER Service**

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

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

Availability Fee: \$ 6,000

Connection Fee: \$ 500

**TOTAL FEES DUE:** \$ 6,500

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

Receipt of \$ 6500 Acknowledged by: [Signature] Date: 6/30/16

Mayor/Town Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Page 24

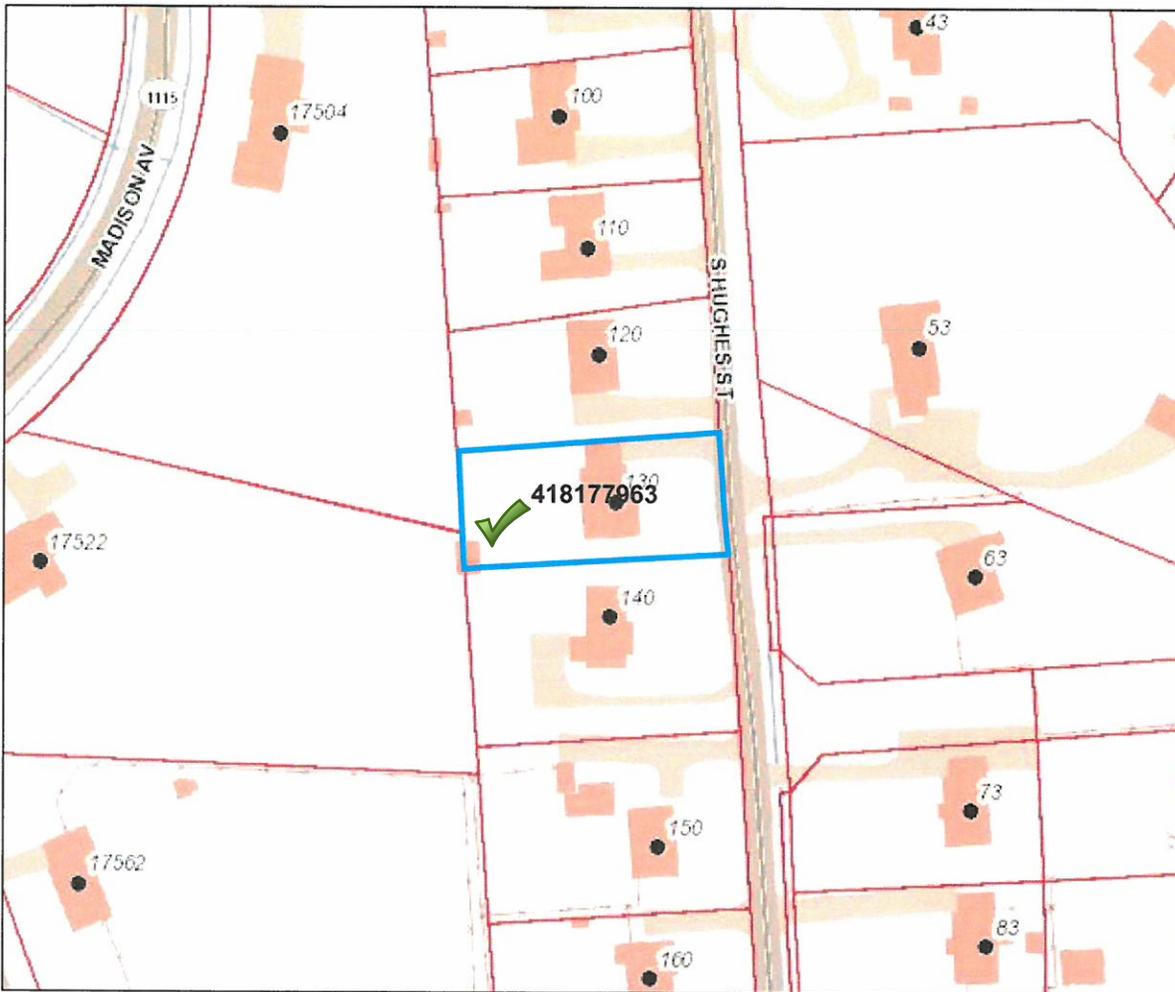


# Loudoun County, Virginia

[www.loudoun.gov](http://www.loudoun.gov)

Wednesday, June 8, 2016

(map not to scale)



## **Virginia Freedom of Information Act Designation of officer, posting of rights and responsibilities**

*Effective July 1, 2016*, legislation passed in the 2016 session (HB 818) requires counties, cities, and those towns with a population of more than **250** to designate and identify a local FOIA officer, and to provide information on the website on FOIA. A link must be provided on the locality's homepage to this information.

**Designation and identification of a local FOIA officer.** The designated FOIA officer is responsible for the FOIA requests made to a locality. This person must have specific knowledge of the provisions of FOIA and must be trained annually either by the local government attorney or the FOIA Advisory Council. (Similar requirements have applied to certain state public bodies for a number of years.)

The FOIA Council plans to host free FOIA training webinars in June, July, and August of 2016, and then once per year thereafter. These webinars will focus on making and responding to requests for public records, and are expected to last from one to one and one-half hours. These webinars have not yet been scheduled, but specific times and dates will be publicized once they are set.

**Information to be posted on the local website.** HB 818 requires the posting of:

- Rights and responsibilities regarding requesting and providing information.
- Contact information for the local FOIA officer.
- List or index of the types of public records maintained by the locality.
- List or description of exemptions that allow public records to be withheld.
- Any local policy about the types of public records that are routinely withheld.
- A prescribed statement regarding reasonable charges.

**TOWN OF HAMILTON  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION:** 2016-12

**PRESENTED:** June 13, 2016

**ADOPTED:** June 13, 2016

**A RESOLUTION: APPOINTMENT OF THE TOWN OF HAMILTON FREEDOM OF INFORMATION ACT OFFICER.**

**WHEREAS,** The 2016 Virginia General Assembly, through HB 818, enacted a new section to the Virginia Freedom of Information Act, Code of Virginia §2.2-3700 et seq.; and

**WHEREAS,** Code of Virginia § 2.2-3704.2, effective July 1, 2016, requires, inter alia, that all local public bodies shall designate and publicly identify a Freedom of Information Act officer whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate compliance with the provisions of the Freedom of Information Act; and

**WHEREAS,** The Town Council has selected an individual who shall serve as the Freedom of Information Act officer, effective July 1, 2016.

**NOW THEREFORE,** be it resolved that the Hamilton Town Council hereby appoints Lori M. Jones, as the Town Freedom of Information Act officer, effective July 1, 2016.

**ADOPTED THIS 13<sup>th</sup> DAY OF JULY 2016.**

---

*David R. Simpson, Mayor*

***Motion by:***

***Seconded by:***

***Yeas:***

***Nays:***

***Abstentions:***

***Absent for Vote:***

**ATTEST:**

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Jennifer, Noel Town Recorder



*Proclamation in honor of*  
**Isaac James Peterson**

- Whereas,* the Town of Hamilton wishes to honor its young men and women for their accomplishments; and
- Whereas,* Isaac James Peterson has achieved the rank of Eagle Scout with Troop #953 in Purcellville, Virginia; and
- Whereas,* Isaac James Peterson is an active contributor to the community and has participated in Troop 953 since 2008 after crossing over from Hamilton's Cub Scout Den 953; and
- Whereas,* Isaac James Peterson is an active high school student participating in the Virginia Math League, placing 5<sup>th</sup> in the state, learning American Sign Language, and playing tennis no matter how inclement the weather; and
- Whereas,* Isaac James Peterson's Eagle Scout Project involved photographing and transcribing over 1,500 headstones in Hamilton's Lakeview Cemetery and uploading them to the BillionGraves website; and,
- Whereas,* Isaac James Peterson will hold his Eagle Scout Court of Honor with Boy Scout Troop 953 on Saturday, June 10, 2016 at The Church of Jesus Christ of Latter-Day Saints, 15 N. Reid Street, Hamilton, Virginia.

*Now, Therefore Be It Resolved,* that Monday, June 20, 2016 be named

**Isaac James Peterson Day**

Throughout the Town of Hamilton in honor of Isaac's accomplishments as an Eagle Scout.



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Kenneth C. Wine, Vice-Mayor