

**AGENDA
TOWN COUNCIL MEETING
HAMILTON, VA**

Monday, July 11, 2016

Immediately after Swearing in of Re-Elected Council Members at 7:00PM

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

GUESTS

-

MINUTES – Discussion and Approval

- Town Council Meeting – June 13, 2016 (Pgs. 3-10)
- Special Town Council Meeting – June 20, 2016 (Pgs. 11-13)

MAYOR’S REPORT

- 41 E Colonial Parking Lot
-

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

- Report from Staff
- Tri-Tek Engineering Proposal

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

TREASURER’S REPORT (Jones)

- July Treasurer’s Report – Through June 30, 2016 (Pgs. 14-19)

FINANCE COMMITTEE (Snyder, Simpson, Unger, Wine)

- FY2016 Audit to begin July 18, 2016

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

PERSONNEL COMMITTEE (Simpson, Green, Wine)

PLANNING COMMISSION (McCann, Clark)

- Referral to Planning Commission – Town Council initiation of ZTA-2016-01 to be on the Planning Commission’s July 13, 2016 Agenda

OLD BUSINESS

- Resolution 2016-16 to Adopt the Town of Hamilton Capital Asset Policy (Pg. 20-22)
- Formation of Committee for Park and Town Events

NEW BUSINESS

- Town Council FY2017 Meeting Schedule (Pg. 23)
- Town Council Committee Assignments (Pg. 24)
- Re-appoint Leslie F. Carlson to the Planning Commission for a Four Year Term from August 1, 2016 through July 31, 2020

CLOSED SESSION MOTION (Pg. 25)

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

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 of 1950, as amended, Section 2.2-3711 (A)(7).

NEW BUSINESS (CONT.)

- Resolution 2016-17 to Certify the Closed Session (Pg. 26)

ADJOURNMENT

**MINUTES
HAMILTON TOWN COUNCIL
PUBLIC HEARING AND REGULAR MEETING
JUNE 13, 2016**

TOWN COUNCIL

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

ABSENT: Dimitri Kesari, Council member

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

PUBLIC HEARING ITEM:

Town of Hamilton Proposed Budget FY2017 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.

Vice Mayor Wine made a motion to move the Public Safety and Zoning Enforcement Committee Item on the agenda prior to Public Comment.

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

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

PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:

Zoning Administrator's Report

Mr. Galindo stated that he has received a request for an Occupancy Permit for the former bank building on Colonial Highway. He stated it has been requested to have offices upstairs and a retail store on the lower level of firearms sales. Mr. Galindo stated that the sale of firearms is regulated under the State Code of Virginia what requires that the sale of firearms be licensed through the Federal Government through the Alcohol, Tobacco, Firearms and Explosives Bureau. He stated that this use is a by right use in the Town of Hamilton as it is considered retail sales under the State Code.

Mr. Galindo stated that because this is a by right use he has issued an Occupancy Permit for this business in the location on Colonial Highway.

The Town Attorney indicated that she had done some research as well, specifically the proximity of the store to the Elementary School but has determined that the State Code does not allow localities to prohibit the sale of firearms from a retail store.

PUBLIC COMMENT:

Caroline Unger of 336 West Colonial Highway came forward to speak. Here complete statement is below:

“To the Hamilton Town Council.

I come to you tonight with a concern for our lovely town built on kindness and civility. It was once named Harmony. I have lived here for 40 years and find it hard to find other places as true to the spirit of a small community.

There are plans for a gun shop, coffee shop “Bullets and Beans” and the possible sale of automatic weapons right in the middle of our country town. This is a store all too close to our elementary school where our most precious resource, our children are.

I respect the law enforcement and appreciate the job they do to protect us and see to it that laws are followed. They are trained very carefully to know when the use of a gun would be a matter of life and death.

However, guns, especially automatic weapons have little place in a civil society. A democracy is built on discourse and common respect. Having discussions about differences and working toward a common goal are the way we can lead our lives without fear or violence. Guns make it possible for one person to be judge, jury and executioner. Where is the civility there?

I worry that more guns in the hands of many create a possibility for the “wrong” people to threaten our lives.

Each life is precious. The risk is great. My rights as a homeowner, one who loves Hamilton are being threatened by a gun shop in town, providing a place for guns to come and go, people carrying guns will come and go. I am against having a gun shop in the town.

Thank you for the work you do to make our town here in Western Loudoun a remarkable place in the world of change.”

Mayor Simpson did make note that this store will not be permitted to sell automatic weapons.

Rodney Krone of 42 Sydnor came forward to speak. Mr. Krone stated his house was built in 1972 and last year he applied for a permit to put a deck on the rear of his townhome. He stated that he had removed an old deck off of his house because it was unsafe. He stated he was told last year that the Zoning Ordinance had changed and that a deck is required to be 8’ from the property line, but because his home is a townhome, the Ordinance does not allow him to build a deck of a standard and usable size. Mr. Krone brought in pictures of other decks in the community showing that all decks in the neighborhood are placed right on the property line and he would like to just replace his deck.

Mayor Simpson stated that the Town would get back with Mr. Krone.

GUESTS:

Deputy Moat came forward to speak. He stated there has been some reports of loitering in Lakeview Cemetery and the Sheriff’s Office has increased the patrol in the area. He stated that two weeks ago the Sheriff’s Office set up a check point due to some reports of speeding in the area of Sydnor Street. He stated that several hundred cars came through the check point and several citations were issued.

Deputy Moat also stated that approximately three weeks ago there was an incident of vehicle tampering, he stated that an arrest was made but he would caution the residents of Hamilton to make sure that their vehicles are locked at all times.

Council member Snyder made a motion to attach Caroline Unger’s statement to the minutes.

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

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

MINUTES: Vice Mayor Wine made a motion to approve the May 9, 2016 minutes as submitted.

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

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

MAYOR'S REPORT:

Hamilton Day - Mayor Simpson stated that as always the Hamilton Day celebration went very well thanks to Carrie Michon and her group. Vice Mayor Wine stated that Ms. Michon asked if a committee could be put together to work on events in the Town.

41 East Colonial Parking Lot – Mayor Simpson stated that the building is finally gone and he is speaking with an engineer to find out the best way to put in a parking lot.

Paving Equipment Parked – Mayor Simpson stated that the Town has received a lot of complaints about the equipment being parked. Ms. Jones was in contact with the owner and was told that the equipment will be moved as soon as possible as they are working on a new location for the equipment.

Loudoun County Emergency System – Mayor Simpson stated that on June 15th and 16th they will be conducting live training on the system and he wanted to make the residents aware.

WATER & SEWER COMMITTEE:

VPDES Permit No. VA0020974 – Council member Snyder stated that the information for the permit has been submitted and the Town is waiting to hear back but it's his understanding that this is just a formality.

PARKS & RECREATION COMMITTEE:

Council member Clark stated that the Committee held a meeting out at the park. They looked at all of the equipment and discussed either repairing it or replacing it. He stated that one idea is to contact the manufacturer of the plastic ones to see if they can be repaired or replaced and once they hear back from them they will determine how to move forward.

Mayor Simpson stated that he spoke with Ms. Michon to have some kind of Music in the Park over the summer and that would be an item the new committee could work on.

TREASURER’S REPORT:

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

Vice Mayor Wine made a motion to approve the Treasurer’s Report as submitted.

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

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

FINANCE COMMITTEE:

Ms. Jones stated that she met this morning with surrounding jurisdictions to discuss the County’s new tax system. She stated that apparently, the data that they are putting out is not completely accurate so they are all putting their issues together to try to get them addressed by the County.

PERSONNEL COMMITTEE:

Nothing Scheduled.

PLANNING COMMISSION:

Referral to Planning Commission Resolution 2016-11 – Mr. Galindo gave a brief report to the Town Council regarding the referral.

Council member Snyder made a motion to adopt Resolution 2016-11 dated June 13, 2016 the 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.

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

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

Council member Green requested a friendly amendment to give the Planning Commission 120 days to make a decision and to amend a typographical error from July 13th to June 13th.

OLD BUSINESS:

Boundary Line Adjustment for Hamilton Elementary School - The Town Attorney Ms. Gilmore stated that she spoke with the Attorney for the School Board about the proposal and he is going to gather information from his staff and approach the School Board for their input prior to the Town approaching the County.

Loudoun County for Storm Water Management Information – Mayor Simpson stated that he met with County staff and he is waiting on a Memorandum of Understanding (MOU)

Special Town Council Meeting – June 20, 2016 at 8:00AM

- 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 – Council member Green made a motion to appoint Cathy Salter to the vacancy on the Planning Commission.

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

Simpson - Aye

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

NEW BUSINESS:

Agreement for Exchange of Services between the Town of Hamilton and Gary M. Clemens, Clerk of the Loudoun County Circuit Court – Ms. Jones stated that Mr. Clemens has requested that the Town of Hamilton put up a rack which will hold information cards and applications in relation to the Circuit Court. In exchange for that information rack the Town will receive free access to land records which the Town now pays \$240 per year for.

Council member Snyder made a motion to approve the agreement for Exchange of Services between the Town of Hamilton and Gary M. Clemens, Clerk of the Loudoun County Circuit Court.

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

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

Application for Sewer Connection – 130 South Hughes Street – Vice Mayor Wine made a motion that the Town Council accept the application for sewer connection from Dorothy W. Harper, Irrevocable Trust – Sarah J. Harper, Trustee.

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

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

HB818, Virginia Freedom of Information Act; Designation of Officer, Posting of Rights and Responsibilities – Resolution 2016-012 – Vice Mayor Wine made a motion to adopt Resolution 2016-012 dating June 13, 2016 – Appointment of the Town of Hamilton Freedom of Information Act Officer, Lori Jones, Effective July 1, 2016.

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

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

Eagle Scout Proclamation in Honor of Isaac James Peterson – Mayor Simpson stated that he and staff have prepared and presented the Proclamation to him at his Eagle Scout Ceremony. Council member Snyder made a motion to ratify the Proclamation in honor of Isaac James Peterson claiming June 20, 2016 Isaac James Peterson Day. The Council consented.

Newly Elected Council Member’s swearing in Ceremony – The ceremony will be performed by Gary M. Clemens, Clerk of the Circuit Court on Monday, July 11, 2016 at 7:00 PM prior to the start of the Town Council meeting.

ADJOURNMENT:

There being no further business the meeting adjourned at 7:55PM.

David Simpson, Mayor

Jennifer L. Noel, Recorder

**MINUTES
HAMILTON TOWN COUNCIL
SPECIAL MEETING
JUNE 20, 2016**

The special regular meeting of the Hamilton Town Council was convened at 8:00 AM with the following attendance:

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

ABSENT: Dimitri Kesari, Council member

STAFF: Lori Jones, Treasurer

CALL TO ORDER:

Mayor Simpson called the special meeting to order at 8:00 AM.

FY2017 Budget, Tax Rates and Motor Vehicle Decal Fees – Council member Unger made a motion that the Hamilton Town Council adopt Resolution 2016-13 Town Council Adoption of the FY2017 Budget, Tax Rates and Motor Vehicle Decal Fees.

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

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

Appropriation And Expenditure For Release of FY2017 Funds – Council member Unger made a motion to adopt Resolution 2016-14 Authorizing Appropriation And Expenditure For Release of FY2017 Funds.

Motion: Council member Unger
Second: Council member Snyder
Carried: 6-0-1 with Kesari absent

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

VRS Member Contributions Resolution– Council member Unger made a motion to adopt Resolution 2016-15 Member Contributions by Salary Reduction for Counties, Cities, Towns, and other Political Subdivisions in accordance with Chapter 822 of the 2012 Acts of Assembly (SB497).

Motion: Council member Unger
Second: Council member Snyder
Carried: 6-0-1 with Kesari absent

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

Refund of Sewer Overcharges – Council member Snyder made a motion to approve a refund to Johnny Paz of 313 W Virginia Avenue in the amount of \$1,495.81 for excess sewer charges.

Motion: Council member Snyder
Second: Council member Unger
Carried: 6-0-1 with Kesari absent

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

Capital Asset Policy – The Town of Hamilton Capital Asset Policy was reviewed by the Town Council at the January 2016 Special Meeting and will be on the July 11, 2016 Town Council Agenda for approval.

Investment Policy – Copies of the Town of Hamilton Investment Policies with edits and questions from the January 2016 Special Town Council Meeting were given to the council members so that

they can submit comments and/or changes to the Treasurer in preparation for approval at the August Town Council Meeting.

ADJOURNMENT:

There being no further business the meeting adjourned at 8:06 AM.

David R. Simpson, Mayor

Lori M. Jones, CPA, Treasurer

Treasurer's Report as of June 30, 2016 - All Funds Summary

Investment Summary	6/30/2016	5/31/2016	4/30/2016	3/31/2016
BB&T Checking General	\$ 57,180.03	\$ 59,669.52	\$ 51,405.63	\$ 70,266.46
Water	153,897.66	124,896.32	116,704.26	111,341.64
Sewer	293,453.59	283,676.98	279,774.84	302,142.42
Total BB&T Checking	<u>\$ 504,531.28</u>	<u>\$ 468,242.82</u>	<u>\$ 447,884.73</u>	<u>\$ 483,750.52</u>
BB&T CDs	674,929.39	674,993.56	674,993.56	674,861.80
Wells Fargo Money Market	339,182.98	339,145.82	339,137.18	339,128.10
Cardinal Bank Money Market & CDs	831,700.04	951,177.14 *	960,940.72 *	960,689.17 *
LGIP	309,155.38	309,155.38	309,029.53	308,981.44
Total All Funds	<u><u>\$ 2,659,499.07</u></u>	<u><u>\$ 2,742,714.72</u></u>	<u><u>\$ 2,731,985.72</u></u>	<u><u>\$ 2,767,411.03</u></u>

Outstanding Debt - June 30, 2016

2010 General Obligation Water Bond	\$ 576,735.00
General Fund Due To Water & Sewer Funds	380,000.00

Community Park & Fire Department Funds

Town General Fund Park Maintenance Accounts

BB&T Money Market Account	\$ 6,485.35
BB&T CD	9,004.86
Total Town GF Park Maintenance Accounts	<u>\$ 15,490.21</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>\$ 3,567.53</u>
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Water & Sewer Activity - June 2016

753	Regular Cycle Water/Sewer Bills
	Regular Delinquent Bills
	Water turn-offs Due to Non Payment
5	New Accounts Created
1	Adjustments (leak or misread)
9	Adjustments (pool credits)
	New Water Connections
	New Sewer Connections

Accounts Payable & Payroll Activity - June 2016

44 # Accounts Payable Checks + Wire Transfers	\$ 82,866.22
Accounts Payable Checks (List attached)	
6 # Employees & Town Council	
Payroll Expense	\$ 30,847.32
Retirement Expense	\$ 3,658.29

* No CDs were sold. General Ledger Error from November 2015 Entry

Treasurer's Report
as of June 30, 2016 - General Fund

FY TO DATE BUDGET ANALYSIS

	FY2016	ACTUAL	\$ BUDGET	%
	BUDGET	6/30/2016	REMAINING	BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 107,163	\$ 105,243.85	\$ 1,919.15	98%
Retirement Contribution	6,927	8,283.83	(1,356.83)	OVER
Health Insurance	23,643	24,245.90	(602.90)	OVER
Membership Dues	838	903.00	(65.00)	OVER
General Office Expense	40,995	44,496.08	(3,501.08)	OVER
Legal Services/Codification	43,000	57,483.16	(14,483.16)	OVER
Engineering Services	5,000	0.00	5,000.00	0%
Audit	13,500	14,500.00	(1,000.00)	OVER
Trash/Recycling	45,000	45,376.89	(376.89)	OVER
Mowing	12,000	9,535.00	2,465.00	79%
Street Lights	6,000	5,691.08	308.92	95%
Insurance & Workman's Comp	15,325	16,909.00	(1,584.00)	OVER
Donations	2,000	2,000.00	-	OVER
Planning Commission & Services	5,925	4,583.91	1,341.09	77%
Recreation & Activity	2,500	4,386.70	(1,886.70)	OVER
Transfers Out - CIP & Fire Dept	884,847	730,723.00	154,124.00	83%
Contingencies	3,849	8,855.02	(5,006.02)	OVER
TOTAL EXPENDITURES	\$ 1,218,512	\$ 1,083,216.42	\$ 135,295.58	

REVENUE

Real Estate Taxes	\$ 194,275	\$ 196,717.79	(2,442.79)	OVER
Personal Property Taxes	38,496	39,817.53	(1,321.53)	OVER
Prior Year Taxes	2,758	4,181.77	(1,423.77)	OVER
Penalty/Interest on Taxes	700	1,059.45	(359.45)	OVER
Automobile Decals	10,000	11,068.52	(1,068.52)	OVER
Zoning Fees	2,000	3,825.00	(1,825.00)	OVER
Interest	1,140	1,723.19	(583.19)	OVER
Sales Taxes	42,000	45,909.40	(3,909.40)	OVER
Utility Taxes	28,000	27,772.02	227.98	99%
BPOL Taxes	10,000	12,827.23	(2,827.23)	OVER
Fire Programs Grant	9,000	10,000.00	(1,000.00)	OVER
Park Reservation Fees	700	2,400.00	(1,700.00)	OVER
Prior Year Surplus	876,843	720,723.00	156,120.00	82%
Litter Grant/Misc Income	2,600	39,148.30	(36,548.30)	OVER
TOTAL REVENUE	\$ 1,218,512	\$ 1,117,173.20	\$ 101,338.80	

NET **\$ 33,956.78**

Treasurer's Report
as of June 30, 2016 - Water Fund

FY TO DATE BUDGET ANALYSIS

	FY2016	ACTUAL	\$ BUDGET	%
	BUDGET	6/30/2016	REMAINING	BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 127,087	\$ 136,430.07	\$ (9,343.07)	<i>OVER</i>
Retirement Contribution	12,380	11,378.72	1,001.28	92%
Health Insurance	30,289	32,775.15	(2,486.15)	<i>OVER</i>
General Office Expense	5,060	4,078.84	981.16	81%
Workman's Comp/Liability	8,140	7,127.00	1,013.00	88%
System Consultant	10,000	1,500.00	8,500.00	15%
Electricity	33,000	26,710.41	6,289.59	81%
Truck Supplies & Repair	7,500	3,746.13	3,753.87	50%
Chemicals & Water Testing	9,500	11,109.19	(1,609.19)	<i>OVER</i>
Water Intgration	31,860	31,860.00	-	<i>OVER</i>
Repairs - Plant & Equipment	25,980	21,248.58	4,731.42	82%
Repairs - Lines & Hydrants	15,000	8,013.00	6,987.00	53%
Repairs Bldg/Grounds	2,000	979.19	1,020.81	49%
Safety Supplies	1,000	727.94	272.06	73%
Cross Connection Program	200	0.00	200.00	0%
2002 VRA Bond Debt Pmt	113,747	113,746.50	0.50	<i>OVER</i>
Training, Licenses & Dues	1,500	615.00	885.00	41%
Contingencies	5,225	2,507.56	2,717.44	48%
Transfer to CIP	70,900	0.00	70,900.00	0%
TOTAL EXPENDITURES	\$ 510,368	\$ 414,553.28	\$ 95,814.72	
REVENUE				
Water Service Charges	\$ 278,565	\$ 269,191.79	\$ 9,373.21	97%
Connection Fees	3,400	13,600.00	(10,200.00)	<i>OVER</i>
VRA Bond Surcharge	78,000	78,539.00	(539.00)	<i>OVER</i>
Cell Towner Antenna Lease	78,900	84,023.71	(5,123.71)	<i>OVER</i>
Interest	603	294.05	308.95	49%
Transfers In / PY Surplus	70,900	0.00	70,900.00	0%
TOTAL REVENUE	\$ 510,368	\$ 445,648.55	\$ 64,719.45	
NET		31,095.27		

**Treasurer's Report
as of June 30, 2016 - Sewer Fund**

FY TO DATE BUDGET ANALYSIS

	FY2016 BUDGET	ACTUAL 6/30/2016	\$ BUDGET REMAINING	% BUDGET
EXPENDITURES				
Operating				
Wages & Payroll Taxes	\$ 109,437	\$ 117,355.32	\$ (7,918.32)	<i>OVER</i>
Retirement Contribution	11,070	13,573.68	(2,503.68)	<i>OVER</i>
Health Insurance	27,560	29,310.95	(1,750.95)	<i>OVER</i>
Workers Comp/Liability	6,499	6,259.00	240.00	96%
System Consultant	10,000	750.00	9,250.00	8%
General Office Expense	7,801	6,459.76	1,341.24	83%
Sewer Operations	18,000	18,058.79	(58.79)	<i>OVER</i>
Electricity	32,000	26,054.69	5,945.31	81%
Truck & Generator	7,000	4,872.58	2,127.42	70%
Chemicals & Lab Testing	60,000	54,302.06	5,697.94	91%
Repairs - Plant & Equipment	12,500	4,661.70	7,838.30	37%
Repairs - Sewer Lines	6,000	614.39	5,385.61	10%
Reparis Bldg/Grounds	2,500	1,437.18	1,062.82	57%
Safety Supplies	1,000	926.55	73.45	93%
Training & Licenses	1,350	675.00	675.00	50%
2010 Water Bond Debt	12,638	12,638.50	(0.50)	<i>OVER</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	3,138.29	726.71	81%
Transfer to CIP	57,600	-	57,600.00	0%
TOTAL EXPENDITURES	\$ 490,408	\$ 327,845.49	\$ 162,562.51	
REVENUE				
Sewer Service Charges	\$ 303,800	\$ 307,917.90	\$ (4,117.90)	<i>OVER</i>
Connection Fees	5,000	15,000.00	(10,000.00)	<i>OVER</i>
Interest	836	2,188.20	(1,352.20)	<i>OVER</i>
Surcharge for Sewer Loan	53,000	45,910.50	7,089.50	87%
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	\$ 462,893.23	\$ 27,514.77	
NET		135,047.74		

**Treasurer's Report
as of June 30, 2016 - CIP**

FY TO DATE BUDGET ANALYSIS

GENERAL FUND CIP	FY2016	ACTUAL	\$ BUDGET	%
	BUDGET	5/31/2016	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	\$ 14,100.00	256,408.00	5%
Total Expenditures	\$ 1,075,508	\$ 720,723.00	\$ 354,785.00	
Revenue				
Grant Revenue	216,408	0.00	\$ 216,408.00	0%
Transfer In from General Fund	859,100	720,723.00	138,377.00	84%
Total Revenue	\$ 1,075,508	\$ 720,723.00	\$ 354,785.00	
 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	660.00	1,340.00	33%
Hydrant Replacement	4,000	0.00	4,000.00	0%
Total Expenditures	\$ 89,000	\$ 4,243.73	\$ 84,756.27	
Revenue				
Transfer In From Water Fund	\$ 70,900	\$ 0.00	\$ 70,900.00	0%
Availability Fees	18,100	72,400.00	(54,300.00)	<i>OVER</i>
Total Revenue	\$ 89,000	\$ 72,400.00	\$ 16,600.00	
 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	37,200.00	(24,800.00)	<i>OVER</i>
Total Revenue	\$ 70,000	\$ 37,200.00	\$ 32,800.00	

Treasurer's Report - July 11, 2016 Council Meeting
Check Listing June 2016

CHECK#	PAYEE	PURPOSE	AMOUNT
20392	DEE VINCHEY ENTERTAINMENT	Hamilton Day Glitter Tattoo Artist	\$ 350.00
20393	BROWNING EQUIPMENT	Oil Mix	45.24
20394	DOMINION VIRGINIA POWER	Electricity	4,531.61
20395	Evergreen Tree Service	Park and WWTP Tree Work	1,850.00
20396	FIVE STAR SEPTIC, INC.	Portable at Park	280.00
20397	LOGICS LLC	FY2017 Software Maintenance	8,262.66
20398	MAUREEN K. GILMORE	Legal Services - May 2016	2,895.00
20399	NICHOLS HARDWARE	Misc Supplies	39.38
20400	PURCELLVILLE COPY	Copies	24.00
20401	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	18.50
20402	VUPS	Miss Utilities	51.45
20405	Advance Auto Parts	Truck Repair Supplies	103.74
20406	AMERICAN DISPOSAL SERVICES INC	Trash & Recycling	3,818.22
20407	American Express	Misc Supplies	67.52
20408	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	7,941.00
20409	BB&T BANKCARD CORPORATION	Office Supplies	361.22
20410	BROY & SON PUMP SERVICE, INC.	Waterline Repair	75.00
20411	Carri Michon	Hamilton Day Expenses	83.24
20412	COUNTY OF LOUDOUN	May 2016 Election Fees	2,019.64
20413	COZO Homes	Office HVAC Maintenance	78.95
20414	DE LAGE LANDEN	Copier Lease	135.00
20415	HAMILTON VOLUNTEER FIRE DEPARTMENT	Annual Donation	1,000.00
20416	HAMILTON VOLUNTEER RESCUE SQUAD	Annual Donation	1,000.00
20417	Holton Design	Hamilton Day Fun Run T-Shirts	818.40
20418	InstruLogic LLC	Monthly Scada	2,655.00
20419	J2 Engineers, Inc	FY2016 Sidewalk Project	3,220.00
20420	Johnny Paz	Sewer Charge Refund	1,229.37
20421	JOINER MICRO LABORATORIES, INC	Water Ten	1,952.50
20422	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	189.05
20423	MATTHEW BENDER & CO	Legal Publications	138.89
20424	ORKIN INC	Office Pest Management	189.52
20425	PETTY CASH	Misc Supplies	40.41
20426	Quail Run Signs LLC	Hamilton Day Signs	190.00
20427	TREASURERS ASSOC OF VA - TAV	Treasurer's Annual Dues	160.00
20428	UNIVAR USA INC	Chemicals	2,508.37
20429	USA BLUEBOOK	Water & Wastewater Supplies	869.54
20430	USA Septic Services LLC	Pump & Haul	1,200.00
20431	VALLEY ENERGY	Propane	1,162.75
20432	VEPGA	Town Council Annual Dues	57.00
20433	VERIZON	Telephone	657.83
20434	VERIZON WIRELESS	Cell Phones	211.22
20435	VML INSURANCE PROGRAMS	FY2017 Insurance	29,755.00
20160091	JENNIFER NOEL	May Recorder Fees	420.00
20160110	JENNIFER NOEL	June Recorder Fees	210.00
TOTAL			\$ 82,866.22



**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION: 2016-16

PRESENTED: July 11, 2016

**A RESOLUTION: TOWN COUNCIL ADOPTION OF FIXED ASSET
CAPITALIZATION POLICY**

WHEREAS, the Hamilton Town Council seeks to ensure Town of Hamilton assets and depreciation expense are properly recorded in an accurate and timely manner and to maintain control of such assets from a physical and financial perspective; and

WHEREAS, the Town Council has developed a fixed asset capitalization policy and wishes to formally adopt the policy.

NOW THEREFORE, be it resolved that the Hamilton Town Council hereby adopts the Fixed Assets Capitalization Policies, effective July 1, 2015, which are attached hereto and incorporated herein by reference as if fully set forth herein.

ADOPTED THIS 11TH DAY OF JULY 2016.

David R. Simpson, Mayor

Recorded Vote:

Motion by:

Seconded by:

Yeas:

Nays:

Abstentions:

Absent for Vote:

ATTEST:

Jennifer Noel, Recorder

Town of Hamilton Fixed Asset Policy

PURPOSE

To ensure Town of Hamilton assets and depreciation expense are properly recorded in an accurate and timely manner and to maintain control of such assets from a physical and financial perspective.

RESPONSIBILITY

The Town of Hamilton Treasurer, Finance Committee and Water, Sewer and Maintenance Supervisors.

ASSETS

LAND

Land is capitalized at the date of purchase. There is no minimum capitalization threshold on land acquisitions. In accordance with Generally Accepted Accounting Principles, no depreciation is accumulated on assets in this category.

LAND IMPROVEMENTS

Land improvements purchased or constructed by the Town at a cost in excess of \$5,000 are capitalized at the date of purchase or when project construction is substantially complete. Land improvements include any of a group of permanent assets utilized to ready land for its intended use. Examples include, but are not limited to, fencing, parking lots, landscaping, driveways, and retaining walls. Their useful life is as follows:

Sidewalks, Parking Lots, Retaining Walls & Driveways – 30 years
Fencing & Landscaping – 10 years

BUILDINGS

Buildings purchased or constructed by the Town at a cost in excess of \$5,000 are capitalized at the date of purchase or when construction is substantially complete. Buildings are typically assigned a useful life of 30 years. An exception to this would be buildings that are purchased or donated, and are either in a condition or of a value that would warrant a shorter useful life.

BUILDING IMPROVEMENTS

Building improvements purchased or constructed by the Town at a cost in excess of \$5,000 are capitalized at the date of purchase or when project construction is substantially complete or is in use. Building improvements include any of a group of permanent assets intended to increase the value of or extend the useful life of a building. Examples include, but are not limited to roofing and window replacement. Most building improvements are assigned a useful life of 15 years.

Town of Hamilton Fixed Asset Policy (cont.)

EQUIPMENT/VEHICLES

Equipment and vehicles purchased at a cost in excess of \$5,000 is capitalized at the date of purchase. Useful life of most equipment is 5 years and 7 years for vehicles and heavy equipment. Exceptions to the \$5,000 minimum threshold are computer and computer-related purchases. Bulk computer purchases in which multiple smaller dollar items are purchased, but whose totals exceed \$5,000, are capitalized and depreciated in bulk with a useful life of 5 years.

INFRASTRUCTURE

Infrastructure constructed by the Town at a cost in excess of \$5,000 is capitalized when project construction is substantially complete. Each infrastructure asset is assigned to an infrastructure network.

Right-of-way and easement acquisitions are capitalized at the date of acquisition. There is no minimum capitalization threshold on these acquisitions. In accordance with Generally Accepted Accounting Principles, no depreciation is accumulated on assets in this category.

Sidewalks are capitalized when construction is substantially complete. Sidewalks are assigned a useful life of 30 years.

CONSTRUCTION IN PROGRESS

Annual expenditures for capital purchases or construction in multi-year accounts are capitalized at year-end into Construction in Process. This includes interest expense incurred on behalf of proprietary fund capital projects. The amount of interest to be capitalized is calculated by offsetting interest expense incurred from the date of the borrowing until completion of the project with interest earned on invested proceeds over the same period.

SUMMARY

The Town's policy for fixed asset accounting is in line with Generally Accepted Accounting Principles, and the Town seeks to maintain this compliance by keeping up-to-date with the latest GASB pronouncements. Therefore, this policy may be reviewed and/or revised on a periodic basis.

**TOWN OF HAMILTON, Virginia
FY2017 Council Meeting Schedule
PROPOSED**

The Hamilton Town Council has set the following dates for Council Meetings for the remainder of the 2016-2017 fiscal year and the first meeting of the 2017-2018 fiscal year:

August 8, 2016
September 12, 2016
October 17, 2016
November 14, 2016
December 12, 2016
January 9, 2017
February 13, 2017
March 13, 2017
April 10, 2017
May 8, 2017
June 12, 2017
July 10, 2017

All Town Council Meetings will begin at 7:00pm. Public Hearings, if scheduled, will also begin at 7:00pm, with the Council Meeting beginning immediately after.

If the scheduled Town Council Meeting is canceled due to inclement weather or other emergency, the meeting will be rescheduled for the following Monday at the same time.

David R. Simpson, Mayor

Committee	FY2016 Members	FY2017 Members	Staff/Other Support
FINANCE	John Unger *	John Unger *	Lori Jones
	Mike Snyder	Mike Snyder	
	Dave Simpson	Dave Simpson	
	Ken Wine	Ken Wine	
PERSONNEL	Dave Simpson *	Dave Simpson *	Lori Jones
	Craig Green	Craig Green	
	Ken Wine	Ken Wine	
PLANNING COMMISSION LAISON	Matt Clark	Matt Clark	Dan Galindo
WATER & SEWER	Mike Snyder *	Mike Snyder *	Greg Wilmoth
	Dimitri Kesari	Dimitri Kesari	
	Dave Simpson	Dave Simpson	
	Ken Wine	Ken Wine	
PARKS & RECREATION	Matt Clark *	Matt Clark *	Christy Ashby
	Ken Wine	Ken Wine	
	John Unger	John Unger	
	Dave Simpson	Dave Simpson	
PUBLIC SAFETY & ZONING ENFORCEMENT	Ken Wine *	Ken Wine *	Dan Galindo
	Dave Simpson	Dave Simpson	
	Craig Green	Craig Green	
	Dimitri Kesari	Dimitri Kesari	

* Chariman

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:

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 of 1950, as amended, Section 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.

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.

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 2016-17 certifying the closed meeting of July 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.

**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 2016-17

PRESENTED: July 11, 2016

ADOPTED: _____

**A RESOLUTION: CERTIFYING THE CLOSED SESSION ON
JULY 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