

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

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

GUESTS

MINUTES – Discussion and Approval

- Town Council Meeting – October 17, 2016 (Pgs. 3-11)

MAYOR’S REPORT

WATER & SEWER COMMITTEE (Simpson, Snyder, Wine)

- Report from Staff

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

TREASURER’S REPORT (Jones)

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

FINANCE COMMITTEE (Snyder, Simpson, Unger, Wine)

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

- Committee Meeting of November 10, 2016

PERSONNEL COMMITTEE (Simpson, Green, Wine)

PLANNING COMMISSION (McCann, Clark)

- Planning Commission Meeting scheduled for November 16, 2016

OLD BUSINESS

- Town of Hamilton Investment Policy – See Staff Report (Pgs. 18-19)

NEW BUSINESS

- Application for Sewer Connection 104 Lamplighter Ct. (Pg. 20)
- DMV Proceeds of the Dog and Cat Sterilization Fund Due to the Town (Pgs. 21-22)
- 2016 November-December Holiday Schedule (Loudoun County is as follows):
 - Thanksgiving - ½ Day Wednesday, November 23, 2016
All Day Thursday & Friday, November 24 & 25, 2016
 - Christmas – All Day Friday, December 23rd and Monday, December 26th
 - New Year's – All Day Monday, January 2, 2017
- Hamilton Community Park Annual Tree Lighting – Sunday, December 4, 2016 at 7:00pm; Refreshments to follow at Hamilton Baptist Church
- Tree Behind Garage – request to remove/trim.
- Candidates for Town Council Vacancy
 - Alan Case (Pg. 23)
 - Rebecca Jones (Pgs. 24-25)

CLOSED SESSION MOTION (Pg. 26)

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

1. The appointment of a prospective Town Council member for the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1) as amended; and
2. 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).
3. Consultation with legal counsel pertaining to the lawsuit, Lori and John Bouman of Hamilton Virginia v. Town of Hamilton, Virginia, Loudoun County Circuit Court Case No: 102460, as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711 (A)(7).

NEW BUSINESS (CONT.)

- Resolution 2016-21 to Certify the Closed Session (Pg.27)
- Appointment of Town Council Member to fill vacancy.

ADJOURNMENT

**MINUTES
HAMILTON TOWN COUNCIL
PUBLIC HEARING AND REGULAR MEETING
OCTOBER 17, 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
VACANCY

STAFF: Lori Jones, Treasurer
Maureen Gilmore, Town Attorney

CALL TO ORDER THE PUBLIC HEARING:

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

PUBLIC HEARING ITEM:

1. FY2018 VDOT TAP Application Project Endorsement

Mayor Simpson closed the public hearing as there was no public comment.

CALL TO ORDER THE REGULAR MEETING:

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

AGENDA AMENDMENTS:

None

GUESTS:

Deputy Moats came forward to speak. Deputy Moats stated that this coming Saturday will be the grand opening of the new Western Loudoun Sub Station. He would invite everyone to come and tour the building during the open house that same day.

PUBLIC COMMENT:

Carrie Michon came forward to speak. Ms. Michon stated that she wanted to come and give a report about Hamilton Day. She stated that everything went really well and believes that everyone had a great time. Ms. Michon requested that the Town place a line item in their budget for Town events. She indicated that she has covered the cost of Hamilton Day in the past through donations, however it would be helpful to have a small budget from the Town to work with where she may be able to add to the festivities or have more events throughout the year. Ms. Michon and the Council discussed possibly showing movies in the park during the summer. Ms. Michon also discussed several possibilities for dates for next years' Hamilton Day. The Council indicated that they would look into the proposed dates and would choose one at a later time.

Josh Erickson came forward to speak. He indicated that he would like to do the luminaries this year for the Town. Mayor Simpson indicated that the Town would be happy to have him do that and that the Town will help all they can.

Ray Whitbey came forward to speak. Mr. Whitbey stated that he is here tonight to speak about the Town enforcing the zoning ordinance, specifically as it relates to several properties and businesses that he believes has multiple zoning violations. He stated that the Town is beginning to look shabby and he would like to know when the Town will be enforcing the zoning ordinance.

James Wynn, VP Development Volunteers of America came forward to speak. Mr. Wynn stated that his organization operates the Loudoun Homeless Shelter in Leesburg. He stated that they are implementing a new transportation program. He stated that they have received a donation from someone in Loudoun County with the specifications that would help the working low income people of Loudoun County. He indicated that the Shelter will be holding several fundraisers and would ask that the Town Council come and help support this program. He is also asking that the Town put information up on their website about this new program as well as the upcoming fundraisers to help bring awareness to the program. Mayor Simpson stated that the Town would be happy to put the information up on the Town website to help support the program.

MINUTES: Vice Mayor Wine made a motion to approve the September 12, 2016 Town Council minutes as amended.

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

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

MAYOR'S REPORT:

Mayor Simpson reported that he has received a letter from FEMA indicated that anyone that would like to receive flood insurance can go to the National FEMA Flood Insurance site and get coverage.

Mayor Simpson stated that they received a letter from Hamilton Baptist Church letting the Town know that if they receive a request from a citizen that is in need of any type of service that the Town put them in touch with the Church and they would work to help meet their needs during the week of service from November 7-13, 2016.

WATER & SEWER COMMITTEE - Report from Staff

Council member Snyder made a motion to amend the agenda to move the Water & Sewer Committee Report to later on the agenda as staff has stepped out for a moment.

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

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

PARKS & RECREATION COMMITTEE:

Council member Clark stated that he did receive a quote from the playground equipment restoration group, he stated that he forwarded that quote to staff. He stated that staff looked into having the County pay for the restoration through a grant, however playground equipment is not covered.

Council member Clark stated that he can no longer commit to closing the gate at the park as his circumstances have changed. Mayor Simpson stated that he would see that it gets done.

Council member Unger stated that the Reston Bike Group sent a donation and a thank you note to the Town for allowing them to use the Town Park as a break spot for their ride.

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 Green
Carried: 6-0-1

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

PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:

Council briefly discussed Zoning Enforcement by the Town Council. The Committee decided that they would schedule a meeting of the Committee in the upcoming month to discuss enforcement of the Ordinance.

PERSONNEL COMMITTEE:

No report given.

PLANNING COMMISSION:

Planning Commission Chairman McCann stated that the next meeting will be November 16, 2016. The Commission will be holding a public hearing on the Storage Container issue. He stated that it is his understanding that a Parking Study has been done and he would like to receive

a copy of that Study, once he receives that he will bring the issue of the parking fees back up with the Commission to be discussed and move forward with a recommendation to the Town Council.

WATER AND SEWER COMMITTEE – Staff Report:

Greg Wilmoth came forward to give a staff report to the Council. He stated that they are working on two engineering contracts in the Town. He hopes to have those available to the Town Council in the next several weeks.

Mr. Wilmoth stated that Miss Utility makes an annual request that the Town notify the residents that they are to contact Miss Utility before they dig. He indicated that he believes placing something in the water bills and on the website will satisfy that request.

Mr. Wilmoth stated that he would like to get a Water and Sewer Committee meeting scheduled in the upcoming month.

OLD BUSINESS:

Town of Hamilton Investment Policy – Ms. Jones stated that she incorporated all of the suggestions that she has received into the policy which is provided in the agenda.

Town Parking Lot Study from J2 – Mayor Simpson stated that J2 has indicated that the study is complete but he has not received a copy of the study to date. He indicated that as soon as he receives a copy he will forward it out.

NEW BUSINESS:

1. FY2018 VDOT MAP-21 Grant Application Resolution

Council member Unger made a motion that the Town Council adopt Resolution 2016-21 endorsing a cooperative project with the Virginia Department of Transportation.

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

Simpson - Aye

Unger - Aye
Green - Aye
Snyder - Aye
Wine - Aye
Clark - Aye
Vacancy

2. Halloween Hours Monday, October 31, 2016 5:00PM– 9:00PM

Council member Snyder made a motion to make trick or treating hours 5PM to 9PM on Monday, October 31, 2016.

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

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

3. Application for Sewer Connection 420 W. Colonial Hwy

Vice Mayor Wine made a motion to accept the application for Sewer Connection from Lowry's at 420 West Colonial Highway.

Council member Green offered a friendly amendment to the motion that a condition be added that allows the Town to have "at will" inspections of the grease trap on the property. Vice Mayor Wine accepted the amendment.

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

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

4. Application for Water and Sewer Connection 107 Levenbury Place

Council member Green made a motion to accept the application for Water and Sewer Connection at 107 Leavenworth Place.

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

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

5. Appointment of Town Council member to Fill Vacancy

Town Attorney Maureen Gilmore indicated that the Town Charter states that the Town Council will appoint a qualified resident of the Town to fill the vacant seat within 45 days of the vacancy.

CLOSED SESSION:

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

1. The resignation of an elected official of the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1) as amended; and
2. Specific utility related matters requiring legal advice as authorized by Code of Virginia Section 2.2-3711(A)(7); and

3. Consultation with legal counsel pertaining to actual litigation, 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 are invited to attend the closed session:

All Town Council Members
Maureen K. Gilmore, Town Attorney

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

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

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 Snyder
Carried: 6-0-1

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

Vice Mayor Wine made a motion that the Hamilton Town Council adopt resolution 2016-022 certifying the closed meeting October 17, 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 Snyder
Carried: 6-0-1

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

ADJOURNMENT:

There being no further business the meeting adjourned at 8:35PM.

David Simpson, Mayor

Jennifer L. Noel, Recorder

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

Investment Summary	10/31/2016	9/30/2016	8/31/2016	7/31/2016
BB&T Checking General	\$ 23,656.76	\$ 30,733.44	\$ 39,881.15	\$ 34,830.50
Water	101,293.76	66,232.66	67,524.69	158,038.28
Sewer	346,659.54	289,533.22	301,900.16	295,194.93
Total BB&T Checking	\$ 471,610.06	\$ 386,499.32	\$ 409,306.00	\$ 488,063.71
BB&T CDs	674,929.39	674,929.39	674,929.39	674,929.39
Wells Fargo Money Market	339,217.27	339,208.63	339,200.27	339,191.62
Cardinal Bank Money Market & CDs	832,727.97	832,910.96	832,658.07	832,400.91 *
LGIP	309,971.72	309,812.55	309,663.64	309,520.92
Total All Funds	\$ 2,628,456.41	\$ 2,543,360.85	\$ 2,565,757.37	\$ 2,644,106.55

Outstanding Debt - October 31, 2016

2010 General Obligation Water Bond	\$ 476,735.00
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	\$ 6,485.50
BB&T CD	9,004.38
Total Town GF Park Maintenance Accounts	\$ 15,489.88

Park Committee Donations

Cardinal Bank Checking Account	\$ 1,790.72
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Fire Department Fund

BB&T Money Market Account	\$ 3,567.53
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Water & Sewer Activity -October 2016

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

Accounts Payable & Payroll Activity - October 2016

33 # Accounts Payable Checks + Wire Transfers	
\$ 45,318.69	Accounts Payable Checks (List attached)
6 # Employees & Town Council	
\$ 30,316.83	Payroll Expense
\$ 3,770.46	Retirement Expense

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

FY TO DATE BUDGET ANALYSIS

	FY2017 BUDGET	ACTUAL 10/31/2016	\$ BUDGET REMAINING	% BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 125,175	\$ 38,172.65	\$ 87,002.35	30%
Retirement Contribution	8,056	1,649.04	6,406.96	20%
Health Insurance	25,938	9,809.40	16,128.60	38%
Membership Dues	1,011	0.00	1,011.00	0%
General Office Expense	41,495	8,904.30	32,590.70	21%
Legal Services/Codification	48,000	18,180.00	29,820.00	38%
Engineering Services	5,000	0.00	5,000.00	0%
Audit	15,000	5,000.00	10,000.00	33%
Trash/Recycling	47,145	15,278.90	31,866.10	32%
Mowing	12,000	12,070.00	(70.00)	101%
Street Lights	8,000	2,068.27	5,931.73	26%
Insurance & Workman's Comp	16,726	1,279.00	15,447.00	8%
Donations	2,000	0.00	2,000.00	0%
Planning Commission & Services	6,125	1,994.78	4,130.22	33%
Recreation & Activity	2,500	878.87	1,621.13	35%
Transfers Out - CIP & Fire Dept	203,112	5,365.50	197,746.50	3%
Contingencies	18,755	1,003.07	17,751.93	5%
TOTAL EXPENDITURES	\$ 586,038	\$ 121,653.78	\$ 464,384.22	

REVENUE

Real Estate Taxes	\$ 208,029	\$ 344.45	\$ 207,684.55	0%
Personal Property Taxes	39,496	40,077.16	(581.16)	101%
Prior Year Taxes	100	1,458.74	(1,358.74)	<i>Over</i>
Penalty/Interest on Taxes	700	337.27	362.73	48%
Automobile Decals	10,000	9,756.18	243.82	98%
Zoning Fees	3,000	650.00	2,350.00	22%
Interest	2,001	405.95	1,595.05	20%
Sales Taxes	46,000	16,617.76	29,382.24	36%
Utility Taxes	28,000	9,392.29	18,607.71	34%
BPOL Taxes	10,000	0.00	10,000.00	0%
Fire Programs Grant	10,000	0.00	10,000.00	0%
Park Reservation Fees	1,000	900.00	100.00	90%
Prior Year Surplus	183,112	5,365.50	177,746.50	3%
Real Estate Rental Income	42,000	0.00	42,000.00	0%
Litter Grant/Misc Income	2,600	1,235.44	1,364.56	48%
TOTAL REVENUE	\$ 586,038	\$ 86,540.74	\$ 499,497.26	

NET **\$ (35,113.04)**

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

FY TO DATE BUDGET ANALYSIS

	<u>FY2017</u>	<u>ACTUAL</u>	<u>\$ BUDGET</u>	<u>%</u>
	<u>BUDGET</u>	<u>10/31/2016</u>	<u>REMAINING</u>	<u>BUDGET</u>
EXPENDITURES				
Wages & Payroll Taxes	\$ 135,430	\$ 47,313.98	\$ 88,116.02	35%
Retirement Contribution	12,590	2,573.76	10,016.24	20%
Health Insurance	36,187	12,931.20	23,255.80	36%
General Office Expense	4,475	1,972.56	2,502.44	44%
Workman's Comp/Liability	6,943	174.00	6,769.00	3%
System Consultant	10,000	3,260.00	6,740.00	33%
Electricity	30,000	5,849.25	24,150.75	19%
Truck Supplies & Repair	7,000	870.32	6,129.68	12%
Chemicals & Water Testing	10,000	3,996.85	6,003.15	40%
Water Intgration	31,860	13,425.00	18,435.00	42%
Repairs - Plant & Equipment	26,574	10,500.26	16,073.74	40%
Repairs - Lines & Hydrants	15,000	721.81	14,278.19	5%
Repairs Bldg/Grounds	2,000	71.48	1,928.52	4%
Safety Supplies	1,500	277.03	1,222.97	18%
Cross Connection Program	200	0.00	200.00	0%
2002 VRA Bond Debt Pmt	114,634	103,158.00	11,476.00	90%
Training, Licenses & Dues	2,000	575.00	1,425.00	29%
Contingencies	5,350	2,160.02	3,189.98	40%
Transfer to CIP	328,400	0.00	328,400.00	0%
TOTAL EXPENDITURES	\$ 780,143	\$ 209,830.52	\$ 570,312.48	
REVENUE				
Water Service Charges	\$ 275,800	\$ 95,322.12	\$ 180,477.88	35%
Connection Fees	3,400	3,400.00	-	100%
VRA Bond Surcharge	78,000	26,101.27	51,898.73	33%
Cell Towner Antenna Lease	81,505	24,675.70	56,829.30	30%
Interest	531	83.51	447.49	16%
Transfers In / PY Surplus	340,907	0.00	340,907.00	0%
TOTAL REVENUE	\$ 780,143	\$ 149,582.60	\$ 630,560.40	
NET		<u>(60,247.92)</u>		

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

FY TO DATE BUDGET ANALYSIS

	FY2017	ACTUAL	\$ BUDGET	%
	BUDGET	10/31/2016	REMAINING	BUDGET
EXPENDITURES				
Operating				
Wages & Payroll Taxes	\$ 107,196	\$ 38,243.08	\$ 68,952.92	36%
Retirement Contribution	10,079	2,062.26	8,016.74	20%
Health Insurance	30,514	10,605.60	19,908.40	35%
Workers Comp/Liability	6,086	(25.00)	6,111.00	0%
System Consultant	10,000	-	10,000.00	0%
General Office Expense	7,100	2,928.50	4,171.50	41%
Sewer Operations	18,000	6,335.07	11,664.93	35%
Electricity	32,000	7,902.38	24,097.62	25%
Truck & Generator	7,000	880.91	6,119.09	13%
Chemicals & Lab Testing	65,000	17,871.86	47,128.14	27%
Repairs - Plant & Equipment	10,000	1,959.78	8,040.22	20%
Repairs - Sewer Lines	6,000	-	6,000.00	0%
Reparis Bldg/Grounds	5,000	37.69	4,962.31	1%
Safety Supplies	1,500	387.21	1,112.79	26%
Training & Licenses	1,240	-	1,240.00	0%
2010 Water Bond Debt	12,737	11,462.00	1,275.00	90%
Grinder Pumps/Maintenance	28,736	(4,943.00)	33,679.00	-17%
Contingencies	6,010	2,802.02	3,207.98	47%
Transfer to CIP	167,600	-	167,600.00	0%
TOTAL EXPENDITURES	\$ 531,798	\$ 98,510.36	\$ 433,287.64	
REVENUE				
Sewer Service Charges	\$ 308,984	\$ 110,218.87	\$ 198,765.13	36%
Connection Fees	5,000	10,000.00	(5,000.00)	200%
Interest	1,504	1,155.04	348.96	77%
Surcharge for Sewer Loan	46,410	15,277.41	31,132.59	33%
Prior Year Surplus	167,600	-	167,600.00	0%
Sewer Tax District Loan	2,300	1,336.97	963.03	58%
TOTAL REVENUE	\$ 531,798	\$ 137,988.29	\$ 393,809.71	
NET		<u>39,477.93</u>		

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

FY TO DATE BUDGET ANALYSIS

GENERAL FUND CIP	FY2017 BUDGET	ACTUAL 10/31/2016	\$ BUDGET REMAINING	% BUDGET
Expenditures				
41 E Colonialing Parking/Repairs	\$ 25,000	\$ 295.50	\$ 24,704.50	1%
VDOT FY2016 Grant	209,709	5,070.00	204,639.00	2%
VDOT FY2017 Grant	372,100	0.00	372,100.00	0%
WF & SF Loan Payback	40,000	0.00	40,000.00	0%
LC Transportation CIP Request	566,414	\$ 0.00	566,414.00	0%
Total Expenditures	\$ 1,213,223	\$ 5,365.50	\$ 1,207,857.50	
Revenue				
VDOT Grant Revenue	465,447	0.00	\$ 465,447.00	0%
LC CIP Revenue	566,414	0.00	566,414.00	
Transfer In from General Fund	181,362	5,365.50	176,292.00	3%
Total Revenue	\$ 1,213,223	\$ 5,365.50	\$ 1,208,153.00	

WATER FUND CIP

Expenditures				
East Loop & Fire Flow Model	\$ 100,000	0.00	100,000.00	0%
Water Meter Replacement	2,000	0.00	2,000.00	0%
Well 1&4 Improvements	200,000	0.00	200,000.00	0%
Decommission Wells 7-10	10,000	0.00	10,000.00	0%
Water System Distribution Model	21,500	9,900.00	11,600.00	46%
Hydrant Replacement	4,000	0.00	4,000.00	0%
3/4 Ton Pickup	29,000	0.00	29,000.00	0%
Total Expenditures	\$ 366,500	\$ 9,900.00	\$ 356,600.00	
Revenue				
Transfer in from PY Surplus	\$ 328,400	\$ 0.00	\$ 328,400.00	0%
Loan from General Fund	20,000	0.00	20,000.00	0%
Availability Fees	18,100	18,100.00	0.00	100%
Total Revenue	\$ 366,500	\$ 18,100.00	\$ 348,400.00	

SEWER FUND CIP

Expenditures				
I & I Program	\$ 50,000	\$ 0.00	50,000.00	0%
Sewer System Evaluation Study	100,000	9,849.25	90,150.75	10%
1 Ton Pickup w/Plow	50,000	0.00	50,000.00	0%
Total Expenditures	\$ 200,000	\$ 9,849.25	\$ 190,150.75	
Revenue				
Transfer in from PY Surplus	\$ 167,600	\$ 0.00	\$ 157,750.75	6%
Loan from General Fund	20,000	0.00	20,000.00	0%
Availability Fees	12,400	24,800.00	(12,400.00)	200%
Total Revenue	\$ 200,000	\$ 34,649.25	\$ 165,350.75	

**Treasurer's Report -
Check Listing October 2016**

CHECK#	PAYEE	PURPOSE	AMOUNT
20546	Advance Auto Parts	Misc Vehicle Supplies	\$81.47
20547	BROY & SON PUMP SERVICE, INC.	E Colonial Repair at Meter	\$588.98
20548	DE LAGE LANDEN	Copier Lease	\$135.00
20549	DMV	DMV Stop Fee	\$20.00
20550	DOMINION VIRGINIA POWER	Electricity	\$4,563.36
20551	FIVE STAR SEPTIC, INC.	Park Portable Rent	\$140.00
20552	Heyward Incorporated	UV Lamps	\$347.13
20553	InstruLogic LLC	Monthly SCADA	\$2,655.00
20554	MAUREEN K. GILMORE	September Legal Services	\$4,830.00
20555	NICHOLS HARDWARE	Misc Supplies	\$48.57
20556	ORKIN INC	Office Pest Management	\$190.10
20557	POSTMASTER HAMILTON	Utility Bill Postage	\$355.00
20558	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	\$25.25
20559	SOUTHERN STATES	Hydrated Lime	\$94.90
20560	TREE FROG LAWN CARE, LLC	Mowing	\$3,530.00
20561	Tri-Tek Engineering	Water Dist System Model Study	\$3,260.00
20562	UNIVAR USA INC	Chemicals	\$3,035.81
20563	USA BLUEBOOK	Misc Supplies	\$13.75
20564	USA Septic Services LLC	Pump & Haul	\$720.00
20565	UTILITY SERVICE CO., INC.	Qtrly Harmony Water Tank Maintenance	\$2,198.01
20566	VUPS	Miss Utilities	\$48.29
20567	AMERICAN DISPOSAL SERVICES INC	Trash & Recycling	\$3,826.70
20568	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	\$8,484.00
20569	BB&T BANKCARD CORPORATION	Office Supplies/Comcast/Training	\$728.83
20570	CAPITAL SOFTWARE INC	Quarterly Tax Software Maintenance	\$525.00
20571	InstruLogic LLC	Emergency SCADA Repairs	\$300.00
20572	J2 Engineers, Inc	Parking Lot Study	\$295.50
20573	JOINER MICRO LABORATORIES, INC	Water/Waste Water Testing	\$2,028.75
20574	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	\$167.52
20575	MATTHEW BENDER & CO	Legal Publications	\$440.88
20576	MR PRINT	Envelopes	\$731.54
20577	VOID		\$0.00
20578	VERIZON WIRELESS	Cell Phones	\$240.48
20579	VERIZON	Telephone	\$668.87
		TOTAL	\$45,318.69



Staff Report for Town Council Agenda Meeting Date: November 14, 2016

SUBJECT: Town of Hamilton Investment Policies – Investment Officials Bond

Background:

The Town's Investment Policy draft states that "Investment Officials shall be bonded to protect the public against embezzlement and malfeasance." The Town Council questioned if they were bonded and the amount of such bond.

Our insurance policy with VML covers crimes committed against the Town, including those committed by Public Employees, up to \$100,000 per incident. A copy of the policy declarations page follows. For financial assets and Investment Officials specifically, the policy states "We (VML) will pay for loss of or damage to "money", "securities" and "other property" resulting directly from "theft" committed by an "employee", whether identified or not, acting alone or in collusion with other persons. For the purposes of this Insuring Agreement, "theft" shall also include forgery."

Our VML Account Executive, Harry McMillen, had the following to offer about the amount of coverage most government entities carry: "*Most members base it off how much money could go missing before they would notice. Some things to consider are how many employees handle money, if they require multiple signatures on checks, have different individuals assigned for the receipt/deposit funds and reconcile bank statements, and having an annual independent financial audit? I see that most towns have at least \$100,000 and go as high as \$1 million, so this varies throughout the state.*"

Current Safeguards

1. Every bank withdrawal transaction (other than online) requires two signatures.
2. Account reconciliations are performed monthly by the Treasurer and reviewed annually by our independent auditors.

How Much is at Risk?

The Town currently holds the following financial assets:

1. Two checking accounts – one over \$100,000
2. Four money market accounts – two over \$100,000
3. Fourteen CDs – four over \$100,000
4. Three LGIP accounts – two over \$100,000

Town Council Items for Discussion

1. Is there a need to increase our insurance coverage? Our current Crime Coverage premium is \$500 annually. If we increase to \$250,000 per incident, the premium increases to \$1,000 annually (prorated, an additional \$163 for the remainder of FY2017).
2. Is there a need to limit the amount of our individual investments?



RECEIVED

NOV 02 2016

Town of Hamilton

Application for Utility Connection/Availability

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

Date: _____

Applicant: Oak Ridge Inc t/a Oakridge Communities

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

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

Name of Subdivision, Development, or Business Hamilton Meadows

Property Address 104 Lamplighter Ct, Hamilton VA 20158 Outside of Town

Zoning District R2 Property Acreage .34 PIN 382-25-4574-000

Requesting WATER Connection/Availability SEWER Connection/Availability

Proposed Use of Property Single Residential Commercial Multi-Family Industrial

Contractor Name: Oak Ridge Inc

Address: PO Box 1748 Leesburg VA 20177-1748

Telephone No. 703-777-5435

Applicant:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations and tests as they deem necessary. Included with this application are the following:

1. A plat of the property.
2. Plans and specifications covering all work proposed to be performed under this permit.

Michael J. Bon...
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:	\$ <u>18,100</u>
	Connection Fee:	\$ <u>3,400</u>
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:	\$ <u>12,400</u>
	Connection Fee:	\$ <u>5,000</u>
	TOTAL FEES DUE:	\$ <u>38,900</u>

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

Receipt of \$ 38900.00 Acknowledged by: efa Date: 11-2-16

Mayor/Town Council Approval: _____ Date: _____



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles
2300 West Broad Street

Richard D. Holcomb
Commissioner

Post Office Box 27412
Richmond, VA 23269-0001

October 28, 2016

RECEIVED

NOV 01 2016

Town of Hamilton

Mayor
Town of Hamilton
53 E Colonial HWY
P. O. 130
Hamilton, VA 20159

Dear Mayor:

The Department of Motor Vehicles sells the Animal Friendly license plate, which is authorized by Virginia Code, §46.2-749.2:7, as part of its special license plate program. This plate is issued to supporters of dog and cat sterilization programs at a cost of \$25.00 per year in addition to the prescribed fee for vehicle registration. After the first 1,000 sets of plates are sold, \$15.00 of each fee is made available to the locality in which the vehicle is registered, to be used to support sterilization programs for dogs and cats. This money is set aside in a special fund titled the Dog and Cat Sterilization Fund for distribution to localities, regardless of the amount of funds involved. For Fiscal Year 2016, DMV's records indicate that your locality is due \$30.00 from this Fund.

Virginia Code §46.2-749.2:7 requires each locality to certify that this money will be used to support sterilization of dogs and cats. If your locality does not have a program for this purpose, the statute provides the locality options. You may make the funds available to any private, nonprofit sterilization program for dogs and cats in your locality or decline receipt of funds. Any funds that are declined shall be distributed to other affected localities on a pro rata basis.

Attached to this letter is a form to make your choice pertaining to the amount stated above. Complete the form and return it no later than December 20, 2016, to:

Financial Management Services
Department of Motor Vehicles
Post Office Box 25700
Richmond, Virginia 23260
Attn: Angela Bartlett, Room 714
Fax: (804) 367-6339

If the form is not received by the above date, it will be assumed that your locality is declining the funds. If you have any questions regarding the Animal Friendly Plate, the funds due your locality or about completing the Certification of Funds form FMS 225, please email DMV at accountspayable@dmv.virginia.gov.

With kindest regards.

Sincerely,

[Handwritten signature of Richard D. Holcomb]

Richard D. Holcomb

RDH:kde

Attachment

Certification of Funds Dog and Cat Sterilization Fund

2016

The administrator or manager of the locality should complete this form by selecting the section that signifies the locality's choice regarding the acceptance of money from the Dog and Cat Sterilization Fund.

Please return this form with your Federal Employee Identification Number _____ (FEIN) to the Department of Motor Vehicles by December 20, 2016.

Option One: Acceptance of Funds

Town of Hamilton acknowledges that it is due funds from the Dog and Cat Sterilization Fund in the amount of \$_____ based on sales of the Animal Friendly license plate in Fiscal Year 2016. Furthermore, I certify that these funds will be used for the purpose of sterilization of dogs and cats as stated in Section 46.2-749.2:7 of the Code of Virginia.

Signature

Date

Print Name

Title

Option Two: Acceptance/Assignment of Funds (If more than one, please use a separate sheet)

Town of Hamilton acknowledges that it is due funds from the Dog and Cat Sterilization Fund in the amount of \$_____ based on sales of the Animal Friendly license plate in Fiscal Year 2016. This locality does not have a sterilization program, but will transfer the funds, in total, to _____ (Name and Address)

_____, which is a private, non-profit group supporting the purposes of the Fund. I certify that these funds will be used by this organization for the purpose of sterilization of dogs and cats as stated in Section 46.2-749.2:7 of the Code of Virginia.

Signature

Date

Print Name

Title

Option Three: Decline Receipt of Funds

Town of Hamilton acknowledges that it is due funds from the Dog and Cat Sterilization Fund in the amount of \$_____ based on sales of the Animal Friendly license plate in Fiscal Year 2016. This locality does not wish to accept the funds for this year.

Signature

Date

Print Name

Title

To the Town of Hamilton,

My name is Alan Case, I was born in Alexandria, Virginia, and moved to Hamilton in 1975 at the age of 16. Other than a few years of living in Leesburg, from 1981 to 1984, I've lived in Hamilton since then. I own a house here in town on Sydnor St and my family and I have lived in that house since 1994. I'm a member of Hamilton Baptist Church as well as a member of the Masons, a local fraternal organization.

I've worked at Dominion Virginia Power for 37 years, serving the public and will be retiring soon and I would like to continue serving the public after I retire. I feel that I would be a good candidate for town council. I've lived in Hamilton most of my adult life and have enjoyed living here and I would like to continue to see the town prosper without losing the small town atmosphere that I have grown up with. I believe that being a good neighbor is important and becoming a council member is the next step in being a good neighbor.

Sincerely,

Alan C Case

Alan C Case

RECEIVED

NOV 07 2016

Town of Hamilton

November 7, 2016

Rebecca Jones
232 West Colonial Highway
Hamilton, VA 20158

To the Hamilton Town Council:

I would like to express my interest in applying for the Town Council seat that is currently vacant. I have lived in Hamilton for eight years with my family and we have found it to be a wonderful community and a great place to live and raise children. I strongly believe in community service and would like to do my part to see Hamilton continue to thrive and be a small town we can all enjoy.

I have been a licensed CPA for over 20 years and hold an MBA as well. Although I have never worked in governmental accounting professionally, I do thoroughly understand budgeting processes and financial analysis. Some highlights from my accounting career include: working as an auditor for Ernst and Young in Washington, DC and corporate managerial roles at ITT Federal Services in Mannheim, Germany and Larson-Juhl Inc., a wholly-owned subsidiary of Berkshire Hathaway, headquartered in Atlanta, Georgia.

During the years I have lived in Loudoun County, I have been very involved in community service. Currently, I am the lead coordinator for an AARP Foundation Tax-Aide site in Leesburg. In this role, I manage 20 – 25 volunteer tax-preparers and client facilitators to provide free tax preparation to seniors and low to moderate income taxpayers. Last tax season, we served over 550 clients in Loudoun County, directly helping some of the neediest members of the community. I have also logged hundreds of volunteer hours at my childrens' schools, many of these in leadership positions, such as running an outdoor classroom program and founding and publishing a parent newsletter.

I believe that I could contribute to the Town of Hamilton by serving on the Town Council and appreciate the opportunity to be considered to fill the current vacancy.

Sincerely,

Rebecca Jones

RECEIVED

NOV 10 2016

Town of Hamilton

P. O. Box 95
Hamilton, VA 21059
November 10, 2016

Dear Fellow Town Council Members:

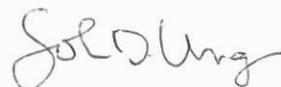
I am writing this letter in support of Rebecca Jones as a candidate for appointment to the current vacancy in the council. The reason for this letter is that I will be travelling out of town and unable to attend the November 14 council meeting.

Rebecca is a neighbor and has been active in the community especially in the schools. With her education and experience she has excellent qualifications to help the Town with financial planning and budgeting and would be a strong resource for our Treasurer to call upon when needed.

I am enthusiastic that a young, active member of our town, and one with such good qualifications, is willing to serve on the Council. She and her family are well settled in the community and want to see Hamilton continue to thrive as a small town that all of us can be proud of and can enjoy.

Thank you for considering my recommendation.

Sincerely,



John D. Unger

NOVEMBER 14, 2016 TOWN COUNCIL MEETING CLOSED SESSION MOTIONS

I move that the Hamilton Town Council recess its regular meeting and convene a closed session to discuss:

1. The appointment of a prospective Town Council member for the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1) as amended; and
2. 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).
3. Consultation with legal counsel pertaining to the lawsuit, Lori and John Bouman of Hamilton Virginia v. Town of Hamilton, Virginia, Loudoun County Circuit Court Case No: 102460, as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711 (A)(7).

The following individuals are invited to attend the closed session:

All Town Council Members
Maureen K. Gilmore, Town Attorney

Second and Recorded Voice Vote required.

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

Second and Recorded Voice Vote required.

I move that the Hamilton Town Council adopt Resolution No: 2016-23, to certify that while in closed session, the participants discussed only those matters for which the closed session was convened.

Second and Recorded Voice Vote required.

**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 2016-23

PRESENTED:

November 14, 2016

ADOPTED:

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