

AGENDA
TOWN COUNCIL MEETING
HAMILTON, VA
Monday, December 12, 2016
7:00pm

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

GUESTS

MINUTES – Discussion and Approval

- Town Council Meeting – November October 14, 2016 (Pgs. 3-9)

MAYOR’S REPORT

- Committee Member Updates (Pg. 10)

WATER & SEWER COMMITTEE (Simpson, Snyder, Wine)

- Report from Staff

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

TREASURER’S REPORT (Jones)

- December Treasurer’s Report – Through October 31, 2016 (Pgs. 11-16)

FINANCE COMMITTEE (Snyder, Simpson, Unger, Wine)

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

- Re-Schedule Committee Meeting

PERSONNEL COMMITTEE (Simpson, Green, Wine)

PLANNING COMMISSION (McCann, Clark)

- Planning Commission Meeting scheduled for December 14, 2016

OLD BUSINESS

- DMV Proceeds of the Dog and Cat Sterilization Fund Due to the Town (Pgs. 17-18)

Motion: "I move that the Hamilton Town Council approve the assignment of the DMV's Dog and Cat Sterilization Fund in the amount of \$30.00 to the _____, in accordance with Section 46.2-749.2:7 of the Code of Virginia."

- Parking Lot Study and 41 E Colonial Hwy

NEW BUSINESS

- Declare 2003 GMC Sierra Pick Up Truck Surplus Equipment – Resolution 2016-024 (Pg. 19)
- Luminaria Assembly @ Hamilton Safety Center Christmas Eve 12:00pm
- Equipment Donation for Park (Pg. 20)

CLOSED SESSION MOTION (Pg. 21)

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

- Compensation of employees of the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1).

NEW BUSINESS (CONT.)

- Resolution 2016-25 to Certify the Closed Session (Pg.22)
- Staff Holiday Bonuses

ADJOURNMENT

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

TOWN COUNCIL

PRESENT: David R. Simpson, Mayor
Kenneth C. Wine, Vice Mayor
Matthew Clark, Council member
Craig Green, Council member
VACANCY

ABSENT: John Unger, Council member
Michael Snyder, Council member

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

CALL TO ORDER THE REGULAR MEETING:

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

AGENDA AMENDMENTS:

None

GUESTS:

Deputy Moats came forward to speak. Deputy Moats stated that the new Western Loudoun Substation is now open. He stated that if any members of the Town Council or staff would like to take a tour of the substation just let him know and he will make the arrangements. Deputy Moats stated that as far as crime goes in Hamilton he is happy to report things in the last month have been quiet.

PUBLIC COMMENT:

None

MAYOR'S REPORT:

Mayor Simpson stated that his report refers to all items in the closed session and will be discussed at that time.

MINUTES: Council member Green made a motion to approve the October 17, 2016 Town Council minutes as amended.

Motion: Council member Green
Second: Vice Mayor Wine
Carried: 4-0-2-1

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

WATER & SEWER COMMITTEE - Report from Staff

Mayor Simpson tabled this item for Council member Snyder's report should he arrive later in the meeting.

PARKS & RECREATION COMMITTEE:

Council member Clark had nothing new to report.

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: Council member Green
Second: Council member Clark
Carried: 4-0-2-1

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

Clark - Aye
Vacancy

FINANCE COMMITTEE:

No report given.

PUBLIC SAFETY & ZONING ENFORCEMENT COMMITTEE:

Mr. Galindo stated that this Committee meeting has been rescheduled for a later date.

PERSONNEL COMMITTEE:

No report given.

PLANNING COMMISSION:

Planning Commission Chairman McCann stated that the November 16th Planning Commission meeting has been rescheduled to December 14, 2016.

OLD BUSINESS:

Town of Hamilton Investment Policy – Ms. Jones gave a brief report and referred to the full staff report in the Town Council Agenda regarding this item. She indicated that she has spoken with the VML Account Executive, Harry McMillen and his thoughts are in the staff report.

Council member Green made a motion that the Town Council adopt the Investment Policy before them with the recommendation that they increase their theft insurance to \$250,000 coverage.

NEW BUSINESS:

Application for Sewer Connection 104 Lamplighter Court - Vice Mayor Wine made a motion to approve the Sewer Connection for 104 Lamplighter Court.

Motion: Vice Mayor Wine
Second: Council member Green
Carried: 4-0-2-1

Town Council
Regular Meeting Minutes
November 14, 2016

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

DMV Proceeds of the Dog and Cat Sterilization Fund Due to the Town – Council tabled this item until staff receives confirmation that the funds can be sent directly to the Loudoun County Animal Shelter.

2016 November-December Holiday Schedule – Vice Mayor Wine made a motion to adopt the Loudoun County Holiday Schedule for the Town of Hamilton.

Motion: Vice Mayor Wine
Second: Council member Green
Carried: 4-0-2-1

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

Hamilton Community Park Annual Tree Lighting – The tree lighting will be on Sunday, December 4, 2016 at 7:00 PM, refreshments to follow at the Hamilton Baptist Church. Ms. Jones stated that the Town Christmas Tree is to be moved this week.

Tree Behind Garage – Mayor Simpson stated that there is a tree on Town Property that needs to be removed as it is a safety hazard. Council member Green made a motion to allow the Mayor to contract with a company to remove the tree.

Motion: Council member Green
Second: Council member Clark
Carried: 4-0-2-1

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

CANDIDATES FOR TOWN COUNCIL VACANCY:

Rebecca Jones and Alan Case each came before the Town Council and residents to introduce themselves and give their background information.

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 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 the law suit,, 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); and
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); and
4. Discussion of lease of real property, 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

Town Council
Regular Meeting Minutes
November 14, 2016

Second: Council member Green
Carried: 4-0-2-1
Simpson - Aye
Unger - Absent
Green - Aye
Snyder - Absent
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 Green
Carried: 4-0-2-1

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

Council member Green made a motion to appoint Rebecca Jones to the remainder of the term which expires on June 30, 2018.

Motion: Council member Green
Second: Vice Mayor Wine
Carried: 4-0-2-1

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

Vice Mayor Wine made a motion that the Hamilton Town Council adopt resolution 2016-023 certifying the closed meeting November 14, 2016 and that a copy of the resolution be included in the minutes of the Town Council meeting.

Town Council
Regular Meeting Minutes
November 14, 2016

Motion: Vice Mayor Wine
Second: Council member Green
Carried: 4-0-2-1

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

ADJOURNMENT:

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

David Simpson, Mayor

Jennifer L. Noel, Recorder

Town of Hamilton
Committee Assignments
Through June 30, 2017

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

* Chariman

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

Investment Summary	11/30/2016	10/31/2016	9/30/2016	8/31/2016
BB&T Checking General	\$ 58,676.08	\$ 23,656.76	\$ 30,733.44	\$ 39,881.15
Water	4,571.14	101,293.76	66,232.66	67,524.69
Sewer	346,636.10	346,659.54	289,533.22	301,900.16
Total BB&T Checking	\$ 409,883.32	\$ 471,610.06	\$ 386,499.32	\$ 409,306.00
BB&T CDs	674,929.39	674,929.39	674,929.39	674,929.39
Wells Fargo Money Market	339,217.00	339,217.27	339,208.63	339,200.27
Cardinal Bank Money Market & CDs	832,278.16	832,727.97	832,910.96	832,658.07 *
LGIP	309,995.51	309,971.72	309,812.55	309,663.64
Total All Funds	\$ 2,566,303.38	\$ 2,628,456.41	\$ 2,543,360.85	\$ 2,565,757.37

Outstanding Debt - November 30, 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 -November 2016

Regular Cycle Water/Sewer Bills	113
Regular Delinquent Bills	
Water turn-offs Due to Non Payment	
New Accounts Created	
Adjustments (leak or misread)	3
Adjustments (pool credits)	
New Water Connections	
New Sewer Connections	

Accounts Payable & Payroll Activity - October 2016

33 # Accounts Payable Checks + Wire Transfers	\$ 72,038.22
Accounts Payable Checks (List attached)	
6 # Employees & Town Council	
Payroll Expense	\$ 20,355.70
Retirement Expense	\$ 3,770.46

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

FY TO DATE BUDGET ANALYSIS

	FY2017 BUDGET	ACTUAL 11/30/2016	\$ BUDGET REMAINING	% BUDGET
EXPENDITURES				
Wages & Payroll Taxes	\$ 125,175	\$ 45,384.52	\$ 79,790.48	36%
Retirement Contribution	8,056	2,345.15	5,710.85	29%
Health Insurance	25,938	12,409.20	13,528.80	48%
Membership Dues	1,011	0.00	1,011.00	0%
General Office Expense	41,495	11,553.63	29,941.37	28%
Legal Services/Codification	48,000	22,065.00	25,935.00	46%
Engineering Services	5,000	0.00	5,000.00	0%
Audit	15,000	5,000.00	10,000.00	33%
Trash/Recycling	47,145	19,106.48	28,038.52	41%
Mowing	12,000	12,070.00	(70.00)	<i>Over</i>
Street Lights	8,000	2,581.07	5,418.93	32%
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	2,025.20	4,099.80	33%
Recreation & Activity	2,500	1,035.59	1,464.41	41%
Transfers Out - CIP & Fire Dept	203,112	7,165.50	195,946.50	4%
Contingencies	18,755	1,317.98	17,437.02	7%
TOTAL EXPENDITURES	\$ 586,038	\$ 145,338.32	\$ 440,699.68	

REVENUE

Real Estate Taxes	\$ 208,029	\$ 21,627.86	\$ 186,401.14	10%
Personal Property Taxes	39,496	41,138.29	(1,642.29)	<i>Over</i>
Prior Year Taxes	100	1,653.01	(1,553.01)	<i>Over</i>
Penalty/Interest on Taxes	700	480.24	219.76	69%
Automobile Decals	10,000	10,334.18	(334.18)	<i>Over</i>
Zoning Fees	3,000	80.00	2,920.00	3%
Interest	2,001	511.99	1,489.01	26%
Sales Taxes	46,000	20,786.99	25,213.01	45%
Utility Taxes	28,000	12,073.33	15,926.67	43%
BPOL Taxes	10,000	30.00	9,970.00	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	7,165.50	175,946.50	4%
Real Estate Rental Income	42,000	0.00	42,000.00	0%
Litter Grant/Misc Income	2,600	1,402.44	1,197.56	54%
TOTAL REVENUE	\$ 586,038	\$ 118,183.83	\$ 467,854.17	

NET **\$ (27,154.49)**

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

FY TO DATE BUDGET ANALYSIS

	<u>FY2017</u>	<u>ACTUAL</u>	<u>\$ BUDGET</u>	<u>%</u>
	<u>BUDGET</u>	<u>11/30/2016</u>	<u>REMAINING</u>	<u>BUDGET</u>
EXPENDITURES				
Wages & Payroll Taxes	\$ 135,430	\$ 57,777.49	\$ 77,652.51	43%
Retirement Contribution	12,590	3,660.52	8,929.48	29%
Health Insurance	36,187	16,164.00	20,023.00	45%
General Office Expense	4,475	2,289.19	2,185.81	51%
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	7,508.16	22,491.84	25%
Truck Supplies & Repair	7,000	1,040.03	5,959.97	15%
Chemicals & Water Testing	10,000	4,995.94	5,004.06	50%
Water Intgration	31,860	16,080.00	15,780.00	50%
Repairs - Plant & Equipment	26,574	10,371.42	16,202.58	39%
Repairs - Lines & Hydrants	15,000	2,921.81	12,078.19	19%
Repairs Bldg/Grounds	2,000	1,111.12	888.88	56%
Safety Supplies	1,500	473.98	1,026.02	32%
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	2,183.64	3,166.36	41%
Transfer to CIP	328,400	0.00	328,400.00	0%
TOTAL EXPENDITURES	\$ 780,143	\$ 233,744.30	\$ 546,398.70	
REVENUE				
Water Service Charges	\$ 275,800	\$ 96,024.46	\$ 179,775.54	35%
Connection Fees	3,400	6,800.00	(3,400.00)	<i>Over</i>
VRA Bond Surcharge	78,000	26,015.77	51,984.23	33%
Cell Towner Antenna Lease	81,505	33,915.50	47,589.50	42%
Interest	531	104.91	426.09	20%
Transfers In / PY Surplus	340,907	0.00	340,907.00	0%
TOTAL REVENUE	\$ 780,143	\$ 162,860.64	\$ 617,282.36	
NET		<u>(70,883.66)</u>		

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

FY TO DATE BUDGET ANALYSIS

	<u>FY2017</u>	<u>ACTUAL</u>	<u>\$ BUDGET</u>	<u>%</u>
	<u>BUDGET</u>	<u>11/30/2016</u>	<u>REMAINING</u>	<u>BUDGET</u>
EXPENDITURES				
Operating				
Wages & Payroll Taxes	\$ 107,196	\$ 46,741.34	\$ 60,454.66	44%
Retirement Contribution	10,079	2,932.89	7,146.11	29%
Health Insurance	30,514	13,257.00	17,257.00	43%
Workers Comp/Liability	6,086	(25.00)	6,111.00	0%
System Consultant	10,000	-	10,000.00	0%
General Office Expense	7,100	3,000.81	4,099.19	42%
Sewer Operations	18,000	7,415.07	10,584.93	41%
Electricity	32,000	9,981.15	22,018.85	31%
Truck & Generator	7,000	1,050.63	5,949.37	15%
Chemicals & Lab Testing	65,000	22,176.98	42,823.02	34%
Repairs - Plant & Equipment	10,000	1,959.78	8,040.22	20%
Repairs - Sewer Lines	6,000	-	6,000.00	0%
Repairs Bldg/Grounds	5,000	77.32	4,922.68	2%
Safety Supplies	1,500	584.16	915.84	39%
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	2,825.65	3,184.35	47%
Transfer to CIP	167,600	-	167,600.00	0%
TOTAL EXPENDITURES	\$ 531,798	\$ 118,496.78	\$ 413,301.22	
REVENUE				
Sewer Service Charges	\$ 308,984	\$ 111,240.13	\$ 197,743.87	36%
Connection Fees	5,000	15,000.00	(10,000.00)	<i>Over</i>
Interest	1,504	1,442.30	61.70	96%
Surcharge for Sewer Loan	46,410	15,231.91	31,178.09	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	\$ 144,251.31	\$ 387,546.69	
NET		25,754.53		

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

FY TO DATE BUDGET ANALYSIS

GENERAL FUND CIP	FY2017 BUDGET	ACTUAL 11/30/2016	\$ BUDGET REMAINING	% BUDGET
Expenditures				
41 E Colonialing Parking/Repairs	\$ 25,000	\$ 2,095.50	\$ 22,904.50	8%
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	\$ 7,165.50	\$ 1,206,057.50	
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	7,165.50	174,196.50	4%
Total Revenue	\$ 1,213,223	\$ 7,165.50	\$ 1,206,057.50	

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	17,055.00	4,445.00	79%
Hydrant Replacement	4,000	0.00	4,000.00	0%
3/4 Ton Pickup	29,000	26,231.27	2,768.73	90%
Total Expenditures	\$ 366,500	\$ 43,286.27	\$ 323,213.73	
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	36,200.00	(18,100.00)	<i>Over</i>
Total Revenue	\$ 366,500	\$ 36,200.00	\$ 330,300.00	

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	\$ 9,849.25	\$ 157,750.75	6%
Loan from General Fund	20,000	0.00	20,000.00	0%
Availability Fees	12,400	37,200.00	(24,800.00)	<i>Over</i>
Total Revenue	\$ 200,000	\$ 47,049.25	\$ 152,950.75	

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

CHECK#	PAYEE	PURPOSE	AMOUNT
20580	Aspen Hill Landworks	Asphalt Repairs - S St Paul & S Rogers Sts	\$ 2,200.00
20581	Calvert Brittany Glidden	Personal Property Tax Refund	8.90
20582	Carri Michon	Hamilton Day Expenses	16.72
20583	DE LAGE LANDEN	Copier Lease	135.00
20584	DOMINION VIRGINIA POWER	Electricity	4,424.06
20585	FIVE STAR SEPTIC, INC.	Park Portable Rent	140.00
20586	HAMILTON SERVICE CENTER	Truck Repair	91.62
20587	InstruLogic LLC	Monthly SCADA	2,655.00
20588	John Beasley	Utility Account Refund	79.81
20589	JOINER MICRO LABORATORIES, INC	Water/Waste Water Testing	2,256.25
20590	MAUREEN K. GILMORE	Legal Services	3,885.00
20591	NICHOLS HARDWARE	Misc Supplies	7.49
20592	SHENANDOAH VALLEY WATER COMPANY	Office Water Cooler	18.50
20593	Susan Wence	Utility Account Refund	18.35
20594	USA BLUEBOOK	Safety & Misc Supplies	678.17
20595	VUPS	Miss Utilities	47.25
20596	WB Mason	Office Supplies	29.95
20597	AMERICAN DISPOSAL SERVICES INC	Trash & Recycling	3,827.58
20598	ANTHEM BLUE CROSS BLUE SHIELD	Health Insurance	8,484.00
20599	BB&T BANKCARD CORPORATION	Office Supplies/Postage/Software	527.19
20600	Colonial Ford Truck Sales, Inc.	2017 Ford F250 3/4 Ton Pickup	26,231.27
20601	DOMINION ELECTRIC SUPPLY COMPANY INC	WWTP Bulbs	71.78
20602	Home Paramount Pest Control	Pest Remediation at 41 E Colonial House	1,050.00
20603	IMAGISTX of Virginia	Quarterly Copier Maintenance	381.48
20604	J2 Engineers, Inc	Drainage & Ped Improvements Contract	1,800.00
20605	LOUDOUN COUNTY CENTRAL GARAGE	Vehicle Fuel	247.81
20606	POSTMASTER HAMILTON	Postage for Dec 1st Water Bills	328.15
20607	Tri-Tek Engineering	Water Sys Dist Model Contract	7,155.00
20608	UNIVAR USA INC	Chemicals	2,934.85
20609	USA Septic Services LLC	Pump & Haul	1,080.00
20610	VERIZON	Telephone	668.87
20611	VERIZON WIRELESS	Cell Phones	234.17
20160198	JENNIFER NOEL	Recorder Services	324.00
TOTAL			\$ 72,038.22



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



**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION: 2016-024

PRESENTED: December 12, 2016

A RESOLUTION: TOWN COUNCIL DECLARATION OF SURPLUS PERSONAL PROPERTY AND INTENT TO DISPOSE/SELL.

WHEREAS, the Code of Virginia of 1950, as amended, § 15.2-951 allows localities to declare that personal property is surplus and to dispose of such surplus property by public sale or auction; and

WHEREAS, the Town Council has determined that due to the purchase of a new truck, its 2003 GMC Sierra Pickup (VIN:1GTHK24U43Z231277) is surplus and should be sold/disposed of; and

WHEREAS, the requirements of Code of Virginia of 1950, as amended, Section 2.2-1124 B 3 through B5, as applicable, shall be met.

NOW THEREFORE, BE IT RESOLVED, that the Hamilton Town Council hereby declares the personal property identified above as surplus property; and be it

FURTHER RESOLVED that the Hamilton Town Council intends to offer the surplus property for sale to the public by sale and/or auction.

ADOPTED THIS 12TH DAY OF DECEMBER 2016.

David R. Simpson, Mayor

Recorded Vote:

Motion by:

Seconded by:

Yeas:

Nays:

Abstentions:

Absent for Vote:

ATTEST:

Jennifer Noel, Recorder

EASY OUTDOOR SPACE DOME | GD-810

HIGH-QUALITY STEEL CONSTRUCTION –The Space Dome Climber is made of top-quality steel, and its construction is highly durable and resilient. It features rust-and UV-resistant steel so that children can play without any worries. This dome is great for outdoor use because of its all-weather durability.

ENDLESS HOURS OF PLAYTIME – Kids will develop their social skills, comprehension skills, and confidence by playing with this colorful outdoor dome. It also promotes limb strength, balance, and agility,encouraging kids to exercise while they have their fun in the sun.

IDEAL FOR BACKYARDS – This dome is applicable for backyard installation. It is perfect for fenced homes so that parents can watch over their children, making sure that they're safe and secure while they play.

MAXIMUM CAPACITY OF 1000 POUNDS – The Space Dome Climber has a maximum total weight capacity of 1000 pounds. Its dimensions measure 91 x 46 x 91 inches (weight x height x depth), which allows more than three children to play at the same time.

SUITABLE FOR CHILDREN AGES 3 TO 9 – Ideal for children ages 3 to 9, this sturdy dome promotes fun and interpersonal traits. Parents can invite their children's friends over, and the fun never stops with the Space Dome Climber.

Measures 91 x 46 x 91 inches (W x H x D); 2-year warranty



This amazing dome climber will help your child develop confidence, balance, strength and agility. Your child will enjoy hours of playtime and creativity with friends on this backyard jungle gym play set. Help your child develop confidence, balance, strength, and agility with the Easy Outdoor Geodescent Space Dome. Made of rust- and UV-resistant steel, the dome encourages your child to climb up, over, and around the structure with other kids, giving them hours of playtime and creativity while developing their interpersonal and social skills. Designed for children between ages 3 and 10, the dome measures 91 by 46 by 91 inches (W x H x D) and supports up to 1000 pounds. It also carries a two-year warranty.

DECEMBER 12, 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:

The compensation of employees of the Town of Hamilton as authorized by Code of Virginia Section 2.2-3711(A)(1).

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: 2016-25, 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. 2016-25

**PRESENTED:
ADOPTED:**

December 12, 2016

**A RESOLUTION: CERTIFYING THE CLOSED SESSION ON
DECEMBER 12, 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