

**AGENDA
TOWN COUNCIL
PUBLIC HEARING
HAMILTON, VA**
Monday, March 17, 2025
7:00pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. DETERMINATION OF QUORUM

**A. PUBLIC HEARINGS & COMMENTS: NOTICE OF PROPOSED REAL PROPERTY
TAX RATES FOR FY26 (page 2-3)**

**(The name and address of each speaker shall be provided in writing and a time
limit of three (3) minutes shall apply.)**

V. ADJOURN PUBLIC HEARING

NOTICE OF PUBLIC HEARING, TOWN OF HAMILTON, VIRGINIA

NOTICE OF EFFECTIVE TAX RATE INCREASE

Pursuant to Code of Virginia of 1950, as amended, §§ 15.2-107, -1427 and 58.1-3000, -3007, -3201 and -3321, the Hamilton Town Council will hold a public hearing at the Hamilton Town Office, 53 East Colonial Highway, Hamilton, Virginia, on March 17, 2025, beginning at 7:00 p.m., for the purpose of receiving comment on the proposed real property tax rate for fiscal year 2026. The previous year's real estate tax rate was \$.27 per \$100 of assessed value and the Town Council proposes a tax rate of up to \$.29 per \$100 of assessed value for fiscal year 2026.

SUMMARY OF REAL ESTATE PROPERTY TAX RATES

Tax Year	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026
Tax Rate	\$.27	\$.27	\$.29
Assessed Value of Real Estate	\$113,187,390	\$118,714,180	\$133,502,210

1. The tax rate will increase from that of last year. The tax revenue will increase.
2. Assessment increase: Total assessed value of real property, excluding additional assessments due to new construction/improvements to property, exceeds last year's total assessed value of real property by 12.42 percent.
3. Lowered rate necessary to offset increased assessment: the tax rate which would levy the same amount of real estate tax as last year when multiplied by the new total assessed value of real estate with the exclusion mentioned above would be \$.241 per \$100 assessed value. This rate will be known as the "lowered tax rate."
4. Effective Rate: The Town of Hamilton proposes to adopt the tax rate of \$.29 per \$100 assessed value. The difference between the lowered tax rate and the proposed rate would be an additional \$.735 per \$100 in taxes. This difference will be known as the "effective tax rate increase". Individual property taxes may increase at a percentage greater than or less than the above percentage.
5. A public hearing on the proposed budget for the next fiscal year will be advertised and held separately from the public hearing that is being advertised herein.

Following the public hearing, the Town Council will hold its regular monthly meeting, at which time it will consider the adoption of an ordinance containing the FY26 real property tax rate. Copies of the proposed ordinance and related documents are available for review on the Town website and at the Town Office, by appointment, Monday through Friday, 8 am through 4 pm. All interested residents are invited to participate in the public hearing by

following the instructions on the Town website: hamiltonva.gov or emailing comments to Sherri Jackson, Treasurer at treasurer@hamiltonva.gov.

Kenneth C. Wine, Mayor
Town of Hamilton

For 03/06/2025

AGENDA
TOWN COUNCIL MEETING
HAMILTON, VA

Monday, March 17, 2025

7:00pm

If you need an accommodation due to a disability, limited English proficiency or any other special need to allow for participation in public meetings, please contact the Town of Hamilton at 540-338-2811 or email info@hamiltonva.gov so arrangements for reasonable accommodations can be made.

Si necesita adaptaciones debido a una discapacidad, dominio limitado del inglés o cualquier otra necesidad especial para permitir la participación en reuniones públicas, comuníquese con la ciudad de Hamilton al 540-338-2811 o envíe un correo electrónico a info@hamiltonva.gov para hacer arreglos para adaptaciones razonables. Puede ser hecho.

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- I. CALL TO ORDER**
 - II. PLEDGE OF ALLEGIANCE**
 - III. ROLL CALL**
 - IV. DETERMINATION OF QUORUM**
 - V. PUBLIC COMMENT**
 - VI. MONTHLY REPORTS**
 - 1. Treasurer's Report – February 2025 (pages 7-11)
 - 2. Utility Report – February 2025 (12-18)
 - 3. Zoning Administrator/Planner Report and General Assembly highlights– February 2025 (page 19-23)

4. Project Coordinators Report (page 24)

A. MINUTES-Review and Approval

1. Town Council Meeting – February 10, 2025 (pages 25-31)
2. Public Hearing Special Meeting- February 25, 2025 (pages 32-34)

B. MAYOR’S REPORT

1. Actively seeking funding for the well, water tower and all the other good stuff
2. Met with Captain Joshua Lowder from the Western Loudoun substation about speeding and other Town issues.

C. COMMITTEE REPORTS

1. WATER AND SEWER COMMITTEE (Craig Green, Chair)
 - i. Verbal report met today
2. PARKS AND RECREATION COMMITTEE (Cathy Salter, Chair)
 - i. We had a very successful park clean upon Saturday, March 8th. The Mill was very generous with a donation of 6 tons of pea gravel for the truck pit. The Boy Scouts were very helpful and we had some citizens from the community come help.
3. EVENTS COMMITTEE (Salter and Beardsley)
 - i. We are coming along with Hamilton Day. This year we are using parade applications, and we have some new and exciting additions to the parade. We will open by the end of the month an online store through Cheers Sports to order Hamilton anniversary shirts and sweatshirts.
4. FINANCE COMMITTEE (Rebecca Jones, Chair)
 - i. Review of Real Estate rates

- ii. Recommendations for Real Estate rate FY 2026
- iii. FY2026 Budget process progress
- iv. Discussion of funding part time position

5. PERSONNEL COMMITTEE

- i. Discussed Retreat details
- ii. Discussion of part time position

6. PLANNING COMMISSION (Chris Shumaker, Liaison)

- i. Scheduled for March 19, 2025 at 7:00 PM.

VII. OLD BUSINESS

VIII. NEW BUSINESS

- 1. Ordinance 2025-01 to set the Real Estate Property rate at .29/100 F/Y 2026 and motion (page35-36)

IX. ADJOURNMENT



FEBRUARY 2025
Treasurers Report

General Fund Revenue	Budget	YTD	difference
Real Estate Taxes	(\$320,528.00)	(\$279,134.78)	(\$41,393.22)
Personal Property Taxes	(\$42,000.00)	(\$30,186.64)	(\$11,813.36)
Sales Tax	(\$66,000.00)	(\$49,405.12)	(\$16,594.88)
Utility Tax - Dominion	(\$12,000.00)	(\$8,053.00)	(\$3,947.00)
Communications Tax	(\$12,000.00)	(\$11,291.25)	(\$708.75)
Business, Professional & Occupational Lic	(\$34,000.00)	(\$15,510.02)	(\$18,489.98)
Motor Vehicle License Fee	(\$14,000.00)	(\$2,534.43)	(\$11,465.57)
Zoning & Subdivision Permits	(\$10,000.00)	(\$5,664.91)	(\$4,335.09)
Interest Earned	(\$3,000.00)	(\$9,629.51)	\$3,629.51
Real Estate Rental Income	\$0.00	(\$31,345.17)	\$31,345.17
Meals Taxes	(\$5,000.00)	(\$5,157.94)	\$157.94
Park Reservation Fees	(\$3,000.00)	(\$3,450.00)	\$450.00
Litter Prevention Grant	(\$2,100.00)	\$0.00	(\$2,100.00)
Misc. Income	(\$1,500.00)	(\$7,403.47)	\$5,903.47
Returned Check Fees	(\$200.00)	(\$90.00)	(\$110.00)
PPTRA Reimbursement	(\$23,495.00)	(\$23,495.67)	\$0.67
Prior FY Surplus	(\$104,700.00)	\$0.00	(\$104,700.00)
	(\$653,523.00)	(\$482,351.91)	(\$174,171.09)

General Fund Expenditures	Budget	YTD	difference
Mayor & Town Council Wages	\$26,400.00	\$12,013.77	\$14,386.23
FICA - Mayor & Town Council	\$2,020.00	\$1,044.23	\$975.77
Pub Hearing-Town Council	\$750.00	\$0.00	\$750.00
Mayor & TC Discretionary Fund	\$4,000.00	\$2,966.51	\$1,033.49
Membership Dues (TC)	\$600.00	\$595.00	\$5.00
Membership Dues (Clerk)	\$125.00	\$0.00	\$125.00
Insurance - Excess Liability	\$16,500.00	\$24,395.00	(\$7,895.00)
Legal Services	\$75,000.00	\$50,323.00	\$24,677.00
Ordinance Codification	\$2,000.00	\$1,687.50	\$312.50
Bank Charges and Fees	\$2,700.00	\$2,120.20	\$579.80
Legal Publications	\$2,000.00	\$1,666.49	\$333.51
Admin Staff Wages	\$33,000.00	\$23,342.52	\$9,657.48
FICA - Admin Staff	\$2,525.00	\$1,785.67	\$739.33
Worker's Compensation-Admin Staff	\$50.00	\$0.00	\$50.00
Office Equip Maintenance	\$4,000.00	\$1,651.79	\$2,348.21
Printing	\$500.00	\$39.03	\$460.97
Classified Advertising	\$500.00	\$396.00	\$104.00
Internet Services/Web-site	\$4,500.00	\$3,041.63	\$1,458.37
Postage	\$1,000.00	\$342.00	\$658.00
Telephone - Admin	\$7,500.00	\$3,326.74	\$4,173.26
Admin Discretionary Fund	\$3,000.00	\$1,433.27	\$1,566.73

Election	\$2,200.00	\$0.00	\$2,200.00
COLT Donations	\$1,500.00	\$0.00	\$1,500.00
Office Supplies	\$1,800.00	\$1,796.66	\$3.34
Software	\$27,000.00	\$23,569.83	\$3,430.17
Office Equip & Furnishings	\$6,000.00	\$877.87	\$5,122.13
Computer Hardware	\$3,500.00	\$0.00	\$3,500.00
IT Hours/Maintenance	\$5,000.00	\$1,148.40	\$3,851.60
Audit	\$27,000.00	\$0.00	\$27,000.00
Town Treasurer Wages	\$41,000.00	\$28,982.82	\$12,017.18
FICA - Treasurer	\$3,150.00	\$2,217.19	\$932.81
Retirement-Admin	\$9,150.00	\$9,333.98	(\$183.98)
Health Insurance - Retiree	\$5,232.00	\$3,291.80	\$1,940.20
Health Insurance-Admin	\$24,300.00	\$16,193.28	\$8,106.72
Worker's Compensation-Treasurer	\$300.00	\$300.00	\$0.00
Pub Hearing-Budget	\$975.00	\$0.00	\$975.00
Project Manager	\$75,000.00	\$15,593.22	\$59,406.78
FICA - Project Manager	\$5,800.00	\$1,192.89	\$4,607.11
Fire Department - Donation	\$1,000.00	\$0.00	\$1,000.00
Rescue Squad - Donation	\$1,000.00	\$0.00	\$1,000.00
Streets & Sidewalks	\$10,000.00	\$13,764.54	(\$3,764.54)
Electric - Street Lights	\$6,250.00	\$3,491.57	\$2,758.43
Trash/Recycling	\$71,000.00	\$44,888.80	\$26,111.20
Building/Grounds Maintenance	\$10,000.00	\$4,811.82	\$5,188.18
Rental Property Maintenance/Repairs	\$15,000.00	\$0.00	\$15,000.00
Electric - Admin	\$3,300.00	\$2,902.58	\$397.42
Mowing	\$18,000.00	\$10,273.00	\$7,727.00
Town Activities/Events	\$8,000.00	\$2,098.39	\$5,901.61
Park Maintenance/Supplies	\$8,000.00	\$1,761.08	\$6,238.92
Planning Commission	\$6,200.00	\$825.00	\$5,375.00
BZA	\$450.00	\$0.00	\$450.00
Zoning Administrator IC Fees	\$15,000.00	\$9,122.75	\$5,877.25
Engineering Services	\$6,000.00	\$225.00	\$5,775.00
Pub Hearing-Plan Commission	\$300.00	\$0.00	\$300.00
ZA Cell Phone	\$625.00	\$572.33	\$52.67
Maintenance Wages	\$25,418.00	\$14,222.81	\$11,195.19
FICA - Maintenance	\$2,000.00	\$1,088.06	\$911.94
Truck Expense Fuel - Maintenance	\$2,000.00	\$557.07	\$1,442.93
Truck Expense Supplies - Maintenance	\$1,500.00	\$65.94	\$1,434.06
General Fund Contingency	\$14,903.00	\$0.00	\$14,903.00
	\$653,523.00	\$347,339.03	\$306,183.97
	\$0.00	(\$131,545.98)	\$131,545.98
Water			
Interest Earned	(\$14,000.00)	(\$14,589.95)	\$589.95
Cell Tower Antenna Leases	(\$50,000.00)	(\$25,416.03)	(\$24,583.97)
Water User Fees	(\$317,000.00)	(\$214,874.08)	(\$102,125.92)
Late Payment Penalty	(\$3,000.00)	(\$2,188.63)	(\$811.37)
Late Interest Penalty	(\$600.00)	(\$982.03)	\$382.03

Availabilities Fees	(\$75,000.00)	\$0.00	(\$75,000.00)
Water Surcharge - VRA Bond	(\$88,000.00)	(\$58,467.75)	(\$29,532.25)
New Account Fees	(\$2,000.00)	(\$1,050.00)	(\$950.00)
	(\$549,600.00)	(\$317,568.47)	(\$232,031.53)

Sewer

Interest	(\$31,000.00)	(\$25,754.75)	(\$5,245.25)
Sewer User Fees	(\$497,000.00)	(\$331,586.79)	(\$165,413.21)
Late Payment Penalty	(\$2,500.00)	(\$2,188.63)	(\$311.37)
Late Payment Interest	(\$500.00)	(\$982.03)	\$482.03
Sewer Surcharge - USDA Loan	(\$52,200.00)	(\$34,791.90)	(\$17,408.10)
Grinder Pump Fee	(\$36,000.00)	(\$27,987.84)	(\$8,012.16)
Connection Fees	\$0.00	(\$30,000.00)	\$30,000.00
	(\$619,200.00)	(\$453,291.94)	(\$165,908.06)

Enterprise Fund Expenditures	Budget	YTD	difference
Water			
Water Fund Printing	\$600.00	\$324.28	\$275.72
Water Management Wages	\$54,000.00	\$33,083.80	\$20,916.20
Fica	\$4,200.00	\$2,530.94	\$1,669.06
Retirement Contribution	\$7,000.00	\$4,559.56	\$2,440.44
Water Health Insurance	\$13,700.00	\$8,771.36	\$4,928.64
Water Workman's Comp	\$1,500.00	\$1,162.00	\$338.00
System Consultant	\$26,000.00	\$5,540.54	\$20,459.46
Water Plant Operation	\$213,200.00	\$141,788.32	\$71,411.68
After-Hours/Emergency Water Systems M	\$5,000.00	\$10,559.77	(\$5,559.77)
Electricity	\$40,000.00	\$26,607.32	\$13,392.68
Internet Services	\$800.00	\$1,013.59	(\$213.59)
Postage	\$1,200.00	\$1,062.75	\$137.25
Telephone	\$600.00	\$416.96	\$183.04
Cell Phone	\$800.00	\$494.76	\$305.24
Water Membership Dues	\$400.00	\$400.00	\$0.00
Office Supplies	\$1,000.00	\$348.37	\$651.63
Chemicals	\$5,000.00	\$3,550.19	\$1,449.81
Repairs Bldg/Grounds	\$6,000.00	\$562.29	\$5,437.71
Supplies - Water Equipment/Operations	\$10,000.00	\$820.75	\$9,179.25
Well Closure/Vacate	\$10,000.00	\$0.00	\$10,000.00
Safety Supplies	\$1,500.00	\$204.45	\$1,295.55
Generator Fuel	\$1,000.00	\$1,885.64	(\$885.64)
Water Lab Testing	\$5,000.00	\$1,569.73	\$3,430.27
Miss Utilities	\$300.00	\$205.87	\$94.13
Repairs- Plant Equipment	\$52,000.00	\$34,794.79	\$17,205.21
Repairs- Lines	\$20,000.00	\$10,522.59	\$9,477.41
Water System Software	\$24,000.00	\$27,165.00	(\$3,165.00)
Cross connection program	\$200.00	\$0.00	\$200.00
Water Fund Contingency	\$44,600.00	\$16,845.00	\$27,755.00
	\$549,600.00	\$336,790.62	\$212,809.38

\$0.00	\$21,097.46	(\$21,097.46)
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Sewer

Waste Water Printing	\$600.00	\$179.27	\$420.73
Waste Water Management Wages	\$53,050.00	\$33,083.80	\$19,966.20
Fica	\$4,060.00	\$2,530.95	\$1,529.05
Retirement Contribution	\$7,000.00	\$4,559.56	\$2,440.44
WW Health Insurance	\$13,000.00	\$8,771.36	\$4,228.64
Waste Water Worker's Comp	\$100.00	\$100.00	\$0.00
System Consultant	\$66,240.00	\$6,369.37	\$59,870.63
Pump & Haul	\$45,000.00	\$26,860.00	\$18,140.00
Sewer Plant Operations	\$213,200.00	\$139,625.31	\$73,574.69
After-Hours/Emergency Sewer Systems M	\$7,000.00	\$8,492.86	(\$1,492.86)
Electricity	\$28,000.00	\$17,805.53	\$10,194.47
Internet Services	\$1,300.00	\$1,013.64	\$286.36
Postage	\$1,200.00	\$1,062.75	\$137.25
Telephone	\$3,420.00	\$2,044.36	\$1,375.64
Cell Phone	\$1,350.00	\$494.76	\$855.24
Office Supplies	\$1,000.00	\$348.36	\$651.64
Chemicals	\$40,000.00	\$26,523.18	\$13,476.82
Repairs Bldg Ground Maintenance	\$10,000.00	\$1,797.76	\$8,202.24
Supplies - Sewer Equipment/Operations	\$7,680.00	\$578.90	\$7,101.10
Safety Supplies	\$500.00	\$1,572.48	(\$1,072.48)
Generator Fuel	\$1,500.00	\$1,590.12	(\$90.12)
Sewer Lab Testing	\$23,000.00	\$18,588.05	\$4,411.95
Miss Utilities	\$300.00	\$205.83	\$94.17
Repairs - Plant Equipment	\$6,000.00	\$10,501.46	(\$4,501.46)
Sump Pump Program	\$500.00	\$0.00	\$500.00
Repairs Lines	\$27,000.00	\$11,401.06	\$15,598.94
Grinder Pump Maintenance	\$37,000.00	\$41,549.13	(\$4,549.13)
Additions Plant Equipment	\$17,000.00	\$0.00	\$17,000.00
Annual DEQ Discharge Fee	\$3,200.00	\$3,408.00	(\$208.00)
	\$619,200.00	\$371,057.85	\$248,142.15
	\$0.00	(\$66,947.38)	\$66,947.38

Gen Fund Truist Checking 8894	\$534,285.83	
Truist Money Market 9394	\$20,388.51	
Petty Cash	\$200.00	
Local Govt Inv Pool (LGIP)	\$1,015,861.72	
VIP NAV Liquidity Pool	\$57,547.81	
VIP 1-3 Year Pool	\$675,208.71	
Fire Department Fund 5139	\$46,140.62	restricted
Park Fund BB&T 5147	\$20,632.40	restricted
Truist 1259 (Sewer CIP)	\$2,959.92	

Check listing

Vendor	Date	Amount
USA BLUEBOOK	2/14/2025	\$7.95
USA BLUEBOOK	2/24/2025	\$7.95
BROWNING EQUIPMENT, INC.	2/14/2025	\$23.95
DMV	2/14/2025	\$25.00
VUPS	2/14/2025	\$25.30
Home Paramount Pest Control	2/24/2025	\$60.00
Loudoun Now	2/24/2025	\$114.00
Loudoun Now	2/14/2025	\$114.00
COUNTY OF LOUDOUN	2/14/2025	\$114.78
Kenneth C Wine	2/14/2025	\$119.42
Core & Main LP	2/14/2025	\$181.00
Edwards Business System	2/14/2025	\$225.13
C&M Communication Cabling, Inc.	2/14/2025	\$300.00
InstruLogic LLC	2/14/2025	\$320.00
VERIZON WIRELESS	2/24/2025	\$359.45
SOUTHERN STATES	2/14/2025	\$475.01
Shores Grounds Maintenance LLC	2/14/2025	\$858.45
USA BLUEBOOK	2/14/2025	\$921.26
TREE FROG LAWN CARE, LLC	2/14/2025	\$1,236.00
Coyne Chemical	2/14/2025	\$1,379.00
Coyne Chemical	2/24/2025	\$2,125.75
Capital Flex Pave	2/14/2025	\$2,187.44
FIDELITY POWER SYSTEMS	2/14/2025	\$2,433.00
Hilling & Son's Inc	2/24/2025	\$2,800.00
TOWN OF PURCELLVILLE	2/14/2025	\$3,175.05
FIVE STAR SEPTIC, INC.	2/14/2025	\$5,100.00
AMERICAN DISPOSAL SERVICES INC	2/14/2025	\$5,611.10
Valley Automation	2/24/2025	\$7,250.00
FIVE STAR SEPTIC, INC.	2/24/2025	\$13,901.06
Inboden Environmental Services	2/14/2025	\$43,519.35
		\$94,970.40
ACH PAYMENTS		
Truist	2/11/2025	\$1,684.28
Dominion	2/5/2025	\$12,513.91
Health Insurance	2/13/2025	\$4,653.00
LEGAL	2/4/2025	\$4,460.00
ZONING	2/4/2025	\$1,391.00

UTILITY REPORT



FEBRUARY 2025

Town of Hamilton, VA

Authored by:

Inboden Environmental Services, Inc.

WATER

Water Quality

The treatment facilities and distribution system maintained compliance with all required sampling.

Bacteriological Analysis

Location	Date	Result
050 - Bus Garage	2/27/2025	Absent
060 - Post Office	2/27/2025	Absent

Water Treatment

The water treatment plants met the Town's water demand with an average daily production rate of 0.104 MGD for a total monthly finished water volume of 2.929 MG.

Operational Notes:

Treatment plants were visited, and an analysis of water quality was performed daily. Raw water analysis, site generators, GST chlorine residual, and Harmony WTP POE water were checked weekly. Testing Instruments were calibrated at least twice a week.

- 4th Added 7" of Cl₂ to day tank. Replaced valve cover @ intersection of Rodgers and E. Colonial. Checked standing water on S. Hughes St. Negative for Cl₂. Will continue to monitor next week.
- 6th Installed new sump pump in pit. Leak check at apartment complex on 17 W.V. Avenue.
- 7th Backwashed filters. Filter feed pumps back in auto. Checked standing water on S. Hughes St.
- 9th Changed Cl₂ drum.
- 10th Cleared Miss Utility tickets. Reread at 90 S. Rodgers St. Pressure check @ 589 Curry Springs.
- 11th Reread at 36 E. Colonial. Completed emergency Miss Utility ticket for 38308 Coles Ct. Replaced gas vent @ S. Hughes St. Reread @ 108 Orchard Circle.
- 13th Reread at 17573 Wadell Ct.

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- 17th Backwashed filters. Filter feed pump back in auto.
 - 20th Turned off water @ 47 W. Colonial for repair.
 - 21st Last check @ 585 Curry Springs.
 - 22nd Chlorine meter broke. Reading could not be collected. There is enough chlorine in the drum.
 - 28th Checked chlorine level in tank.

WASTEWATER

Wastewater Treatment

The wastewater treatment plant had an average daily discharge of 0.104 MGD for a total monthly effluent discharge of 2.905 MG.

Operational Notes:

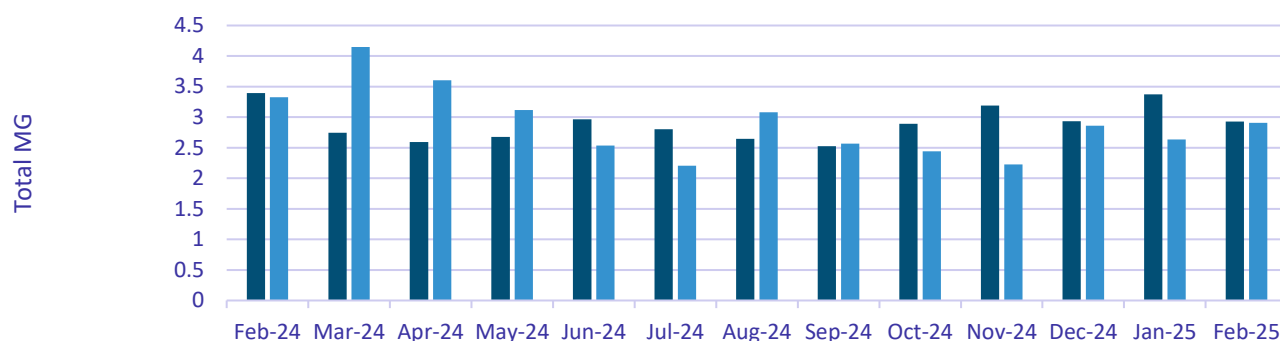
Daily activities include testing and/or calibrating of instruments, cleaning labware, running pH/DO samples, process train analysis and recording of plant readings, checking chemical usage, checking sludge depths, conducting effluent analysis, skimming the clarifier, and clearing Miss Utility. All lift stations are also checked and/or serviced daily. Hosing down the headworks, clearing the bar screen, wasting solids, and cleaning the UV banks/bulbs are done as necessary. BOD, TSS, ammonia, total copper, and E. coli samples were collected in from the effluent and influent in compliance with the WWTP permit.

- 2nd Air off to Tank 4.
- 3rd Pumped clear water off Tank 4. Digested to Tank 4 and turned the air supply on.
- 5th Pumped clear water off Tank 4.
- 7th Adjusted the caustic soda pump up to 5.5.
- 9th Decanting Tank 4. Set up sampler.
- 14th Removed three loads of sludge from Tank 4.
- 15th Began moving solids from sludge holding tank to Tank 4.
- 16th Started flowing sludge holding tank to Tank 4. Flow slightly elevated due to recent precipitation.
- 17th Filled Tank 4.
- 18th Rebuilt caustic soda pump.
- 20th Added soda ash in all reactors.
- 21st Started filling Tank 4. Ran new discharge on caustic soda with heat tape attached.
- 22nd Filled Tank 4.
- 23rd Shut off air to Tank 4.
- 24th Pumped clear water from Tank 4. Filled it back with air on. Cleared Lines 1 and 2 where they meet under the walkway. Lines 1 and 2 jetted. Jetter stuck in Line 1. Will pump down in the morning.
- 26th 5 Star on-site pumping three loads from Tank 4. Pulled two loads from Basin 1. Replaced two loads. Air on.
- 27th Gate Services on-site to repair gate. Ordered new optic eye. 5 Star on-site to fix a line they hit yesterday.

OVERVIEW

The following charts depict a graphical analysis of total and average flows for water and wastewater.

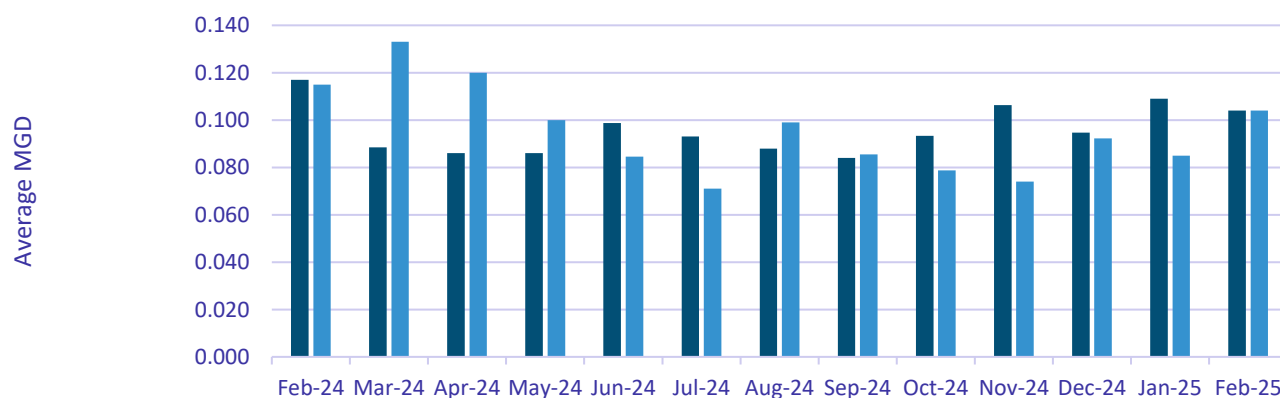
Town of Hamilton Total Monthly Flow



	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
DW Total Flow MG	3.394	2.744	2.591	2.677	2.966	2.801	2.646	2.526	2.892	3.189	2.934	3.372	2.929
WW Total Flow MG	3.324	4.148	3.604	3.114	2.537	2.206	3.079	2.565	2.440	2.224	2.860	2.634	2.905

DW Total Flow MG WW Total Flow MG

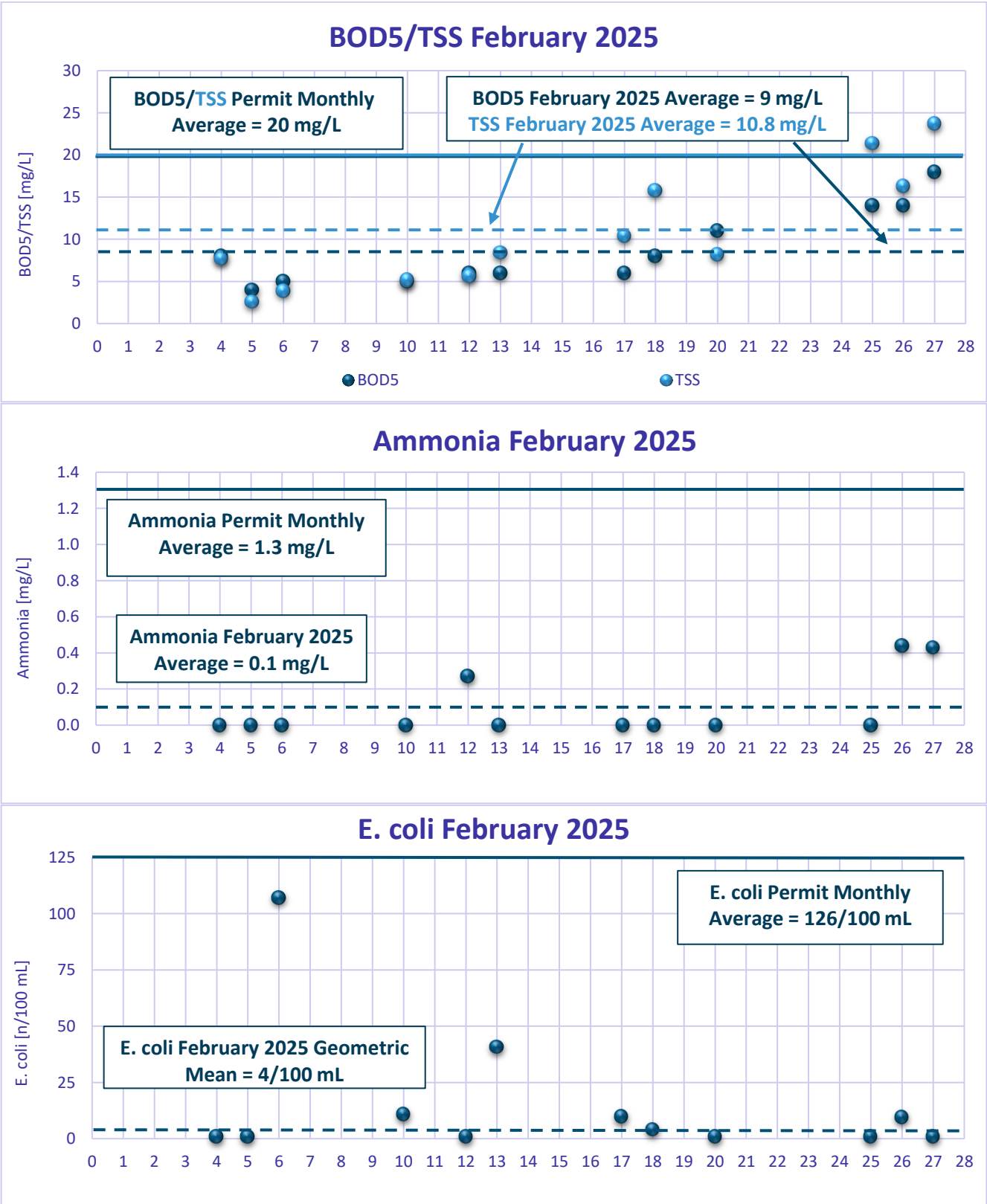
Town of Hamilton Average Daily Flow



	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
DW Average Flow MGD	0.117	0.089	0.086	0.086	0.099	0.093	0.088	0.084	0.093	0.106	0.095	0.109	0.104
WW Average Flow MGD	0.115	0.133	0.120	0.100	0.085	0.071	0.099	0.086	0.079	0.074	0.092	0.085	0.104

DW Average Flow MGD WW Average Flow MGD

Sample Results:



Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl ₂	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant



Mayor
Kenneth C. Wine

Town Council
Heather Beardsley
Craig Green
Rebecca Jones
Catherine Salter
Greg Wilmoth
Chris Shumaker

MEMORANDUM

Zoning Administrator
Martha M. Semmes, FAICP

Treasurer
Sherri Jackson

Town Recorder
Christy Ashby

TO: Mayor & Town Council
FROM: Martha Mason Semmes, Zoning Administrator
DATE: March 11, 2025
RE: Zoning Administrator Report – February 2025 Activities

Administrative Work

Four zoning permits were processed in February after a slow winter period. I also responded to some questions from the Town's realtor related to the Town's Colonial Highway properties.

The 2025 Virginia General Assembly regular session is complete. Approved legislation is awaiting the Governor's action. He has until March 24th to sign or veto legislation. A summary of the planning & zoning-related bills passed by the General Assembly that may affect the Town is attached. Fortunately, the bill mentioned last month that removes local planning commissions and governing bodies from the administrative development review process does not apply to localities under 5,000 in population. However, a very troubling bill, HB 2660, which would apply to Hamilton, did pass and would reduce the amount of time the Town has to review subdivision & site plan applications. Most of the other bills provide enabling, rather than mandatory language. The Town may wish to review any of those if they become effective (July 1 unless otherwise specified) to see which, if any of may be helpful to Hamilton.

Zoning Permits:

1. ZP 2025-0004 –29 Sydnor St– Karlee Diaz/Ion Developer LLC – Roof-mounted solar – 2.25.25
2. ZP 2025-0005 –47 W. Colonial Hwy –Dough Baby/Daniel Kim, Architect- Interior fit up for take-out pizza -2.24.25

Planning Commission

The Planning Commission's next meeting is scheduled for March 19th. Review of the zoning ordinance will continue. I will also provide them with the attached State legislative report.

Colonial Highway Improvement Project

Project Coordinator Earl Dubin and I met with County Senior Transportation Planner Rob Donaldson and other County staff on February 19th to review our proposed sidewalk improvement project and get additional information about the County/Town application process for NVTA for funding. As noted earlier, this funding option requires coordination with the County, since the County, but not the Town, is a member of the NVTA. Part of the project is also located entirely within the County.

I will be meeting with Rob Donaldson again on March 14th to get more details on the application process and next steps for the Town.

Development Activity

Woodside Acres Extraterritorial Subdivision. The Planning Commission in December recommended conditional approval of the Woodside Acres subdivision construction plans conditioned upon County approval of the plans. Once County approval is obtained the plans will be scheduled for Town Council action. In the meantime, I worked with the County staff and the developer to clear County review and approval of grading permits for the four existing lots at the end of Bates Drive so that they can get started preparing those lots.

Lots 1-A and 1-B, Section 3. Hamilton Station Estates Resubdivision. This subdivision located east of Hamilton Station Road on the north side of E. Colonial Highway is still pending approval due to the town's sewer moratorium, since the proposed lots require town sewer service.

1. [HB1996](#)

Planning and zoning; second public hearing notice.

SUMMARY: Requires the second public hearing notice that a planning commission publishes for certain planning and zoning actions to be published no less than five days before the date of the meeting. Current law requires such notice to be published no less than seven days before the date of the meeting.

2. [HB2128](#)

Derelict buildings; expands authority of localities to impose civil penalties.

SUMMARY: Expands the authority of localities to impose civil penalties not exceeding \$500 per month on the owners of certain derelict buildings to include non-residential property. Current law limits such civil penalties to residential property.

3. [HB2153](#)

Comprehensive plan; affordable housing development by nonprofit organizations.

SUMMARY AS PASSED: Grants authority to localities to adopt a variety of strategies intended to encourage and facilitate the development of affordable housing on property owned by property tax-exempt nonprofit organizations. To stimulate development of such property, the bill allows localities to provide by ordinance the alteration or waiver of requirements for certain zoning permits and the creation of site plan application incentives. If a locality adopts such an ordinance, the bill requires that such ordinance shall ensure that the organization agrees to preserve the property as affordable housing for at least 40 years. The bill requires the Department of Housing and Community Development to publish a document describing the strategies a locality may consider on the Department's website no later than December 1, 2025.

4. [HB2330](#)

Notice of certain land use actions; first-class mail to last known address, etc., of property owner.

SUMMARY AS PASSED: Provides that one notice sent by first-class mail to the last known address of certain property owners impacted by a proposed change in the zoning map classification of 25 or fewer parcels of land shall be deemed adequate notice, provided that a representative of the local planning commission shall make affidavit that such mailings have been made and file such affidavit with the papers in the case. Current law also allows such notice to be given by registered or certified mail. The bill also makes technical amendments.

5. [HB2533](#)

Counties, cities, and towns; comprehensive plan may include tiny homes or accessory dwelling units.

SUMMARY: Clarifies that the comprehensive plan prepared by a local planning commission and adopted by a local governing body may include the use of accessory dwelling units, defined in the bill, as part of any residential development and use designated within such plan. The bill contains technical amendments.

6. [HB2630](#)

Trees; replacement during development process in localities, tree canopy fund.

SUMMARY: Allows localities by ordinance to establish a tree canopy fund to collect, maintain, and distribute fees collected from developers that cannot provide for full tree canopy requirements where the development project is situated. The bill requires the ordinance to establish cost units that are based on average costs of two-inch caliper nursery stock trees. The bill allows a locality to use moneys from the fund to (i) plant and maintain trees on public or private property or (ii) make disbursements to a community-based organization that is exempt from income tax pursuant to § 501(c)(3) of the Internal Revenue Code and is operated for tree planting, stewardship, or community-beautification missions that benefit the community at large. The bill requires any funds collected by localities to be spent within five years of the collection date.

7. [HB2638](#)

Trees; conservation and replacement during development process.

SUMMARY: Expands certain existing local government authority to conserve or replace trees during the development process by expanding such authority statewide. The bill allows localities to establish higher tree canopy replacement percentages based on density per acre. The bill also alters the current process for granting exceptions to a local ordinance by altering a provision that requires the granting of an exception when strict application of the ordinance would result in unnecessary or unreasonable hardship to the developer and requiring that the locality concur with such alteration. The bill permits localities to monitor and assess the condition and coverage of tree canopies at development sites during the time period up to 20 years' maturity of the planted trees. The bill contains technical amendments.

8. [HB2660](#)

Subdivision ordinance; shortens timeframe for local approvals.

SUMMARY: Shortens the timeframes for various local government approvals of subdivision plats and site plans. Additionally, the bill calls on the Virginia Code Commission to convene a work group consisting of various stakeholders to review existing provisions related to the submission, review, and approval of subdivision plats and site plans. The work group shall develop recommendations to (i) organize procedural steps in a clear, logical, and sequential order to enhance ease of reference; (ii) clarify the processes, requirements, and timelines applicable to each type of plat or plan; (iii) standardize terminology to ensure consistency, reduce ambiguity, and minimize misinterpretation; and (iv) identify and eliminate redundant or duplicative provisions to streamline the Code and improve its usability and shall submit a report to the General Assembly by November 1, 2025.

9. [SB1118](#)

Cemeteries on private property; registration by localities.

SUMMARY AS PASSED: Requires localities in Planning District 8 (Northern Virginia) to adopt an ordinance setting forth a register of identified cemeteries, graveyards, or other places of burial located on private property not belonging to any memorial or monumental association. Under current law, all localities are permitted but not required to pass such an ordinance. The bill has a delayed effective date of July 1, 2026.

10. [SB1267](#)

Zoning; enhanced civil penalties, certain residential violations.

SUMMARY: Allows enhanced civil penalties for zoning violations involving property that is zoned or used for multifamily residential purposes. The bill also requires that for any violation involving property that is zoned or used for multifamily residential purposes, a person who admits liability shall be required to abate or remedy the violation within a period of time specified by the locality that is no less than 30 days but no more than 24 months from the date of admission of liability.

11. [SB1422](#)

Zoning violations; appeals, fines.

SUMMARY: Provides that a zoning ordinance may prescribe an appeal period of less than 30 days but not less than 10 days for a notice of violation involving the storage or disposal of nonagricultural excavation material, waste, and debris. The bill also provides for enhanced fines for any conviction resulting from a violation of provisions regulating the storage or disposal of nonagricultural excavation material, waste, and debris.

Town of Hamilton Project Coordination March 2025 Report				
Project	What	Who	When/ Milestones	Comments
Water Storage Facilities Management	Harmony Standpipe repair/replacement	Southern Corrosion will cover under management contract		March 6th meeting with SC to review standpipe issue; Next step is further inspection of remaining thickness of existing standpipe
Design Charette/ Streetscape project	Reviewing Funding soruces	Federal-aid; NVTa 70% Funds		Federal-Aid Certiifcation training completed; NVTa calls and upcoming meeting 3/13 - County Application to NVTa
Well 15 development	Funding request	VDH for preliminary engineering		VDH Funding application for preliminary engineering underway
PFAS	Class Action Lawsuit			Additional data requested by Napoli
VDOT; etc.	Townwide sidewalks; drainage; traffic safety			no further action at this time
DE - Middle Mile Program	Rural Broadband	Dominion Energy		Next Action - Complete a new Franchise Agreement
Items on Hold awaiting further action				
I and I	Phase II			Awaiting further funding
S. St. Paul				Line replacement part of phase II
Source Water Protection Plan	VDH sponsored program	Tetrattech - VDH consultant		Awaiting Brochure funding (By State VDH)
LCRR	Inventory		Inventory Completed and accepted by VDH	Next Actions due in 2027

**MINUTES
TOWN OF HAMILTON
TOWN COUNCIL REGULAR MEETING
FEBRUARY 10, 2025
7:00 PM**

TOWN COUNCIL:

PRESENT: Kenneth C Wine, Mayor ~ Office
Rebecca Jones, Vice Mayor ~ Virtual
Cathy Salter, Council Member ~ Office
Heather Beardsley, Council Member ~ Office
Craig Green, Council Member ~ Office (arrived at 7:03pm)
Thomas Soska, Council Member ~ Office
Chris Shumaker, Council Member ~ Office

STAFF: Sherri Jackson, Treasurer ~ Absent
Maureen Gilmore, Town Attorney ~ Office
Martha Semmes, Zoning Administrator ~ Office
Earl Dubin, Project Coordinator ~ Office

UTILITY STAFF: Mark Inboden, Inboden Environmental Services ~ Office

CALL TO ORDER

Mayor Wine called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

ROLL CALL AND DETERMINATION OF A QUORUM:

Council Member Salter called the roll. Council Members Salter, Soska, Shumaker, Beardsley, and Mayor Wine were physically present, and Vice Mayor Jones participated remotely. A quorum was determined. Council Member Green arrived at 7:03 PM.

PUBLIC COMMENT:

Adam Urbina, 8350 Greensboro Dr, Tysons, Virginia, expressed his support for the study of using the W&OD as a rail corridor. He likes this idea because it will help reduce traffic.

Ryan Jones, 232 W Colonial Hwy, Hamilton, Virginia, is the founding executive director of NOVA-TRAC and expresses his support of the Resolution in favor of rail. Mr. Jones encouraged the Town Council to make history and support the Resolution to help reduce traffic and support businesses.

Matthew Wilken, 2629 Oakton Glen Dr, Vienna, Virginia, expressed his support for the study of using the W&OD trail for NOVA-TRAC. Mr. Wilken stated that he is the Director of Outreach and Planning for NOVA-TRAC. He would like to also recognize regional tourism. Mr. Willken feels that this service will bring a financial benefit to the Town with this transportation.

Kevin Potter, 43267 Baltusrol Ter, Ashburn, Virginia, expressed his support for the NOVA-TRAC group. Mr. Potter stated that he is part of the NOVA-TRAC group.

Rachel Richmond, 12913 Centre Park Cir, Herndon, Virginia, expressed her support for the idea of public transit other than the bus system. This would offer a different type of transportation than the current bus system being used in Purcellville.

Jennifer Cleary, 17241 Vance Court, Hamilton, Virginia. Ms. Cleary commented about the plans for the cell phone tower at the Hamilton Safety Center. The application has been withdrawn, and the tower can be put up as a matter of right. Several residents went to the board meeting where the Board of Supervisors stated the company needed to do more community engagement. The Board of Supervisors also stated that the Hamilton Safety Center refused to answer a financial question regarding the tower. Ms. Cleary would like the Town of Hamilton and the Planning Commission to state how they see the impact of the cell tower.

MONTHLY REPORTS:

- A. Treasurer's Report – February 2025 – The Treasurer's January 2025 report was included in the agenda packet. Mrs. Jackson was not present at the meeting.

Council Member Beardsley made a motion to approve the January 2025 Treasurer's Report as presented.

Motion: Council Member Beardsley
Second: Council Member Salter
Carried: 7-0

Jones ~	Aye
Salter ~	Aye
Soska ~	Aye
Green ~	Aye
Shumaker ~	Aye
Beardsley ~	Aye
Wine ~	Aye

- B. Utility Report – February 2025 – The Utility Report is in the agenda for review. Mr. Inboden gave the Utility report to the Town Council and was available to answer any questions from the Council. The water plant met demand for the month. Mr. Inboden stated that the biggest problem was the water pressure issues that occurred on January 23, 2025, when work occurred at the Rogers Street site to replace the control panel. During this

process, the SCADA system had to be shut down. It was being run through the Rogers Street site and it shut the electronic valve that had been opened, and the east side of Town was without water pressure. A couple of hours later, there was a water line that ruptured on West Colonial Highway. The Town of Purcellville assisted the Town by making the water line repair.

Council Member Green had a question about a resident's request to correct poor water pressure at their residence. The Inboden Operator went to the resident's address and evaluated the psi. It was close to 40 psi and the required minimum is 20 psi.

- C. Zoning Administrator Report – February 2025 – The Zoning Administrator report was in the Agenda packet. The Zoning Administrator gave an oral report for January 2025 and Ms. Semmes was available to answer any questions. Ms. Semmes indicated that there were three zoning permits this month. Ms. Semmes has recommended some changes to the Zoning fees. The proposed fees are still being reviewed.

Council Member Green had a question about the Affordable Dwelling Unit bill. Ms. Semmes stated that it appears as though this bill is going to die in session.

Council Member Green asked if the Town of Hamilton has any say on the tower at the Hamilton Safety Center. The Town of Hamilton has no authority because it is outside of the Town limits.

- D. Project Coordinator ~ February 2025 ~ Mr. Dubin gave an oral report. A written report is attached to the agenda. Mr. Dubin was available to answer any questions.

Water Storage Facilities Management ~ no action this month.

Inflow and Infiltration ~ The Town is waiting on its request to Loudoun County for funding. A Virginia Department of Transportation meeting is scheduled for April 29th, 2025.

S. St. Paul ~ The Town is working on the line replacement part of Phase II work.

Lead and Copper Inventory ~ no further action at this time.

Virginia Department of Transportation (VDOT") ~ no further action at this time.

Design Charette/Streetscape Project ~ there have been NVTa meetings scheduled for February 19, 2025, with Rob Donaldson and Loudoun County and February 24, 2025, meeting scheduled with NVTa to discuss the application process. Applications for the 70% funding program through NVTa must come from Loudoun County, hence the County's heavy involvement.

Dominion Energy: Middle Mile Program ~ no further action at this time.

PFAS ~ The Town received an email from the law firm representing the class action lawsuit. They stated the Town had not provided enough data and they were requesting additional information. Mr. Dubin and Mr. Inboden will have a meeting on Friday, February 21, 2025, to find out what extra information the attorney is requesting.

Source Water Protection Plan ~ brochure funding in January 2025.

Miscellaneous Item ~ There will be a meeting with the Virginia Department of Health on Wednesday, February 12, 2025, to find out more about grant funding for the development of well 15. Mr. Dubin will also participate in a meeting on Thursday, February 13, 2025, with County Emergency Management on the multi-use path from Hamilton to Purcellville.

MINUTES:

Town Council Meeting Minutes – Council Member Green made a motion to approve the Town Council January 13, 2025, meeting minutes.

Motion: Council Member Green
Second: Council Member Salter
Carried: 7-0

Jones ~	Aye
Salter ~	Aye
Soska ~	Aye
Green ~	Aye
Beardsley ~	Aye
Shumaker ~	Aye
Wine ~	Aye

MAYOR'S REPORT:

Mayor Wine indicated that he went to Richmond for a meeting with State Senators, and Delegates, etc. Mayor Wine stated that it is hard to get speed cameras because those that have cameras are abusing the privileges. There was a water main leak repair on January 23, 2025. Town employee, Chase's sister-in-law passed away and Chase is in Utah.

COMMITTEE REPORTS:

- A. Water and Sewer Committee – Council Member Green delivered the Water and Sewer Committee report. Council Member Green stated that they are still waiting on the I-Tracker information to review the data. The grit chamber is still offline waiting for a part. The Finance Committee will take the lead on the rate study. Well 12 has tested positive for PFAS and has been turned off. The Town will now investigate treatment techniques.

- B. Parks and Recreation Committee – Council Member Salter stated that they welcomed Council Member Shumaker to the Committee. They walked around the Park to see what needs to be done for the Park Cleanup on March 8, 2025. Pea gravel needs to be ordered for this event.
- C. Events Committee – Council Member Salter stated that the Committee is trying to combine the March 8, 2024, Park Clean Up day with a clean up at the Hamilton Elementary School. Council Member Salter is contacting the Elementary School. Plans continue to come together for the 150th Anniversary Celebration.
- D. Finance Committee – Council Member Green was welcomed to the Finance Committee. The Committee discussed the rate study. A provider has been located through the Loudoun Rural Water Association, which looks promising. The Committee also discussed the personal property tax rate for next year along with the decal fees. There will need to be a special meeting in February in order to get the tax rate information to Loudoun County by the County's deadline.
- E. Personnel Committee – Council member Beardsley stated that there was no meeting.
- F. Planning Commission – Council Member Shumaker stated that there will be a meeting on March 19, 2024. Ms. Semmes indicated that they did have some discussion about getting some training for the Planning Commission members. Ms. Semmes indicated that Loudoun County has located a spot for the bus stop at the Town Park. Loudoun County will most likely be asking for an easement at the Park for this project. The Town Council was agreeable with having a bus stop at the Park.

OLD BUSINESS:

None

NEW BUSINESS:

1. Appointment of Jamil Moen and Robin Linn to the Planning Commission.

Council Member Green made the following motion:

I move that the Hamilton Town Council appoint Jamil Moen and Robin Linn to the Hamilton Planning Commission.

Motion: Council Member Green
Second: Council Member Shumaker
Carried: 7-0

Jones ~ Aye

Salter ~	Aye
Soska ~	Aye
Green ~	Aye
Beardsley ~	Aye
Shumaker ~	Aye
Wine ~	Aye

2. Resolution in support of NOVA-TRAC (Northern Virginia Transit Revitalization Advocacy Coalition) study.

Council Member Beardsley made the following motion:

I move that the Hamilton Town Council approve Resolution 2025-05 in support of studying the use of the W&OD as a rail corridor.

Council Member Jones stated that Ryan Jones is her adult son. He is not paid or compensated by NOVA-TRAC in any way, and she did not believe there was a financial interest that would prevent her from participating in the discussion or vote. She wanted to make sure everyone knew that before there was a vote held.

Council Member Salter asked if by passing this Resolution, would it in any way hold the Town of Hamilton up for any financial support. The answer to this was no.

Council Member Salter also asked who was lined up to do this study. Council Member Jones stated that there was no one lined up yet. The support is to hopefully get others to support and study this railway possibility.

Motion: Council Member Beardsley
 Second: Vice Mayor Jones
 Carried: 7-0

Jones ~	Aye
Salter ~	Aye
Soska ~	Aye
Green ~	Aye
Beardsley ~	Aye
Shumaker ~	Aye
Wine ~	Aye

3. Memo-Reduction of vehicle decal fees to \$0.00, increase to Personal Property rate ~
 Public Hearing for Personal Property Tax Rate and Decal fees February 25, 2025.

Mayor Wine stated that at the Finance Committee meeting they recommended the reduction of the Motor Vehicle license fee to \$0.00 and to request Loudoun County for its one-time grant for the year.

Council Member Green made the following motion:

I move that the Hamilton Town Council advertise for a public hearing on a personal property tax rate of \$1.25/100 of assessed value and set the vehicle decal fee rate at \$0.00 (zero) and amend the motor vehicle fee ordinance to allow the Town Council to set the vehicle decal fee to \$0.00.

Motion: Council Member Green
Second: Council Member Shumaker
Carried: 7-0

Jones ~	Aye
Salter ~	Aye
Soska ~	Aye
Green ~	Aye
Beardsley ~	Aye
Shumaker ~	Aye
Wine ~	Aye

4. Updating Zoning/Development Application Fees

Ms. Gilmore stated that the Town Council needed to look over these and discuss any questions, changes, etc. These will need to be adopted as part of the budget process. Ms. Semmes stated that she will not be able to attend the March meeting.

With no further business to discuss, Council Member Salter made a motion to adjourn the meeting.

ADJOURNMENT:

There being no further business, Mayor Wine adjourned the meeting at 7:50 PM.

Kenneth C. Wine, Mayor

Christina Ashby, Town Clerk/Recorder

**MINUTES
HAMILTON TOWN COUNCIL
PUBLIC HEARING AND SPECIAL MEETING
FEBRUARY 25, 2025
7:00 PM**

TOWN COUNCIL:

PRESENT: Kenneth C. Wine, Mayor
Rebecca Jones, Vice Mayor
Cathy Salter, Council member, participated remotely
Thomas Soska, Council member
Craig Green, Council member
Chris Schumaker, Council member
Heather Beardsley, Council member

STAFF: Sherri Jackson, Town Treasurer
Maureen Gilmore, Town Attorney, participated remotely

CALL TO ORDER THE PUBLIC HEARING:

Mayor Wine called the Public Hearing to order for the Hamilton Town Council at 7:00PM. The public hearing was advertised in the February 13 and February 20, 2025, publications of LoudounNow, to receive comment regarding an amendment to the Motor Vehicle License Fee ordinance to allow the Town Council to set the fee and to receive comment on the proposed personal property tax rates and the Motor Vehicle License Fee for FY2026.

ROLL CALL:

Mrs. Jackson conducted the roll call. Vice Mayor Jones, Council Members Soska, Green, Schumaker, Beardsley and Mayor Wine were physically present, and Council Member Salter was present by telephone.

DETERMINATION OF QUORUM AND REMOTE PARTICIPATION NOTATION:

A quorum of the Town Council was physically present, Council Member Salter notified Mayor Wine prior to the meeting that she would like to participate remotely from Leesburg where she is participating in a bible study. Mayor Wine asked the Town Council if there was any objection to Council Member Salter's remote participation. There were no objections by the Town Council Members.

PUBLIC COMMENT:

None

CLOSE PUBLIC HEARING:

There being no comment, the Public Hearing was closed at 7:05PM

CALL TO ORDER THE SPECIAL MEETING:

Mayor Wine called the Regular Meeting for the Hamilton Town Council to order at 7:05PM.

ROLL CALL:

PRESENT: Kenneth C. Wine, Mayor
Rebecca Jones, Vice Mayor
Cathy Salter, Council member, participated remotely.
Thomas Soska, Council member
Craig Green, Council member
Chris Schumaker, Council member
Heather Beardsley, Council member

STAFF: Sherri Jackson, Town Treasurer
Maureen Gilmore, Town Attorney, participated remotely.

Mayor Wine noted Council Member's remote participation and Council Member Salter participated by telephone, without objection.

NEW BUSINESS:

FY26 Motor Vehicle License Fees and Personal Property Tax Rates

Vice Mayor Jones read Ordinance 2025-01, Amending Code of the Town of Hamilton, Virginia, Chapter 26, Article II, Section 26-20, Motor Vehicle License Fee to remove specific amounts and allow the Town Council to set the Fee Annually.

Vice Mayor Jones made the following motion:

I move that the Hamilton Town Council adopt Ordinance 2025-01 ~ Authority to set vehicle license fee yearly.

Motion: Vice Mayor Jones
Second: Council member Salter
Carried: 7-0

Wine - Aye
Soska - Aye
Green - Aye

Salter- Aye
Shumaker - Aye
Jones - Aye
Beardsley - Aye

Vice Mayor Jones read Ordinance 2025-02, Setting forth FY2026 personal property tax rates and motor vehicle license fees.

The FY2026 personal property tax rate is proposed at \$1.25 per \$100 of assessed value. FY2026 personal property tax rate for elderly/disabled is proposed at \$0.01 per \$100 of assessed value. FY2026 motor vehicle license fee is proposed to be \$0.00.

Vice Mayor Jones made the following motion:

I move that the Hamilton Town Council to approve Ordinance 2025-02 ~ FY2026 Personal Property rate and vehicle license fees. Ms. Gilmore asked the Town Council to adopt the ordinance instead of approving the rates. . Vice Mayor Jones corrected the motion to adopt Ordinance 2025-02.

Motion: Vice Mayor Jones
Second: Council member Green
Carried: 7-0

Wine - Aye
Soska - Aye
Green - Aye
Salter- Aye
Shumaker - Aye
Jones - Aye
Beardsley - Aye

ADJOURNMENT:

There being no further business, Vince Mayor Jones made a motion to adjourn the meeting. Council member Beardsley seconded the motion, and the meeting was adjourned at 7:07PM.

Kenneth Wine, Mayor

Christy Ashby, Recorder

**TOWN OF HAMILTON
LOUDOUN COUNTY, VIRGINIA**

ORDINANCE: 2025-03

PRESENTED:

March 17, 2025

ADOPTED:

AN ORDINANCE: SETTING THE FY2026 REAL PROPERTY TAX RATES

WHEREAS, Pursuant to Code of Virginia §§ 15.2-107,-1427, and 58.1-3000, -3007, -3210, and -3321, the Hamilton Town Council duly advertised and held a March 17, 2025 public hearing to receive comment on proposed real property tax rates for FY2026; and

WHEREAS, after considering the real property tax rates and the public comments thereon, the Town Council desires to adopt real property tax rates for FY2026.

NOW THEREFORE, be it resolved that the Hamilton Town Council hereby adopts:

FY2026 real property tax rate: _____
FY2026 real property tax rate for elderly/disabled: .01

ADOPTED THIS _____ DAY OF March 2025.

Kenneth Wine, Mayor

Recorded Vote:

Motion by:
Seconded by:

Yeas:
Nays:
Abstentions:
Absent for Vote:

ATTEST:

Town Clerk/Recorder

March 17, 2025

TOWN COUNCIL MEETING

I move that the Hamilton Town Council adopt Ordinance 2025-03 FY2026 setting the Real Property tax rate at _____

Second and Recorded Voice Vote required.