TOWN COUNCIL WORK SESSION

Monday, July 6, 2020 at 7:00 P.M.
Town Hall Conference Room

ROLL CALL for MAYOR/TOWN COUNCIL

PRESENT:
Mayor Eugene R. Tewalt
Vice Mayor William A. Sealock
Councilman Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman Chris W. Holloway
Councilman Letasha T. Thompson
Interim Town Manager Matthew A. Tederick
Town Attorney Douglas W. Napier
Deputy Clerk of Council Mary E. Lynn

(the above represents municipal officers of the Town of Front Royal as stated in Town Charter Section 4)

Councilman Sealock moved, seconded by Councilman Cockrell to add a Closed Session to the agenda for the purpose of consideration or interviews of prospective candidates for employment with the Town, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Holloway, and Thompson
No – N/A
Abstain – N/A
Absent – Councilman Meza
ROLL CALL

1. **I & I Debt Service –** Interim Town Manager Tederick explained that town staff was currently working on the application for a loan to fund the I & I Debt service. An interest rate between 0% and 2% and a loan term of 20-30 years was anticipated. Finance Director Wilson added that the application would need to be completed by July 10, 2020 and that no formal vote from council was needed. He noted that once the town was approved, town staff would present the official figures to council.

   Mr. Tederick requested that Public Works Director, Robbie Boyer, give a summary of scheduled work and work currently being completed for the I & I program. Mr. Boyer explained that he was working with six different contractors to complete pipe bursting, CIPP main lines, survey work, manhole frame and cover replacements, lateral lining, and camera work for next year's phases.

2. **CDBG Update –** Mr. Tederick noted that switching to a material only approach had saved the Community Development Block Grant façade improvement program. He added that the town was actively working with 14 downtown property and was seeking to raise the façade improvement limit to $30,000 to bring more building owners on board. Mayor Tewalt asked if

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there was a new deadline for the grant. Mr. Tederick stated that town staff had submitted a letter requesting an extension.

Councilman Sealock asked if funds could still be shifted to different areas of the grant project. Mr. Tederick explained that yes, there would be flexibility in how the funds were allocated. Council all agreed to increase façade improvement limit to $30,000.

Mr. Tederick noted that the CDBG Pavilion project had been challenging. He explained that town staff put it back out to bid – which came back with an increase of $150,000. He added that $75,000 could be shifted from the façade improvement project and he was confident that town staff could find the rest. He asked Council if the Pavilion was still a priority for them. Mayor Tewalt expressed his opinion that the streetscape project could be put off to make the pavilion happen. Councilman Sealock added that the Pavilion was the focal point of the grant and the town should push the project forward.

Councilman Gillispie questioned how much funding could be moved from the streetscape project to the pavilion project. Mr. Tederick explained that out of the $70,000 allocated for streetscapes the town had only spent $11,223.18 and the remaining $58,776.82 could be shifted. Councilman Gillispie also asked if all of the $325,000 allocated for façade improvement was not used if some of those funds could be shifted, and if so, how much was anticipated to be left over. Craig Wilson explained that the average per building owner for façade improvement will be around $20,000 which would leave "wiggle room." Finance Director Wilson added that he was confident town staff would be able to find the funding and make it work. Council agreed to proceed with shifting the remaining streetscape funds to the Pavilion project.

Mr. Tederick explained that there had been many conversations regarding the mural portion of the Community Development Block Grant. He stated that the plan was to establish an advisory board to help set up a process and criteria for quality murals and mural maintenance. He added that they would like to allocate some funds from façade improvements for murals. Craig Wilson added that since a muralist is a sole proprietor the grant funding can cover both labor and materials. He noted that the town had put together an RFP to identify interested muralist who would then work with the mural advisory board. Mayor Tewalt asked if a mural type or theme had been established. Mr. Tederick explained that the mural advisory board would be responsible for coming up with standards, themes, and processes to present to council for approval. Mayor Tewalt added that he would like to see murals that are designed after the Shenandoah Valley. Mr. Tederick explained that mural approval would have to go through CDBG, BAR and the mural advisory board. Craig Wilson added that the CDBG committee and mural advisor board understood what type of murals council and the community were looking for.

3. **FRIBA Request to Place LOVE Letters on Town Right of Way** – Mr. Tederick explained that there was currently a temporary permit allowing the LOVE sign to be on the corner of Main Street and Commerce Avenue next to Pavemint. He noted that the letters were partially on town property and partially on Pavemint's property. Councilman Thompson stated that she thought the LOVE letters were more of a "hunting expedition" – but they seemed to be everywhere in town. Councilman Cockrell asked how permanent the letters would be and if Pavemint approved of

their location. Councilman Gillispie expressed that he would like to see the sign be more "dressed up." He suggested the addition of landscaping and lighting.

4. **Purchase of VESTA 9-1-1 Phone System –** Mr. Wilson explained that $100,000 out of the FY20 Contingency Fund had been set aside for the purchase of the VESTA system. He noted that the actual cost would be $82,159.72 and asked council for approval to move forward with the purchase. Police Chief Magalis added that there was a statewide requirement to implement the next generation 9-1-1 system. He explained that it would give the capability for text and video which would significantly help the deaf and hard of hearing community. He added that Warren County would be purchasing the recorders and servers and the town would be "piggy backing" on the project.

5. **Purchase of Replacement In-Car & Body-Worn Cameras –** Mr. Wilson explained that the Police Department would need council's approval to enter a leasing agreement with Watch Guard for 10 in-car cameras and 30 body cameras. The agreement would be $32,440 per year for a 5-year period. Chief Magalis added that the current body cameras were 2 generations behind, and the warranty expired last year. He noted that the leasing agreement includes maintenance and the replacement of cameras as new models become available.

6. **Avtec Radio Consoles –** Mr. Wilson stated that town staff would need council approval to move forward with the purchase of replacement Avtec Radio Console equipment and a 6-year maintenance agreement totaling $57,822. Chief Magalis explained that the system was purchased the prior year, however the company was bought out and the consoles became obsolete.

   Mayor Tewalt asked what happened with Motorola. Chief Magalis noted that the equipment was installed and then phased out before the warranty period was up. Mr. Tederick added that he made negotiations so the town would only be responsible for the price of installation and incidentals. Mr. Holloway asked if Motorola offered a leasing program on radio systems. Chief Magalis reiterated that the town would essentially be getting the new consoles for free, and would only pay for installation, incidentals and the 6-year maintenance agreement.

7. **Liaison Committee Meeting Items for July 16 –** Mr. Tederick explained that he had added SWAGIT to the next Liaison Committee Meeting Agenda and asked Council if there were any additional items they would like to add. He added that he would have his executive assistant send out more information on the meeting the following morning. Mayor Tewalt requested that Mr. Tederick get with the County to find out what they were adding to the agenda.

8. **Planning Commission Term Expires August 30th for William Gordon –** Mr. Tederick stated that Mr. Gordons Planning Commission Term was set to expire and that he would like to be re-appointed for another 4-year term. Council agreed to add his appointment to the agenda.

Additional Discussion – Councilman Gillispie asked if there had been any progress on the blighted building program. Interim Planning and Zoning Director Brock noted that the certified letter that was sent out had been signed for, however he had not checked to see if the owner had started

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the process of cleaning up. Town Attorney Napier added that this particular property is the "test case" for the project.

Mr. Tederick passed a packet around to members of Council regarding the deployment of an Electronic Time Keeping System. IT Director Jones added that the new time keeping system would be significantly better for the Payroll and Human Resources Department, noting that they currently enter payroll manually. He added that the town would pay a subscription per user and that the new system would easily integrate with the current time-keeping software. Mr. Wilson stated that the town already had $35,000 set aside for deployment. Council agreed to add the Electronic Time Keeping System to their consent agenda.

Mayor adjourned the work session at 8:01 P.M. and council went into closed session

9. **Closed Session – Personnel**

Councilman Sealock moved, seconded by Councilman Gillispie that Town Council go into Closed Meeting for the purpose of consideration or interviews of prospective candidates for employment with the Town, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Holloway and Thompson
No – N/A
Abstain – N/A
Absent – Councilman Meza
ROLL CALL

Councilman Sealock moved, seconded by Councilman Cockrell that the Mayor and Council certify that to the best of each member's knowledge, as recognized by each Mayor and Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by the Mayor and Council, and that the vote of each individual member of Mayor and Council be taken by roll call and recorded and included in the minutes of the meeting of the Mayor and Town Council.

Vote: Yes – Mayor Tewalt, Councilmen Sealock, Cockrell, Gillispie Holloway, Meza and Thompson
No – N/A
Abstain – N/A
Absent – N/A
ROLL CALL

PRESENT: Mayor Tewalt, Vice Mayor Sealock, Councilman Cockrell, Councilman Gillispie, Councilman Holloway, Councilman Meza, Councilman Thompson, Interim Town Manager Tederick, Town Attorney Napier, Deputy Clerk of Council Lynn, Director of Finance Wilson, and members of the public and press.

SIGNATURES ON FOLLOWING PAGE

Mayor Initial ERT

APPROVED:

Eugene R. Tewalt

Eugene R. Tewalt, Mayor

ATTEST:

Tina L. Presley

Tina L. Presley Clerk of Council
Minutes Written by Mary Ellen Lynn Deputy Clerk of Council

Councilman Meza *moved, seconded by* Vice Mayor Sealock *approved the Work Session Meeting minutes of July 6, 2020 on July 27, 2020.*