



TOWN COUNCIL SPECIAL MEETING MINUTES
Monday, December 7, 2020 at 7:00 P.M.
Town Hall Conference Room

This meeting can be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

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
Town Manager Steven W. Hicks
Town Attorney Douglas W. Napier
Clerk of Council Tina L. Presley

ABSENT: Councilman Latasha T. Thompson

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT for Exemption from the Disconnection Ban included in the Commonwealth of Virginia Budget Bill and Approve the Information Provided is Accurate.

Mayor Tewalt opened the Public Hearing. There were no speakers, and the Public Hearing was closed.

Councilman Holloway moved, seconded by Councilman Gillispie, that Town Council approve that the information provided to the Town Council is accurate for the Town of Front Royal utility accounts receivable arrearages exceeding the 1% threshold of the utility's operating revenues qualifying for an exemption from the disconnection ban included in the Commonwealth of Virginia's Budget Bill.

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

ROLL CALL

PUBLIC HEARING - take Action on a Loan from United Bank to Refinance a Debt Obligation

Mayor Tewalt opened the Public Hearing. There were no speakers, and the Public Hearing was closed.

Councilman Gillispie moved seconded by Vice Mayor Sealock that Town Council approve a loan from United Bank, a Virginia banking corporation, to the Town of Front Royal, Virginia, in the maximum and original principal amount of \$8,483,001.15. The proceeds of such loan shall be used to refinance the debt obligation evidenced by that certain Promissory Note dated October 31, 2018 (as amended, modified, extended or

renewed), made by the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, also known as the Economic Development Authority of the Town of Front Royal and the County of Warren, Virginia, payable to the order of United Bank, and to pay certain costs of issuance in connection with the loan, all in accordance with the loan documents reviewed by Front Royal Town Council.

Mayor questioned the two months of interest. Mr. Tederick explained that the first month is included and the second month has been removed.

Vote: Yes – Mayor Tewalt, Councilmen Sealock, Cockrell, Gillispie, Holloway and Meza

No – N/A

Abstain – N/A

Absent – Councilman Thompson

ROLL CALL

PUBLIC HEARING – To Consider/Take Action on Disposition of Mortgage and Pledge of Certain Property

Mayor Tewalt opened the Public Hearing. There were no speakers, and the Public Hearing was closed.

Councilman Meza moved seconded by Vice Mayor Sealock that Town Council approve the disposition, mortgage, and pledge of certain property of the Town of Front Royal, commonly known as the Town of Front Royal Police Department Headquarters, consisting of 5.2399 acres, more or less, Tax Map # 20A 1-3-7, located at 900 Monroe Avenue, Front Royal, VA 22630, as further described in that certain Deed of Trust prepared in connection with a loan from United Bank, a Virginia banking corporation, to the Town of Front Royal, in the original principal amount of \$8,483,001.15.

Council voiced their appreciation to having the bank documents completed.

Vote: Yes – Mayor Tewalt, Councilmen Sealock, Cockrell, Gillispie, Holloway and Meza

No – N/A

Abstain – N/A

Absent – Councilman Thompson

ROLL CALL

COUNCIL APPROVAL – Supplemental Resolution Authorizing and Approving a Loan in the Amount of \$8,483,001.15 and Rescind Previous Resolution and Rescind Previous Resolution

Councilman Cockrell moved seconded by Vice Mayor Sealock that Town Council approve the attached Supplemental Resolution authorizing and approving a loan in the original principal amount of \$8,483,001.15, made by United Bank, as lender, to the Town, as borrower, to refinance the Police Department Headquarters, authorizing and approving the loan documents prepared in connection with the loan; authorizing and approving certain Town officials to execute and deliver the loan documents; authorizing and approving the granting of a security interest in and lien on certain property owned by the Town; and authorizing other necessary actions in connection with the foregoing AND the approved Resolution dated October 26, 2020 be hereby rescinded.

Council confirmed that this resolution was to “clean up” the language from an earlier Resolution.

Vote: Yes – Mayor Tewalt, Councilmen Sealock, Cockrell, Gillispie, Holloway and Meza

No – N/A

Abstain – N/A

Absent – Councilman Thompson

ROLL CALL

COUNCIL APPROVAL – Resolution for State of Good Repair Primary Extension Local Paving Program on N. Royal Avenue from N. Commerce Avenue to E. 6th Street

Councilman Meza moved seconded by Councilman Holloway that Council approve a Resolution of Support for submission of the Virginia Department of Transportation (VDOT) State of Good Repair and Primary Extension Paving Program application for the mill and overlay of N. Royal Avenue from N. Commerce Avenue to E. 6th Street at a total project cost of \$117,448 and if accepted VDOT will reimburse the Town 100% of the costs, as presented.

Vote: Yes – Mayor Tewalt, Councilmen Sealock, Cockrell, Gillispie, Holloway and Meza

No – N/A

Abstain – N/A

Absent – Councilman Thompson

ROLL CALL

COUNCIL APPROVAL – FY21 Budget Amendment/Interfund Transfer for Employee Bonuses

I move that Council approve a FY21 Budget Amendment in the amount of \$171,415 and a FY21 Interfund Budget Transfer totaling \$77,280.00 to allocate funds to allow a one-time bonus in the amount of \$1,100.00 to be given to employees to show appreciation for their hard work, efforts, dedication, and support during the COVID-19 health pandemic.

Council thanked Mr. Wilson and members of staff for their hard work on this.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Holloway, Meza, and Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Mayor adjourned the Special Meeting and Council began their Work Session.

Approved by Town Council

Date: January 11, 2021



TOWN COUNCIL WORK SESSION MINUTES

Monday, December 7, 2020

Immediately following the Special Meeting in the Town Hall Conference Room

This meeting can be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

Continued Review of FY21 Revenues & Contingencies

Former Interim Town Manager Tederick and Director of Finance Wilson reviewed with Council the FY21 Revenues and Contingencies. There was much discussion on what happens regarding the disconnects. Mr. Wilson advised them of the timeline. He also noted that it was normal to track below budget in electric this time of year as it will pick back up in the spring; and that local sales tax is above budget.

VESTA Upgrade project Call/Radio Recording Servers

Chief of Police Magalis explained the project with Information Technology Director assisting with the technical issues. Mr. Tederick advised that this item is covered under the CARES Act funding. Council advised to place on the December 14, 2020 agenda for formal approval

HEPTAD Request for One-Year Extension to Submit Development Plan

Ron Llewellyn addressed Council and advised that the HETAD property has had much progress and hope to have a buyer soon. Council advised to add to the December 14th consent agenda for approval.

Happy Creek Rehabilitation Project Discussion

Vice Mayor Sealock took the opportunity to read, explain and answer various questions from the public regarding the Happy Creek Project. He suggested that a plan for trees and grasses be derived from a small committee made up of the Town Manager, Public Works Director and David Means. It was also suggested to include Lawrence Huffman of CHA. David Means advised Council that a plan is needed since there is a lot of dynamics with moving water, noting that a Cross Sections Study and Slope Study Analysis were needed. Councilman Cockrell showed pictures of large rock placed by Virginia Department of Wildlife Resources along the creek near 8th Street. Mr. Sealock reiterated that the rip rap was going in as planned. Mr. Lawrence (online) expressed the importance of stabilizing the bank. Town Manager Hicks cautioned about amending the current permit and to proceed with what is allowed. After much discussion Council agreed that a meeting occur between David Means, CHA, Town Manager, Director of Public Works and three more selected by Mr. Means.

Open Discussion

Councilman Meza welcomed new Town Manager Steven Hicks and explained the process of how he was chosen. He also thanked Mr. Tederick for allowing Council to look for a replacement and making the transition a smooth one. Vice Mayor Sealock welcomed Mr. Hicks and noted that goals and objectives are important. He thanked each member of Council for their input in the hiring process. Mr. Hicks advised that Mr. Tederick has been very helpful and noted that Front Royal was a special place with lots of charm and he looked forward to working with Council.

Councilman Gillispie advised that the Town received a CVS grant to place a medication disposal box in the Police Department lobby

Mr. Tederick asked Council to consider how the meetings will look in the coming year due to COVID cases rising. After much discussion it was agreed that the December 14, 2020 meeting would be held as usual and that Mr. Hicks and Mr. Tederick would work out the details regarding any restrictions.

CLOSED MEETING – Council and Boards/Commissions Vacancies AND Contract Negotiations

Councilman Gillispie moved seconded by Councilman Meza that Council go into Closed Meeting 1) for the purpose of assignment, appointment, promotion, performance, demotion, salaries, discipling, or resignation of specific, public officers, appointees, or employees of a public body, pursuant to Section 2.2.3711.A.1. of the Code of Virginia and 2) for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, regarding a potential award to an appropriate entity under the provisions of Virginia Code Section 15.2-953, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia.

Town Council was unanimous going into Closed – No Roll Call

Councilman Gillispie moved seconded by Councilman Holloway 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 the Mayor and Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Vote: Yes – Mayor Tewalt, Councilmen Sealock, Cockrell, Gillispie, Holloway and Meza

No – N/A

Abstain – N/A

Absent – Councilman Thompson

ROLL CALL

PRESENT: Mayor Tewalt, Vice Mayor Sealock, Councilman Cockrell, Councilman Gillispie, Councilman Holloway, Town Manager Steven Hicks, former Interim Town Manager Tederick, Town Attorney Napier, Finance Director Wilson, Public Works Director Boyer, Planning and Community Development Director Wilson, Information Technology Director Jones (via telephone), Clerk of Council Presley, and members of the public and press.

ABSENT: Councilman Thompson

Approved by Town Council

Date: January 11, 2021