



TOWN COUNCIL REGULAR MEETING MINUTES
Monday, December 14, 2020 @ 7:00 P.M.
Warren County Government Center

The Pledge of Allegiance was led by Vice Mayor Sealock and the Moment of Silence, by Mayor Tewalt. 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 Jacob L. Meza
- Councilman Letasha T. Thompson
- Town Manager Steven W. Hicks
- Town Attorney Douglas W. Napier (via Caucus Room)
- Clerk of Council Tina L. Presley

ABSENT:

- Councilman Gary L. Gillispie
- Councilman Chris W. Holloway

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

APPROVAL OF MINUTES

Councilman Cockrell moved, seconded by Councilman Meza to approve the Work Session Minutes of November 16 and 23 and Regular Meeting Minutes of November 23, 2020, as presented.

Vote: Yes – Unanimous (NO ROLL CALL)

RECEIPT OF PETITIONS AND/OR CORRESPONDENCE FROM THE PUBLIC

David Means, 210 W. 1st Street, voiced appreciation to Mayor Tewalt, Councilmen Sealock and Meza for their service on Town Council. He drew their attention to five unanswered questions related to Happy Creek SEP, that was handed to them earlier. 1) Why are we doing this? 2) Where is the evidence for doing this project? 3) What is the budget for this project? 4) Where is the money coming from? and 5) Whose idea was this project? He noted that the citizens of Front Royal have a right to answers. Town Manager Hicks asked that Mr. Means email him his presentation from the December 7, 2020 work session for him to review.

Paul Gabbert, 1221 Valley View Drive, welcomed Mr. Hicks. He voiced his dissatisfaction with an email that was recently sent to Town Council regarding the Happy Creek Project with very few responses back.

REPORTS

a. Report of Special Committees of Town Officials and Interim Town Manager

Town Manager Hicks advised Council that due to COVID-19 increasing in numbers a public notice on how this affects the Town Business operations will be sent out tomorrow. He thanked the Town Department heads and staff for their assistance and wished everyone a Merry Christmas.

b. Requests and inquiries of Council Members

Councilman Cockrell asked for the status of the extension of the Happy Creek Project Permit. Former Interim Town Manager Tederick advised that he just received an email from CHA this evening around 5:00pm. He also noted that due to the lateness of the email the Public Works Director has not been consulted. He continued that the ENS Plan has been approved. Mr. Hicks advised that a meeting has been scheduled with Mr. Means on Thursday, December 16th.

Councilmen Cockrell and Thompson presented Recognition of Service Awards to Mayor Tewalt, Vice Mayor Sealock and Councilman Meza.

Councilman Meza thanked everyone for a warm send off. He welcomed Mr. Hicks and thanked Mr. Tederick for his assistance during the transition. He then presented Council and the citizens with heartfelt history of his service on the Planning Commission and Town Council.

Vice Mayor Sealock summarized all the accomplishments of Council while he was serving and gave special acknowledgement to Finance Director BJ Wilson for his hard work. He noted that 90% of the goals and objective were met from November 2019 when Mr. Tederick began. He encouraged staff to make the Happy Creek Ad-Hoc Committee a priority.

Councilman Thompson recognized the outgoing Mayor and Councilmembers and expressed her appreciation for their help and guidance.

Councilman Cockrell agreed with Councilman Thompson's sentiment regarding the outgoing Mayor and Councilmembers. She also advised the many positive comments regarding Mr. Tederick she had received since she began on council, noting that the "employees respect you".

c. Report of the Mayor

Mayor Tewalt thanked his colleagues for their many years of service together. He noted his 40+ years with the Town beginning as a member of Town Staff. His fondest memory was of the 1985 Block Grant to rehabilitate Main Street. He encouraged Mr. Hicks to call on him if he needs anything.

d. Proposals for addition/deletion of items to the Agenda

Vice Mayor Sealock moved, seconded by Councilman Gillispie to remove Consent Agenda Item 8C "Budget Amendment for VESTA Upgrade Project Call/Radio Recording Services" and Agenda Item #10 "Public Hearing – Special Permit, Richard Spiewak – Proposed Construction of a Single-Family Dwelling on Non-Conforming Lot in Residential District R-1" from the agenda.

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

No – N/A

Abstain – N/A

Absent – Councilman Gillispie and Holloway

ROLL CALL

Councilman Thompson moved to remove Agenda Item #13 "FY21 Budget Amendment Chamber of Commerce Donation" from the agenda.

Motion died for lack of a second.

COUNCIL APPROVAL OF CONSENT AGENDA ITEMS

A. HEPTAD Request for One-Year Extension to Submit Development Plan

Council approved the request from HEPTAD, LLC to extend their deadline to submit a development plan until December 3, 2021.

B. Lease/License Agreement for Town Right-of-Way – 1100 N. Royal Avenue- JPY Properties-Busch

Council approved a Lease and License Agreement between the Town of Front Royal and JPY Properties (Jeremy Busch) for the Town's public right-of-way located at N. Royal Avenue and W. 11th Street, as presented; and authorize the Town Manager to execute the necessary documents.

~~C. Budget Amendment for VESTA Upgrade Project Call/Radio Recording Services~~ REMOVED

D. HVAC Maintenance Service Contracts for All Town Buildings

Council approved and awarded the HVAC Maintenance Service Contract for all Town buildings to Mechanical Services Industries LLC for an annual contract total of \$6,077.00.

E. Award to Syntax Communications to Run Fiber to the Rt 55 Substation – Energy Services

Council approved the award of a contract from Syntax Communications, Inc. in the amount of \$32,512.99 to run fiber to the Route 55 substation and direct staff to issue a purchase order to Syntax Communications, Inc. for the completion of this service.

F. Extend CHA Consulting I & I Abatement Contract

Council approved a contract extension for CHA Consulting for engineering services related to I & I Abatement in the amount of \$37,000.00.

G. Budget Amendment and Engineering for Urgent Point Repairs – CHA Consulting

Council approved a FY21 Budget Amendment to use sewer fund reserves to be used for emergency engineering for I & I Abatement and to approve a contract modification for CHA Consulting in the amount of \$180,000.00.

H. Budget Amendment and Contract Modification for I & I Engineering – CHA Consulting

Council approved a FY21 Budget Amendment to use sewer fund reserves in the amount of \$332,380.00 and utilize \$530,620.00 of FY21 budgeted funds for engineering services related to I & I abatement and to approve a contract modification for CHA Consulting in the amount of \$863.00.00.

I. Acceptance of Donation of Ambulance to Police Department from WC Fire and Rescue

Council approved the acceptance of the donation of an ambulance (1997 Ford E-350) to the Police Department from Warren County Fire and Rescue Services to be used as an incident response unit (crime scenes, crash scenes, etc) to consolidate equipment as a tactical command post, mobile communications unit or field crisis negotiations post.

J. Donation of Portable Radios to Warren County Parks and Recreation

Council approved the donation of former mobile and portable radios with associated accessories to the Warren County Parks and Recreation Department, including (24) mobile radios, (36) portable radios, (40) portable chargers as well as various mics, batteries and earpieces.

Councilman Meza moved seconded by Vice Mayor Sealock to approve all Consent Agenda Items with the exception of Item 8C "Budget Amendment for VESTA Upgrade Project Call/Radio Recording Services" that was removed previously by roll call vote.

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

No – N/A

Abstain – N/A

Absent – Councilman Gillispie and Holloway

ROLL CALL

PUBLIC HEARING – Ordinance to Amend Chapter 28 – Planning Commission Membership (1st Read)

Mayor Tewalt opened the public hearing. No one spoke and the Public Hearing was closed.

Councilman Meza moved, seconded by Vice Mayor Sealock that Council adopt the proposed amendments to Town Code Chapter 28, Planning Commission, in their entirety and as set forth in presented Ordinance thereby changing the number of members on the Front Royal Planning Commission from seven (7) to five (5) and amending other sections of Town Code 28 that coincide with this change accordingly and in conformity with state statutes.

Councilman Meza noted how difficult it has become to fill board positions and expressed his approval of this revision.

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

No – N/A

Abstain – N/A

Absent – Councilmen Gillispie and Holloway

ROLL CALL

~~**PUBLIC HEARING** – Special Permit, Richard Spiewak – Proposed Construction of a Single-Family Dwelling on Non-Conforming Lot in Residential District R-1~~ REMOVED BY APPLICANT

COUNCIL APPROVAL – COVID-19 Municipal Utility Relief Program – FY21 Budget Amendment and Agreement with Warren County

Councilman Thompson moved seconded by Councilman Meza that Council approve a FY21 Budget Amendment to receive \$88,109.00 from Warren County for the Commonwealth of Virginia Department of Housing & Community Development COVID-19 Municipal Utility Relief Program to allow the Town to distribute to eligible Town utility accounts according to the program guidelines. I further move that Council authorize the Town Manager to execute an agreement with the County of Warren for the use of COVID-19 Municipal Utility Relief Funds from the Federal Coronavirus Aid, Relief, Economic Security Act (CARES Act).

Councilman Meza confirmed with Finance Director Wilson that the relief funding offsets total delinquent dollars, and that Front Royal did not get an exemption like Dominions. Vice Mayor Sealock also confirmed that there are specific guidelines for those who are delinquent.

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

No – N/A

Abstain – N/A

Absent – Councilmen Gillispie and Holloway

ROLL CALL

COUNCIL APPROVAL – Resolution for Town Manager to Accept Deeds of Easement in Behalf of the Town for Redundant Waterline Project in the Route 522 North Corridor

Councilman Meza moved seconded by Vice Mayor Sealock that Council approve a Resolution that authorizes the Town Manager, Town Attorney and Assistant Town Attorney to accept and approve on behalf of the Town of Front Royal all deeds, deeds of easement and related rights to complete the Route 522/340 redundant waterline project.

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

No – N/A

Abstain – N/A

Absent – Councilmen Gillispie and Holloway

ROLL CALL

COUNCIL APPROVAL – FY21 Budget Amendment for Chamber of Commerce Donation

Vice Mayor Sealock moved seconded by Councilman Meza that Council approve a FY21 Budget Amendment in the amount of \$50,000 and approve the Town donating \$50,000 to the Front Royal Warren County of Chamber of Commerce.

Councilman Thompson had several questions: 1) why the letter from the Chamber did not ask for a specific amount; 2) is there \$50,000 worth of service and 3) where is the funding coming from. Former Town Manager answered by reminding Council of Round 2 of the CARES Act monies and that the request before them was a donation not a qualifiable amount. He continued that this donation does not have to be tied to Council's 2021-2022 budget and that if used for the Small Business Redevelopment all business would be welcome not just Chamber members. There were questions about the Special Event permitting. Mr. Tederick advised that this was asked of the Chamber to see if they would be willing to assist in the process of permitting and it was met with a great response. He explained that volunteers with the Chamber would help with this process and in turn would help the Town Manager's Office who currently handles these permits. It was questioned whether the County of Warren was making a donation and it is not know if they were. Mr. Tederick advised that the Council was not voting on the permitting process only the donation.

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

No – N/A

Abstain – N/A

Absent – Councilmen Gillispie and Holloway

ROLL CALL

COUNCIL APPROVAL – Budget Transfer to Release Portion of Contingency Funds

Councilman Thompson moved seconded by Councilman Meza that Council approve releasing the amount of \$347,761.00 from FY21 contingency funds previously set aside and approving budget transfers totaling \$347,761.00 to allow implementation of the third-year compensation study and funding for merit raises for Town employees.

Councilman Meza expressed excitement in seeing the Compensation Study completed during his last meeting of his service and encouraged future councils to continue looking at employee compensations. Vice Mayor Sealock noted that it was well deserved and proud of seeing this accomplished.

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

No – N/A

Abstain – N/A

Absent – Councilmen Gillispie and Holloway

ROLL CALL

COUNCIL APPROVAL – Resolution for Recognition of Service for Nancy LeHew

Councilman Cockrell moved seconded by Councilman Thompson that Council approve a Resolution recognizing Nancy R. LeHew for eleven (11) years of service on the Board of Architectural Review (BAR).

Councilman Meza expressed his appreciation to Ms. LeHew.

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

No – N/A

Abstain – N/A

Absent – Councilmen Gillispie and Holloway

ROLL CALL

Mayor Tewalt adjourned the Regular Meeting at 8:17 PM

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Approved by Town Council

Date: January 11, 2021