



REGULAR TOWN COUNCIL MEETING

Monday, January 11, 2021 @ 7:00pm in Warren County Government Center

Due to Executive Order #72 and Order of Public Health Emergency Nine, Common Senses Surge Restrictions, Certain Temporary Restrictions due to COVID-19, from Governor Northam.

1. PLEDGE OF ALLEGIANCE

2. MOMENT OF SILENCE

3. ROLL CALL

Mayor Holloway __ Councilmen Cockrell __ Gillispie __ Lloyd __ McFadden __ Meza __ Thompson __

4. APPROVAL – Consent to Depart from the Regular Order of Business to allow for Recognition of Police Personnel and Report from the Northern Shenandoah Valley Regional Commission Executive Director to be Placed After Approval of the Minutes *(requires 2/3 vote)*

Moved _____ Second _____

Councilmen Cockrell __ Gillispie __ Lloyd __ McFadden __ Meza __ Thompson __

5. APPROVAL OF MINUTES

Work Session/Special Meeting Minutes of November 16, 2020 and January 4, 2021

Work Session Minutes of December 7, 2020 and Regular Council Meeting Minutes of December 14, 2020

Moved _____ Second _____

Councilmen Cockrell __ Gillispie __ Lloyd __ McFadden __ Meza __ Thompson __

6. RECOGNITIONS: Police Department's Officer of the Year & Civilian Employee of the Year.

7. REPORT: Brandon Davis of Northern Shenandoah Valley Regional Commission

8. RECEIPT OF PETITIONS and/or CORRESPONDENCE FROM THE PUBLIC

Public speakers/Council Members must use the same civility, decorum, orderly behavior, relevancy of comments to the subject at hand, and appropriate language in addressing Town Council as they would use in addressing a Judge in a Court of Law. No profanity, vulgar, or sexist language, or irrelevant commentary, is allowed. *(Robert's Rules, §43, pp. 379-382; Steinburg v. Chesterfield Cty. Planning Com'n. 527, F. 3d (4th Cir.) 2008; Eichenlaub v. Township of Indiana, 385 F. 3d 274 (3d Cir. 2004.). -see page 2-*

9. REPORTS

- a. Report of Special Committees or Town Officials and Town Manager
- b. Requests and inquiries of Councilmembers.
- c. Report of the Mayor

10. PROPOSALS FOR ADDITION/DELETION OF ITEMS

11. CONSENT AGENDA ITEMS

- A. Award of Sole Source Purchase of Goods and Services to Record and Play Back Police Calls

Moved _____ Second _____

Councilmen Cockrell __ Gillispie __ Lloyd __ McFadden __ Meza __ Thompson __

12. APPOINTMENT OF VICE MAYOR

13. APPROVAL - Amend Chapter 28-Planning Commission Membership *(2ND Reading)*

14. APPROVAL – Liaison Committee Meeting Agenda

15. CLOSED MEETING – Personnel Matters and Boards and Commissions

TOWN COUNCIL AND PUBLIC PRESENTATION DECORUM REQUIREMENTS

During all portions of a Regular Town Council Meeting, including its Public Presentations portion, the following requirements of decorum by both public speakers and Town Council Members must be followed. These are the requirements: Town Code, *Robert's Rules of Order* (incorporated into Town Code), and Federal Court Decisions interpreting First Amendment Constitutional Law on Free Speech.

1. The Mayor, as the presiding officer of Town Council, shall enforce the rules of procedure, preserve order and decorum, and appoint all Committees. (*Town Code 4-8*)
2. Every member of the Council shall address the presiding officer before speaking, confine himself to the question before the body and avoid all personal or indecorous language. (*Town Code 4-12*)
3. Public speakers and Council Members must use the same civility, decorum, orderly behavior, relevancy of comments to the subject at hand, and appropriate language in addressing Town Council as they would use in addressing a Judge in a Court of Law. No profanity, vulgar, or sexist language, or irrelevant commentary, is allowed. (*Robert's Rules, §43, pp. 379-382; Steinburg v. Chesterfield Cty. Planning Com'n. 527, F. 3d (4th Cir.) 2008; Eichenlaub v. Township of Indiana, 385 F. 3d 274 (3d Cir. 2004.)*)
4. There can be no personal attacks. A speaker can condemn the nature or likely consequences of a proposed measure in strong terms, but under no circumstances can he attack or question the personalities or the motives of another member. The measure, but not the man, is the subject of debate. (*Same Authority as above*)
5. A speaker may not speak to any matter that is the subject of a public hearing during that same Regular Meeting. (*Robert's Rules, § 43, pp. 379-382*)
6. A speaker who violates 2., 3., 4., or 5. Above should be promptly asked to stop speaking in that fashion by the Mayor. If such speaker does not promptly so stop, the Mayor should ask the Sergeant at Arms (Police Officer) to remove such speaker, forcibly if necessary, and even charged with a misdemeanor crime. Federal court decisions have established that public policy in maintaining civility and decorum during the public comment sessions of its public meetings, both to ensure the efficient conduct of the people's business and to maximize citizen participation in the discussion, override the speaker's First Amendment rights of free speech. Governmental bodies may enforce policies against personal attacks in furtherance of a legitimate governmental purpose to preserve order and decorum in meetings, so long as they do not use the personal attack policy as a pretext to squelch a particular substantive viewpoint. (*Robert's Rules, § 43, pp. 379-382; Steinburg v. Chesterfield Cty. Planning Com'n. 527, F. 3d (4th Cir.) 2008; Eichenlaub v. Township of Indiana, 385 F. 3d 274 (3d Cir. 2004.)*)

Town Attorney July 2020

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Council Agenda Statement

Item # 4

Meeting Date: January 11, 2021

Agenda Item: Consent to Depart from the Regular Order of Business to allow for Recognition of Police Personnel and Report from the Northern Shenandoah Valley Regional Commission Executive Director

Summary: The Mayor has requested that Council depart from the regular order of business for the January 11th Regular Meeting to allow the Chief of Police to recognize and present awards to the Officer of the Year and the Civilian Employee of the Year and for Executive Director of the Northern Shenandoah Valley Regional Commission (NSVRC) Brandon Davis to give his report. It is being requested to place these two items before the Receipt of Petitions and/or Correspondence from the Public.

The departure requires a 2/3 vote of Council as specified in Town Code Chapter 4-19.A.2.

If Council does not approve this action the recognition and report will be placed under REPORTS (a.)

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council depart from the regular order of business to allow for the recognition of police personnel and report from the Northern Shenandoah Valley Regional Commission Executive Director to be placed before the Receipt of Petitions and/or Correspondence from the Public.

Approved By: SWH

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Meza _____ Thompson _____

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TOWN COUNCIL SPECIAL MEETING MINUTES

Tuesday, November 16, 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 Jacob L. Meza
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)

Closed Meeting - Personnel and Bank Loan

Councilman Gillispie moved, seconded by Councilman Meza, that Town Council go into Closed Meeting for 1) the discussion, consideration, or interviews of prospective candidates specific to the Town Manager's Position for employment; assignment, appointment, promotion, performance, salaries, or resignation of specific public officers, appointees, or employees of the public body, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia and 2) regarding a potential loan from a bank regarding the Police Department Headquarters all the pursuant to the following Sections of the Code of Virginia, respectively in the following order of the Code: Sections 2.2-3711. A. 29; and 2.2-3711. A. 6; and Section 2.2-3711. A. 8.:

(1) The discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected; (2) The award of a public contract involving the expenditure of public funds, and the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body: And (3) consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to of the Code of Virginia.

There was unanimous consensus of Council to go into closed meeting.

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, Meza, and Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Mayor adjourned the Special Meeting at 7:43 and Council began their Work Session.

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TOWN COUNCIL WORK SESSION MINUTES

Tuesday, November 16, 2020 at 7:00 P.M.

Town Hall Conference Room

Interim Town Manager Tederick suggested proceeding with agenda item #3. Humane Society Request, first. Council all agreed.

1. **Humane Society Request** – Meghan Bowers, Executive Director of the Humane Society of Warren County explained to Council her plan to open a low-cost spay and neuter clinic. She detailed the Human Society's recent accomplishments, which included reaching a "no-kill" status and increasing their food bank program. She expressed the many benefits of bringing a spay and neuter clinic to the community, noting her goal to raise \$125,000 for the initial start-up costs. She asked Council to consider contributing to her cause.
2. **Review of FY21 Revenues & Contingencies** – Director of Finance, BJ Wilson, presented council with a budget status update. Councilman Meza expressed his preference to move forward with the compensation study and merit increases for town employees.

Mr. Wilson noted a possible utility disconnection ban that was still in the works and had not yet been officially approved by the governor.

3. **Infrastructure Update** – Director of Public Works, Robbie Boyer, gave Council a detailed presentation regarding the many infrastructure improvement projects that were recently completed and currently taking place around Town.
4. **Continued Weekend Closure of Main Street** – Mr. Tederick explained that the weekend closure of Main Street had been previously advertised to continue through November 30th. He added that a citizen had requested the closure continue through the winter.

Councilman Gillispie requested Town Staff put together a proposal for closing Main Street to traffic permanently. Councilman Meza agreed and added that when it had been discussed before there were concerns from citizens, but he would be interested in doing another public opinion poll and seeing some conceptual designs. Councilman Thompson agreed.

Council decided to at least continue the weekend closure of Main Street through December 31st.

5. **Special Use Permit for Non-Conforming Lot on Grand Avenue** – Director of Planning and Community Development, Tim Wilson, explained that all applications to build on non-conforming lots must be approved by Town Council. He presented them with an application for a new construction on Grand Avenue and noted that town staff recommended approval. Council all agreed that, pending approval from the Planning Commission, they would move forward and take it to vote.

6. **Request to Receive Retired Ambulance from Warren County Fire and Rescue** – Captain Ryman presented a request for the Front Royal Police Department to receive a retired ambulance as a donation from the Warren County Fire Department. He explained that it would likely be outfitted by the Police Foundation and used as an all-purpose vehicle. Council saw no issues.

Mayor adjourned the work session at 8:58 P.M.

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, Director of Public Works Boyer, Director of Planning and Community Development Wilson and members of the public and press.



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.



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



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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TOWN COUNCIL WORK SESSION MINUTES
January 4, 2021 at 6:00P.M.
Warren County Government Center

The January 4, 2021 Town Council Work Session was held in the Warren County Government Center due to certain COVID-19 restrictions making it difficult to conduct the meeting in the Town Hall Conference Room. The minutes are a summary of items on the agenda. The meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

PRESENT: Mayor Holloway, Councilmen Cockrell, Gillispie, Lloyd, McFadden and Thompson, Town Manager Steven Hicks, Town Attorney Napier (via remote), Clerk of Council Tina Presley, Finance Director Wilson, Purchasing Manager Scott, Information Technology Director Jones, members of public and press.

CLOSED MEETING – Council Interviews

Councilman Gillispie moved seconded by Councilman Thompson that Town Council go into Closed Meeting for the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of the public body, regarding a vacancy on Town council, pursuant to Section 2.2-3711.A.1. of the Code of Virginia.

Vote: Yes – Councilmen Gillispie, Lloyd, McFadden and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Cockrell (*entered meeting after vote*)

ROLL CALL

Councilman Gillispie moved seconded by Councilman Lloyd 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 – Councilmen Cockrell, Gillispie, Lloyd, McFadden and Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Required Freedom of Information (FOIA) and Conflicts of Interest (COIA) Training from the Town Attorney

Town Attorney Napier gave a brief overview of the Freedom of Information Act and Conflicts of Interest Act via remote to Town Council during the Work Session.

APPOINTMENTS – a. Audit and Finance Committee and b. 2021 Town Scholarship Committee/Discussion on how to distribute

After a brief discussion, Council agreed that Councilmen Gillispie and McFadden would serve on the Audit and Finance Committee and Councilmen Thompson and Gillispie to serve on the 2021 Town Scholarship Committee and dividing the \$3,000 three ways among all high school seniors.

Liaison Committee Meeting Items

Councilmen Lloyd and Thompson agreed to attend the January 21st Liaison Committee. The following items were asked to be added to the Liaison Committee Agenda. 1. Understanding and making short term rentals easier to obtain such as Airbnb (McFadden); 2. PILOT Discussion (Thompson); 3. Joint Vision between entities for the communities (Cockrell); 4. Single point of entry for business to complete their business (Lloyd) and 5. Double Taxation (Lloyd).

Ordinance Amendment to Chapter 4-19 of the Town Code

Mayor Holloway explained that his vision for the amendment to Chapter 4-19 is to allow Council to set the agenda at the beginning of each year to allow for more flexibility on how items are listed on the regular agenda; and to remove the order of the agenda that is currently in the Code. Town Manager Hicks also asked that Council consider when meetings are held with the intent of possibly reducing the amount of meetings a month. Council agreed to discuss this item further in the next work session.

Joint Tourism Memorandum of Agreement (MOA) with Warren County Approval and Destination Marketing Organization Award Approval

Town Manager Hicks explained the MOA action that would be taken at the following special meeting. Town Purchasing Manager Alisa Scott continued explaining the MOA collaboration with the County of Warren. Council questioned the costs associated with the MOA. Mrs. Scott advised that the revenue comes from lodging partners. Councilman Gillispie voiced his excitement over hiring Jones Lang Lasalle Americas (JLL) and what they can bring to Tourism. There was much discussion regarding the urgency, costs and matrix associated with the MOA. It was agreed to send Council the RFP, JLL Response and any other information that would be helpful. It was noted that Council appoints member to the Tourism Committee. Councilmen Gillispie and Thompson are currently on the Committee. Councilman McFadden agreed to be the alternate. Town Manager Hicks encouraged Council to be thinking of citizens they would like to see serve on this committee.

Open Discussion

Council McFadden expressed his gratitude for serving the citizens. Councilman Lloyd reiterated and thanked those who ran for election and those councilmembers who preceded him. Mayor Holloway welcomed all the new members and expressed his excitement on serving the citizens for two years. Councilman Cockrell encouraged Councilmen Lloyd and McFadden to continue with asking questions as it was the only way to understand and learn what is going on.

CLOSED MEETING – Council Appointments, Consultation with Legal Counsel and Disposition of Publicly Held Real Property

Councilman Cockrell moved seconded by Councilman Gillispie that Town Council go into Closed Meeting for the 1) assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the public body, regarding a vacancy on Town Council, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia; 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, regarding the Afton Inn, pursuant to Section 2.2-3711.A.7 of the Code of Virginia AND 3) for the purpose of discussion or consideration of the acquisition of real property for a public purpose or the disposition of publicly held real property, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body, regarding a Letter of Intent, pursuant to Section 2.2-3711.A.3. of the Code of Virginia.

Vote: Yes – Councilmen Cockrell, Gillispie, Lloyd, McFadden and Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Councilman Cockrell moved seconded by Councilman Gillispie 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 – Councilmen Cockrell, Gillispie, Lloyd, McFadden and Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Town Council went immediately into a Special Meeting at 9:40 PM.

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SPECIAL TOWN COUNCIL MEETING MINUTES

January 4, 2021

Immediately following the Work Session in the Warren County Government Center

The January 4, 2021 Town Council Work Session was held in the Warren County Government Center due to certain COVID-19 restrictions making it difficult to conduct the meeting in the Town Hall Conference Room. The minutes are a summary of items on the agenda. The meeting may 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 PRESENT: Mayor Chris W. Holloway
Councilman Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman E. Scott Lloyd
Councilman Joseph E. McFadden
Councilman Letasha T. Thompson

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks
Town Attorney Douglas W. Napier (via remote)
Clerk of Council Tina L. Presley

COUNCIL APPROVAL – Joint Tourism Memorandum of Agreement (MOA) with Warren County Approval and Destination Marketing Organization Award Approval

Councilman Thompson moved seconded by Councilman Cockrell that Council approve a new Front Royal-Warren County Joint Tourism Committee and Memorandum of Agreement (MOA) with Warren County and approval of the Destination Marketing Organization to Jones Lang LaSalle Americas, Inc. (JLL) contingent upon the Warren County Board of Supervisors approving the MOA. I further move that the Mayor and the Clerk of Council execute the MOA as presented on behalf of the Town Council. I continue to further move to rescind the Front Royal-Warren County Joint Tourism Advisory Committee MOA approved by Town Council November 13, 2017.

Vote: Yes – Councilmen Cockrell, Gillispie, Lloyd, McFadden and Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

COUNCIL APPROVAL – Appointment of Councilmember

Councilman McFadden moved seconded by Councilman Lloyd that Council appoint Jacob L. Meza to the Front Royal Town Council, to fill the vacancy left by Councilman Holloway due to being elected Mayor, said term to begin upon taking oath of office with the Clerk of the Court and end December 31, 2021.

The Mayor and Councilmembers thanked all the candidates who applied and expressed their desire to continue working with Mr. Meza. Councilman Thompson thanked the candidates as well but expressed a desire for new faces on Council and therefore advised that she would be voting NO for the appointment.

Vote: Yes – Councilmen Cockrell, Gillispie, Lloyd, and McFadden

No – Councilman Thompson

Abstain – N/A

Absent – N/A

ROLL CALL

Councilman Cockrell read a press release regarding the appointment of Jacob L. Meza.

Mayor adjourned the Special Meeting at 10:10.

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11A



CONSENT AGENDA STATEMENT

Item #11A

Meeting Date: January 11, 2021

Agenda Item: Award of Sole Source Purchase of Goods and Services to Record and Play Back Police Department Calls.

Summary: Council is requested to approve the sole source purchase of goods and services to record and play back Police Department calls from Applied Digital Solutions in the amount of \$36,227.00. This is a recurring cost of each fiscal year.

Budget/Funding: Police Department Budget Police Services – Communications 3104-47003

Meetings: Work Session held December 7, 2020

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the sole source purchase of goods and services to record and play back Police Department calls from Applied Digital Solutions in the amount of \$36,227.00.

Approved By: 

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Meza _____ Thompson _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: January 4th, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add consent agenda item to Town Council meeting

Purchasing responded to a request from the IT Department to purchase goods and services to record and play back Police Department calls. The procurement method is cooperative contracting and sole source. In accordance with the Virginia Public Procurement Act, the Town is authorized to cooperatively purchase items from the attached quote through the General Service Administration (GSA) contract GS-35F-0126Y. The remaining items are sole source in conjunction with the items listed on the GSA contract.

Staff recommends Council move forward with awarding Applied Digital Solutions \$36,227.00 for the successful completion of this project. There will be a recurring cost of \$3,400.00 each fiscal year.

Please find attached to this memo, a quote from Applied Digital Solutions and a recommendation letter from IT Director, Todd Jones. Please add this recommendation to Council's next available Regular Meeting as a consent agenda item.

Funding for this good and service is available in the Police Department's budget Police Services – Communications 3104-47003.

Purchasing, Department of Finance
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889



TOWN OF FRONT ROYAL
DEPARTMENT OF INFORMATION TECHNOLOGY
TOWN HALL
102 E. MAIN STREET
FRONT ROYAL, VIRGINIA 22630-1560
(540) 631-3600
WWW.FRONTROYALVA.COM

TODD C. JONES
Director
tjones@frontroyalva.com

MEMORANDUM

TO: Matt Tederick, Interim Town Manager

FROM: Todd C. Jones, Director of Information Technology

DATE: 11/20/20

RE: Police Department VESTA Upgrade Project Call\ Radio Recording Servers

Matt,

As we have discussed, due to the secondary Public Safety Answering Points (PSAP) upgrade project purchasing the Motorola product VESTA® 9-1-1 and the potential failure of the existing servers, new call and radio recording equipment is necessary.

Currently, we use two servers. One for call recording and one for radio recording. They were installed with the new phone system in May 2014. The existing servers are basic recorders that have no connection to the Police Department dispatching systems and no ability to incorporate ANI/ALI metadata. (Caller ID, GPS data etc.) Both servers have analog interfaces. Both servers have had significant SQL database failures. While the recordings are accessible by staff, the SQL errors are an indication that the servers are failing. Both servers have been in the IT CIP for replacement at a \$40,000.00 cost estimate.

With the Police Department initiative to become a secondary PSAP for Warren County and the associated installation of upcoming VESTA® 9-1-1 equipment we have found that the existing servers will no longer suffice. Warren County, as a primary PSAP, has purchased this directly from the same company, Applied Digital Solutions, using grant funding. As a secondary PSAP funding, the Town does not have access to this funding.

The VESTA® 9-1-1 equipment upgrade requires a digital connection to the call recording system. This would be in addition to the call recording of the existing administrative phone system. The existing servers do not have a digital interface capability. While the VESTA® 9-1-1 equipment could be modified for analog



TOWN OF FRONT ROYAL
DEPARTMENT OF INFORMATION TECHNOLOGY
TOWN HALL
102 E. MAIN STREET
FRONT ROYAL, VIRGINIA 22630-1560
(540) 631-3600
WWW.FRONTROYALVA.COM

TODD C. JONES
Director
tjones@frontroyalva.com

recording, doing so would hamper workflow and prevent necessary metadata from being utilized for a PSAP location.

The proposed solution from Applied Digital Solutions costs \$36,227.00, and will replace both recording servers to one server. The new server is made by a company that specializes in recording systems for law enforcement dispatch centers. It has both digital and analog interfaces. The new server integrates directly with the Police Departments dispatching software. The new server will be able to read, retain and transmit the appropriate metadata necessary for various platforms. The new server is scalable as the Police Department moves forward in the PSAP initiative. The new server will be installed by a company that is certified to work within PSAP locations.

With the signs of failure on the existing server, the enhanced integration with dispatch software, the need for a digital interface and the expenditure coming in at \$3,773.00 less than the proposed CIP, it is my recommendation that the Town move forward with the installation of the new call\radio recording server.

Please let me know if you have any questions.

-Todd



GSA Contract Holder
8555 E. 32nd St. North
Wichita, Ks 67226
Tel: 316-616-1111
Fax: 316-263-1823



Schedule
Contract

GS-35F-0126Y



APPLIED DIGITAL
210 Townepark Circle, Suite 101
Louisville, KY 40243
Tel: 502-257-8283
Tel: 866-389-0911
Fax: 480-247-5270

GSA QUOTATION

Customer:	Front Royal Police Department	Quote#:	AAAQ1287
Quotation Date:	January 4, 2021	Date:	1/4/2021
Sales Representative:	Misty Trotter- Applied Digital Solutions Misty.Trotter@ADSRecorders.com		
Prepared By:	Colette Dryden		
Prepared For:	Todd Jones - Front Royal Police Department		
	900 Monroe Ave- Front Royal, VA 22630		

System Description:

9 Channel NICE recorder with Inform Elite software. Includes CAD integration*, incident reconstruction with redaction, live monitor, verify instant recall, text-to-911 recording, ANI/ALI, one year manuf. software assurance and ADS Alert secure remote-monitoring, diagnostics & repair service. *Requires final technical approval for CAD integration.

Product	Description	GSA SIN#	Qty	Price	GSA Price
ADS-RM-004 LVL1	Recorder Server with 4U Chassis, Win Server 2016, Intel 8-Core Processor, 32GB RAM, RAID1 2x2TB Hot Swap hard drives, Hot Swap Redundant PS, with rail kit	Open Market	1	\$5,995.00	\$5,995.00
NPS-INF-ELITE-1CH	Audio Recording Channel license with Inform Elite applications support - New	511210	9	\$1,118.39	\$10,065.51
NPS-INF-ADT-FULL	Analog / Digital / Trunk full length PCI-E interface board (NO CABLE included)	33411	1	\$1,491.18	\$1,491.18
T3AMS1MS9S-25FT	Amphenol Cable, 25 Pair, 25 FT	Open Market	1	\$175.00	\$175.00
ADS-UPG-HD 1TB	Additional Internal Hard Drive, 1TB, Per Drive	Open Market	1	\$498.00	\$498.00
NPS-MYSQL STD	MySQL Server license (Standard Edition)	Open Market	1	\$220.00	\$220.00
NPS-SQL2016 64-CAL-SVR	MS SQL 2016 64 bit Server Client Access License	Open Market	1	\$200.00	\$200.00
NPS-SQL2016 64-CAL-USR	MS SQL 2016 64 bit User Client Access License	Open Market	2	\$200.00	\$400.00
Product Subtotal					\$19,044.69

Services	Description	GSA SIN#	Qty	Price	GSA Price
ADS-ALERT	ADS ALERT Secure Remote Monitoring, Diagnostics and Repair Service	Open Market	1	\$0.00	\$0.00
INSTALL - LOG	Implementation Services to include Project Management, testing, and installation & extended warranty	Open Market	1	\$15,772.31	\$15,772.31
INSTALL - LOG	Software Assurance for 1 year in addition to Standard Maintenance. Coverage includes Major Version software upgrades.	Open Market	1	\$1,410.00	\$1,410.00
Service Subtotal					\$17,182.31

NICE RECORDING SOLUTION TOTAL (sales tax not included)	\$36,227.00
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GSA Special Terms

- Delivery, Training and Support Included
- 30 day delivery ARO, but may exceed due to customization of software & hardware
- One Year Warranty (parts/labor) Included
- Prompt Payment 1% 10/Net 30

12



Council Agenda Statement

Item # 12

Meeting Date: January 11, 2021

Agenda Item: Appointment of Vice Mayor

Summary: Council is requested to appoint a councilmember to the Vice Mayor position.

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council appoint _____ as Vice Mayor of the Front Royal Town Council, said term to expire _____.

Approved By: _____

SWH

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Holloway _____ Meza _____ Thompson _____

13



Council Agenda Statement

Item # 13

Meeting Date: January 11, 2021

Agenda Item: APPROVAL – Ordinance Amendment to Town Code Chapter 28 – Planning Commission Membership (*2nd Reading*)

Summary: Council is requested to adopt on its second and final reading an ordinance amendment to Town Code Chapter 28 – Planning Commission as presented. The proposed amendment to this chapter is to reduce the number of Planning Commissioners from seven (7) to (5) members, and to make other minor amendments to Chapter 28 regarding term of office and removal from office to be consistent with the proposed change in membership and mirror applicable provisions of Section 15.2-2212 of the Code of Virginia.

Budget/Funding: None

Meetings: Work Session held October 26, 2020 and Public Hearing held December 14, 2020

Proposed Motion: I move that Council adopt on its second and final reading an ordinance amendment to Town Code Chapter 28 – Planning Commission as presented.

Approved By: 

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Meza _____ Thompson _____

MEMORANDUM

TO: Front Royal Town Council

FROM: Timothy L. Wilson, Director of Community Development & Planning

DATE: October 21, 2020

RE: Planning Commission Membership – Proposed Reduction of Number of Members.

Attached for your review is a draft proposal to amend select provisions of Town Code Chapter 28, *Planning Commission*. The main purpose of this proposed amendment would be to reduce the number of Planning Commission members from seven (7) to five (5). The reducing of the number of Planning Commissioners is permissible under the Code of Virginia. Having the Planning Commission being a five-member public body would be consistent with the number of members presently serving on both Town Board of Zoning Appeals (BZA) and Town Board of Architectural Review (BAR), both of which like the Planning Commission also deal with land use development and regulatory issues. The BZA and BAR function perfectly well as five-member bodies and there is no reason to believe that the Planning Commission would not function just as effectively it were changed to a five-member public body.

Changing the number of the Planning Commission members would create modest cost savings, primarily being the reduced cost of meeting stipend payments, which is presently set at \$75 per each member for each meeting of the Commission. There are presently two (2) vacancies (a required new appointment and an appointment for an unexpired term) that presently require action by Council. Of the remaining five active members, all are in good standing with no existing terms of members scheduled to expire until August 31, 2021. If the Council is of the mind to amend the Code as proposed, no appointment actions by Council or other changes on the Commission would be required. Staff looks forward to discussing this matter with Council.

Attachments: Town Chapter 28, Planning Commission – Proposed Amendments.
Planning Commission Membership List.

§ 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions

A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.

One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only.

Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of a local planning commission may be removed from office by the local governing body without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

The local governing body may provide for compensation to commission members for their services, reimbursement for actual expenses incurred, or both.

Code 1950, §§ 15-901, 15-916, 15-963; 1956, cc. 282, 497; 1960, c. 309; 1962, c. 407, § 15.1-437; 1973, c. 160; 1974, c. 521; 1986, c. 208; 1988, c. 256; 1997, c. 587; 2006, c. [687](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 28,
PLANNING COMMISSION, TO CHANGE THE NUMBER OF MEMBERS,
APPOINTMENT TERMS, AND PROVISIONS FOR REMOVAL FROM OFFICE**

WHEREAS, Section 15.2-2212 establishes the allowed number of members on a local planning commission, their terms of appointment, and cause and process for the removal of members from office; and,

WHEREAS, the Town Council finds it beneficial make the number of appointed members to the Front Royal Planning Commission the same number as established on other locally appointed land use and development Boards as required and authorized by Section 15.2, Chapter 22, of the Code of Virginia;

NOW THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Front Royal, Virginia, that Chapter 28, Planning Commission, of the Front Royal Town Code hereby be amended as follows:

28-1 ESTABLISHMENT; MEMBERSHIP

A. ~~A Municipal~~The Planning Commission ~~for of~~ the Town of Front Royal, Virginia is hereby created, in accordance with the provisions of applicable state law.

B. There shall be ~~seven (7)~~ five (5) members of such Planning Commission, appointed by the Town Council, all of whom shall be residents of the Town, ~~and who shall be freeholders~~ qualified by knowledge and experience to make decisions on questions of community growth and development: provided that at least one-half of the members so appointed shall be owners of real property. ~~One (1) member of the Commission may be a member of the Town Council, and one (1) member may be a member of the administrative branch of the government of the Town. The councilmanic member and the administrative official shall be ex-officio members without voting power.~~

28-2 TERMS OF OFFICE

~~The terms of office of the members of the Planning Commission shall be as follows:~~

A. ~~The terms of office of the councilmanic member and the administrative official who is a member shall expire August 31, 1960. Thereafter, the terms of the councilmanic member and the administrative official who is a member shall be coextensive with the terms of office to which they have been elected or appointed, unless the Town Council, at the first meeting each year, appoints others to serve as their representatives.~~

B. ~~The terms of office of three (3) of the remaining members shall expire August 31, 1960, and the terms of office of two (2) of the remaining members shall expire August 31, 1962. Thereafter, these members shall be appointed for periods of four (4) years each, following the date of appointment.~~

Appointment of members to the Planning Commission shall be for terms of four (4) years each. The terms of office for members of the Planning Commission shall be staggered so that the term of no more than two (2) of the five (5) Commissioners shall expire in any given calendar year. Council may shorten the term of any new appointment to a lesser number of years as may be required to accomplish this staggering of terms. Members may be reappointed to succeed themselves. Vacancies shall be filled by appointment for the remainder of the unexpired term only.

28-3 COMPENSATION

Members of the Planning Commission shall each be compensated in an amount determined by the Town Council.

(Ord. No. Z-2-98 Amended 7-13-98-Effective Upon Passage)

28-4 REMOVAL OF MEMBERS

~~Any member of the Planning Commission shall be removed from office for inefficiency, neglect of duty or malfeasance in office, after a public hearing, and when removed, his office shall be filled by appointment by the Mayor.~~

Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of the planning commission may be removed from office by the Town Council without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

28-5 POWERS AND DUTIES

The functions, powers and duties of the Planning Commission shall be such as are provided for by applicable state law.

28-6 CERTIFICATION

~~A. As a condition of appointment each~~ ~~Each~~ member of the Planning Commission ~~, as it exists on April 1, 2004,~~ shall become a certified planning commissioner, through the Virginia Certified Planning Commissions Program operated by the Virginia Institute for Planning Commissioners; ~~no later than April 1, 2005.~~ ~~B. Any member of the Planning Commission who is appointed after April 1, 2004 shall become a certified planning commissioner, through the Virginia Certified Planning Commissions Program operated by the Virginia Institute for Planning Commissioners,~~ within one year of appointment; ~~provided, however, that~~ Town Council, by motion, may grant a six (6) month extension of the certification requirement in the event a commissioner is unable to complete the certification program within one year due to circumstances beyond the reasonable control of the commissioner and is enrolled to complete the certification by the end of the said extension.

C. Failure to meet the requirements this condition of appointment as outlined in this section shall result in the automatic forfeiture and vacation of said individual from office. When removed from office, the seat vacancy shall be filled by appointment of the Town Council.

This ordinance shall become effective upon passage.

APPROVED:

Chris W. Holloway, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2021, upon the following recorded vote:

Lori A. Cockrell	Yes/No	Jacob L. Meza	Yes/No
E. Scott Lloyd	Yes/No	Joseph McFadden	Yes/No
Letasha Thompson	Yes/No	Gary Gillispie	Yes/No

A public hearing on the above was held on December 14, 2020, having been advertised in the Northern Virginia Daily on _____, 2020 and _____, 2020.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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CONSENT AGENDA STATEMENT

Item #14

Meeting Date: January 11, 2021

Agenda Item: Liaison Committee Meeting Agenda Items

Summary: Council is requested to approve items to the Liaison Committee Agenda for January 21, 2021

Budget/Funding: None

Meetings: Work Session held January 4, 2021

Proposed Motion: I move that Council approve items to the Liaison Committee Agenda for January 21, 2021

Approved By: SWT

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Meza _____ Thompson _____

15



Council Agenda Statement

Item # ~~14~~ 15

Meeting Date: January 11, 2021

Agenda Item: CLOSED MEETING – Personnel Matters and Boards and Commissions

Motions to Go Into Closed Meeting

I move that Council go into Closed Meeting for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining, 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

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately reconvene in open meeting and take a roll call vote on the following:]*

I move 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.

Approved By: SWH

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Meza _____ Thompson _____