



TOWN COUNCIL SPECIAL MEETING
Tuesday, June 1, 2021 @ 7:00pm
Town Hall Conference Room

1. Roll Call
2. PUBLIC HEARING – An Ordinance to Amend Chapter 72 Special Events in its entirety to reflect new Policy and Procedures. – *Special Event Permit Committee Chairman Alisa Scott*
3. PUBLIC HEARING – FY21 Budget Amendment for Happy Creek Sanitary Sewer Replacement – *Finance Director BJ Wilson*
4. PUBLIC HEARING – To receive comments and concerns from the public pertaining to the request from Chris Holloway Construction, LLC to vacate an undeveloped portion of Carter Street that is approximately 165' 5" x 40' located between Beeden Lane and Steele Avenue to create five parcels facing Acton Street. – *Town Manager Steven Hicks*
5. COUNCIL APPROVAL - Bid - Happy Creek Sanitary Sewer Replacement – *Purchasing Manager Alisa Scott*
6. COUNCIL APPROVAL - Bid - North Royal Avenue Waterline Upgrade – *Purchasing Manager Alisa Scott*
7. RESOLUTION – Building Code and Environmental Division – *Town Manager Steven Hicks*
8. RESOLUTION – Additional Holiday (Good Friday) – *Town Manager Steven Hicks*
9. RESOLUTION – Funeral and Volunteer Leave – *Town Manager Steven Hicks*
10. CLOSED MEETING - Personnel

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Council Special Meeting Agenda Statement

Item # 2

Meeting Date: June 1, 2021

Agenda Item: PUBLIC HEARING – An Ordinance to Amend Chapter 72 (Special Events) in its Entirety to Reflect New Policy and Procedures

Summary: Council is requested to amend Town Code Chapter 72 (Special Event) in its entirety to reflect new policy and procedures.

Budget/Funding: None

Meetings: Work Session held May 10, 2021

Proposed Motion: I move that Council approve the amendment of Town Code Chapter 72 (Special Events) , as presented.

Moved _____ *Seconded* _____

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

**AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL TOWN CODE
CHAPTER 72 SPECIAL EVENTS**

WHEREAS, Town Council on May 10, 2021 directed Town Staff to move forward on amending Town Code Chapter 72 Special Events to allow for and reflect new Policy and Procedures to be approved; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Chapter 72 of the Front Royal Town Code hereby be amended as follows:

Chapter 72

SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY

- 72-1 PURPOSE OF CHAPTER**
- 72-2 TOWN STREETS AND PUBLIC PROPERTY REQUESTED FOR USE**
- 72-3 APPLICATION, POLICY AND PROCEDURES AND PERMIT**
- 72-4 PERMIT EXCEPTIONS**
- 72-5 PERMIT REVOCATIONS/SUSPENSION**
- 72-6 PROVISIONS OF THIS CHAPTER**
- 72-7 VIOLATION OF THIS CHAPTER**
- 72-8 APPEALS**

72-1 PURPOSE OF CHAPTER

The purpose of this chapter is to accommodate competing demands for the public use of Town streets, and public property that are requested to be used for a special event. Policy and Procedures regulating these areas of demand is necessary to maintain public peace, safety, acceptable conditions of traffic flow and prevention of any illegal or unlawful activity.

72-2 TOWN STREETS AND PUBLIC PROPERTY REQUESTED FOR USE

Town streets and public property may be requested for public use in the following areas.

1. Downtown Area that includes Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. This area also includes the Town Commons Area that includes the Gazebo, Pavilion, Parking Lot and Visitor Center.
2. All Other Areas that are not included in the Downtown Area mentioned in 72.2.1 but are Town Streets or a public place.

72-3 APPLICATION, POLICY AND PROCEDURES AND PERMIT

No special events shall be held on Town streets and public property without an authorized permit from the Town Manager or his designee. Policy and Procedures including the application shall be found in the Town Manager's Office or on the Town's website.

72-4 PERMIT EXCEPTIONS

This Chapter shall not apply to:

1. Gatherings or events on private property;
2. Gatherings or events on Warren County owned property located within the Town's corporate limits;
3. Gatherings or events on public or privately owned school property;
4. Activities the Town Manager or his designee deem acceptable as an exception.

72-5 PERMIT REVOCATIONS/SUSPENSION

The Town Manager or his designee shall be authorized to revoke or suspend any permit previously granted:

1. For violation of any provisions of this Chapter;
2. For any material misrepresentation, intentional or otherwise, made in connection with the application or the permit;
3. When weather conditions render the subject activity unsafe;
4. When otherwise required in the interest of public health, safety and welfare or environmental considerations.

72-6 PROVISIONS OF THIS CHAPTER

The Town Manager may designate one or more officers and/or employees of the Town to administer the provisions of this Chapter and be the final authority for all events held on Town streets and public property.

72-7 VIOLATIONS OF THIS CHAPTER

Any person who shall violate any provision of this Chapter shall be suspended from having any future events for one year from time of event or as the Town Manager or designee deems appropriate based on the violation.

72-8 APPEALS OF ANY DECISIONS

Appeals of any decisions made by the Town Manager or his designee must be made to the Town Council within thirty days of decision.

Chapter 72 SPECIAL EVENTS

~~72-1 — PURPOSE OF CHAPTER~~

~~72-2 — PERMIT REQUIRED~~

~~72-3 — PERMIT APPLICATION~~

~~72-4 — PERMIT APPROVAL PROCESS~~

~~72-5 — PERMIT EXCEPTIONS~~

~~72-6 — PERMIT REVOCATION/SUSPENSION~~

~~72-7 — PROVISIONS OF THIS CHAPTER~~

~~72-1 — PURPOSE OF CHAPTER~~

~~A. The Town Council enacts this Chapter for the purpose of regulating the time, place and manner of special events and demonstrations within the Town and to accommodate competing demands for the public use of streets, sidewalks and public places. Regulation is necessary to preserve the public peace and safety, to permit free expression on issues of public concerns, to protect persons and property, to maintain acceptable conditions of traffic flow upon the streets and sidewalks and to prevent, control or eliminate any illegal, injurious or dangerous effects of this lawful activity.~~

~~B. The Town Council does not enact this Chapter or seek through its enforcement, to deny or abridge any person's rights of assembly and free speech or the opportunity for communication of thought and discussion of public questions in public places.~~

~~72-2 — PERMIT REQUIRED~~

~~No person(s) or entity shall conduct any of the following special events or activities unless a permit has been granted by the Town:~~

- ~~1. Any gathering of individuals or groups for the purpose of listening to or participating in entertainment and/or commemorative festivals or parades with or without music and with or without the use of microphones and amplifiers conducted in open spaces not within an enclosed structure.~~
- ~~2. Any planned gathering that results in the closing of any part of any public street or sidewalk to accommodate persons attending the gathering.~~
- ~~3. Parades, processions, marathons, bicycle races and other events utilizing the sidewalks or vehicular travel portion of Town streets.~~
- ~~4. Motion picture, video or broadcast television productions, other than news media, involving the staging of vehicles, equipment, props or personnel on public property, including buildings, streets and sidewalks, or requiring the use of Town equipment or services.~~

~~72-3 — PERMIT APPLICATION~~

~~A. An application for any permit required by this Chapter shall be made to the Town Manager or the Manager's designee. The application shall be submitted not less than thirty (30) days nor more than six (6) months prior to the date of the proposed activity. An application for a major event (one involving the closure of more than three (3) blocks or which will last more than two (2) days) shall be filed not less than sixty (60) days nor more than six (6) months before the first date of the proposed activity. The application shall contain the following information, utilizing a form provided by the Town Manager.~~

~~If an application is submitted after the filing deadline set forth in Subsection A, the Town Manager or the Manager's designee may waive the filing deadline requirement of Subsection A upon a demonstration by the applicant in~~

~~writing, that circumstances giving rise to the proposed event did not reasonably allow the applicant to apply for a permit within the time prescribed.~~

The application shall contain the following information, utilizing a form provided by the Town Manager's Office:

- ~~1. Description of the proposed activity;~~
- ~~2. Date, time and location/route of proposed activity and the anticipated number of participants and spectators;~~
- ~~3. Provisions for restroom facilities; security including but not limited to crowd, noise, parking, and traffic control; emergency services, fire protection, waste and refuse disposal, ADA compliance, and loud speaker placement. Plans for control shall meet all state and local requirements, ordinances and regulations.~~
- ~~4. Food and beverages to be sold or distributed. Plans for sale or distribution shall meet all state and local requirements, ordinances and regulations;~~
- ~~5. The designation of an individual or individuals who shall be responsible for ensuring compliance with the provisions of this Chapter and the conditions of the permit;~~
- ~~6. Proposed equipment, including but not limited to, vehicles, staging, bleachers, shelters, lighting and electricity requirements;~~
- ~~7. If revenue is anticipated to be generated by the activity, the individuals or entity that will benefit therefrom, and a list of anticipated vendors. Vendors associated with special events permitted through this Chapter shall not be subject to Town business license requirements, however, the approved permit does not eliminate any requirement for any business license, permit(s) which may be prescribed by any other federal, state or local statutes, ordinances, rules or regulations or compliances with any other federal, state or local statutes, ordinances or rules or regulations;~~
- ~~8. If animals such as horses are to be included in the event, provision of waste collection shall be provided by the Event Coordinator.~~
- ~~9. If pets are to be excluded from the event and how this shall be communicated to attendees;~~
- ~~10. Such additional information or assurances as the Town Manager may require.~~

~~B. A completed application shall be processed and either granted or denied within a reasonable time of receipt, but not more than thirty (30) days from the receipt of any application requiring sixty (60) days' advance filing or fifteen (15) days from the receipt of any application requiring thirty (30) days' advance filing. Such decision shall be in writing, setting forth the conditions of the permit, if granted, or the reasons for denial. The decision shall be provided to the applicant at the address stated in the application.~~

~~Prior to the final denial of any application, the applicant shall be apprised of the reason therefore and shall be able to appeal to the Town Council.~~

~~72-4 PERMIT APPROVAL PROCESS~~

~~A. The Town Manager or the Manager's designee may impose, as conditions to granting a permit, such further requirements and restrictions as will reasonably protect the public health, safety, welfare, peace and order. Such conditions may include, but are not limited to the following:~~

- ~~1. Any proposed use of public property, right-of-way, or facilities will have a public benefit and not unreasonably interfere with the normal use of property, right of way or facility by the Town or the general public;~~

~~2. The proposed activity does not present a safety or health risk to participants, spectators or the public, or an environmental hazard;~~

~~3. The proposed activity is compatible with the surrounding area or neighborhood, in consideration of anticipated noise, traffic, crowd capacity and other identifiable factors;~~

~~4. Should the proposed activity include music or entertainment, provision of such entertainment shall not exceed twelve (12) hours in any twenty four (24) hour period from the first gathering of participants;~~

~~5. Race events shall be responsible to provide traffic cones along affected routes to keep participants within coned boundaries, place race marshals at the start/finish and at every intersection along the coned route;~~

~~6. The applicant has provided proof of liability insurance underwritten by insurers acceptable to the Town, indemnifying the Town against any perils, suits, claims and losses which may arise in connection with the proposed activity. Such coverage shall be in amounts consistent with a standard schedule approved by the Town Manager, based upon risks associated with each type of event, in consideration of anticipated attendance. The Certificate of Liability Insurance to cover the event shall name the Town as an "Additional Insurer";~~

~~7. Should the proposed activity take place within the Historic Downtown area the following restrictions shall be met;~~

~~a. Full and/or partial closure of Main Street, shall be permitted two (2) times a month with a maximum of twelve (12) closures a calendar year; and;~~

~~b. Full closure of the Gazebo Parking Lot shall be permitted only when the full or partial closure of Main Street has been requested/permitted.~~

~~c. Partial closure of the Gazebo Parking Lot shall be permitted, but the East Main Street entrance to the Parking Lot will remain open to accommodate parking for the Visitor's Center and local businesses. Bollards will be placed in the parking lot, by the Town, to allow such parking.~~

~~d. Town or County sponsored events shall have priority in use of any downtown public property or right of way. For events not sponsored by the Town or County, applicants who have held a quality event in the previous year and remain in good standing with the Town shall have priority for the same time and location the following year. All other applications are processed in order of receipt.~~

~~8. The payment of a reasonable fee for the use of Town utilities in connection with the proposed activity shall be as follows:~~

<u>Service</u>	<u>Fee</u>
Electric Service	\$25.00 per day
Water Service	Current metered rate

~~9. By acceptance of the issuance of the permit, the applicant provides the Town Manager, the Manager's designee, and/or duly constituted law enforcement officers full access to the event for the purpose of determining compliance with the provisions of this Chapter.~~

~~10. Event Coordinators shall make every effort to promote the following and communicate to all organizers, vendors, entertainers or participants other than attendees the following suggested actions:~~

~~a. Event organizer, vendor, entertainer and participant parking should be in locations other than the Peyton Street Parking Lot. The Event Coordinators shall seek permission from off site property owners for participant parking;~~

~~b. Participants in events associated with road closures shall confine exhibits, equipment and supplies to road area only. Blocking of sidewalks is prohibited;~~

~~i. Event Coordinators shall provide first right of refusal for one space adjacent to each merchants' business up to six (6) weeks in advance of the event. Event Coordinators are encouraged to provide reduced rates for this space;~~

~~ii. Event Coordinators shall place vendor booths on alternating sides of the road or shall alternate side of the road each year for successive events; and,~~

~~iii. Pedestrian access paths shall be provided to the sidewalk at a rate of one ten (10) foot space every forty (40) feet of vendor booths. All sidewalk access points shall be free from vendor booths.~~

~~11. Any permit granted under the provisions of this Chapter shall remain in effect for the duration of the proposed activity.~~

72-5 — PERMIT EXCEPTIONS

This Chapter shall not apply to:

- ~~1. Gatherings on residentially zoned property for the celebration of birthdays, anniversaries or family reunions;~~
- ~~2. Sporting events on any publicly owned property;~~
- ~~3. Gatherings or events on Warren County or school owned property with the permission of the County or School Board; or,~~
- ~~4. Gatherings or events on Randolph Macon Academy or school owned property.~~

72-6 — PERMIT REVOCATIONS/SUSPENSION

~~The Town Manager or the Manager's designee shall be authorized to revoke or suspend any permit previously granted:~~

- ~~1. For violation of any provisions of this Chapter or of any condition of the permit;~~
- ~~2. For any material misrepresentation, intentional or otherwise, made in connection with the application;~~
- ~~3. When weather conditions render the subject activity unsafe; and,~~
- ~~4. When otherwise required in the interest of public health, safety and welfare or environmental considerations.~~

~~In the event a permit is revoked or suspended, the permittee shall immediately discontinue, or cause to be discontinued, the activity for which the permit was granted, but shall thereafter, be entitled to a hearing concerning the revocation or suspension decision as provided by Subsection 72-3.B.~~

72-7 — PROVISIONS OF THIS CHAPTER

~~A. The Town Manger may designate one (1) or more officers or employees of the Town to administer the provisions of this Chapter.~~

~~B. Any person who shall violate any provision of this Chapter shall be guilty of a Class 3 misdemeanor.~~

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 conducted _____ 2021, upon the following recorded vote:

Lori A. Cockrell	___Yes___No	Jacob L. Meza	___Yes___No
Gary L. Gillispie	___Yes___No	Letasha T. Thompson	___Yes___No
E. Scott Lloyd	___Yes___No	Joseph E. McFadden	___Yes___No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on _____.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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Special Council Agenda Statement

Item # 3

Meeting Date: June 1st, 2021

Agenda Item: FY21 Budget Amendment for Happy Creek Sanitary Sewer Replacement Project

Summary: Council is requested to approve a FY21 Budget Amendment in the amount of \$489,382.00 for the Happy Creek Sanitary Sewer Replacement Project. This project is needed to update the Town's sanitary sewer infrastructure as well as a portion of the compliance needed for the consent order issued by the Commonwealth of Virginia Department of Environmental Quality.

Budget/Funding:

9801-3510110	Waste Water Treatment Plant – Appropriated Funds Forward - \$489,382.00
9802-43002	Sewer Line Crew – Professional Services - \$489,382.00

Meetings: Work Session – April 12th, 2021, Public Hearing advertised June 1, 2021

Proposed Motion: I move that Council approve a FY21 Budget Amendment in the amount of \$489,382.00 for the Happy Creek Sanitary Sewer Replacement Project, as presented.

Approved By: _____

Moved _____ Seconded _____

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

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Council Special Meeting Agenda Statement

Item # 4

Meeting Date: June 1, 2021

Agenda Item: PUBLIC HEARING – To Receive Comments and Concerns from the Public and Approve an Ordinance to Vacate an Undeveloped Portion of Carter Street located between Beeden Lane and Steele Avenue – Chris Holloway Construction, LLC

Summary: Council is requested receive public comments and concerns from the public and approve an ordinance pertaining to a request from Chris Holloway Construction, LLC to vacate an undeveloped portion of Carter Street that is approximately 165'5" x 40' located between Beeden Lane and Steele Avenue to create five (5) parcels facing Acton Street.

Budget/Funding: None

Meetings: Work Session held May 10, 2021

Proposed Motion: I move that Council approve an ordinance pertaining to a request from Chris Holloway Construction LLC to vacate an undeveloped portion of Carter Street that is approximately 165'5" x 40' located between Beeden Lane and Steele Avenue to create five (5) parcels facing Acton Street. I further move to direct the Town Manager and Town Attorney to execute all documents to finalize the vacation.

Moved _____ *Seconded* _____

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



VACATION OF STREETS AND ALLEY and OTHER TOWN RIGHTS-OF-WAYS APPLICATION

APPLICANT INFORMATION

(please print)

Name Chris Holloway Construction, LLC
Mailing Address 240 Va. Ave.
Front Royal, Va. 22630
Phone # 540-771-7653 E-mail chollowayconstruction@yahoo.com

VACATION INFORMATION

Description (please select all that apply)

- ☒ Street/Portion of Street
☐ Alley/Portion of Alley
☐ Other (please specify) _____

Location portion of Carter Street 165'5"

Reason for request To purchase to join already owned
personal property

☒ Current Plat Attached Showing Property to be Vacated

Applicant's Signature Chris Holloway Date 3-24-2021

Completed application shall be returned by mail or delivery to:

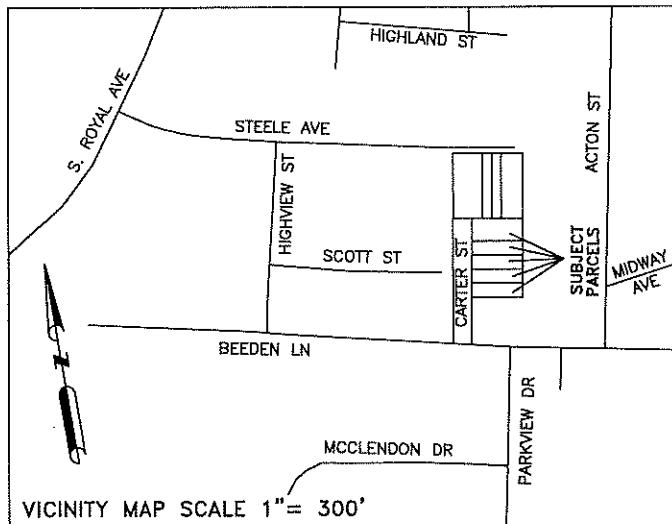
Town Manager's Office, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630

Additional Information: Town Manager's Office (540)635-8007, Monday-Friday, 8:00am – 5:00pm

Revised 8/5/2020



SHEET TWO OF TWO



- s — DENOTES U.G. SANITARY SEWER LINE.
- w — DENOTES U.G. WATER LINE.
- · — · — DENOTES OVERHEAD WIRES.
- - - - DENOTES UTILITY EASEMENT.
- ⊕ DENOTES SANITARY SEWER MANHOLE.
- DENOTES IRON PIN SET.
- DENOTES EXISTING IRON PIN.
- ⊗ DENOTES UTILITY POLE.

NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

DERIVATION OF TITLE TO: CHRIS HOLLOWAY CONSTRUCTION, LLC
PER INSTRUMENT # 200004824.

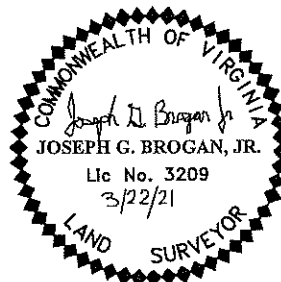
SUBJECT PARCELS SITUATED OUTSIDE THE LIMITS OF THE FEMA FLOOD ZONE.

PLAT REFERENCE: D.B. 284/848 AND P.B. 2/53 & INSTRUMENT # 200003650.

PROPERTY ZONED R-3.

**SURVEY OF LOTS 5A, 7, 8, 9 AND 10
BLOCK 3 STEELE SUBDIVISION**

**SOUTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.**



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
MARCH 22, 2021

Public Works

Tina Presley

From: Robbie Boyer
Sent: Friday, April 2, 2021 10:36 AM
To: Tina Presley
Subject: RE: Message from "RNP002673BFE350"

Tina,

We have reviewed Mr. Holloway's request to vacate another portion of Carter Street alley. The only comment we have is there needs to be a utility easement for the length of alley vacated so we can still repair/ maintain the existing water and sewer mains that run up the Carter St alleyway. If you need anything else just let me know.

Thanks,

Robert B. Boyer
Director of Public Works
Town of Front Royal
PO Box 1560
Front Royal, VA 22630
540-635-7819
rboyer@frontroyalva.com
www.frontroyalva.com

-----Original Message-----

From: Tina Presley <tpresley@frontroyalva.com>
Sent: Monday, March 29, 2021 12:10 PM
To: Robbie Boyer <rboyer@frontroyalva.com>; David W. Jenkins <dwjenkins@frontroyalva.com>; Timothy Wilson <twilson@frontroyalva.com>
Cc: Christopher Brock <cbrock@frontroyalva.com>; Alfredo Velasquez <avelasquez@frontroyalva.com>
Subject: FW: Message from "RNP002673BFE350"

Attached is a vacation of right of way.

Please let me know by Friday, April 2nd if you have any concerns.

Alfredo - could you send me the names/addresses of the adjacent property owners regarding this request.

Thanks,
Tina

-----Original Message-----

From: Copier <scanner@frontroyalva.gov>
Sent: Monday, March 29, 2021 12:02 PM
To: Tina Presley <tpresley@frontroyalva.com>
Subject: Message from "RNP002673BFE350"

This E-mail was sent from "RNP002673BFE350" (MP 7503).

Electric

Tina Presley

From: David W. Jenkins
Sent: Tuesday, April 6, 2021 11:02 AM
To: Tina Presley
Subject: Re: vacation

Tina

We have no problems with the vacation
We do have a pole that will need to be moved but we spoke with Chris about that

Thanks,
David W Jenkins

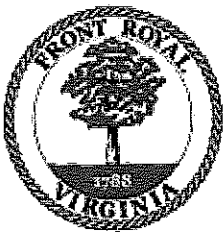
From: Tina Presley <tpresley@frontroyalva.com>
Sent: Tuesday, April 6, 2021 10:59:33 AM
To: David W. Jenkins <dwjenkins@frontroyalva.com>
Subject: vacation

David,

Could you let me know if you have any concerns with this vacation?

Thanks,
Tina

Tina L. Presley, A.A.S., CAP-OM
Clerk of Council/ Sr. Executive Assistant
Town Manager's Office
P.O. Box 1560/102 E. Main Street
Front Royal, Virginia 22630
(540)635-8007/(540)636-7475 - Fax
tpresley@frontroyalva.com
www.frontroyalva.com
www.facebook.com/frontroyalva



Planning

Tina Presley

From: Christopher Brock
Sent: Friday, April 2, 2021 8:29 AM
To: Tina Presley
Subject: Vacation of Portion of Carter St

After initial review of Mr. Holloways application, Planning and Zoning has no concerns with the application.

Christopher G. Brock SGM (USA Retired)
Deputy Zoning Administrator
Code Enforcement Officer
Department of Planning and Zoning
Front Royal, Va
540-635-4236 Office

cbrock@frontroyalva.com

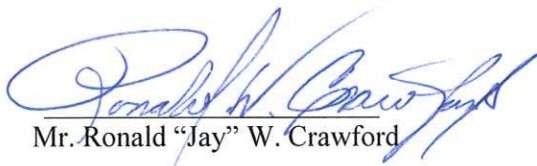


To: Front Royal Town Council
From: Viewing Committee
RE: Vacation of a Portion of Carter St – Chris Holloway
Date: April 13, 2021

The Town of Front Royal has received an "Application for Vacation of Streets and Alleys and Other Town Rights-of-Ways", dated 3/24/21 from Chris Holloway, 240 Virginia Avenue, Front Royal, Virginia 22630 seeking the vacation of a portion of Carter Street that is approximately 165'5" located between Beeden Lane and Steele Avenue to create five parcels facing Acton Street.

The unimprovement contains Town water and sewer mains that would require an utility easement to maintain or repair the utility mains as needed. One electric pole would need to be moved at the northeast corner of Scott Street.

In our opinion, vacation of this portion of unimproved Carter Street would pose no harm to the adjacent property owners. Accordingly, we recommend approval of this request.


Mr. Ronald "Jay" W. Crawford


Mr. Staige Miller


Mr. Robert R. North

**CHRIS HOLLOWAY
CARTER ST - RIGHT OF WAY
VACATION REQUEST**

120 124 128 132 140

SCOTT ST

121

125

CARTER ST

BEEDEN LN

137 139 141 143

AREA: 6619.6 SQ. FT.
(0.15 acres)

642

646

140

142

475

501

453

461

465

MAP KEY



PROPERTY LINES



ROW TO BE VACATED

50 25 0 50 Feet



PREPARED BY DEPT. OF PLANNING & COMM. DEV.
MAY 6, 2021 | CARTOGRAPHER: AGV
IMAGERY DATE: APRIL 2018

ACTION ST

AN ORDINANCE TO CONDITIONALLY VACATE A PORTION OF THE TOWN OF FRONT ROYAL'S RIGHT-OF-WAY BEING AN UNIMPROVED PORTION OF CARTER STREET 165.49 FT. BY 40.00 FT. LOCATED BETWEEN BEEDEN LANE AND OTHER PROPERTY OF CHRIS HOLLOWAY SOUTH OF STEELE AVENUE IN THE TOWN OF FRONT ROYAL, VIRGINIA.

WHEREAS, the Town Council of the Town of Front Royal, Virginia (the "Town"), has received a request from Chris Holloway ("Holloway"), whose mailing address is 240 Virginia Avenue, Front Royal, VA, 22630, to conditionally vacate a 165.49 ft. by 40.00 ft. section of the Town's unimproved and unused by the public remaining portion of Carter Street, located on the South Side of Holloway's other property, currently known as **NEW T.M. 20A7-15-3 LOT 1A 20,000 SQ. FT** and **NEW T.M. 20A7-15-3 LOT 5A 5,166 SQ. FT.**, being a previously vacated by Town Ordinance dated September 9, 2019, portion of Carter Street, located as on the Western side of lots owned by Holloway, all of which previously vacated portion of Carter Street now owned by Holloway is south of Steele Avenue and north of Beeden Lane.

WHEREAS, The portion of Carter Street which Holloway currently requests the Town to vacate is as shown on that Plat titled "SURVEY OF LOTS 5A, 7, 8, 9. AND 10, BLOCK 3, STEELE SUBDIVISION, SOUTH RIVER MAGISTERIAL DISTRICT, TOWN OF FRONT ROYAL, WARREN COUNTY, VA.", prepared by Brogan Land Surveying, PLC, dated March 22, 2021 (Sheets One and Two) (the "PLAT"), incorporated by reference herewith, said unimproved portion of Carter Street to be vacated by the Town herein being 165.49 ft. by 40.00 ft., and to become incorporated into and become an integral part of Holloway's Lot

5A, Lot 7, Lot 8, Lot 9, and Lot 10, and not separate building lots, the portion of said Carter Street to be vacated being referred herein as the “Right of Way”.

WHEREAS, the Holloway, has requested that the Town to convey the Right of Way to him.

WHEREAS, the said Town Council, its staff, and the Town’s Viewing Committee have investigated said request and have found that the Right of Way requested for vacation and conveyance is not used by the Town or its citizens for a public right-of-way, and a reservation by the Town by means of deed(s) of permanent public Town utility easements with permanent access easements in favor to the Town in form acceptable to the the Town Attorney from Holloway to the Town across, through and under the Right of Way as shown on Sheet Two of Two of the PLAT, as well as the moving of an electric pole at the northeast corner of Scott Street, will sufficiently protect the rights of the Town and of the public; and

WHEREAS, pursuant to the Town’s ordinance and standard procedures for said requests, and as required by Sections 15.2-2006, *et seq.*, and 15.2-2100, *et seq.*, of the Code of Virginia, 1950, a required application fee has been collected and paid into the Town’s General Fund; letters of this proposed vacation have heretofore been sent to property owners who are effected by the proposed vacation and conveyance, if any; the Town Manager or Town Council and the aforesaid applicant have reached a price for the Right of Way to be conveyed; and the Town has appointed a Viewer’s Committee who have personally reviewed the area to be vacated and conveyed and who have filed a written Report with the Town recommending the vacation and conveyance; and, after conducting a duly advertised

Public Hearing on the said vacation and conveyance, Town Council now finds it appropriate and in the best interests of the Town to adopt this Ordinance and to hereby vacate and convey the Right of Way to the said Holloway, upon the terms and conditions hereinafter specified.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia, that the following portion of the Town's unimproved and unused by the public Right of Way, being the Right of Way as shown on the PLAT aforesaid, is hereby conditionally vacated, on conditions and terms hereinafter described, and when said terms and conditions are satisfied, said Right of Way will be unconditionally conveyed to the said Holloway.

AND BE IT, FURTHER, ORDAINED AND ENACTED that this vacation is conditioned upon Holloway obtaining the recordation of said Plat at the expense of Holloway, and to be filed in the land records of the Circuit Court of Warren County, Virginia; and the Town Manager, Finance Director, and Planning Director or Interim Planning Director shall, if appropriate, sign and thereby approve the aforesaid PLAT, and that the Town Attorney shall forthwith prepare a good and sufficient Special Warranty Deed for the Right of Way, to be signed on behalf of the Town Council by the Vice Mayor (the Mayor having recused himself from these proceedings), with the Town's Official Seal to be thereunto affixed and attested to by the Clerk of Town Council, and with a copy of the PLAT to be a part thereof, as well as an attested copy of this Ordinance, and that the said Town Attorney shall further, upon receipt of payment in the amount of Two Thousand Four Hundred

Nine Dollars (\$2,409), plus the costs to advertise the Public Hearing, deliver the deed for the Right of Way;

Upon vacation and conveyance of the Right of Way, the Right of Way so vacated and conveyed hereby will become an integral part of Holloway's Lot 5A, Lot 7, Lot 8, Lot 9, and Lot 10, and not separate building lots, as shown on Sheet Two of Two of said Plat for all purposes and shall not be conveyed separately from the Property and shall not be a separate building lot.

AND BE IT, FURTHER, ORDAINED AND ENACTED that this vacation is conditioned upon the said Holloway signing a good and sufficient deed(s) of permanent utility and access easements thereto in favor of the Town, as shown on the location on Sheet Two of Two as shown on said PLAT, in form and substance approved by the Town Attorney, said deed(s) of permanent utility and access easements to be recorded as aforesaid at the expense of Holloway and proof thereof furnished by Holloway to the Town Attorney before said vacation become effective, and if same shall not be done within one (1) year from the date of the adoption of this Conditional Ordinance by the said Holloway, the Town Attorney shall report same to this Council, and this Conditional Ordinance shall be void.

AND BE IT, FURTHER, ORDAINED AND ENACTED that, if the aforesaid proof of recordation and said sums are not delivered to the Town Attorney within one (1) year from the date of the adoption of this Conditional Ordinance by the said Holloway, the Town Attorney shall report same to this Council, and this Conditional Ordinance shall be void.

Upon payment of said sum and recordation of said deed and PLAT according to this Conditional Ordinance, the conditions to this Ordinance shall expire, and this Ordinance and conveyance shall thereupon become Unconditional.

This Ordinance shall be effective upon passage.

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

APPROVED:

Lori Athey Cockrell, Vice Mayor

Town Council Members:

Attest:

Gary L. Gillespie _____
E. Scott Lloyd _____
Joseph McFadden _____

Jacob L. Meza _____
Letasha T. Thompson _____

Attest:

Tina Presley, Clerk of Council

Approved as to form:

Douglas W. Napier,
Town Attorney

Date

***[NOTE: MAYOR CHRIS HOLLOWAY RECUSED HIMSELF FROM
PARTICIPATING IN THIS MATTER]***

A public hearing on the above was held on June 1, 2021, having been advertised in the Northern Virginia Daily on _____ and _____, 2021.

5



Special Council Agenda Statement

Item # 5

Meeting Date: June 1, 2021

Agenda Item: Bid for Happy Creek Sanitary Sewer Replacement

Summary: Council is requested to approve a bid from Snyder Environmental Services, Inc. for the Happy Creek Sanitary Sewer Replacement Project in the amount of \$489,382.00, contingent upon the approval of the FY21 budget amendment and intra-fund transfer in the amount of \$489,382.00

Budget/Funding: Contingent upon requested FY21 budget amendment In the amount of \$489,392.00 from 9802-43002

Meetings: None

Proposed Motion: I move that Council approve a bid from Snyder Environmental Services, Inc. for the Happy Creek Sanitary Sewer Replacement Project in the amount of \$489,382.00, contingent upon the approval of the FY21 budget amendment in the amount of \$489,382.00.

Moved _____ *Seconded* _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: May 13, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add action item to Town Council Agenda

Purchasing received a request from the Department of Public Works to competitively bid out the Happy Creek Sanitary Sewer Replacement in accordance with plans and project manual authored by CHA Consulting, the Town's Inflow & Infrastructure Abatement Engineering firm. On Thursday, May 4th, 2021, I held a public bid opening and received five (5) bids.

CHA Consulting has provided a recommendation letter that Snyder Environmental Services, Inc. be awarded the contract for their bid of \$489,382.00 as the lowest responsive, and responsible bidder in accordance with the Virginia Public Procurement Act.

Attached to this memo is a recommendation letter from CHA Consulting and the bid tabulation. Please add this item to Council's next available Regular Town Council Meeting.

Funding is contingent upon requested FY21 Budget Amendment and Intra-Fund Transfer in the amount of \$489,392.00 from 9802-43002.

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



May 7, 2021

Mr. Robert B. Boyer
Director of Public Works
Town of Front Royal
P.O. Box 1560
Front Royal, VA 22630

**Re: Award Recommendation
Town of Front Royal – Happy Creek Sanitary Sewer Replacement
(IFB #4794-1 2021); CHA Project No. 031133**

Dear Robbie:

On Thursday, May 6, 2021, the Town received bids for the Happy Creek Sanitary Sewer Replacement contract. This contract includes installation of approximately 700 linear feet of 15-inch sanitary sewer, approximately 215 linear feet of 8-inch sanitary sewer, 11 sanitary sewer manholes, and associated appurtenances.

The Town received five bids as summarized below. A detailed bid tabulation is also enclosed.

Bidder Name	Total Base Bid
Snyder Environmental Services, Inc.	\$489,382.00
Bushong Contracting Corporation	\$624,630.00
Keiwi Infrastructure South Company	\$637,123.75
General Excavation, Inc.	\$943,191.60
Valley Contracting, Inc.	\$1,034,295.00

Snyder Environmental Services, Inc. was the lowest responsive and responsible Bidder for the contract.

Snyder Environmental Services, Inc. specializes in utility construction, including water and sewer pipelines, along with water and wastewater treatment plant construction/operation and ancillary support services. They have successfully completed numerous similar sanitary sewer projects. Additionally, CHA had a favorable experience with the trenchless construction division of Snyder Environmental Services on a recent project with challenging conditions. Based upon our knowledge of the Bid and Snyder Environmental Services's credentials, CHA recommends award of the Happy Creek Sanitary Sewer Replacement contract to Snyder Environmental Services, Inc. in the amount of \$489,382.00.

We appreciate the opportunity to work with the Town on this project. If you should have any question with respect to this recommendation, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Earl Smith'.

Earl Smith, P.E.
Project Manager

EES\ees
Enclosure

BID TABULATION SUMMARY

Owner: Town of Front Royal

Project: HAPPY CREEK SANITARY SEWER REPLACEMENT (#4794-1 2021)

Bid Date: Thursday, May 6, 2021 2:00 PM

CHA Project Number: 031133

BIDDER				SNYDER ENVIRONMENTAL SERVICES, INC.		BUSHONG CONTRACTING CORP.		KIEWIT INFRASTRUCTURE SOUTH CO.		GENERAL EXCAVATION, INC.		VALLEY CONTRACTING, INC.	
Item	Description	Unit	Est Qty	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price
1	Bonds, Insurance, Mobilization	LS	1	\$43,000.00	\$43,000.00	\$160,000.00	\$160,000.00	\$30,000.00	\$30,000.00	\$105,000.00	\$105,000.00	\$50,000.00	\$50,000.00
2	Open Cut 15" SDR 26 PVC Sanitary Sewer - Under Public Road Pavement	LF	248	\$431.75	\$107,074.00	\$200.00	\$49,600.00	\$745.00	\$184,760.00	\$995.00	\$246,760.00	\$700.00	\$173,600.00
3	Open Cut 15" SDR 26 PVC Sanitary Sewer - Not Under Public Road Pavement	LF	329	\$90.00	\$29,610.00	\$150.00	\$49,350.00	\$309.00	\$101,661.00	\$520.00	\$171,080.00	\$610.00	\$200,690.00
4	Open Cut 8" SDR 26 PVC Sanitary Sewer - Under Public Road Pavement	LF	82	\$287.50	\$23,575.00	\$150.00	\$12,300.00	\$250.00	\$20,500.00	\$548.00	\$44,936.00	\$700.00	\$57,400.00
5	Open Cut 8" SDR 26 PVC Sanitary Sewer - Not Under Public Road Pavement	LF	135	\$89.00	\$12,015.00	\$125.00	\$16,875.00	\$250.00	\$33,750.00	\$393.00	\$53,055.00	\$600.00	\$81,000.00
6	Open Cut 15" Epoxy-Lined DIP Sanitary Sewer - MH A-2 to A-3 (Creek Crossing)	LF	102	\$505.00	\$51,510.00	\$510.00	\$52,020.00	\$620.00	\$63,240.00	\$655.00	\$66,810.00	\$1,200.00	\$122,400.00
7	Concrete Encasement	LF	65	\$120.00	\$7,800.00	\$155.00	\$10,075.00	\$125.00	\$8,125.00	\$152.00	\$9,880.00	\$300.00	\$19,500.00
8	Streambank Stabilization	LS	1	\$12,500.00	\$12,500.00	\$20,000.00	\$20,000.00	\$13,000.00	\$13,000.00	\$34,000.00	\$34,000.00	\$49,000.00	\$49,000.00
9	Concrete Piers	EA	4	\$1,200.00	\$4,800.00	\$1,500.00	\$6,000.00	\$1,375.00	\$5,500.00	\$975.00	\$3,900.00	\$4,000.00	\$16,000.00
10	Manhole Base (4' diameter)	EA	11	\$4,650.00	\$51,150.00	\$4,500.00	\$49,500.00	\$8,500.00	\$93,500.00	\$7,100.00	\$78,100.00	\$6,000.00	\$66,000.00
11	Manhole Riser Section (4' diameter)	VLF	47	\$300.00	\$14,223.00	\$1,000.00	\$47,410.00	\$75.00	\$3,555.75	\$160.00	\$7,585.60	\$500.00	\$23,705.00
12	Manhole Frame and Cover - Water-Resistant	EA	11	\$950.00	\$10,450.00	\$1,500.00	\$16,500.00	\$800.00	\$8,800.00	\$1,600.00	\$17,600.00	\$1,000.00	\$11,000.00
13	Sanitary Sewer Lateral - Under Pavement	EA	3	\$6,350.00	\$19,050.00	\$9,000.00	\$27,000.00	\$4,000.00	\$12,000.00	\$9,800.00	\$29,400.00	\$6,000.00	\$18,000.00
14	Sanitary Sewer Lateral - Not Under Pavement	EA	3	\$5,000.00	\$15,000.00	\$5,000.00	\$15,000.00	\$3,600.00	\$10,800.00	\$2,500.00	\$7,500.00	\$3,000.00	\$9,000.00
15	Abandon Manhole	EA	2	\$4,300.00	\$8,600.00	\$5,000.00	\$10,000.00	\$3,800.00	\$7,600.00	\$4,450.00	\$8,900.00	\$2,500.00	\$5,000.00
16	Subgrade Stabilization Stone	TON	50	\$41.50	\$2,075.00	\$155.00	\$7,750.00	\$95.00	\$4,750.00	\$110.00	\$5,500.00	\$70.00	\$3,500.00
17	Pavement Restoration - Patch Public Road - S Commerce Ave	LS	1	\$45,000.00	\$45,000.00	\$25,000.00	\$25,000.00	\$7,300.00	\$7,300.00	\$5,585.00	\$5,585.00	\$29,000.00	\$29,000.00
18	Pavement Restoration - Patch Public Road - E Stonewall Dr	LS	1	\$13,500.00	\$13,500.00	\$20,000.00	\$20,000.00	\$16,700.00	\$16,700.00	\$15,000.00	\$15,000.00	\$26,000.00	\$26,000.00
19	Pavement Restoration - Patch Public Road - Radham St	LS	1	\$3,200.00	\$3,200.00	\$7,500.00	\$7,500.00	\$3,700.00	\$3,700.00	\$2,100.00	\$2,100.00	\$22,000.00	\$22,000.00
20	Pavement Restoration - Greenway	LF	250	\$55.00	\$13,750.00	\$75.00	\$18,750.00	\$31.00	\$7,750.00	\$90.00	\$22,500.00	\$150.00	\$37,500.00
21	Pavement Restoration - Patch Private Entrance	EA	1	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$132.00	\$132.00	\$8,000.00	\$8,000.00	\$14,000.00	\$14,000.00
Total Base Bid				\$489,382.00		\$624,630.00		\$637,123.75		\$943,191.60		\$1,034,295.00	

* Denotes a correction of an arithmetic error present in the Bid Form; the correct sum shall govern per Article 1.15-A.3 of the Instructions to Bidders.

** Denotes non-responsive bid

Apparent Low Bidder: SNYDER ENVIRONMENTAL SERVICES, INC.

Prepared By: Earl Smith, P.E. - CHA Consulting, Inc.

6



Special Council Agenda Statement

Item # 6

Meeting Date: June 1, 2021

Agenda Item: Bid for North Royal Avenue Waterline Upgrade

Summary: Council is requested to approve a bid from Arthur Construction Co, Inc. or the North Royal Waterline Upgrade between West 14th and North Commerce Avenue in the amount of \$620,375.00.

Budget/Funding: The funding for this project is available in the current budget under line item 9602-7513.

Meetings: None

Proposed Motion: I move that Council approve a bid from Arthur Construction Co, Inc. or the North Royal Waterline Upgrade between West 14th and North Commerce Avenue in the amount of \$620,375.00.

Moved _____ *Seconded* _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: May 21, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add action item to Town Council Agenda

Purchasing responded to a request from the Public Works Department to send Invitation For Bids (IFB) for waterline upgrades between W. 14th Street and N. Commerce Avenue. On Thursday, May 20th, 2021, I held a bid opening for the project and received six (6) bids in accordance with the Virginia Public Procurement Act.

The Department Director, Robbie Boyer has reviewed the tabulation and recommends awarding the bid to the lowest, responsive, and responsible bidder, Arthur Construction Company, Inc., Dulles, Virginia for \$620,375.00.

Due to the amount of the bid, Town Council is requested to review and approve the award prior to purchase. Attached to this memo is the bid tabulation and recommendation memo from Public Works. Please add this action item to the June 1st, 2021 Town Council Special Meeting Agenda.

Funding for this request is available in the Public Works Department's line item 9602-47513.

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

Memo



Town of Front Royal Public Works

TO: Alisa Scott, Purchasing Manager
FROM: Robert Boyer, Public Works Director
CC: Megan Clark, Purchasing Agent
DATE: May 21, 2021
RE: Recommendation memo for N. Royal Ave water line upgrade project

Public Works has reviewed the six bids submitted for the N. Royal Avenue water line upgrade between W. 14th Street and N. Commerce Avenue to replace the existing 6" water main with a new 10" ductile iron water main and upgrade any galvanized water services to copper. We recommend proceeding with the low bidder Arthur Construction Co Inc. at a total project cost \$620,375.00. Arthur Construction Co Inc. has done milling & paving, curb & gutter installation and utility line upgrades for the Town in the past and including the curb & gutter installation project that just started.

The funding for this project is available in the current budget under line item 9602-7513 water line – upgrade, this project will allow the department to work on replacing some of the Town's aging water system infrastructure and to reduce the amount of down time for repairs and interruptions in service to residents and business.

	Arthur Construction Co Inc	Crown Construction Service	Franco's Liberty Bridge Inc	Bushong Contracting Corporation	A & M Concrete Corporation	G B Foltz Contracting Inc
Lot 1 : Lot 1						
1 - MOBILIZATION	\$50,000.00	\$9,500.00	\$69,520.00	\$25,000.00	\$45,000.00	\$176,208.00
2 - MAINTENANCE OF TRAFFIC	\$40,000.00	\$10,000.00	\$51,000.00	\$120,000.00	\$40,000.00	\$118,960.00
3 - PREVENTION, CONTROL, AND ABATEMENT OF EROSION AND WATER ...	\$25,000.00	\$9,000.00	\$15,425.00	\$3,500.00	\$8,500.00	\$3,500.00
4 - 10" ZINC COATED DUCTILE IRON WATERMAIN (CLASS 52)	\$308,800.00	\$420,740.00	\$285,640.00	\$351,260.00	\$366,700.00	\$375,037.60
5 - 3/4" WATER SERVICES	\$40,500.00	\$43,200.00	\$45,360.00	\$27,000.00	\$70,200.00	\$231,157.98
6 - 1 1/2" WATER SERVICES: BUDGET MOTEL	\$4,250.00	\$5,000.00	\$4,200.00	\$3,300.00	\$6,100.00	\$11,803.00
7 - 1 1/2" WATER SERVICES: SKYLINE VISTA	\$4,250.00	\$5,000.00	\$4,200.00	\$3,300.00	\$6,100.00	\$12,403.00
8 - 10" x 6" MJ CROSS	\$350.00	\$300.00	\$3,850.00	\$3,500.00	\$750.00	\$745.00
9 - 10" X 6" MJ TEE	\$9,750.00	\$1,560.00	\$15,000.00	\$21,000.00	\$4,500.00	\$2,742.00
10 - 10" MEGA LUG KITS FOR DUCTILE IRON PIPES	\$1,800.00	\$2,160.00	\$15,300.00	\$7,830.00	\$1,602.00	\$2,844.00
11 - 10" MJ GATE VALVE	\$27,900.00	\$27,000.00	\$40,500.00	\$24,750.00	\$23,850.00	\$21,159.00
12 - 10" FOSTER ADAPTER	\$7,350.00	\$4,060.00	\$12,320.00	\$4,900.00	\$3,850.00	\$5,502.00
13 - 6" ZINC COATED DUCTILE IRON WATERMAIN (CLASS 52)	\$49,350.00	\$115,808.00	\$42,112.00	\$55,601.00	\$115,150.00	\$147,721.00
14 - 6" MJ VALVES	\$12,000.00	\$6,040.00	\$22,800.00	\$12,800.00	\$10,000.00	\$8,648.00
15 - 6" MJ MEGA LUG KITS FOR DUCTILE IRON PIPE	\$350.00	\$595.00	\$3,850.00	\$2,800.00	\$350.00	\$749.00
16 - 6" FOSTER ADAPTER	\$1,125.00	\$1,350.00	\$6,120.00	\$2,250.00	\$1,575.00	\$1,989.00
17 - FIRE HYDRANT	\$22,500.00	\$27,900.00	\$17,600.00	\$8,200.00	\$43,000.00	\$7,340.00
18 - 6" HYMAX COUPLINGS	\$2,100.00	\$2,800.00	\$8,400.00	\$7,000.00	\$1,050.00	\$3,423.00
19 - AS-BUILT RECORD DRAWINGS	\$13,000.00	\$12,000.00	\$22,093.00	\$3,000.00	\$3,500.00	\$22,222.00
Total For Lot 1 : Lot 1	\$620,375.00	\$704,013.00	\$685,290.00	\$686,991.00	\$751,777.00	\$1,154,153.58
20 - CONTINGENCY ITEMS: HYDRANT EXTENSION	\$5,000.00	\$2,800.00	\$1,885.00	\$1,175.00	\$3,200.00	\$450.00
21 - CONTINGENCY ITEMS: EXCAVATION UNSUITABLE MATERIAL	\$100.00	\$85.00	\$500.00	\$175.00	\$145.00	\$250.00
22 - CONTINGENCY ITEMS: REPLACE NON-COPPER 3/4" WATER SERVICE ...	\$10,500.00	\$8,400.00	\$9,750.00	\$30,207.00	\$11,850.00	\$28,164.00

7



Council Special Meeting Agenda Statement

Item # 7

Meeting Date: June 1, 2021

Agenda Item: RESOLUTION – The establishment of the Building Codes and Environmental Division

Summary: Council is requested to approve a resolution pertaining to the establishment of the Building Codes and Environmental Division.

Budget/Funding: None

Meetings: Work Session held April 7, 2021

Proposed Motion: I move that Council approve a resolution pertaining to the establishment of the Town's new Building Codes and Environmental Division.

Moved _____ *Seconded* _____

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

RESOLUTION

The establishment of the Building Codes and Environmental Division

WHEREAS, Town Council desires to establish the Town's Building Codes and Environmental Division (Division) to protect the health, safety and general welfare of the public through the administration and uniform enforcement of laws and regulations related to land use, building construction and property maintenance.

WHEREAS, the Division is to provide **minimum** standards of the Virginia Uniform Statewide Building Code to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings, structures and certain equipment within this jurisdiction; and

WHEREAS, duties of the Division include the review and the issuance of building permits and conducting the required building inspections for final approval before occupancy or use; and,

WHEREAS, the Division maintains the safety and appearance of the Town's existing structures and properties through routine inspections and code compliance throughout the Town and responds to complaints about building, structures, and property code violations; and,

WHEREAS, the Division works with residents, businesses, and the development community to protect natural resources and enhance communities while accommodating growth and development; and,

WHEREAS, the Division is responsible for ensuring that the engineering, construction, and maintenance of the Town's storm water sewer system and facilities meet certain standards for the environment, and improvement of stormwater runoff; and,

WHEREAS, the Division issues applicable land disturbing activity permits and in accordance with the requirements of the Commonwealth's Virginia Stormwater Management Act and Construction General Permit Regulations; and,

WHEREAS, the Town is designated as a Virginia Erosion and Sediment Control Program (VЕСP) and Virginia Stormwater Management Program (VSMP) authority; and,

NOW THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Front Royal, Virginia, that Town Council approves this resolution regarding the establishment of the Building Codes and Environmental Division.

APPROVED:

Chris W. Holloway, Mayor

Attest:

Tina L. Presley, Clerk of Town Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia,
Town Council conducted on _____, 2021 upon the following recorded vote:

Joseph McFadden	<u>Yes/No</u>	Gary L. Gillispie	<u>Yes/No</u>
-----------------	---------------	-------------------	---------------

Scott Lloyd	<u>Yes/No</u>	Jacob L. Meza	<u>Yes/No</u>
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Chris Holloway	<u>Yes/No</u>	Letasha T. Thompson	<u>Yes/No</u>
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Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

8



Council Special Meeting Agenda Statement

Item # 8

Meeting Date: June 1, 2021

Agenda Item: RESOLUTION – Additional Holiday (Good Friday)

Summary: Council is requested to approve a resolution that would add Good Friday as an additional holiday to the Town's holiday calendar.

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council approve a resolution that would add Good Friday as an additional holiday to the Town's holiday calendar.

Moved _____ *Seconded* _____

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

RESOLUTION

GOOD FRIDAY AS A HOLIDAY FOR TOWN EMPLOYEES

WHEREAS, Good Friday is the Friday before Easter and recognized as a time when families travel and visit with each other. As an attempt to encourage spending time with family Town Council has recommended that Good Friday be recognized as a holiday for Town Employees; and,

WHEREAS, Good Friday shall be added to the list of current holidays listed in the Front Royal Employee Handbook Chapter 5.IV Holiday Leave, and,

NOW THEREFORE BE IT RESOLVED: that the Mayor and the Town Council approve Good Friday, the Friday before the Easter Holiday, as an additional holiday for Town Employees and to include the holiday in the Front Royal Employee Handbook effective July 1, 2021.

APPROVED:

Chris W. Holloway, Mayor

Attest:

Tina L. Presley, Clerk of Council

THIS RESOLUTION was approved at the Special Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____ upon the following recorded vote:

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

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

9



Council Special Meeting Agenda Statement

Item # 9

Meeting Date: June 1, 2021

Agenda Item: RESOLUTION – Funeral and Volunteer Leave

Summary: Council is requested to approve a resolution that would allow funeral and volunteer leave for Town Employees.

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council approve a resolution that would allow funeral and volunteer leave for Town Employees.

Moved _____ *Seconded* _____

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

RESOLUTION

FUNERAL AND VOLUNTEER LEAVE

WHEREAS, currently full-time Town Employees must use annual leave upon the death of a member of an employee's immediate family for the purpose of attending services, handling affairs and/or similar needs, and:

WHEREAS, Town Council was approached by Town Staff to allow twenty-four (24) hours of paid funeral leave for the immediate family of full-time Town Employees as currently defined in the Front Royal Employee Handbook Chapter 5.III.C Funeral Leave and shown below, and;

A. Funeral Leave – twenty-four (24) hours is granted to employees holding full-time positions upon the death of a member of an employee's immediate family for the purpose of attending services, handling the affairs of the deceased or similar needs. For funeral leave, immediate family is defined as the employee's spouse, parent, spouse's parents, child, brother, sister, grandparent, grandchild, son or daughter in law, and guardian.

B. Upon request, the Department Director shall grant funeral leave for a period not to exceed twenty-four (24) hours. In the event of multiple deaths in the employee's immediate family, each death will be treated separately and funeral leave will be granted accordingly.

C. If more than the allotted number of days leave is required or if leave is desired for a death other than the immediate family, time off may be granted at the discretion of the employee's supervisor.

WHEREAS, currently full-time Town Employees do not have leave to serve their community, and;

WHEREAS, Town Council encourages employees to have (8) hours of Volunteer Leave to create community engagement opportunities for the Town Employees that are meaningful, purposeful and helps those in need, and;

WHEREAS, Town Council recognizes that participating in these activities will also enrich and inspire the lives of our employees, and;

NOW THEREFORE BE IT RESOLVED: that the Mayor and the Town Council allow twenty-four (24) hours paid funeral leave for the immediate family of full-time Town Employees and eight (8) hours paid volunteer leave for community engagement opportunities within the Front Royal Town limits as currently defined in the Front Royal Employee Handbook effective July 1, 2021.

APPROVED:

Chris W. Holloway, Mayor

Attest:

Tina L. Presley, Clerk of Council

THIS RESOLUTION was approved at the Special Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____ upon the following recorded vote:

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

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

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Council Special Meeting Agenda Statement

Item # 10

Meeting Date: June 1, 2021

CLOSED MEETING

Motion to Go Into Closed Meeting

I move Town Council go into Closed Meeting pursuant to Section 2.2-3711, of the Code of Virginia for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of a public body, under subsection A. 1.

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 Council certify that to the best of each member's knowledge, as recognized by each 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 Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Moved _____ Seconded _____

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