



TOWN COUNCIL SPECIAL MEETING MINUTES

Tuesday, June 1, 2021 at 7:00 PM
Town Hall Conference Room

The following minutes are a summary of items on the agenda. This 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 FOR MAYOR/TOWN COUNCIL

PRESENT: Mayor Chris W. Holloway
Vice Mayor Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman E. Scott Lloyd
Councilman Joseph E. McFadden
Councilman Letasha T. Thompson

ABSENT: Councilman Jacob L. Meza

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

PUBLIC HEARING – An Ordinance to Amend Chapter 72 Special Events in its Entirety to Reflect New Policy and Procedures

Mayor Holloway opened the public hearing. The following spoke:

William Huck, 409 E Main Street, questioned the timeline on when the new policy and procedures would be approved since there are events that need to be planned.

Erwin Wright, 401 E Main Street, thanked Council for taking Main Street businesses into consideration when writing the new policy and procedures.

Malcolm Barr, voiced concern over whether the Town was going to continue to co-sponsor the Memorial Day Ceremony that he organizes each year.

Public hearing was closed.

Councilman McFadden moved seconded by Councilman Thompson that Council approve the amendment of Town Code Chapter 72 (Special Events), as presented.

Councilman McFadden questioned the matrix since the Town Code amendment does not mention it. Special Event Committee member Alisa Scott explained that the matrix is included with the proposed policy and procedures that is currently being written and eventually placed in the Town Manager's Office. She noted that the new proposed policy and procedures would be available for Council's review at the July 14th work session. Councilman Lloyd noted that the increase of special events in the downtown area prompted the change since the existing framework was obsolete.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

PUBLIC HEARING - FY21 Budget Amendment to Happy Creek Sanitary Sewer Replacement

Mayor Holloway opened and closed the public hearing since there were no speakers.

Vice Mayor Cockrell moved seconded by Council McFadden that Council approve a FY21 Budget Amendment in the amount of \$489,382.00 for the Happy Creek Sanitary Sewer Replacement Project, as presented.

Councilmen Gillispie and Lloyd concurred that this was continuing down the path of infrastructure improvements. Finance Director BJ Wilson explained that the amendment to the budget is necessary since it was not part of the normal budget.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

PUBLIC HEARING – To Receive Comments and Concerns from the Public Pertaining to the Request from Chris W. 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.

Mayor Holloway stepped down and Vice Mayor Cockrell ran this portion of the meeting due to the Mayor being owner of Chris W. Holloway Construction LLC. Mrs. Cockrell opened and closed the public hearing since there were no speakers. It was noted there was a revised coversheet to change the motion to "six (6) parcels facing Scott Street".

Councilman McFadden moved seconded by Councilman Thompson 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 six (6) parcels facing Scott Street. Councilman McFadden further moved seconded by Councilman Thompson to direct the Town Manager and Town Attorney to execute all documents to finalize the vacation.

Councilman McFadden, Councilman Thompson and Vice Mayor Cockrell advised that Council discussed this request and concluded that the process was the normal way of doing business, being fair and equitable and Mr. Holloway was not present during the discussion. It was also noted that the request was reviewed by staff members, a citizen viewing committee and the public was notified.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

COUNCIL APPROVAL – Bid – Happy Creek Sanitary Sewer Replacement

Councilman Gillispie moved seconded by Vice Mayor Cockrell 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.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

COUNCIL APPROVAL – Bid – North Royal Avenue Waterline Upgrade

Vice Mayor Cockrell moved seconded by Councilman Gillispie that Council approve a bid from Arthur Construction Co., Inc. for the North Royal Waterline Upgrade between West 14th and North Commerce Avenue in the amount of \$620,375.00.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

RESOLUTION – Building Codes and Environmental Division

Councilman McFadden moved seconded by Councilman Thompson that Council approve a resolution pertaining to the establishment of the Town's new Building Codes and Environmental Division.

Town Manager Steven Hicks noted that the Building Codes and Environmental Division was created to be placed under the Planning Department as a "one stop shop" removing the need to go the County of Warren for permits. He anticipates third party inspections and a consultant for site plan revisions. It is proposed that the Town appoint him as the Building Code Official since he has the background and experience. He encouraged Council to move forward with the Resolution of Support.

Vice Mayor Cockrell questioned why the Town needed this division if the County already has one. Mr. Hicks explained the workload the County currently has and the frustration of the multiple layers citizens go through to receive what they need. He encouraged utilizing consultants, noting the service will pay for itself. Mayor Holloway agreed with the "one stop shop". Councilman McFadden noted that it was a very confusing process to go to the County and then to the Town to get permits and such and that he fully supported the resolution.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

RESOLUTION – Additional Holiday (Good Friday)

Councilman Gillispie moved seconded by Councilman Thompson that Council approve a resolution that would add Good Friday as an additional holiday to the Town's holiday calendar.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

RESOLUTION – Funeral and Volunteer Leave

Councilman Lloyd moved seconded by Councilman McFadden that Council approve a resolution that would allow funeral and volunteer leave for Town Employees.

Vice Mayor Cockrell clarified that the leave was in addition to leave already accumulated. Mr. Hicks also advised that the volunteer leave was for projects only in Town limits. Councilman Thompson noted that the volunteer leave allows employees to volunteer without using their accumulated leave.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

CLOSED MEETING – Personnel and Addition of Disposition of Publicly Held Real Property

Councilman Gillispie moved seconded by Councilman Thompson that 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 was added the night of meeting

Councilman Gillispie moved seconded by Vice Mayor Cockrell that Town Council go into Closed Meeting pursuant to Va. Code Section 2.2-3711. A.3., to discuss the disposition of publicly held real property of the Town where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of Town Council; and also, in connection for the same matter, for the purpose of consultation with legal counsel employed by Town Council, regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Va. Code Section 2.2-3711. A. 8.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

Councilman Gillispie moved seconded by Vice Mayor Cockrell 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.

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

No – N/A

Absent – Councilman Meza

Abstain – N/A

ROLL CALL

Meeting was adjourned.

Approved by Town Council

Date: 6/28/21