



REGULAR TOWN COUNCIL MEETING

Monday, June 28, 2021 @ 7:00pm
Warren County Government Center

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES –Work Session/Special Meeting of April 12th, Regular Meeting of May 24th, Special Meeting of June 1st and Work Session of June 14th, 2021
5. ADDITION/DELETION OF ITEMS
6. RECOGNITIONS/AWARDS/REPORTS–
 - Report from Warren County Department of Social Services Director John Martz (*10 minutes*)
 - Presentation from JLL (*15 minutes*)
7. PUBLIC COMMENTS (**COMMENTS NOT RELATED TO PUBLIC HEARINGS**)
8. PUBLIC HEARINGS
 - A. An Ordinance Amendment to the Town Code Chapter 12-3 (Finance Fees) to Remove Credit Card Fees from any Payments Due to the Town if Tendered by either Credit Card or Debit Card and Approval of a FY2022 Budget Amendment - BJ
 - B. Public Hearing to Receive Public Comments and Concerns Pertaining to the Proposed Policy and Procedures for Special Event Permits - Alisa
9. REPORTS
 - a. Report of Town Manager
 - b. Report of Councilmembers
 - c. Report of the Mayor
10. CONSENT AGENDA ITEMS
 - A. Bid – Various Grades of Stone for FY22 - Alisa
 - B. Bid – Various Grades of Asphalt for FY22 - Alisa
 - C. Bid – Two (2) Self-Loading Cable Reel Trailers for Energy Services Department - Alisa
 - D. Resolution of Support for the Acquisition and Conversion of Out-of-Service Railroad Right-of-Way to a Trail for Alternative Transportation and Recreation
 - E. Reappointment to the Planning Commission to Joshua Ingram
 - F. Write-Off for Bad Debt – BJ
 - G. Resolution re: Medical Freedom for Town Employees – Councilman Lloyd
11. BUSINESS ITEMS - None
 - A. FY21 Budget Amendment and Intra Fund Budget Transfer for Paving Projects - BJ
 - B. Resolution for Employee Appreciation Week
12. CLOSED MEETING – Publicly Held Real Property and Consultation with Legal Counsel



TOWN COUNCIL SPECIAL MEETING MINUTES

Monday, April 12th, 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 Jacob L. Meza

ABSENT: Councilman Letasha T. Thompson

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

COUNCIL APPROVAL – Resolution for Leach Run Parkway

Vice Mayor Cockrell moved, seconded by Councilman Gillispie to approve the Resolution for Leach Run Parkway as presented.

Vote: Yes – Unanimous (NO ROLL CALL)

Mayor Hollow adjourned the Special Meeting at 7:01 PM and Council began their Work Session.

Approved by Town Council

Date: -----



TOWN COUNCIL WORK SESSION MINUTES

Monday, April 12th, 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.

Councilman Thompson arrived directly after the Special Meeting at 7:02 P.M.

Closed Meeting – Personnel and Consultation with Counsel and Investment of Public Funds

Vice Mayor Cockrell moved, seconded by Councilman Meza, that Town Council convene and go into Closed Meeting under the following provisions of Section 2.2-3711 of the Freedom of Information Act as follows:

(1) To discuss and consider the appointment, performance, and resignation of specific public officers and appointees of any public body, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia., under subsection A. 1.

(2) Consultation with legal counsel employed or retained by Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, under subsection A. 8.

(3) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of Town Council would be adversely affected, specifically a medical practice located in Town, under subsection A. 6.

(4) for the purpose of consultation with legal counsel employed or retained by Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, the legalities and potential legal liability exposures of the Town regarding its Town-owned Town Commons pursuant to Va. Code Section 2.2-3711. A. 8.

There was a unanimous consensus of Council to go into Closed Session.

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 – Mayor Holloway, Councilmen Cockrell, Gillispie, Lloyd, McFadden, Meza & Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Water/Sewer Line Replacement Program – Finance Director, BJ Wilson, presented Council with various options for a Water/Sewer Line Replacement Program for homeowners at the request of Mayor Holloway. Mr. Wilson explained that sewer line replacement could be included in the Inflow & Infiltration (I & I) Abatement Project. He recommended Council develop a grant program for the project.

Councilman Lloyd asked if there was state or federal funding available. Mr. Wilson explained that any grants from the state or federal governments would need to be applied for directly by the homeowner. He noted that a grant program through the town would provide funding to citizens to hire a pre-approved contractor to complete the work. He added that, for budgetary purposes, the town would place a cap on the amount of grants awarded per year.

Council expressed their wish to move forward and asked Mr. Wilson to provide them with more detailed information on how the program would work.

Happy Creek Sanitary Sewer Replacement Project – Mr. Wilson explained that the estimated cost for the Happy Creek Sanitary Sewer Replacement project would be \$1 Million Dollars. Town Staff recommended transferring the necessary funds from the fund balance, to then be replaced by an I&I Loan that would be obtained later in the year. He noted that, due to the amount, the transfer would require a public hearing, and Council's approval.

Proposed Amendment to Chapter 170 "Weeds and Debris" – Interim Director of Planning and Community Development, Chris Brock, explained that Town Staff was recommending a minor change to Town Code Chapter 170. The change would add the word "designee" throughout the chapter to save time with property owner notification and response to complaints. Mr. Brock noted that, as written, Chapter 170 is one of the most difficult code sections to enforce. Town Manager, Steven Hicks, added that Council should expect similar changes to the town code in the future. Council all agreed to move forward with a public hearing.

Rezoning Requesting Amendment of the Zoning Map from R-3 to C-1 of 0.45 Acre of Land on the West Side of Pine Street near the Intersection of South Street for Additional Employee and Customer Parking Space for Spelunkers Restaurant – 116 South Street, LLC was available to speak with Council regarding their rezoning request. Councilman Meza asked why both parcels were

included in the rezoning request. Councilman Gillispie wondered if they were planning to add lighting. Vice Mayor Cockrell asked how it would affect the neighbors. 116 South Street, LLC explained that their impact to the neighborhood would be minimal. Their intention was to use the existing home on the property for dry goods and pantry storage, as well as the addition of a walk-in cooler for meat processing. They would be turning the vacant lot into a parking lot and add lighting as required.

Council all agreed to move forward with approval of the Rezoning.

Update on Special Events Ordinance, Policy and Permit and Update on Destination Marketing Organization – Town Manager Hicks recommended removing this item from the agenda to allow more time to finalize policies and procedures. Council agreed.

Police Department's Annual Report/Presentation – Chief Magalis, gave a detailed report about the Town of Front Royal Police Department. The report included statistics on arrests and other police work as well as employee accomplishments and achievements.

Update on Neighborhood Watch – Chief Magalis explained that Neighborhood Watch Programs are not started by the Police Department, but rather, neighborhoods themselves. He recommended the app, "Next Door" as a good tool and starting place.

Removal of Credit Card Fees – Mr. Wilson explained that the Town currently pays \$140,000 annually for credit card fees as well as \$12,000 for custom software to allow the use of cards. If the Town's credit card fees were removed, that money would need to be absorbed in the budget. He added that, with the fee in place, credit card payments make up 26% of transactions. When the fees were waived in 2020 due to COVID-19, the Town saw a 34% increase in credit card use. Additionally, if Council decided to waive Credit Card Fees, the Town Code would need to be changed.

Vice Mayor Cockrell explained that she did not support the removal of credit card fees. She stated that not all citizens should have to share the expense for the convenience of some.

Councilman Meza noted that the Town's Enterprise Fund should be run as a business which includes making it easy and effective for customers to make payments. He added that eventually the absorbed funds would be included in the "cost of doing business" by raising rates, etc.

Councilman Lloyd expressed his belief that the current system was operating at "peak efficiency" and he saw no need to change it.

Town Manager Hicks noted that Town Staff recommended moving forward with the removal of credit card fees. Primarily due to the number of citizens that would be more amenable to make utility payments.

Council agreed to put the removal of credit card fees on their Regular Meeting Agenda for a vote.

Liaison Committee Meeting Items for April 15th Meeting – The April 15th Liaison Committee Meeting was rescheduled for April 29th. Vice Mayor Cockrell mentioned adding the discussion of youth centers to the agenda. Mayor Holloway, Councilman Gillispie and Councilman McFadden agreed to attend.

Resolution Initiating Proposed Text Amendments to the Regulations of Chapter 148 and Chapter 175 Pertaining to Permitting and Approval Authorities of the Planning Commission – Council all agreed to move forward with a public hearing on the changes to Chapters 148 & 175 as presented.

Open Discussion – Town Manager Hicks informed Council that he would be absent for their Regular Council Meeting on April 26th, 2021.

Councilman Lloyd requested Town Attorney research what the upcoming legalization of marijuana would mean for localities.

Mayor adjourned the work session at 9:02 P.M.

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza, and Thompson, Town Manager Steven Hicks, Town Attorney Doug Napier, Deputy Clerk of Council Mary Ellen Lynn, Finance Director BJ Wilson (remotely), Purchasing Manager Alisa Scott, Information Technology Director Todd Jones, members of the public and press.

Approved by Town Council

Date: -----



TOWN COUNCIL REGULAR MEETING MINUTES

May 24, 2021 @ 7:00PM in Warren County Government Center

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.

Immediately preceding the Regular Council Meeting, Town Attorney, Doug Napier, and Assistant Town Attorney, George Sonnett, gave a presentation pertaining to sludge at the request of the mayor. The presentation can be viewed in its entirety by accessing the online video for May 24th, 2021 titled "Special Meeting" via the Town's website.

Moment of Silence

Pledge of Allegiance was led by Councilman Gillispie

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

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks
Town Attorney Douglas W. Napier
Deputy Clerk of Council Mary Ellen Lynn

APPROVAL OF MINUTES – *Councilman Gillispie moved, seconded by Vice Mayor Cockrell that Council approve the minutes of the Regular Meeting of April 26th, 2021 and Work Session of May 10th, 2021 as presented.*

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA – *Councilman Meza moved, seconded by Councilman Thompson that Council remove agenda item 8.B., a Public Hearing regarding an ordinance amendment to Town Code Chapter 12-3 (Finance Fees) to remove the credit card fees from any payments due to the town*

if tendered by either credit card or debit card and a FY2022 Budget Amendment, to allow further discussion at a Work Session.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

RECOGNITIONS/AWARDS – Town Council presented three graduating High School Seniors, Kisyl Housden, John “Jackson” Pond IV, and Michael Kelly, with Scholarships in the amount of \$1,000 each.

PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)

(comments may be heard in their entirety on the Town’s website by accessing video of the same date)

Sheila Smith explained that she had pleaded with Council during their Regular Meeting in April to take action to remove trash and debris as well as respond to an issue with barking dogs at a residence located on Parkview Drive. She noted that nothing had yet been done.

Mayor Holloway requested Chris Brock, the Town’s Code Enforcement Officer and Interim Director of Planning and Community Development respond to Mrs. Smith’s concerns. Mr. Brock confirmed that several notices had been sent to the property owner as well as the tenant, but his office had not yet received a response. He explained that they had 30 days to respond to or repeal the notices.

Vice Mayor Cockrell asked Chief Magalis the best way to deal with the barking dog issue. Chief Magalis explained that barking dogs are treated as a noise complaint and handled by his Department. If there were a concern for an animal’s well-being, they would call in Warren County’s Animal Control Division for assistance. Town Manager Hicks requested Chief Magalis send an officer to the residence in question to make them aware of the complaints.

Andy Hickman thanked Council for the work they do. He expressed his interest in becoming involved in local government and asked if the ‘on-boarding’ training provided to newly elected Councilmembers could be extended to town citizens.

Town Manager Hicks recommended the Virginia Municipal League’s website as a great reference and starting point. Councilman Meza added that Council is always looking for qualified applicants for the Town’s various Boards and Commissions. He added that they are a great way to ‘get your foot in the door.’ Councilman Lloyd suggested coordinating an event that would offer the information about the Town’s services and local government procedures.

William Huck expressed his gratitude to Council and other members of community for working together to host ‘such an amazing’ Prom on Main Street the previous weekend.

PUBLIC HEARINGS

- A. An Ordinance Amendment to Town Code Chapters 170-2 and 170-3 pertaining to adding the work designee throughout the chapter.

Mayor Holloway opened the public hearing. There were no speakers.

Vice Mayor Cockrell moved, seconded by Councilman Thompson, that Council approve the amendment to Town Code Chapters 170-2 (Removal of High Grass, Weeds, and Foreign Growth) and 170-3 (Removal of Trash; Town Action on Failure of Owner to Remove) to add the word "designee" throughout, as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

- B. An Ordinance Amendment to Town Code Chapter 12-3 (Finance Fees) to remove the credit card fees from any payment due to the town if tendered by either credit card or debit card and a FY2022 Budget Amendment.

Council removed this Public Hearing from the agenda to allow further discussion at a Work Session.

- C. An Ordinance Amendment to the Town Code Chapter 158-6 pertaining to adoption by reference of the state motor vehicular laws.

Mayor Holloway opened the public hearing. There were no speakers.

Vice Mayor Cockrell moved, seconded by Councilman Gillispie, that Council approve an amendment to Town Code Chapter 158-6 pertaining to the adoption by reference of state motor vehicular laws, as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

REPORTS

- a. Report of Town Manager – Steven Hicks informed Council of a VDOT Rail Trail Survey. He explained that VDOT was asking for citizen input regarding the feasibility of converting 48 miles of inactive rail lines from Front Royal to Broadway Virginia into a shared use trail. He also noted that Town Offices would be closed in observance of Memorial Day on May 31, 2021.
- b. Report of Councilmembers – NONE
- c. Report of Mayor – Mayor Holloway noted that he had attended a ribbon cutting for a re-opening ceremony at Blake and Co Hair Spa the previous week. He congratulated their success, especially through the pandemic.

CONSENT AGENDA ITEMS

- A. Bid – Various Sizes of MJ Gate Valves

Council approved the bid from L-B Water Service, Inc. for the purchase of various sizes of MJ Gate Valves in the amount of \$31,554.70.

- B. Board of Zoning Appeals (BZA) Nomination

Council nominated Katherine Snyder to the Judge of the Circuit Court for appointment to the Board of Zoning Appeals for a five (5) year term ending May 1, 2026.

C. Encroachment License Agreement for 1516 N. Royal Avenue

Council approved a License and Encroachment Agreement for a fence in a public alley for an initial five-year period and the Town Manager administratively approving the agreement thereafter, as presented.

Councilman Meza moved, seconded by Councilman Gillispie, that Council approve the Consent Agenda Items as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

BUSINESS ITEMS – NONE

This portion of the meeting ended at 7:33 P.M.

CLOSED MEETING – *Councilman McFadden moved, seconded by Vice Mayor Cockrell that Town Council go into Closed Meeting pursuant to Section 2.2-3711, of the Code of Virginia for the following purposes:*

(A) 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

(B) 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, under subsection A. 8.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

MOTION TO CERTIFY CLOSED MEETING AT ITS CONCLUSION – *Councilman McFadden 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 – Mayor Holloway, Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Approved by Town Council

Date: _____



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 policy and procedures are being removed from the Town Code and a new policy and procedures was being written for community and tourism events that would be 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: -----



TOWN COUNCIL WORK SESSION MINUTES

Monday, June 14, 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 by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

Closed Meeting – Personnel

Vice Mayor Cockrell moved, seconded by Meza, that Town Council go into Closed Meeting pursuant to Section 2.2-3711, of the Code of Virginia for the following purposes: 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.

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

No – N/A

Abstain – N/A

Absent – Councilman McFadden

ROLL CALL

Councilman McFadden entered the Closed Meeting shortly after roll call.

Councilman Meza moved, seconded by Councilman Gillispie 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 – Mayor Holloway, Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza, Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Mayor took a five-minute recess.

Rail to Trail Presentation and Resolution to Support the Acquisition and Conversion of Out-of-Service Railroad Right-of-Way to a Trail for Alternative Transportation and Recreation – Don Hindman Project Director of the Shenandoah Rail Trail Exploratory Partnership briefed Council virtually on his PowerPoint presentation that Council followed along by using their own copy. There were many questions regarding costs. Mr. Hindman advised that there would be more information on that in the near future noting that the Feasibility Study would be out November 1, 2021 and grants are anticipated. Councilman McFadden questioned what policies would be in effect regarding maintenance and law enforcement. Mr. Hindman noted that each municipality would have their own Memorandum of Agreement (MOA) that would include those items. Councilman Lloyd questioned the material of the trail (gravel or paved) and what were the majority of users. Mr. Hindman noted most areas are paved in the towns but finely-pressed gravel in between the towns and the majority of users were walkers. Town Manager Hicks advised that if Council was in support of the Resolution it would be placed on the June 28th agenda for approval. Council agreed on supporting the resolution and also agreed that Mrs. Cockrell would serve on the Committee and Mr. Hicks would be the alternate. It was noted that more information may be found on visiting their website <https://shenandoahalliance.org/project/shenandoah-rail-trail-partnership/>.

Proposed Policy and Procedures to Hold Special Events on Town Property – Purchasing Manager, Alisa Scott presented to Council the proposed Policy and Procedures that included a matrix. Councilman McFadden voiced concern that some data may be missing when collecting hotel stay information since there is Airbnb and those staying with relatives to consider. Mrs. Scott advised that the hotels are proposed to hand out packets to those attending an event and she anticipates Warren County's help as well. Councilman Lloyd questioned the importance of the Certificate of Liability Insurance. Mrs. Scott advised that it was very important and briefly explained about how organizers have access to the Virginia Risk Sharing Association's program called TULIP (Tenant User Liability Insurance Program). Councilman Meza suggested making the costs a flat fee. After much discussion Council agreed to \$250.00 non-refundable reservation fee. Mr. Hicks advised that there are two public meetings scheduled on 1) Thursday, June 17th at the Pavilion and 2) Monday, June 21st at Town Hall for those interested in learning about the changes to the Special Event Permit process and suggested that Council wait until after those meetings to learn if there were any more suggestions to the Policy and Procedures.

Continue Discussion on Ordinance Amendment to Remove Credit Card Fees (12-3) – Finance Director BJ Wilson reminded Council that since the Public Hearing regarding Credit Card Fees was removed from the May 24th Agenda, Council asked that it be placed on a work session for further discussion. Councilman Thompson advised that the pros outweighed the cons to remove the fees. Councilman McFadden noted that citizens advised him that they were concerned about the unknown variables. Councilman Meza explained why he removed the items on May 24th 1) he was not for paying taxes with a credit card and 2) it was an unfair narrative to let people know they would have to pay more on their bills if the fees were removed. He continued explaining the different ways why it was the cost of doing business. Councilman Lloyd noted that updating the Town's software could be evaluated and also see what cost savings there would be to do so. Mrs. Thompson advised that she had noticed that more people are using debit cards not credit cards.

Mr. Wilson clarified that by passing this amendment does not raise fees for any enterprise fund and explained the reasons for the surplus in these accounts. After much discussion, Mayor Holloway advised that there would be a public hearing scheduled for June 28th and that Council could listen to the public's feedback and either take action or postpone to another meeting.

Update on the Former Town Hall Building – Town Attorney Doug Napier gave Council a brief update of the former Town Hall and the building located behind it. He referred to the Land Exchange Agreement and Restrictive Covenants approved in 2014 that states that the buildings shall be kept in a “good state of repair”. He noted that without going inside there is no way to know if it is being maintained and they have the right to go inside. Councilman McFadden questioned what Council wanted to do with the building if it were purchased. He was advised of the historical value as well as other possible uses such as a Drug Court. Council agreed to have Mr. Napier to move forward on getting an appraiser and getting inside the building.

Upcoming Legalization of Marijuana (Cannibas) – Town Attorney Doug Napier gave a brief update on what is currently going on with legalizing marijuana and what will be changing July 1st. He continued that more laws will be going into effect in 2023/2024. There was much discussion on the confusion/clarity, benefits, medical marijuana, local zoning laws, referendum regarding the collection of retail tax, retail sale, etc.

Proposed Ordinance Pertaining to Medical Freedom in the Town of Front Royal – Councilman Lloyd briefed Council on his proposed Medical Freedom Ordinance that included two options (COVID-19 Specific for Town Employees and Town-Wide) and recommended the town-wide option. Councilman Meza questioned whether the Town could tell other business that they cannot mandate the COVID-19 vaccine for their employees. Town Attorney Napier asked for more time to research the proposed ordinance thoroughly to advise Council on their action properly, especially as it relates to “police power”. Mrs. Thompson read an excerpt from the Equal Employment Opportunity Commission (EEOC) and voiced concern over redundancy. After much continued discussion, Council agreed to move forward on adding a Resolution to the June 28th Council agenda for Town Employees and to be placed in the Employee Handbook if approved, but there was no consensus on the Town-Wide Ordinance.

Open Discussion - Councilman Gillispie gave Council an update on the Drug Task Committee and a proposed Drug Court in the area. He noted that there has been much progress in family court as well. He explained how the program with the Drug Court was intensive, but very rewarding for the participants when completed. The Committee was currently looking at putting funds together and mentioned how the former Town Hall would be a building that could be used for Drug Court. Councilman Thompson noted that she knew someone that graduated from Drug Court.

Closed Meeting - Personnel

Councilman Meza moved seconded by Vice Mayor Cockrell that Town Council go into Closed Meeting pursuant to Section 2.2-3711, of the Code of Virginia for the following purposes: 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.

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Councilman Meza 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 – Mayor Holloway, Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza, Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson, Town Manager Steven Hicks, Town Attorney Doug Napier, Clerk of Council Tina Presley, Finance Director BJ Wilson, Purchasing Manager Alisa Scott, Information Technology Director Todd Jones, Chief of Police Kahle Magalis, members of the public and press.

Approved by Town Council

Date: -----



Council Agenda Statement

Item # 8A

Meeting Date: June 28, 2021

Agenda Item: PUBLIC HEARING - An Ordinance Amendment to Town Code Chapter 12-3 (Finance Fees) to Remove the Credit Card Fees from any Payments Due to the Town if Tendered by either Credit Card or Debit Card and to Approve a FY2022 Budget Amendment

Summary: Council is requested to amend Town Code Chapter 12-3 (Finance Fees) to remove fees when payment of any Town transaction is tendered by either credit card or debit card or any other means of payment by which the Town incurs a charge, as presented. If approved, Council is requested to approve a FY22 Budget Amendment in the amount of \$140,000 due to the FY2022 Budget being already approved. A Public Hearing was held on May 24th but removed from the agenda with public speakers and no action from Council. A new public hearing was advertised for tonight. The ordinance amendment, if approved, would be effective July 1, 2021.

Budget/Funding: PROPOSED REVISION TO FY22 PROPOSED BUDGET

GENERAL FUND

1000-3120101	General Fund Revenue Sales Tax	+\$43,780.00
1000-3510102	Transfer from Electric Fund to G/F	+\$59,300.00
1000-3510101	Transfer from Water Fund to G/F	+\$15,680.00
1000-3510107	Transfer from Sewer Fund to G/F	+\$18,080.00
1000-3510104	Transfer from Solid Waste Fund to G/F	+\$3,160.00
1215-43076	Finance Customer Service Credit Card Fees	+\$140,000.00

ELECTRIC FUND

9499-49004	Transfer to General Fund	+\$59,300.00
9499-49999	Reserve for Contingency	<\$59,300.00>

WATER FUND

9699-49004	Transfer to General Fund	+\$15,680.00
9699-49999	Reserve for Contingency	<\$15,680.00>

SEWER FUND

9899-49004	Transfer to General Fund	+\$18,080.00
9899-40005	Sewer Fund Interest on Debt Service	<\$18,080.00>

SOLID WASTE FUND

4203-49999	Transfer to General Fund	+\$3,160.00
4203-40005	Reserve for Contingency	<\$3,160.00>

Meetings: Work Sessions held March 8th, April 12th and June 14th, 2021. Public Hearing was removed from the May 24th Regular Meeting.

Proposed Motion: I move that Council approve an amendment to Town Code Chapter 12-3 (Finance Fees) to remove fees when payment of any Town transaction is tendered by either credit card or debit card or any other means of payment by which the Town incurs a charge, as presented. I further move to approve a FY22 Budget Amendment in the amount of \$140,000.00.

Moved _____ Seconded _____

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

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 12-3 PERTAINING
TO FINANCE FEES SPECIFICALLY CREDIT CARD FEES**

WHEREAS, Town Council on April 12, 2021 directed Town Staff to move forward on amending Town Code Chapter 12-3 Finance Fees to remove reference of adding a credit card fee when payment is tendered by either credit card or debit card; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Chapter 12-3 of the Front Royal Town Code hereby be amended as follows:

12-3 FINANCE FEES

A. FEE FOR RETURNED CHECK: If any check or other means of payment tendered to the Town in the course of its duties is not paid by the financial institution on which it is drawn, because of insufficient funds in the account of the drawer, no account is in the name of the drawer, or the account of the drawer is closed, and the check or other means of payment is returned to the Town unpaid, the amount thereof shall be charged to the person on whose account it was received, and his liability and that of his sureties shall be as if he had never offered any such payment. A penalty of \$35.00 or the amount of any costs, whichever is greater, shall be added to such amount, and said penalty shall be in addition to any other penalty provided by law.

~~There is hereby added to any amount due to the Town a fee of 2.35% when payment of such amount is tendered by either credit card or debit card or any other means of payment by which the Town incurs a charge.~~

This ordinance shall become effective July 1, 2021.

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
Gary L. Gillispie ☐ Yes ☐ No
E. Scott Lloyd ☐ Yes ☐ No

Jacob L. Meza ☐ Yes ☐ No
Letasha T. Thompson ☐ Yes ☐ No
Joseph E. McFadden ☐ Yes ☐ No

A second public hearing on the above was held on _____, having been advertised in the Northern Virginia Daily on June 12 and June 19, 2021.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____



Council Agenda Statement

Item # 8B

Meeting Date: June 28, 2021

Agenda Item: PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS AND CONCERNS Pertaining to the Proposed Policy and Procedures for Special Event Permits

Summary: Council is requested to receive public comments and concerns pertaining to the proposed Policy and Procedures for Special Event Permits. Two Public Information Sessions were held by staff on June 17th at 10:00am at the Town Commons Pavilion and June 21st at 5:00pm in the Town Hall Conference Room. Due to the amount of great feedback from both of the information sessions, staff prefers to listen to the feedback from tonight' public comment period before the proposed Policy and Procedures are presented again to Council at the July 12th work session.

Budget/Funding: None

Meetings: Work Session held June 14, 2021. Information sessions held June 17th and June 21st, 2021.

Proposed Motion: No action taken.

Moved _____ *Seconded* _____

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

DRAFT

SPECIAL EVENTS PERMIT APPLICATION, POLICY AND PROCEDURES

A Special Events Permit allows the use of public property/space for events in the following three areas:

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, and the Town Commons Area Parking Lot*. This area also includes the **Town Commons Area** that includes the *Gazebo, Pavilion, Parking Lot, and Visitor Center*.

All Town RIGHT-OF-WAYS.

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APPLICATION

The Town of Front Royal has made available to civic organizations, public property/space for Community and Tourism Special Events. To reserve public property/space, submit a complete application in accordance with the below policies and procedures to the Town Manager's Office, or Manager's designee for review. Information on the application will be used to determine permit eligibility. **The event will not be considered until the entire application is complete.** All applicants will be notified when approved or denied.

The *CODE OF CONDUCT* shall be observed at all times.

SPECIAL EVENTS CATEGORIES

COMMUNITY – Events geared toward Front Royal/Warren County community attendance. Scores between 33 and 42 on Special Events Matrix. Applications accepted between twelve (12) months and thirty (30) days prior to event.

TOURISM – Events geared toward visitor attendance. Scores 43 and above on Special Events Matrix. Applications accepted between twelve (12) and six (6) months prior to event.

MUNICIPAL – Events can be hosted, co-hosted, or sponsored by the Town at any time. Applications accepted between twelve (12) months and thirty (30) days prior to event. Matrix criteria shall not apply.

Applications shall not be accepted for events geared toward an invite-only, private, or a select group of people.

SPECIAL EVENTS MATRIX CRITERIA

All applications will be reviewed by the Town Manager or Manager's designee on the basis of the following criteria to determine the appropriate event category and assist in the decision to approve the application. A score of 33 is required for permit approval. Events scoring between 33 and 42 are categorized as a Community Special Events, and events scoring 43 and above are categorized as a Tourism Special Event. Events scoring above 40 are eligible for discretionary Town support.

1. Purpose - Community & Destination Benefit
2. Demonstrated History of Event Success
3. Evidence of Partnership - multiple businesses participating.
4. Attendance Figures
5. Organizational Structure & Management Capability

6. Business Benefit – Direct Spending
7. Funding Capacity

SPECIAL EVENTS POLICIES AND PROCEDURES

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 health, safety, welfare, peace, and order to the participants, spectators, or general public.

All events shall 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. Community Special Events are limited to four (4) hours and Tourism Special Events are limited to twelve (12) hours within a twenty-four (24) hour period.

COMMUNITY SPECIAL EVENTS

Applications accepted between twelve (12) months and thirty (30) days prior to event from a *CIVIC ORGANIZATION*. Each civic organization is allowed to submit one Special Events Application per quarter each calendar year. Any permit granted under the provisions of this policy shall remain in effect for the duration of the proposed activity.

The applicant has provided a *CERTIFICATE OF LIABILITY INSURANCE* listing insured civic organization exactly matching Event Applicant, 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 based upon risks associated with the requested special event, in consideration of anticipated attendance and closure(s) of specific public property/space. The Certificate of Liability Insurance shall list the following directly on the certificate:

1. Event Name
2. Event Date
3. Event Location and any specific closures.
4. Town listed as "Additional Insured."

The payment of reasonable fees, subject to change each year, in connection with the proposed permit shall be as follows:

- a. Reservation Fee: \$250.00
- b. Resources Fee: Town shall pass along 50% of the labor and equipment cost to applicant. Fee shall be paid prior to application approval.
- c. Electricity with permit: \$50.00

- d. Water with permit: based upon usage at the current meter rate.

TOURISM SPECIAL EVENTS

In addition to the above Community Special Events terms, the following shall be applied to Tourism Special Events:

Applications accepted between twelve (12) and six (6) months prior to event.

A maximum amount of two (2) permits shall be allowed per month.

Permit limited to twelve (12) hours in any twenty-four (24) hour period from the first gathering of participants.

DEFINITIONS

CERTIFICATE OF LIABILITY INSURANCE (COI) – a document that verifies the existence of general liability insurance coverage and summarizes the key aspects and conditions of the policy.

CIVIC ORGANIZATION – a community-based company, club, committee, association, corporation, or other organization which is primarily established to further educational, charitable, religious, cultural, or local economic development purposes.

RIGHT-OF-WAY – an area over which a right-of-way exists, the strip of land over which is built a public road, the land occupied by a railroad especially for its main line, the land used by a public utility (as for a transmission line).

ATTACHMENTS

1. TOWN CODE CHAPTER 72 SPECIAL EVENTS
2. CODE OF CONDUCT
3. APPLICATION INSTRUCTIONS & GUIDELINES
4. MATRIX
5. AFTER ACTION REPORT

Historical Timeline of Special Events Policy & Procedures

Town Council Approval – June 28th, 2021 (Proposed)

Event Name:	Unacceptable	Less than Acceptable	Acceptable	Above Average	Much more than Acceptable
Event Applicant:	1	2	3	4	5
Event Criteria (Maximum 5 Possible Points Each)					
1. Purpose - Community Benefit					
2. Demonstrated History of Event Success					
3. Evidence of Partnership - multiple businesses participating					
4. Attendance Figures					
5. Organizational Structure & Management Capability					
6. Business Benefit - Direct Spending					
7. Funding Capacity					
8. Option					
9. Option					
10. Option					
Event Score: 0					

33 Minimum Permit Requirement

33 - 42 Community Special Event

40 Minimum Discretionary Town Support Requirement

43 - 50 Tourism Special Event

50 Maximum Possible Points



Council Agenda Statement

Item #10A

Meeting Date: June 28, 2021

Agenda Item: Bid for Various Grades of Stone for FY22.

Summary: Council is requested to approve a bid from Hanson Aggregates for fixed pricing on various types of stone for streets and water/sewer maintenance for FY22 in the amount of \$88,258.54.

Budget/Funding: The Public Works Department has budgeted an expense of \$198,000 which also includes repairs and replacement of signs and curb painting throughout the year.

Meetings: Bid Opening was held and received one (1) response.

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 a bid from Hanson Aggregates for fixed pricing on various types of stone for streets and water/sewer maintenance for FY22 in the amount of \$88,258.54.

Moved _____ Seconded _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: June 21st, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to Add Consent Agenda Item

Purchasing responded to a request from the Public Works Department to procure firm fixed pricing on various types of stone for streets, and water/sewer maintenance for FY22. I held a bid opening and received one (1) response. Steve Scheulen, Public Works Infrastructure Manager has reviewed the tabulation and recommends awarding Hanson Aggregates \$88,258.54 for the following types of stone:

QTY	UNIT OF MEASURE	STONE DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
1000	TON	#26 CRUSHER RUN	\$11.88	\$11,880.00
5000	TON	#21B	\$12.40	\$62,000.00
600	TON	#57	\$13.11	\$7,866.00
1	TON	#21A PUGGED	\$12.54	\$12.54
100	TON	OGB	\$16.12	\$1,612.00
100	TON	CLASS 1	\$24.67	\$2,467.00
50	TON	CLASS 1A	\$35.00	\$1,750.00
50	TON	#3	\$13.42	\$671.00
TOTAL EXTENDED AMOUNT:				\$88,258.54

The Public Works department has budgeted an expense of \$198,000 which also includes repairs and replacement of signs and curb painting throughout the year. Town Council is requested to review and approve the award. Please add this consent item to the June 28th, 2021, Regular Town Council agenda.

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



Council Agenda Statement

Item #10B

Meeting Date: June 28, 2021

Agenda Item: Bid for Various Grades of Asphalt for FY22

Summary: Council is requested to approve a bid from Stuart M. Perry for various grades of asphalt for general street patching and surfacing of the streets in the amounts of per ton: base \$65.00, intermediate \$65.00 and finish \$69.00.

Budget/Funding: The Public Works Department has budgeted an expense of \$150,000 which also includes repairs and replacement of signs and curb painting throughout the year.

Meetings: Bid Opening was held and one (1) response was received

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 a bid from Stuart M. Perry for various grades of asphalt for general street patching and surfacing of the streets in the amounts of per ton: base \$65.00, intermediate \$65.00 and finish \$69.00.

Moved _____ Seconded _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: June 21st, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to Add Consent Agenda Item

Purchasing responded to a request from the Public Works Department to procure firm fixed pricing on various grades of asphalt for general street patching and surfacing of the streets in the VDOT maintenance system for FY22. I held a bid opening and received one (1) response. Steve Scheulen, Public Works Infrastructure Manager has reviewed the tabulation and recommends awarding Stuart M. Perry for the following various grades of asphalt per ton: base, \$65.00; intermediate, \$65.00; and finish, \$69.00.

The Public Works department has budgeted an expense of \$150,000 which also includes repairs and replacement of signs and curb painting throughout the year. Town Council is requested to review and approve the award. Attached to this memo is the bid tabulation. Please add this consent item to the June 28th, 2021, Regular Town Council agenda.

Funding for this request is available in the Public Works Department's VDOT-Highway Maintenance line item 4500-45407.

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

		Kickin Asphalt Paving & Excavating
Stuart M Perry Inc		
Lot 1 : Lot 1		
1 - BASE ASPHALT, TYPE BM-25.0, STANDARD MATERIAL	\$65.00	\$97.78
2 - INTERMEDIATE ASPHALT, TYPE IM-19.0A, STANDARD MATERIAL	\$65.00	\$100.28
3 - ASPHALT, TYPE SM-9.5A, STANDARD MATERIAL	\$69.00	\$102.78
Total For Lot 1 : Lot 1	\$199.00	\$300.84
Total Bid	\$199.00	\$300.84



Council Agenda Statement

Item # 10C

Meeting Date: June 28, 2021

Agenda Item: Bid for Two (2) Self-Loading Cable Reel Trailers for Energy Services Department

Summary: Council is requested to approve a bid from Sauber Manufacturing Company in the amount of \$35,548.00 for two (2) self-loading cable reel trailers to be used in the Energy Services Department.

Budget/Funding: Funding encumbered with PO 30043 and the remaining funds available in the Machinery & Equipment line item 9401-47001.

Meetings: Public Bid Opening on June 3, 2021.

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 a bid from Sauber Manufacturing Company in the amount of \$35,548.00 for two (2) self-loading cable reel trailers to be used in the Energy Services Department.

Moved _____ *Seconded* _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: June 9, 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 Donald McPaters, Director of Fleet Maintenance, to competitively bid out two (2) self-loading cable reel trailers for the Energy Services Department. On June 3rd, 2021, I held a public bid opening and received three bids in accordance with the Virginia Public Procurement Act.

The low bid from Technology International, Lake Mary, Florida, did not meet the weight specifications. The next low bid from Sauber Manufacturing Company met the specifications and is the lowest responsive and responsible bidder.

Staff recommends awarding Sauber Manufacturing Company \$34,548.00 for the successful delivery of the two (2) self-loading cable reel trailers. Attached to this memo is a recommendation memo from Mr. McPaters, and the bid tabulation. Please add this consent item to Council's June 28th, 2021, Regular Town Council Meeting for review.

Funding has been encumbered for this purchase with PO 30043 and the remaining funds are available in the Machinery & Equipment line item 9401-47001.

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

MEMORANDUM

TO: Alisa Scott, Manager of Purchasing

FROM: Donald B McPaters, Director of Fleet Maintenance *DBM*

SUBJECT: Purchase of Two Self Loading Reel Trailers

DATE: June 4, 2021

I have reviewed the two lowest quotes for the self-loading reel trailers. The lowest bid was Technology International from Lake Mary Florida. They did not meet our specification to provide a detail specification and the weight capacity. Sauber Mfg. Co of Illinois provide a picture and a detail specification and met our specification. Sauber Mfg. Co of Illinois at a price of \$34,548.00 for two of them.

VENDOR SPREAD SHEET



Town of Front Royal, VA

IFB #4988-2 2021 Self-Loading Reel Trailer
Bid Opening Date: 6/3/2021
Opening Time: 2:00 PM

Description	QTY	Sauber Mfg. Co. Virgil, IL	Technology International Lake Mary, FL	Reel Strong Utility Fleet Manheim, PA
		UNIT PRICE PER TRAILER	UNIT PRICE PER TRAILER	UNIT PRICE PER TRAILER
Self-Loading Reel Trailer	2	\$17,274.00	\$9,830.00 *	\$18,959.38
	Total Bid Amount	\$34,548.00	\$19,660.00	\$37,918.76

***DENOTES NON-RESPONSIVE BID**

The VENDOR SPREAD SHEET is generated from the initial, raw information collected. No award decision has been made.

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



Council Agenda Statement

Item #10D

Meeting Date: June 28, 2021

Agenda Item: Resolution of Support for the Acquisition and Conversion of Out-of-Service Railroad Right-of-Way to a Trail for Alternative Transportation and Recreation – Shenandoah Valley Rail Trail Exploratory Partnership

Summary: Council is requested to approve a Resolution proposed by the Shenandoah Valley Rail Trail Exploratory Partnership that would support the acquisition and conversion of out-of-service railroad right-of-way to a trail for alternative transportation and recreation, as presented. There is approximately a mile of this project that runs through the Town of Front Royal.

Budget/Funding: None

Meetings: Work Session held June 14, 2021

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 a Resolution of Support proposed by the Shenandoah Valley Rail Trail Exploratory Partnership for the acquisition and conversion of out-of-service railroad right-of-way to a trail for alternative transportation and recreation, as presented.

Moved _____ Seconded _____

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

**A RESOLUTION TO SUPPORT THE ACQUISITION AND CONVERSION OF OUT-OF-SERVICE
RAILROAD RIGHT-OF-WAY TO A TRAIL FOR ALTERNATIVE TRANSPORTATION AND RECREATION**

WHEREAS 48 miles of the former Manassas Gap Railroad which lie between Riverton Junction, in Warren County, and the Town of Broadway, in Rockingham County, and passing through the Town of Front Royal, are in a state of disuse, all freight and passenger service having ceased; and,

WHEREAS the prospect of restoration of freight or passenger service along the aforementioned section of railroad is very unlikely; and,

WHEREAS the railroad, in its current state of disuse, is a blight on our community, and a danger to youth who may be tempted to trespass; and,

WHEREAS the railroad presents an opportunity to create a world-class trail providing bicycle, pedestrian and equestrian access to extraordinary landscape views and several important Civil War Battlefields; and,

WHEREAS such trail would catalyze tourism-related economic growth; and,

WHEREAS such trail would connect eleven communities including the Town of Front Royal in Warren County, offering the option of safe alternative transportation within and between these communities to a broad segment of the local population, for commuting to work and school, thereby improving the quality of life; and,

WHEREAS an organization known as the Shenandoah Valley Rail Trail Exploratory Partnership, whose membership includes representation of each locality through which the trail would pass, has been formed to explore trail feasibility; and,

WHEREAS the 2020 Virginia General Assembly directed the state Department of Conservation and Recreation to study trail feasibility and deliver a report no later than November 1st, 2021; and,

NOW THEREFORE BE IT RESOLVED that the Mayor and the Town Council of the Town of Front Royal endorse and support the conversion of the aforementioned 48-mile discontinued railroad to a multiuse trail for alternative transportation and recreation; and join with the other trail localities in seeking the support of regional, state and federal agencies and the railroad's owner, Norfolk Southern Corporation, toward the goal of development of the trail.

APPROVED:

Chris W. Holloway Mayor

ATTEST:

Tina L. Presley, Clerk of 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:

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

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____



Council Agenda Statement

Item #10E

Meeting Date: June 28, 2021

Agenda Item: Reappointment to the Planning Commission

Summary: Council is requested to reappoint Joshua Ingram to the Planning Commission to a four-year term ending August 31, 2025

Budget/Funding: None

Meetings: Work Session held June 14, 2021

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 reappoint Joshua Ingram to the Planning Commission to a four-year term ending August 31, 2025.

Moved _____ *Seconded* _____

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



Council Agenda Statement

Item # 10F

Meeting Date: June 28, 2021

Agenda Item: Write Off for Bad Debt

Summary: Council is requested to approve the removal of 5 years or older of outstanding accounts receivable (bad debts) totaling \$41,474.18 (123 utility accounts) on the Town's ledger for the remainder of fiscal year 2020-2021.

Staff has identified the accounts as bad debt and uncollectible based upon the Bad Debt Policy approved by Town Council in March 2019 and statute of limitations. All possible recourse of attempting to collect these amounts has been completed and the accounts have no activity for at least 5 years.

The amount of bad debt previously approved to be removed by Council is as follows:

Based on the utilities billed & bad debt written off during FY2020, the Town of Front Royal Department of Finance collected approximately 99% of the amounts billed annually before accounts were deemed uncollectible and written off.

Budget/Funding: No funding is required, journal entry will be processed effecting balance sheet only.

Meetings: None

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

Proposed Motion: Council is requested to approve the removal of 5 years or older of outstanding accounts receivable (bad debts) totaling \$41,474.18 (123 utility accounts) on the Town's ledger for the remainder of fiscal year 2020-2021.

Approved By: _____

Moved _____ Seconded _____

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

Write-Off Accounts June 2021

Account	Balance	Service Address	Final Bill Due Date
10-220001-8	27.30	1410 JOHN MARSHALL HWY	12/31/2015
09-157000-5	286.91	226 SHORT ST	10/30/2012
03-616075-15	177.33	915-D N. ROYAL AVE.	10/21/2015
09-280000-24	282.26	214 BLUE RIDGE AVE #1	3/15/2016
09-289000-15	87.45	211 MOSBY LN #1	11/30/2015
07-640000-4	119.53	104 JAMESTOWN RD	6/24/2016
01-367079-1	225.29	AVALON SHORES LOT #23	3/10/2016
04-644000-15	158.23	613 N ROYAL AVE #6	3/15/2016
04-667000-28	379.14	718 WARREN AVE #1	11/20/2015
06-265000-15	501.44	323 SKYLINE PL	12/31/2015
01-399000-12	10.67	114 W 18TH ST	6/24/2016
02-468000-9	65.48	1095 N ROYAL AVE #8	2/10/2016
04-679000-17	237.53	630 WARREN AVE	5/27/2016
05-237000-4	54.81	422 VISCOSE AVE	12/28/2015
03-606000-10	2901.56	808 COMMERCE AVE	12/31/2015
08-615500-8	107.78	131 STEELE AVE	10/2/2015
03-280000-25	215.65	343 KENDRICK LN #14	11/22/2015
03-230010-14	33.58	650-E W 11TH ST	12/31/2015
03-726600-29	84.41	21-E W 6TH ST	5/23/2016
06-174000-23	845.98	205 LEE ST	12/31/2015
10-160000-4	690.44	1433 JOHN MARSHALL HWY	3/31/2016
03-210000-12	179.36	719 W 11TH ST	10/21/2015
01-399000-10	48.90	114 W 18TH ST	11/20/2015
03-531000-2	246.63	1103 A MASSANUTTEN AVE	6/15/2016
08-619000-13	79.92	102 STEELE AVE	1/10/2014
03-207000-6	293.02	703 W 11TH ST	10/15/2015
01-393000-6	400.83	272 RIVERSIDE DR	6/6/2016
02-104000-13	532.57	419 W 14TH ST	5/20/2016
08-264000-5	426.25	423 WASHINGTON AVE	2/3/2016
08-335050-6	82.20	509 LENA CT	10/24/2014
10-155041-8	160.06	8 BIGGS DR	6/22/2016
02-510000-16	14.89	323-A W 11TH ST	5/28/2014
09-301000-17	28.64	10 BLUE RIDGE AVE #1	2/3/2014
10-155004-20	146.65	1325 ROBIN HOOD LN	7/25/2014
07-591201-8	254.05	17 SHENANDOAH COMMONS WAY #203	3/2/2016
07-591200-13	146.23	17 SHENANDOAH COMMONS WAY #202	12/31/2015
06-212025-6	34.04	200 ORCHARD ST	9/4/2015
06-472000-3	448.04	118-A S SHENANDOAH AVE	10/21/2015
06-581000-13	218.56	324 DUNCAN AVE	9/30/2015
09-239000-14	670.41	356 BLUE RIDGE AVE #2	4/26/2013
07-308000-17	329.21	103 BEEDEN LN	12/14/2015
10-147076-11	175.89	61 ROYAL LN #1	10/15/2015
02-188000-14	238.32	1208 N SHENANDOAH AVE #2	12/28/2015
06-237000-5	448.76	319 GRAND AVE	10/2/2015
06-488000-25	141.07	117-B S SHENANDOAH AVE	7/31/2015
08-611000-6	126.61	112 SCOTT ST	1/2/2014
05-487400-17	133.79	223 E MAIN ST #3	2/27/2014
07-646600-8	54.61	918 JOHN MARSHALL HWY #6	3/31/2016

Write-Off Accounts June 2021

03-313000-36	35.24	353 KENDRICK LN #22	4/22/2016
08-284000-11	217.47	503 RANDOLPH AVE	5/20/2016
09-155000-7	48.02	230 SHORT ST	10/2/2015
03-506000-13	296.42	616 W 13TH ST	2/25/2016
05-499120-3	32.59	317 E MAIN ST #304	2/25/2016
07-266021-9	127.55	415 E CRISER RD #203	2/18/2016
04-572000-22	260.67	213 CHESTER ST #3	10/9/2015
09-555000-8	198.80	815 STONEWALL DR	8/26/2015
03-636000-29	25.00	510-B N ROYAL AVE UPSTAIRS	11/30/2015
05-159000-44	162.74	130 E MAIN ST #2	10/16/2015
07-392000-12	278.65	408 HILL ST #1	5/9/2016
03-309000-22	64.00	353 KENDRICK LN #26	10/30/2015
07-655800-7	180.90	840-F JOHN MARSHALL HWY	5/6/2016
07-243000-16	126.54	421 E CRISER RD #102	3/28/2016
03-699000-18	849.79	229 VIRGINIA AVE	11/21/2014
10-147040-15	92.99	35 ROYAL LN #5	10/23/2015
04-692001-18	160.26	508-A WARREN AVE	6/22/2016
07-343000-2	1007.24	200 BEEDEN LN	6/15/2016
06-683699-15	92.78	458 CHERRYDALE AVE	12/19/2014
07-267015-5	24.44	409 E CRISER RD #101	1/27/2016
04-575000-3	278.46	225-22 CHESTER ST.	11/13/2015
08-217000-11	652.68	416 MANASSAS AVE	2/12/2016
03-575000-5	220.37	351 W 10TH ST	4/9/2014
09-581001-10	23.68	54 S MARSHALL ST	8/28/2014
04-218000-13	234.45	204 VIRGINIA AVE #304	4/26/2016
08-341315-2	701.68	1326 PROGRESS DR	1/31/2016
09-268000-3	363.54	310 CABLE PL	3/10/2016
04-707000-1	851.67	106 E 7TH ST	12/31/2015
08-335897-4	169.58	1031 MEADOW LN	2/22/2016
06-553000-5	848.25	406 KERFOOT AVE	4/4/2016
09-262000-13	451.88	328 BARTON ST.	6/17/2016
08-691000-4	149.16	14 E STONEWALL DR	3/21/2016
02-492000-6	651.82	1104 VIRGINIA AVE	12/22/2015
03-526000-20	686.92	377-B W 11TH ST	5/17/2016
07-591129-19	45.69	23 SHENANDOAH COMMONS WAY #104	6/22/2016
02-163200-3	104.04	1122 N SHENANDOAH AVE #6	2/18/2016
01-301102-1	119.09	142 RUGBY RD	11/20/2015
08-697000-38	180.83	120-A S ROYAL AVE	5/23/2016
01-181413-1	167.52	70 RIVERTON COMMONS PLAZA SUITE #B	12/31/2015
09-134200-26	181.98	341 CLOUD ST #2	1/26/2016
08-371006-4	118.79	318 LOOP RD	12/4/2015
03-280000-27	134.26	343 KENDRICK LN #14	2/18/2016
09-658000-6	551.63	325 AMHERST DR	12/31/2015
02-278000-15	618.01	107 FAIRVIEW AVE	5/30/2016
01-599250-2	548.87	1430 BELMONT AVE	4/13/2016
08-335897-5	163.14	1031 MEADOW LN	4/4/2016
03-668000-2	83.27	318 N ROYAL AVE	10/9/2015
10-195018-5	629.57	64 WALKER AVE	12/31/2015
09-225000-7	2623.71	321 BLUE RIDGE AVE	12/31/2015

Write-Off Accounts June 2021

04-223000-31	144.11	204 VIRGINIA AVE #110	4/17/2015
08-335898-4	533.49	1035 MEADOW LN	3/31/2016
04-105000-19	82.53	520 VIRGINIA AVE #3	5/23/2016
07-213000-13	98.31	403 E CRISER RD #302	5/6/2016
03-671000-2	11.77	318 N ROYAL AVE #3	10/9/2015
05-713400-5	414.86	534 POW MORR DR	12/4/2015
06-162000-6	272.39	127 LEE ST #1	1/26/2016
07-591130-21	241.66	23 SHENANDOAH COMMONS WAY #201	3/24/2016
10-181000-11	2912.08	1480 JOHN MARSHALL HWY	5/9/2016
08-132000-15	121.86	707 NEW AVE	12/7/2015
01-355000-7	1344.93	1336 QUEENS HWY	7/11/2014
04-391000-19	77.32	135 CHESTER ST #2	3/22/2016
04-312100-12	122.02	144 CHESTER ST #1	6/12/2015
07-591226-17	89.10	13 SHENANDOAH COMMONS WAY #301	11/30/2015
10-147104-20	240.12	75 ROYAL LN #9	6/6/2016
07-393000-9	201.92	408 HILL ST #2	1/31/2016
08-708100-22	224.29	110 S ROYAL AVE #A BASEMENT	2/25/2016
08-779000-2	1065.34	337 PINE ST	12/31/2015
04-207000-22	204.83	210 VIRGINIA AVE #12	2/25/2016
08-660015-5	2145.82	15 E PROSPECT ST	6/15/2016
06-659000-9	249.43	406 CHERRYDALE AVE	5/17/2016
01-167000-5	87.77	84 E STRASBURG RD #4	3/23/2016
10-163040-3	28.76	1443 JOHN MARSHALL HWY #4	7/24/2015
05-732000-13	18.34	609-C S ROYAL AVE #1	4/19/2016
09-372000-5	48.27	570 PROSPECT ST	3/15/2016
03-310000-35	103.95	353 KENDRICK LN #27	12/31/2015
\$ 41,474.18			



Council Agenda Statement

Item # 10G

Meeting Date: June 28, 2021

Agenda Item: Resolution re: Medical Freedom for the Employees of the Town of Front Royal

Summary: Councilman Lloyd has requested that Council approve a Resolution regarding Medical Freedom for the employees of the Town of Front Royal as presented.

Budget/Funding: None

Meetings: Work Sessions held February 16th, March 8th and June 14th, 2021

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

Proposed Motion: Council is requested to approve a Resolution regarding Medical Freedom for the employees of the Town of Front Royal, as presented.

Approved By: _____

Moved _____ Seconded _____

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

RESOLUTION

Medical Freedom for Employees of the Town of Front Royal to be Added to the Town Employee Handbook

WHEREAS, the Front Royal Town Council discussed Medical Freedom of individuals employed by the Town of Front Royal in a Work Session on June 14, 2021 and agreed that staff add a proposed Resolution to Town's Council's regular meeting agenda on June 28, 2021 for their consideration to be added to the Town of Front Royal's Employee Handbook upon approval and stating that:

It shall be unlawful for any person or entity operating on behalf of the Town of Front Royal:

(1) to fail or refuse to hire or confer any lawful public or generally available benefit or service, including education and medical services or care, to discharge any individual, or otherwise to discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because such individual has declined to take any of the vaccines available for the prevention and / or treatment COVID-19 or any of its mutations known or unknown; or

(2) to limit, segregate, or classify his or her employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee for the same.

WHEREAS, any person or entity whom the Town finds to be in violation of this shall be subject to disciplinary action, including suspension, demotion, or loss of employment.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby approve the Medical Freedom Resolution as presented to be placed in the Front Royal Handbook.

APPROVED:

Chris W. Holloway, Mayor

Attest:

Tina L. Presley, Clerk of 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:

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

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____



Council Agenda Statement

Item #11A

Meeting Date: June 28, 2021

Agenda Item: FY21 Budget Amendment and Intra Fund Budget Transfer for Paving Projects

Summary: Council is requested to approve a FY21 Budget Amendment and Intra Fund Transfer in the amount of \$487,220.00 to use funds previously set aside for potential General Fund Revenue short falls and allow the funds to be used to advance the Town's paving plan.

Overall FY21 General Fund revenue is anticipated to be at or near budgeted amounts.

Budget/Funding:

Transfer

9790-49999	General Fund Reserve for Contingencies	<\$487,220.00>
9790-49006	Transfer to Street Fund	\$487,220.00

Amendment:

4500-3240407	Highway Maintenance Transfer from Gen Fund	\$487,220.00
4500-47927	Highway Maintenance Street Reconstruction	\$487,220.00

Meetings: N/A

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 a FY21 Budget Amendment and Intra Fund Transfer in the amount of \$487,220.00 to use funds previously set aside for potential General Fund Revenue short falls and allow the funds to be used to advance the Town's paving plan.

Approved By: _____

Moved _____ Seconded _____

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



Council Agenda Statement

Item #11B

Meeting Date: June 28, 2021

Agenda Item: Resolution for Town Employee Appreciation Week

Summary: Council is requested to approve a resolution recognizing July 17 – July 23, 2021 as the Town of Front Royal Employee Appreciation Week, as presented.

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council approve a resolution recognizing July 17 – July 23, 2021 as the Town of Front Royal Employee Appreciation Week, as presented.

Approved By: _____

Moved _____ Seconded _____

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

RESOLUTION
TOWN OF FRONT ROYAL EMPLOYEE APPRECIATION WEEK
July 17 – 23, 2021

WHEREAS, the Town of Front Royal has 163 full and part-time employees; and,

WHEREAS, Town employees are recognized as professionals who accept and meet the daily challenges of providing quality service to our citizens and visitors; and,

WHEREAS, Town employees continued to face many challenges during the ever-changing environment in the past year from the COVID-19 Pandemic; and,

WHEREAS, currently, the COVID-19 Pandemic has resulted in many businesses looking for employees and the Town of Front Royal is also experiencing the same need,

WHEREAS, during the current need for additional help, Town Employees continue to excel in the workplace and demonstrate dependability, initiative, and accountability through their stewardship of Town resources and working with each other as a team; and,

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia that we hereby express deep and sincere appreciation to all the employees of the Town of Front Royal for their dedication, service, and vital contributions to the community and proclaim the week of July 17 – 23, 2021 as “*Employee Appreciation Week*” for all the employees of the Town of Front Royal.

APPROVED:

Chris W. Holloway, Mayor

Attest:

Tina L. Presley, Clerk of 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:

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

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____



Council Agenda Statement

Item #12

Meeting Date: June 28, 2021

CLOSED MEETING

Motion to Go Into Closed Meeting

I move that Town Council go into Closed Meeting pursuant to Section 2.2-3711 of the Code of Virginia for the following purposes:

- (1) (A) The discussion or consideration of the disposition of publicly held real property, specially the Town's property adjacent to State Route 606 that was gifted the Town for a future I-66 Interchange by Walter and Mary Duncan, pursuant to Subsection A.3., where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and with respect to the same subject, (B) 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 Subsection A. 8. of the Code of Virginia.
- (2) 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, discussion of the Town of Front Royal possibly becoming the City of Front Royal and the effect if it did, pursuant to Subsection A. 8. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene 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.

Approved By: _____

Moved _____ Seconded _____

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