



**TOWN OF FRONT ROYAL, VIRGINIA
TOWN COUNCIL MEETING
TUESDAY, November 12, 2013 @ 7:00 p.m.
Warren County Government Center**

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of October 28, 2013.
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 1. **Report from NSVRC – Martha Shickle**
 2. **Report from Finance Director Kim Gilkey-Breeden**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
- *7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED) – N/A
 - A. COUNCIL APPROVAL – Liaison Committee Agenda Items
 - B. COUNCIL APPROVAL – Bid for Curb and Gutter Installation, Driveway Aprons and Handicap Ramp Installations
8. **COUNCIL APPROVAL** – Request to Remove Lien from Hillidge Street Property

**The nature of a consent agenda is such that discussion of individual items does not occur.*



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(A)

Meeting Date: November 12, 2013

Agenda Item: COUNCIL APPROVAL – Liaison Committee Meeting Agenda Items

Summary: Council is requested to approve the following items to be included on the November 12, 2013 Liaison Committee Agenda:

- 1) Catlett Mountain Landfill Improvements
- 2) Building Inspections Software - EnerGov
- 3) Leach Run Parkway Project
- 4) Waste Water Treatment Plant/Septage Receiving Facility
- 5) South Fork Bridge Lighting – Agreement for Installation/Maintenance
- 6) Blue Ridge Shadows Proffer Amendment Request
- 7) Comcast Channel 16
- 8) Route 340/522 Corridor
- 9) FRLP
- 10) Proposed Park-N-Ride Location
- 11) Riverton Substation (Warren County Plan Review Update)
- 12) Property Boundary Adjustment Process
- 13) Betty West/Assisted Living Facility

Budget/Funding: None

Attachments: None

Meetings: Work Sessions held October 28 and November 4, 2013

Staff

Recommendation: Approval _____ Denial _____

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

Proposed Motion: I move that Council approve the following items to be included on the September 19, 2013 Liaison Committee Agenda: 1) Catlett Mountain Landfill Improvements; 2) Building Inspections Software- EnerGov; 3) Leach Run Parkway Project; 4) Waste Water Treatment Plant/Septage Receiving Facility; 5) South Fork Bridge Lighting – Agreement for Installation/Maintenance; 6) Blue Ridge Shadows Proffer Amendment Request; 7) Comcast Channel 16; 8) Route 340/522 Corridor; 9) FRLP; 10) Proposed Park-N-Ride Location; 11) Riverton Substation (Warren County Plan Review Update); 12) Property Boundary Adjustment Process and 13) Betty West/Assisted Living Facility

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: K. Bruden



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(B)

Meeting Date: November 12, 2013

Agenda Item: COUNCIL APPROVAL – Bid for Curb and Gutter Installation, Driveway Aprons and Handicap Ramp Installation

Summary: Council has received a request from the Purchasing Agent, seeking approval of a bid from Arthur Construction for FY14 estimated 400 linear feet of curb and gutter installation, estimated 427.5 square feet of driveway aprons and estimated (2) handicap ramp installations along John Marshall Highway; and an estimated 867 linear feet of curb and gutter along W. 16th Street in the amounts listed in the attached Quotation Tabulation.

Budget/Funding: DES FY14 budget line item 4500-R43046 and 4500-R45477
(funding is on encumbrances carried forward from FY13 ongoing projects)

Attachments: Memorandum from Purchasing Agent and Quotation Tabulation

Meetings: None

Staff

Recommendation: Approval_____ Denial_____

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 Arthur Construction for FY14 estimated 400 linear feet of curb and gutter installation, estimated 427.5 square feet of driveway aprons and estimated (2) handicap ramp installations along John Marshall Highway; and an estimated 867 linear feet of curb and gutter along W. 16th Street in the amounts listed in the attached Quotation Tabulation.

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proposed motions are offered by Staff for guidance
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Approved By: K. Bruden



NOV - 4 2013

MEMORANDUM

Date: November 4, 2013
To: Tina Presley, Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Thursday, October 31, 2013, I held a bid opening for the installation of an estimated 400 linear feet of curb and gutter, estimated 427.5 square feet of driveway aprons, estimated 2 each handicap ramps along John Marshall Highway, and an estimated 867 linear feet of curb and gutter along W. 16th Street. I received three (3) responses (see attached tabulation sheet). Due to the dollar amount of this bid, I will need Town Council approval before proceeding with the award. Please add this item to the November 12, 2013 Council agenda for their action. The specifications for this bid included language to inform prospective vendors that the pricing was to remain in effect for one (1) year, and that the contract generated from the bid would include an optional renewal clause of up to two (2) additional years.

Staff recommends the award for FY14 curb and gutter installation, driveway aprons, and handicap ramp installations be made to Arthur Construction. This company has performed this type of work for us since 2009.

Funding for these projects is available in the DES FY14 budget line items 4500-R43046 and 4500-R45477. The funding is on encumbrances carried forward from FY13 for ongoing projects.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: CURB AND GUTTER

Quotation #34

Date: OCTOBER 31, 2013

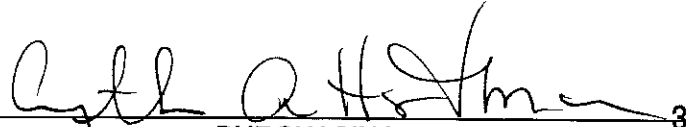
Mailed 10

Replied 3

	ARTHUR CONSTRUCTION	KEE CONSTRUCTION	GULL CORPORATION	
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
INSTALLATION OF CURB AND GUTTER				
(EST.) 400 LINEAR FEET OF CURB AND GUTTER JOHN MARSHALL HIGHWAY (UNIT PRICE PER L.F.)	\$10,800.00 \$27.00	\$15,000.00 \$37.50	\$12,180.00 \$30.45	
(EST.) 3 EA. (142.5 S.F.) - APRON JOHN MARSHALL HIGHWAY (UNIT PRICE PER S.F.)	\$3,420.00 \$8.00	\$3,633.75 \$8.50	\$4,232.25 \$9.90	
(EST.) 2 EA. - HANDICAP RAMPS JOHN MARSHALL HIGHWAY (UNIT PRICE PER EACH)	\$1,900.00 \$950.00	\$1,200.00 \$600.00	\$1,380.00 \$690.00	
(EST.) 867 LINEAR FEET OF CURB AND GUTTER 2. 16TH STREET (UNIT PRICE PER L.F.)	\$23,409.00 \$27.00	\$32,079.00 \$37.00	\$26,400.15 \$30.45	
Total				
Discount				
Net Quotation	\$39,529.00	\$51,912.75	\$44,192.40	
Terms				

The above proposals verified to specifications and compliance
with terms and conditions.

Witness


PURCHASING AGENT



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: November 12, 2013

Agenda Item: COUNCIL APPROVAL – Request to Remove Lien from Hillidge Street Property

Summary: The Town has received a request from Alan Fox on behalf of his mother, Lillian Sealock Fox, to release an outstanding lien on her property located at 125 Hillidge Street associated with the assessment for curb and gutter and sidewalk installation in 2008 in the amount of \$1,058.49. Council is requested to consider the release of the lien.

Budget/Funding: None

Attachments: Letter from Alan Fox

Meetings: Work Session held November 4, 2013

Staff

Recommendation: Approval_____ Denial_____

Proposed Motion: I move that Council approve the release of a lien in the amount of \$1,058.49 for Lillian Sealock Fox for a 2008 assessment for curb and gutter and sidewalk installed on her property at 125 Hillidge Street.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: K. [Signature]

October 1, 2013

Mr. Steven Burke, PE
Front Royal Town Manager
102 E. Main St
Town Administration Building
P.O. Box 1560
Front Royal, VA 22630

Dear Mr. Burke,

In 2008, prior to your tenure as town manager, the Town of Front Royal built a sidewalk adjacent to a property that my mother owns on Hillidge Street. My then 77 year old widowed mother did not want, nor ask for a sidewalk on her property as the property already had one. At the time I petitioned the Town Council to reconsider, but my mother was still charged for the sidewalk. A few months after my mother was charged for a sidewalk that she could not use, and did not want, a new town council decided to stop charging individual citizens for them.

My 82 year old widowed mother is preparing to sell the property to Warren County and would like for the current council to remove the lien, and forgive the remainder of the debt, \$2,584.62, for the sidewalk on her property. I believe that she has paid approximately one-half of the original cost.

Sincerely,



Alan Fox

For Lillian Sealock Fox

Cc: Timothy Darr, Mayor of Front Royal.