



REGULAR TOWN COUNCIL MEETING

Monday, October 25, 2021 @ 7:00pm
Warren County Government Center

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES – *I move that Council approve the Work Session Minutes of September 13th, Regular Meeting Minutes of September 27th, Audit/Finance Committee Meeting Minutes and Work Session Minutes of October 12th and Special Meeting Minutes of October 13th, 2021, as presented.*
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA
6. RECOGNITIONS/AWARDS/REPORTS–
 - Report- Brandon Davis, Executive Director of the Northern Shenandoah Valley Regional Commission
7. PUBLIC HEARINGS
 - A. FY2022 Budget Amendment and Award for Sanitary Sewer Point Repairs *(BJ Wilson)*
 - B. FY2022 Budget Amendment for Outstanding Purchase Orders *(BJ Wilson)*
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS
9. REPORTS
 - a. Report of Town Manager
 - b. Report of Councilmembers
 - c. Report of the Mayor
10. CONSENT AGENDA ITEMS - *I move that Council approve the Consent Agenda as presented.*
[Items removed for further discussion will be placed as the last item under Business Items. Unanimous vote is not required to move]
 - A. Resolution to Adopt Empower Retirement Plan Document *(Dale Losee)*
 - B. Resolution for VDOT Revenue Sharing Application for 8th Street Bridge Replacement *(Robbie Boyer)*
11. BUSINESS ITEMS
 - A. Appointment and Re-Appointment to the Board of Architectural Review
 - B. Bid Award for Operations Plan and Drought Management Plan *(Alisa Scott)*
 - C. Bid Contract Award for Snow Removal in the FY22 Winter Season *(Alisa Scott)*
 - D. Award for Sole Source Goods and Services to Replace Three (3) Raw Water Pumps *(Alisa Scott)*
 - E. Bid Award for De-Icing Road Salt *(Alisa Scott)*
12. CLOSED MEETING – Board Appointments



TOWN COUNCIL WORK SESSION MINUTES

Monday, September 13th, 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.

Habitat for Humanity Waiver of Water/Sewer Tap Fees – Council all agreed to move to the regular agenda for approval of a reimbursement of fees and to place a lien on the property.

Update on Establishment of the Building Codes and Environmental Division – Assistant Town Manager, Kathleen Leidich, explained that Town Staff would be publishing an RFP by the end of the week with hopes to have a consultant on board by January 2022. Councilman Thompson asked if blighted buildings would be included in the Building Codes and Environmental Division's focus. Town Manager Hicks explained that while it would be primarily for new construction, there may be opportunities to include blighted buildings. Councilman Gillispie pointed out that there had been previous conversations with The Town of Strasburg about possible cost-sharing and recommended Town Staff reach out to them for further discussion.

Update on Comprehensive Plan – Planning and Community Development Director, Lauren Kopishke, gave a presentation pertaining to the process involved in rewriting and updating the Town's Comprehensive Plan. She added that there would be a special called Work Session with Town Council and the Planning Commission to ensure all parties had an aligned vision. Vice Mayor Cockrell noted that there was a delay in the most recent census data. Ms. Kopishke stated that the town's consultant had not indicated that the delay would present an issue. Vice Mayor Cockrell also suggested town staff inform citizens as many ways as possible of opportunities to provide input for the Comprehensive Plan rewrite.

Town Code Chapter 158 Considerations Vehicles/Traffic (specifically inoperable/abandoned vehicles) – Chief Magalis reviewed several recommended code updates and changes for parking. He noted that he had discovered several pieces of code that were outdated and others that contradicted one another. Council all agreed to move forward with the changes as presented.

Continued Discussion on Special Events Permit Policy and Procedures – Assistant Town Manager Leidich presented Council with the final draft of the Special Events Policies and Procedures. She explained that after a recent meeting with business owners and stake holders, town staff was able to drastically simplify the originally proposed matrix. She added that the updated version had been

sent out to all parties for feedback, but none had been received. Council agreed to add it to their next regular meeting agenda for approval.

Open Discussion – Town Manager Hicks cited some recent concerns pertaining to the town commons, pavilion, and bathrooms. He stated that there had been some initial discussions about adding more police presence in the downtown area. Councilman Thompson stated that the police department was regularly patrolling the area already. Mayor Holloway suggested having a dedicated downtown officer who would use the Visitor’s Center as a “hub.” Town Manager Hicks expressed that he would work with Chief Magalis and bring a proposal back to Council.

Town Manager Hicks mentioned a new construction project being developed by Chris Holloway Construction Inc. that would need to go through the special exemption process to be approved for a private street since it did not meet the public street width minimum. He explained that although the plat for the project had been previously approved by town staff, and recorded, it was brought to his attention that it did not meet the town’s Zoning or Subdivision Ordinance requirements. Planning and Community Development Director, Lauren Kopishke, added her belief that the Planning Commission was not inclined to recommend approval of the special exemption and noted that the project had been put on hold until after the Town Council held a public hearing and vote.

Mr. Hicks reviewed the Agenda for the Liaison Meeting that would be held later that week. He asked Council if there were any additional items they would like to include. Councilman Thompson mentioned the fee that would be charged to the Little League Football teams for use of a practice field at Warren County Human & Health Services Building. She stated that the fee should be waived or reduced, as they had nowhere else to practice. Councilman Lloyd mentioned several requests he had received to add a dog park on his “side of town.”

Councilman Gillispie discussed the Destination Marketing Organization that would oversee tourism and explained that he and the Warren County Board of Supervisors agreed that the group should obtain non-profit status. Council also agreed that they wanted to see the revised Memorandum of Understanding (MOU) prior to the upcoming Liaison Meeting.

Councilman Lloyd added that he would be exploring the “Sister-City” Concept and invited his fellow Councilman to join him. He also added that he would like to see an increase in the number of chickens allowed within town-limits.

Mayor adjourned the work session at 9:23 P.M. and Council began their Closed Meeting

Closed Meeting – Personnel, Consultation with Legal Counsel and Acquisition of Privately-held Real Property

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

(1) The discussion, consideration, or interviews of prospective candidates for appointment to boards for which Town Council has the power of appointment, as well as the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, pursuant to Subsection 1. of that Code.

(2) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, regarding the Warren County EDA and Jennifer McDonald, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of the public body, pursuant to Subsection A.7; as well as for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, regarding those same subjects and regarding a potential rezoning matter within the Town that may involve litigation, both pursuant to Subsection A. 8.

(3) Discussion or consideration of the acquisition of privately held real property for a public purpose, which property is located within the corporate limits of the Town, as well as the discussion or consideration of the disposition of Town-held real property located outside the Town's corporate limits, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, all pursuant to subsection. A.3.; as well as consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel in connection therewith, pursuant to Subsection A. 8.

(4) Consultation with legal counsel employed or retained by a Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, to discuss contractual and programic matters related to a contract the Town is a party to which has become problematic, pursuant to Subsection A. 8.

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Vice Mayor Cockrell moved, seconded by Councilman Thompson, 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 & Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmen Lloyd and Thompson, Town Manager Steven Hicks, Assistant Town Manager Kathleen Leidich, Town Attorney Doug Napier, Deputy Clerk of Council Mary Ellen Lynn (remotely), Finance Director BJ Wilson, Energy Services Director David Jenkins, Planning and Community Development Director Lauren Kopishke, Interim Information Technology Manager Grant Autry, members of the public and press.

Approved by Town Council

Date: -----



TOWN COUNCIL REGULAR MEETING MINUTES

September 27, 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.

Moment of Silence

Pledge of Allegiance was led by Councilman Gillispie

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

ABSENT: Mayor Chris W. Holloway

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

APPROVAL OF MINUTES – Councilman Lloyd moved, seconded by Councilman Thompson that Council approve the Work Session minutes of August 9, 2021, and Regular meeting minutes of August 23, 2021, as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA – None

RECOGNITIONS/AWARDS/REPORTS –

Vice Mayor Cockrell introduced Director of Planning and Community Development Lauren Kopishke. Town Manager Steven Hicks stated that one of the goals of Council moving forward was to become more aggressive on notice of violations throughout the Town. Ms. Kopishke gave a brief overview of the report she had previously passed out to Council showing code enforcement cases that were open and closed from 2018 to 2021. Councilman Thompson questioned what can be done for those who do not follow through

with cleaning up their property. Ms. Kopishke advised that there are ways the Town Staff can follow through and anticipated more staff time being dedicated to this in the future.

Vice Mayor Cockrell read the Proclamation for Public Power Week. Town Manager Hicks introduced Director of Energy Services David Jenkins. Mr. Jenkins praised his staff and thanked Council for reading the proclamation. Mrs. Cockrell read from a social media post that praised the Town's Energy Services Department for a job well done.

PUBLIC HEARINGS

A. Special Exception Application by Chris Holloway Construction Requesting a New, Non-Dedicated Private Street Accessed off Carter Street

Vice Mayor Cockrell opened the public hearing.

William Barnett, 1115 Buck Mountain Road, Bentonville, VA, spoke in support of the application. He opined that approval of the application would improve the connection of streets creating fewer dead ends in the neighborhood. He asked Council to support the application.

Joe Brogan, of Brogan Land Surveying, 152 Brogans Lane, Bentonville, VA, noted he was the project's surveyor and was in attendance on behalf of Chris Holloway Construction. He gave a brief history of the property and explained the steps for the project that included: vacation of Carter Street; dedication of a new street; consolidate parcels; subdivide the lots on the private street and record; move forward with construction by digging basements and footers. It was at this point, he noted, when it was realized that the processes were out of step. Construction ceased and the subdivision was vacated so the steps could be addressed appropriately. He advised Council that currently Scott Street is not a through street and fire and rescue apparatus would have to back up over 300 feet to access any new construction encouraging the approval of the special exception of a private street for the new townhouses.

Director of Planning and Community Development Lauren Kopishke advised Council that an email was received from the applicant today addressing the concerns from the Planning Commission. The applicant has stated that he would provide a Road Maintenance Agreement and Private Road Restrictions prior to the issuance of the Permit of Occupancy. She noted that while she had not seen the documents thus far, she is aware that they are being worked on and will be furnished during the process. Mr. Brogan advised that the applicant would maintain the new private street until all the townhouses were sold and then there would be a Joint Maintenance Agreement among the new owners that would carry on with their property. Mr. Brogan advised that most of the homes in the neighborhood were townhouses and the six foot-lot development from Chris Holloway Construction was a good fit.

Vice Mayor Cockrell confirmed that the new residents would be able to take their trash to either Steele or Scott Streets.

Councilman Gillispie questioned whether the two houses on Carter Street would still have snow removal. Mr. Kopishke advised that they would due to that portion of Carter Street was not vacated and still a public street.

Mr. Brogan advised that there are currently water and sewer lines that travel north to south in Carter Street which is a utility easement with the Town making this street a 30-foot right of way.

Councilman Gillispie questioned whether the Road Maintenance Agreement would include curb and gutter. Mr. Brogan advised that there currently is no curb and gutter installation proposed; however, if it is found that it would be a requirement for better drainage, they would be in favor of it. Mr. Gillispie voiced his concern regarding the stormwater runoff and recommended the installation of curb and gutter and the Stormwater Plan to address issues with those already in the neighborhood. Mr. Brogan reminded Council that the building code requires the creation of drainage away from the structures and not toward adjoining structures, noting that swales are created to divert drainage and then toward the natural drainage which is an old alley located at the northeast corner of the property. Ms. Cockrell voiced concern over water in neighbor's yards. Mr. Brogan addressed the silk fence that is currently being used to address water issues and noted it would remain for now and maintained as needed.

Councilman McFadden asked Ms. Kopishke whether the Planning Commission was comfortable with the staff recommendations in the motion. Ms. Kopishke advised that she spoke with a Planning Commission member today and was advised that if the conditions in the motion are approved that they would be amiable to the proposed street.

No one else spoke and Vice Mayor Cockrell closed the public hearing.

Councilman Thompson moved, seconded by Councilman Lloyd to approve a special exception application submitted by Chris Holloway Construction for a new, non-dedicated private street in the Steele Subdivision to service parcels (tax map# 20A7-15-3-5A1, 5A2, 5A3, 5A4, 5A5 and 5A6), located north of the intersection of Beeden Lane with Carter Street contingent upon the following:

- 1) Approval of the private drive prior to approval of the subdivision so lots have legal road frontage,*
- 2) Applicant to provide road construction plans as part of the new Subdivision Plan*
- 3) Applicant decides on the exact name of the proposed street name "Ryder Benson" Lane or Court.*
- 4) Applicant provides staff with a copy of the Road Maintenance Agreement and Private Deed Restrictions which are required to be disclosed to the buyers of the property prior to the issuance of a Final Compliance Certificate.*

Councilman McFadden asked for a copy of a report that was asked of Planning Commission on how the process was diverted. Ms. Kopishke advised that she is to furnish the report to Town Attorney Doug Napier who will then turn it over to Planning Commission. Mr. Napier advised Council that he anticipated the Planning Commission would turn the report over to Town Council.

Councilman Thompson noted that the project was a great improvement to the neighborhood.

Councilman Lloyd questioned whether the conditional approved language [in the motion] leaves any issues outstanding for proper completion. Ms. Kopishke advised that once staff received sufficient detailed plans, she didn't foresee any issues and explained that a new review would be in place by various department directors, engineer, and fire marshal. She reiterated that the conditions are sufficient to address concerns.

Mrs. Cockrell noted that she watched the Planning Commission meeting and noted the members' concerns as well as her own. Upon visiting the site, she spoke with a firefighter who advised her that townhouses require a ladder truck due to their construction and that there were tighter spots than this area around Town. It was also noted that there was a fire hydrant located at the end of Scott Street. She reiterated that the runoff, snow removal and trash collection concerns had all been addressed. She voiced concern over

address changes for those residents who currently live on Carter Street. Ms Kopishke advised that the duplex on Carter Street will stay Carter Street since that portion of Carter Street was not vacated; and the new six townhouses will be addressed as Ryder Benson Lane. Mrs. Cockrell stated that the new residents are fully aware that they live on a private street, and they have street maintenance responsibility.

Councilman Gillispie asked Town Manager Hicks to speak to some issues being reviewed during the Comprehensive Plan re-write. Mr. Hicks recapped the challenges Town Staff has had in making decisions and emphasized his responsibility for those decisions. He reflected on some important issues the Town currently faces:

- At the time there was no electric service process to notify customers of power hookups. This has been corrected
- There are no small area plans on how we are going to direct infield type of development
- There is no business checklist for applicants regarding site plans, SUPs, rezoning, etc. to establish how we go about giving them information
- The last time the planning and zoning permit forms were updated was in 2006
- Still have a 1999 Landscaping Standards
- Still have a 1998 Comprehensive Plan and Subdivision Ordinance
- Last time Street Standards have been updated was 1995
- Last time software for the SCADA system at the Water Treatment Plant was updated was in 1994
- Last Floodplain Plan was 1986
- Parking Ordinance was last revised in 1983. Police Chief is currently updating this.
- There is no Stormwater Management Plan
- Just finished the Blighted Program
- Looking at establishing a Strategic Plan that links the budget process to identification of low and high priorities

Mr. Hicks continued that when one looks at how the Town currently goes about any development they work with the engineer and/or the applicant to come up with a solution. He reminded Council that one of their goals when he was hired was to look how processes could be improved and noted that they will be focusing on accomplishing these goals.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

B. Special Exception Application by Poe's River Edge, LLC Requesting a New, Non-Dedicated Private Street at the end of Kendrick Lane

Vice Mayor Cockrell opened the public hearing.

William Barnett, 1115 Buck Mountain Road, Bentonville, VA, gave a brief history of the property noting that the property was originally on Kendrick Lane but was vacated by the state years ago. He voiced fear that if the private street was denied the property would not be further developed. He urged Council to approve the application as proposed.

Joe Brogan, of Brogan Land Surveying, 152 Brogans Lane, Bentonville, VA, noted he was the project's surveyor and one of the owners of Poe's River Edge LLC. He explained that he was looking to subdivide a 10-acre lot on a private street, noting that all the Planning Commission's concerns had been addressed and a revised minor subdivision plan had been submitted.

Councilman Cockrell closed the public hearing.

Councilman Thompson moved, seconded by that Councilman McFadden approve the special exception application submitted by Poe's River Edge, LLC for a new, non-dedicated private located at the western terminus of Kendrick Lane past the railroad trestle, between the South Fork Shenandoah River to the west and the Norfolk Southern Railroad to the east contingent upon:

- 1) The existing variable width and forty (40) foot right-of-way be increased to a fifty-five (55) foot right-of-way and extended along the eastern property line of parcel tax map#20A1-3-5A1,*
- 2) A turnaround be provided for emergency response vehicles on parcel tax map# 20A1-3-5A2,*
- 3) A master development plan be submitted if parcel tax map #20A1-3-5A1 is further subdivided*

Director of Planning and Community Development Lauren Kopishke advised that she had received the revised minor subdivision plan and it has cleared up any concerns.

Councilmen Thompson and Gillispie, and Vice Mayor Cockrell voiced excitement over the land being used for another great project in Town.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

C. Special Use Permit by Allen Walters Requesting to Construct a New Single-Family Dwelling on a Non-Conforming Lot of Record on Warren Avenue

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

Councilman Thompson moved, seconded by Councilman McFadden that Council approve a Special Use Permit (FRSPU-2880-2021) application submitted by Allen Walters to construct a new single-family dwelling on a nonconforming lot of record (tax map# 20A3-4-55-22), located north of E. 13th Street between 1328 and 1320 Warren Avenue contingent upon:

- 1) The house plan may be modified, provided that the finished floor area shall not be reduced to less than one thousand two hundred thirty-four (1,234) square feet,
- 2) The façade and main entrance of the home must front Warren Avenue.

Councilman Thompson voiced excitement over another new house.

Vice Mayor Cockrell advised that after watching the Planning Commission Meeting, she had several concerns that she has received answers to that included: 1) the taxes had not been paid for 10 – 20 years hence the property going up for auction and 2) the house was comparable to the others in the area.

Mrs. Cockrell thanked those in attendance who were able to answer Council's questions during all the public hearings tonight.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

D. Ordinance Amendments to Town Code Chapter 12-1 and 70-23 to Remove the Town's Dusk-to-Dawn Light Program

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

Councilman Lloyd, seconded by Councilman McFadden that Council approve ordinance amendments to Town Code Chapters 12-1 and 70-23.D. to remove the fees and charges for installation of poles for dusk-to-dawn lights, as presented.

Councilman McFadden confirmed that the ordinance before them was about the dusk-to-dawn lights discussed in a work session weeks ago.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)

Craig Anderson, 110 Sunset Lane, Linden, VA, suggested that Council resist communism and opined that we were under a major assault from communists reflecting on his most recent visit to Washington, DC.

Tom Sayre, 835 Shenandoah Shores Road, Front Royal, advised and read a post from Facebook regarding religion and sinners and referred to Councilman Thompson as responding to the post. Mrs. Thompson explained that she too was a Christian and that a person didn't have to have religion to have moral standards. She emphasized the fact that she had many friends in all religions and have chosen to love all people period. Mrs. Thompson also advised that she was offended by the other speaker since the Town's Gazebo should not be used for any political motivation or rename it anything since it was a community space to be shared by everyone.

REPORTS

A. Town Manager Report – Steven Hicks advised that the Town Business Offices would be closed Monday, October 11th for Columbus Day and that there was a work session schedule for October 12th at 7:00pm in Town Hall.

B. Town Council Reports

Councilman McFadden stated that to move forward in Front Royal was to improve processes and to follow and make sure laws and rules are followed properly. He referred to one of the processes that was corrected

immediately by Mr. Hicks and the Director of Energy Services. He voiced anticipation on the new re-write of the Comprehensive Plan.

Councilman Lloyd agreed with the processes mentioned by Councilman McFadden. Mr. Lloyd reported that he reached out to members of the Ministerial Association and hoped to attend their meeting in October. He also noted that he received response that Culpeper was Front Royal's Sister City. He advised that he had a few comments regarding the Ministerial Association and Sister City when writing the vision for the Comprehensive Plan.

Vice Mayor Cockrell advised that she attended the *Front Royal Wines* ribbon cutting on Main Street where she ran into visitors who gave positive comments about Front Royal. She noted that she attended the Town/County Liaison Committee Meeting. She noted that while the meeting was three (3) hours, it was full of good conversation. She looks forward to continued discussions between the Town and County.

Councilman Lloyd reiterated that he too ran into people who just moved to Front Royal and gave positive comments about the people who live here.

C. Mayor Report – None as Mayor was absent

CONSENT AGENDA ITEMS

A. Proclamation for Public Power Week

Council approved a Proclamation proclaiming October 3 – 9, 2021 as Public Power Week in the Town of Front Royal, as presented.

B. FY22 Budget Amendment for Virginia Risk Sharing Association Grant

Council approved a FY22 Budget Amendment in the amount of \$4,000.00 from the Virginia Risk Sharing Association (VRSA) Grant Program to purchase a cybersecurity vulnerability platform.

C. FY22 Budget Amendment for DMV Speed & Alcohol Enforcement Grant

Council approved a FY22 Budget Amendment in the amount of \$26,178.00 to receive funds from a Division of Motor Vehicles (DMV) Highway Safety Grant for Speed and Alcohol Enforcement to be used for the following: a breath test device (\$499.00); a stalker speed sign (\$4,831.00); a stalker dual radar unit (\$1,948.00) and patrol overtime (\$18,900). I further move that Council direct the Town Manager to execute the DMV Highway Safety Grant Agreements.

D. Reimbursement of Water & Sewer Tap Fees for Habitat for Humanity

Council reimbursed the water and sewer tap fees paid for a new build located at 219 Orchard Street (Lot 3A Block 7 Hoffman Heights) in the amount of \$9,993.00 to Habitat for Humanity of Warren County and direct the Town Attorney's Office to execute an agreement with the property owner(s) to place a lien on the property in the amount of \$9,993.00.

E. Cooperative Contracts for Non-Professional Services to Support the Town's Building Code and Environmental Division

Council approved the cooperative contracts with CTI District Services (CTI) for building plan review, on-site building inspection, and fire protection review services and ECS Mid-Atlantic, LLC (ECS) for building plan review and on-site building inspection services using the City of Falls Church cooperative contract. Council is further requested to direct the Town Manager to execute all contract documents associated with these professional services.

Councilman Gillispie moved seconded by Councilman Thompson to approve the Consent Agenda, as presented.

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

No – Councilman Lloyd

Absent – N/A

Abstain – N/A

ROLL CALL

BUSINESS ITEMS

A. Special Events Policy and Procedures

Councilman McFadden moved, seconded by Councilman Thompson that Council approve the Special Events Policy and Procedures, effective November 1, 2021, as presented.

Vice Mayor Cockrell reminded Council that there had been a lot of work, cooperation and input from staff and citizens. She suggested that if there were changes needed after it becomes effective to please let staff or Council know.

Councilman McFadden confirmed that the current matrix was established in part by Scott Turnmeyer and it was not the original JLL matrix.

Councilman Thompson expressed excitement over the cooperation of business owners and citizens coming together on a community space.

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

No – Councilman Lloyd

Absent – N/A

Abstain – N/A

ROLL CALL

CLOSED MEETING – Councilman Thompson moved, seconded by Councilman Gillispie *that Town Council go into Closed Meeting pursuant to Section 2.2-3711, of the Code of Virginia for the following reason:*

(1) The discussion, consideration, or interviews of prospective candidates for appointment to boards for which Town Council has the power of appointment, as well as the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, pursuant to Subsection 1. of that Code.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Meeting adjourned at 8:31pm.

Approved by Town Council

Date: _____



TOWN COUNCIL AUDIT/FINANCE COMMITTEE MEETING

Tuesday, October 12th, 2021 at 6:00 PM

Town Hall Conference Room

Jeff Mitchell, CPA, of Mitchell & Co., P.C., presented the Audit & Finance Committee, made up of Councilmen Gillispie and McFadden, with detailed information and the findings from the Town's most recently completed Audit.

PRESENT: Councilmen Gillispie and McFadden, Town Manager Steven Hicks, Finance Director BJ Wilson, and Deputy Clerk of Council Mary Ellen Lynn.

Approved by Town Council

Date: -----



TOWN COUNCIL WORK SESSION MINUTES

Tuesday, October 12th, 2021 at 7:00 PM

Town Hall Conference Room

The October 12th, 2021, Town Council Work Session was postponed due to the lack of a quorum.

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmen Gillispie and McFadden, Town Manager Steven Hicks, Assistant Town Manager Kathleen Leidich, Finance Director BJ Wilson, Director of Human Resources Dale Losee, Risk Manager Laura McIntosh, Director of Planning and Zoning Lauren Kopishke and Deputy Clerk of Council Mary Ellen Lynn.

ABSENT: Councilmen Lloyd and Thompson

Approved by Town Council

Date: -----



TOWN COUNCIL SPECIAL MEETING MINUTES
Wednesday, October 13, at 6:00 PM at Town Hall Conference Room

ROLL CALL FOR MAYOR/TOWN COUNCIL

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

REMOTE: Councilman E. Scott Lloyd for part of the meeting

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks

APPOINTED STAFF ABSENT: Town Attorney Douglas W. Napier
Clerk of Council Tina L. Presley

CLOSED MEETING – Interviews for FREDA, ESAC and BZA

Councilman Thompson moved seconded by Councilman Gillispie that Town Council go into Closed Meeting pursuant to Section 2.2-3711.A. of the Code of Virginia for the discussion, consideration, or interviews of prospective candidates for appointment to boards for which Town Council has the power of appointment, as well as the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, pursuant to Subsection 1. of that Code.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, and Thompson
No – N/A
Absent – N/A Abstain – N/A ROLL CALL

Councilman McFadden 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 – Vice Mayor Cockrell, Councilmen Gillispie, McFadden, and Thompson
No – N/A
Absent – Councilman Lloyd
Abstain – N/A ROLL CALL

Approved by Town Council

Date: -----



Council Agenda Statement

Item # 07A

Meeting Date: October 25, 2021

Agenda Item: PUBLIC HEARING – FY2022 Budget amendment and Award for Sanitary Sewer Point Repairs

Summary: Council is requested to approve a FY2022 Budget Amendment in the amount of \$2,052,087.98 and approve an award contract to Snyder Environmental Services, Inc. in the same amount for urgent sanitary sewer point repairs. CHA Consulting, the Town's Infiltration and Inflow Abatement Independent Contractor and Town Staff recommends the award.

Note: An increase of greater than 1% of the original budget requires a public hearing.

Budget/Funding:	9801-3310117	Wastewater Treatment ARPA Funds	\$2,052,087.98
	9802-47998	Sewer Line Maintenance I & I Abatement	\$2,052,087.98

Meetings: Work Session held October 14, 2021

Proposed Motion: I move that Council approve a FY2022 Budget Amendment in the amount of \$2,052,087.98 and approve an award contract to Snyder Environmental Services, Inc. in the same amount for urgent sanitary sewer point repairs.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Thompson _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: September 20th, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add Consent Agenda item to Town Council's Regular Meeting

The Purchasing Department issued the solicitation of sanitary sewer point repairs required to comply with the Town's DEQ's consent order. In compliance with the Virginia Public Procurement Act (V.P.P.A.), Invitations for Bids were sent out on August 2nd, 2021. The Town received two (2) responses.

The lowest responsive and responsible bidder, Snyder Environmental Services, Inc. submitted a bid for \$2,052,087.98.

CHA Consulting, the Towns Infiltration and Inflow Abatement Independent Contractor, and Staff recommend Council award the public contract for Sanitary Sewer Point Repairs.

Council is requested to review and approve the award. Attached to this memo is a Notice of Intent to Award, a recommendation memo from Mr. Boyer and CHA, along with the bid tabulation. Please add this item under consent to the next available Regular Meeting.

Funding for this project will be available, contingent upon Council approval's budget amendment, in 9802-47998 Sewer Line Maintenance I&I Abatement.

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

Memo



Town of Front Royal Public Works

TO: Alisa Scott, Purchasing Manager
FROM: Robert Boyer, Public Works Director
CC: Kathleen Leidich, Assistant Town Manager
DATE: September 14, 2021
RE: Memo of recommendation for the Targeted Sanitary Sewer Point Repairs for the I&I project.

I have reviewed the two bids we received for the Targeted Sanitary Sewer Point repairs as part of the I&I project under the DEQ Consent Order. This includes the installation of 2,350 linear feet on sewer mainline piping, replacement of 14 sanitary sewer manholes and the replacement of 134 sanitary sewer laterals. The low bid cost for this project is \$2,052,087.98, the funding for this work is available through sewer reserves and may be reimbursed through the I&I loan.

I would recommend moving forward with the low bidder, Snyder Environmental Services, Inc. out of Kearneysville, West Virginia. Snyder Environmental is currently working for the Town on another sanitary sewer upgrade project and has done a good job with the existing project staying ahead of schedule and keeping the project on budget as well.

If you have any questions or need anything else just let me know.



September 8, 2021

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

**Re: Award Recommendation
Town of Front Royal – Targeted Sanitary Sewer Point Repairs
(IFB #5252 2021); CHA Project No. 067965**

Dear Robbie:

On Thursday, September 3, 2021, the Town received bids for the Targeted Sanitary Sewer Point Repairs contract. This contract includes installation of approximately 2,350 linear feet of 6-inch through 12-inch sanitary sewer in various locations, 14 sanitary sewer manholes, 134 sanitary sewer laterals, and associated appurtenances.

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

Bidder Name	Total Base Bid
Snyder Environmental Services, Inc.	\$2,052,087.98
Kelvic Construction Company, Inc.	\$5,308,906.96

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

Snyder Environmental Services, Inc. specializes in utility construction, including water and sewer pipelines, along with water and wastewater treatment plant construction/operation and ancillary support services. They have successfully completed numerous similar sanitary sewer projects. Additionally, CHA has had a favorable experience with Snyder Environmental Services on the Town's current Happy Creek Sanitary Sewer Replacement project with challenging conditions. Based upon our knowledge of the Bid and Snyder Environmental Services's credentials, CHA recommends award of the Targeted Sanitary Sewer Point Repairs contract to Snyder Environmental Services, Inc. in the amount of \$2,052,087.98.

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

Sincerely,

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

Earl Smith, P.E.
Project Manager

EES\ees
Enclosure

BID TABULATION SUMMARY
Owner: Town of Front Royal
Project: TARGETED SANITARY SEWER POINT REPAIRS (#5252)
Bid Date: Thursday, September 2, 2021 2:00 PM
CHA Project Number: 067965

BIDDER				SNYDER ENVIRONMENTAL SERVICES, INC.		KELVIC CONSTRUCTION COMPANY, INC.	
Item	Description	Unit	Est Qty	Unit Price	Extended Total Price	Unit Price	Extended Total Price
1	Bonds, Mobilization, and Insurance	LS	1	\$180,300.00	\$180,300.00	\$61,792.07	\$61,792.07
2	8-inch SDR 26 PVC Sanitary Sewer Line Installation (Clymer Ave., Sheet C-300)	LF	366	\$167.00	\$61,122.00	\$896.58	\$342,788.28
2A	Clymer Ave. Pavement Restoration	LS	1	\$19,220.00	\$19,220.00	\$105,834.90	\$105,834.90
3	8-inch SDR 26 PVC Sanitary Sewer Line Installation (Washington Ave., Sheet C-301)	LF	345	\$180.00	\$62,100.00	\$709.46	\$244,763.70
3A	Washington Ave. Pavement Restoration	LS	1	\$18,450.00	\$18,450.00	\$95,615.56	\$95,615.56
4	8-inch SDR 26 PVC Sanitary Sewer Line Installation (Academy Dr., Sheet C-302)	LF	194	\$235.00	\$45,590.00	\$754.29	\$146,332.26
4A	Academy Dr. Pavement Restoration	LS	1	\$14,360.00	\$14,360.00	\$54,032.97	\$54,032.97
5	8-inch SDR 26 PVC Sanitary Sewer Line Installation (Crescent St., Sheet C-303)	LF	189	\$200.00	\$37,800.00	\$997.46	\$188,519.94
5A	Crescent St. Pavement Restoration	LS	1	\$16,100.00	\$16,100.00	\$58,587.82	\$58,587.82
6	8-inch SDR 26 PVC Sanitary Sewer Line Installation (Church St., Sheet C-304)	LF	283	\$202.00	\$57,166.00	\$763.36	\$216,030.88
6A	Church St. Pavement Restoration	LS	1	\$16,600.00	\$16,600.00	\$74,781.04	\$74,781.04
7	8-inch SDR 26 PVC Sanitary Sewer Line Installation (Cloud St., Sheet C-305)	LF	94	\$325.00	\$30,550.00	\$782.42	\$73,547.48
7A	Cloud St. Pavement Restoration	LS	1	\$12,500.00	\$12,500.00	\$34,545.38	\$34,545.38
8	8-inch SDR 26 PVC Sanitary Sewer Line Installation (Frazier Pl., Sheet C-306)	LF	125	\$235.00	\$29,375.00	\$756.95	\$94,618.75
8A	Frazier Pl. Pavement Restoration	LS	1	\$13,200.00	\$13,200.00	\$36,748.32	\$36,748.32
9	8-inch SDR 26 PVC Sanitary Sewer Line Installation (Ritenour St., Sheet C-307)	LF	414	\$160.00	\$66,240.00	\$816.98	\$379,629.72
9A	Ritenour St. Pavement Restoration	LS	1	\$21,000.00	\$21,000.00	\$126,073.84	\$126,073.84
10	Sanitary Sewer Lateral - Connected to New Sanitary Sewer Line	EA	56	\$4,250.00	\$238,000.00	\$10,417.38	\$583,373.28
11	4-Foot Diameter Manhole Base	EA	14	\$4,800.00	\$67,200.00	\$3,108.88	\$43,524.32
12	4-Foot Diameter Manhole Section	VLF	39.71	\$230.42	\$9,149.98*	\$2,009.51	\$79,797.64
13	Water Resistant Manhole Frame and Cover	EA	14	\$700.00	\$9,800.00	\$636.75	\$8,914.50
14	New Pipe Penetration into Existing Manhole	EA	16	\$1,810.00	\$28,960.00	\$1,893.51	\$30,296.16
15	External Point Repair - 6" SDR 26 PVC (less than or equal to 5-feet deep) (Pavement)	LF	135	\$350.00	\$47,250.00	\$1,410.72	\$190,447.20
16	External Point Repair - 6" SDR 26 PVC (greater than 5-feet deep; less than or equal to 10-feet deep) (Pavement)	LF	56	\$700.00	\$39,200.00	\$3,423.70	\$191,727.20
17	External Point Repair - 8" SDR 26 PVC (less than or equal to 5-feet deep) (Pavement)	LF	5	\$3,200.00	\$16,000.00	\$3,578.21	\$17,891.05
18	External Point Repair - 8" SDR 26 PVC (greater than 5-feet deep; less than or equal to 10-feet deep) (Pavement)	LF	61	\$660.00	\$40,260.00	\$3,744.59	\$228,419.99
19	External Point Repair - 8" SDR 26 PVC (greater than 10-feet deep) (Pavement)	LF	21	\$1,210.00	\$25,410.00	\$1,673.63	\$35,146.23
20	External Point Repair - 6" SDR 26 PVC (less than or equal to 5-feet deep) (Non-Pavement)	LF	10	\$1,100.00	\$11,000.00	\$2,058.32	\$20,583.20
21	External Point Repair - 8" SDR 26 PVC (less than or equal to 5-feet deep) (Non-Pavement)	LF	17	\$375.00	\$6,375.00	\$1,513.20	\$25,724.40
22	External Point Repair - 8" SDR 26 PVC (greater than 5-feet deep; less than or equal to 10-feet deep) (Non-Pavement)	LF	11	\$550.00	\$6,050.00	\$2,153.13	\$23,684.43
23	External Point Repair - 10" SDR 26 PVC (greater than 10-feet deep) (Pavement)	LF	10	\$1,750.00	\$17,500.00	\$3,588.59	\$35,885.90
24	External Point Repair - 12" SDR 26 PVC (greater than 5-feet deep; less than or equal to 10-feet deep) (Non-Pavement)	LF	5	\$2,500.00	\$12,500.00	\$3,860.40	\$19,302.00
25	Install Internal Drop	EA	2	\$1,200.00	\$2,400.00	\$7,144.61	\$14,289.22
26	Abandon Existing Incoming Sewer in Manhole	EA	4	\$1,425.00	\$5,700.00	\$3,445.87	\$13,783.48
27	Cap Concrete Encased Lateral with Gasketed PVC Cap	EA	8	\$270.00	\$2,160.00	\$672.14	\$5,377.12
28	Re-Connect Existing Active Lateral to Sewer Line	EA	6	\$5,900.00	\$35,400.00	\$1,400.65	\$8,403.90
29	Replace Sanitary Sewer Lateral - Connected to Existing Sewer Line (less than or equal to 5-feet deep) (less than or equal to 25-feet in length)	EA	12	\$7,500.00	\$90,000.00	\$10,081.83	\$120,981.96
30	Replace Sanitary Sewer Lateral - Connected to Existing Sewer Line (greater than 5-feet deep; less than or equal to 10-feet deep) (less than or equal to 25-feet in length)	EA	23	\$7,900.00	\$181,700.00	\$13,117.44	\$301,701.12
31	Replace Sanitary Sewer Lateral - Connected to Existing Sewer Line (greater than 10-feet deep) (less than or equal to 25-feet in length)	EA	9	\$8,400.00	\$75,600.00	\$12,352.39	\$111,171.51*
32	Replace Sanitary Sewer Lateral - Connected to Existing Sewer Line (less than or equal to 5-feet deep) (greater than 25-feet in length)	EA	10	\$10,500.00	\$105,000.00	\$19,690.67	\$196,906.70*
33	Replace Sanitary Sewer Lateral - Connected to Existing Sewer Line (greater than 5-feet deep; less than or equal to 10-feet deep) (greater than 25-feet in length)	EA	15	\$10,200.00	\$153,000.00	\$25,750.92	\$386,263.80
34	Replace Sanitary Sewer Lateral - Connected to Existing Sewer Line (greater than 10-feet deep) (greater than 25-feet in length)	EA	9	\$12,500.00	\$112,500.00	\$30,398.36	\$273,585.24
35	Concrete Piers	EA	2	\$1,150.00	\$2,300.00	\$1,070.50	\$2,141.00
36	Subgrade Stabilization Stone	TON	50	\$200.00	\$10,000.00	\$106.83	\$5,341.50
Total Base Bid					\$2,052,087.98		\$5,308,906.96

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

** Denotes non-responsive bid

Apparent Low Bidder: SNYDER ENVIRONMENTAL SERVICES, INC.

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



Council Agenda Statement

Item # 07B

Meeting Date: October 25, 2021

Agenda Item: PUBLIC HEARING - FY2022 Budget Amendment for Outstanding Purchase Orders

Summary: Council is requested to approve a FY2022 Budget Amendment in the amount of \$11,351,303.86 to carry forward unpaid balances on purchase orders not completed as of June 30, 2021, and to carry funds forward to fiscal year 2022, as presented.

Note: An increase of greater than 1% of the original budget requires a public hearing.

Budget/Funding: Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects have been connected in previous budget cycle.

General Fund	\$1,371,519.47
Special Projects	1,120,543.00
Electric Fund	602,321.31
Sewer Fund	3,533,987.78
Water Fund	2,466,247.44
Solid Waste Fund	253,029.32
Street Fund	2,003,655.54
TOTAL	\$11,351,303.86

Meetings: Work Session held October 14, 2021

Proposed Motion: I move that Council approve a FY2022 Budget Amendment in the amount of \$11,351,303.86 to carry forward unpaid balances on purchase orders not completed as of June 30, 2021, and to carry funds forward to fiscal year 2022, as presented.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Thompson _____

FY21 PURCHASE ORDERS TO BE CARRIED FORWARD TO FY22

<u>Department</u>	<u>PO #</u>	<u>Account#</u>	<u>Description</u>	<u>Carryover Amount</u>
Town Council	30262	1101 R43002	JUNE 30 2021 OPEB ACTUARIAL REPORT	\$ 2,000.00
				\$ 2,000.00
Human Resource	30108	1202 R43002	HEALTH INSURANCE CONSULTING	\$ 2,500.04
				\$ 2,500.04
Fleet Maintenance	30308	1203 R47001	SCANNER	\$ 6,000.00
	29055	1203 R47009	SEED MONEY FOR FLEET SERVICE BUILDING	\$ 174,933.90
				\$ 180,933.90
Information Technology	30364	1204 R43002	CABLING AND FIBER OPTICS	\$ 10,000.00
	29736	1204 R43005	ELECTRONIC TIME KEEPING SOFTWARE	\$ 922.62
	30367	1204 R43005	MAINTENANCE	\$ 59,933.90
	30369	1204 R43039	WEBSITE UPGRADES	\$ 4,500.00
	29736	1204 R43053	ELECTRONIC TIME KEEPING HARDWARE	\$ 4,235.93
	29741	1204 R43053	HR MODULES FOR EMPLOYEE E	\$ 3,849.70
	30366	1204 R43053	FLEX (SPILLMAN) MAINTENANCE	\$ 40,000.00
	29738	1204 R47007	VMWARE SERVER UPGRADE	\$ 10,000.00
	30097	1204 R47007	SHURE SCM820 DIGITAL INTELLIMIX	\$ 1,759.00
	29679	1204 R47051	STATE PROGRAM FOR ELECTRONIC SUMMONS	\$ 27,190.75
				\$ 162,391.90
Tourism	30311	1205 R43002	TOURISM	\$ 56,816.45
	30034	1205 R43018	TOURISM MARKETING	\$ 39,619.72
	30370	1205 R45447	SPECIAL EVENTS	\$ 2,000.00
	29854	1205 R45801	DONATED FUNDS FOR CIVIL WAR MARKER	\$ 250.00
				\$ 98,686.17
General Engineering	30319	1225 R43002	GENERAL ENGINEERING SERVICES	\$ 40,529.54
				\$ 40,529.54
Legal Dept	29748	2201 R43002	LEGAL FEES EDA COURT CASE	\$ 163,139.00
	29880	2201 R43002	AUDITING SERVICES TO SUPPORT EDA CASE	\$ 26,155.00
	29881	2201 R43002	LEGAL SERVICES AWARDED FOR EDA CASE	\$ 10,000.00
				\$ 199,294.00

FY21 PURCHASE ORDERS TO BE CARRIED FORWARD TO FY22

Police Dept	30148	3101	R45425	RANGE SUPPLIES	\$	2,699.85
	30289	3101	R45425	GLOCK PG21507	\$	2,380.00
	30359	3101	R45504	POLICE ADMIN TRAINING	\$	6,405.00
	30037	3102	R47001	POLICE CONSOLES	\$	12,822.00
	30035	3103	R47005	POLICE USED VEHICLE REHABILITATION	\$	18,210.36
	30360	3104	R45504	TRAINING FOR EMD	\$	6,200.00
	30361	3104	R47001	ADS AUDIO RECORDING CHANNEL	\$	4,110.00
	30050	3104	R47003	PRIMARY SAFETY ACCESS POINT	\$	74,345.00
	30208	3104	R47003	CALL RECORDER SERVER	\$	36,227.00
	30362	3104	R47003	DISPATCH CONSOLE	\$	11,204.05
					\$	174,603.26
General Properties	30192	4302	R43005	PD HVAC Maintenance Service	\$	6,077.00
	30380	4302	R47009	PUBLIC WORKS GATE	\$	10,000.00
					\$	16,077.00
Horticulture	30286	4305	R43002	MOWING OF LEACH RUN PARKW	\$	37,735.00
	30348	4305	R43002	TOWNSIDE WEED CONTROL SPR	\$	8,768.66
					\$	46,503.66
Planning & Zoning	30405	8101	R43002	COMPREHENSIVE PLAN	\$	100,000.00
	29620	8101	R43002	PROPERTY MAINTENANCE SEED MONEY	\$	118,500.00
	30038	8101	R43002	BLIGHTED BUILDING PROGRAM SEED MONEY	\$	92,000.00
	30313	8101	R43002	BUILDING INSPECTION SEED MONEY	\$	100,000.00
	30190	8105	R45606	DONATION TO CHAMBER OF COMMERCE	\$	37,500.00
					\$	448,000.00
Special Projects	29936	1800	R47518	SEED MONEY FOR HAPPY CREEK PHASE 2/3	\$	40,000.00
	28341	9130	R47013	CONSTRUCTION/DEBT SERVICE OF POLICE	\$	686,522.47
	30278	9130	R47016	CDBG WAYFINDING SIGNS	\$	148,850.00
	30305	9130	R47957	TOWN PORTION OF LRP VRA BOND DUE TO	\$	148,950.00
	29379	9130	R47982	CONSTRUCTION W MAIN EXTENSION	\$	96,220.53
					\$	1,120,543.00

FY21 PURCHASE ORDERS TO BE CARRIED FORWARD TO FY22

Energy Services	30264	9401 - R43003	OUTDOOR AIR BREAK SWITCHES	\$	8,206.00
	30304	9401 - R43003	MOWING SERVICES FOR ELECTRIC DEPT	\$	6,400.00
	30303	9401 - R43004	TREE TRIMMING SERVICES	\$	25,962.79
	30334	9401 - R43021	CONSULTANT REVIEW FOR INFRASTRUCTURE	\$	3,784.90
	30293	9401 - R45407	15 KV BREAKER SDV7-SE-15K	\$	20,230.00
	30322	9401 - R45407	UPS SYSTEM- 1 INTERFACE M	\$	130.18
	30335	9401 - R45504	STAFF TRAINING	\$	5,000.00
	30332	9401 - R47001	SELF LOADING REEL TRAILER	\$	34,548.00
	30040	9401 - R47009	BIORETENTION POND ELECTRIC DEPT	\$	25,000.00
	30324	9401 - R47502	SECURITY LIGHTS COOPER	\$	8,804.25
	29901	9401 - R47522	HUBBELL 2/0 SOL - 1/0 STR	\$	1,462.00
	30042	9401 - R47522	FIBER EXTENSION	\$	11,183.90
	30301	9401 - R47522	40' CLASS 3 CCA-DC POLE	\$	11,505.00
	30322	9401 - R47910	UPS SYSTEM- 1 ZINC BLUE I	\$	4,508.07
	30365	9401 - R47937	TRANSFORMER REPLACEMENT Y	\$	135,000.00
	30277	9401 - R47938	1200 A HOOK STICK SWITCH	\$	10,133.28
	27543	9417 - R47001	AMI SOFTWARE	\$	83,462.94
	29428	9499 - R40001	AMI DEBT SERVICE	\$	207,000.00
				\$	602,321.31
WWTP	30218	9801 - R43002	BOND COUNSEL I&I LOAN	\$	18,500.00
	30373	9801 - R43004	SCADA SYSTEM ADDITION OF EQUALIZATION	\$	4,000.00
	30255	9801 - R43077	LAB SERVICES	\$	39,404.80
	30256	9801 - R43077	LAB SERVICES	\$	2,530.00
	30076	9801 - R45407	UV LAMP	\$	6,819.00
	30349	9801 - R47001	GRAVITY THICKENER REPAIR	\$	26,980.18
	28885	9801 - R47009	RIVERTON & CROOKED RUN PU	\$	570,000.00
	29339	9801 - R47009	ROYAL PHOENIX SEWER PUMP STATION	\$	43,309.95
				\$	711,543.93

FY21 PURCHASE ORDERS TO BE CARRIED FORWARD TO FY22

Sewer Line Crew	30318	9802 - R43002	HAPPY CREEK SANITARY SEWER UPGRADE	\$	489,392.00
	30323	9802 - R45407	LIFTMASTER GARAGE DOOR (WATER	\$	2,118.00
	30049	9802 - R47001	JACKHAMMER FOR BACKHOE (WATER	\$	3,915.50
	30343	9802 - R47001	STREET BROOM FOR BACKHOE	\$	6,025.00
	29964	9802 - R47998	I&I ABATEMENT ENGINEERING	\$	590,090.46
	29989	9802 - R47998	MANHOLE FRAME & COVER REP ENGINEERING	\$	300,000.00
	29999	9802 - R47998	CCTV INVESTIGATIONS	\$	481,138.50
	30186	9802 - R47998	I&I ENGINEERING	\$	641,548.57
	30187	9802 - R47998	ENGINEERING URGENT POINT REPAIRS	\$	111,705.86
	30250	9802 - R47998	CCTV INSPECTION OF SANITA	\$	71,458.90
	30355	9802 - R47998	I&I ABATEMENT WORK	\$	125,051.06
					\$ 2,822,443.85
Water Treatment Plant	29654	9601 - R43002	WITHDRAW PERMIT & RAW WATER INTAKE	\$	113,125.08
	30000	9601 - R43002	REDUNDANT WATERLINE ENGINEERING	\$	370,940.00
	30051	9601 - R43002	CLEARWELL INSPECTIONS	\$	30,000.00
	30052	9601 - R43002	BACKFLOW PROGRAM	\$	50,000.00
	30218	9601 - R43002	BOND COUNSEL REDUNDANT WATERLINE	\$	12,500.00
	30350	9601 - R43002	DEVELOPMENT OF A RISK & RELIANCE (EPA	\$	20,000.00
	30356	9601 - R43004	STRIPPING & WAXING OF FLOORS AFTER	\$	3,400.00
	30254	9601 - R43077	LAB TESTING	\$	7,948.50
	30300	9601 - R45407	12" PRATT HP 250 PLAIN ST	\$	4,844.00
	30352	9601 - R45515	WTP CONFERENCE ROOM EQUIPMENT	\$	4,063.25
	30053	9601 - R47001	PUMP REPLACEMENT RAW WATER	\$	75,000.00
	30282	9601 - R47001	14" DEZURIK SERIES PEC FL	\$	29,609.00
	30351	9601 - R47001	DEZUIRCK VALVE AND RAW PU	\$	55,782.00
	27546	9601 - R47009	WANTER PLANT RESERVOIR REPAIRS	\$	18,634.00
	28119	9601 - R47009	WATER TANK	\$	61,531.66
	28327	9601 - R47009	JAMESTOWN PUMP STATION PRELIMINARY	\$	20,000.00
	28559	9601 - R47009	REPLACEMENT CONTROL FOR GUARD HILL	\$	11,240.00
	29985	9601 - R47009	FAIRGROUNDS WATER TANK REHABILITATION	\$	42,339.50
					\$ 930,956.99

FY21 PURCHASE ORDERS TO BE CARRIED FORWARD TO FY22

Waterline Crew	30323	9602 - R45407	LIFTMASTER GARAGE DOOR (SEWER PORTION)	\$	2,118.00
	30049	9602 - R47001	JACKHAMMER FOR BACKHOE (SEWER	\$	3,915.50
	30317	9602 - R47513	N ROYAL WATERLINE UPGRADE	\$	631,733.15
	30302	9602 - R47530	GATE VALVES	\$	31,554.70
	30341	9602 - R47530	8" INSERTION VALVE	\$	10,337.00
	30342	9602 - R47530	FIRE HYDRANTS	\$	25,000.00
	28992	9617 - R47001	RADIO WATER METERS	\$	301,989.50
	29343	9672 - R40001	DEBT SERVICE REDUNDANT WATER LINE	\$	528,642.60
				\$	1,535,290.45
Refuse	30345	4203 - R45407	100 ADDITIONAL 96 GAL CONTAINERS	\$	5,600.00
	30287	4203 - R45413	36 GALLON VICTORIAN STAND	\$	5,919.80
	29655	4203 - R47005	SEED MONEY PURCHASE OF REFUSE TRUCK	\$	60,305.52
	30231	4203 - R47005	REFUSE TRUCK TO BE DELIVERED IN OCT 2021	\$	181,204.00
				\$	253,029.32
Streets	30344	4102 - R43016	WALKING TRAIL ASPHALT REPAIRS	\$	5,000.00
	30297	4102 - R43046	419 AND 423 LURAY AVE CUR	\$	7,898.00
	30344	4102 - R45407	WALKING TRAIL REPAIR SUPPLIES	\$	10,000.00
	30306	4102 - R47050	EDGE MILL AND ASPHALT OVERLAY	\$	18,750.00
	29711	4102 - R47518	HAPPY CREEK ENGINEERING (NON-VDOT	\$	17,199.82
	30371	4500 - R45407	SIGN BLANKS AND HARDWARE	\$	7,512.75
	30336	4500 - R45471	CHERRY STREET STORM DRAINAGE PROJECT	\$	73,171.00
	30347	4500 - R45472	VDOT FUNDS FOR BRIDGE INS	\$	3,600.00
	30337	4500 - R45477	CURB/GUTTER PROJECT	\$	31,000.00
	29713	4500 - R47001	ASPHALT ROLLER	\$	90,000.00
	30368	4500 - R47001	RUBBER TIRE LOADER YEAR 1 OF 3	\$	58,500.00
	29680	4500 - R47005	TANDEM DUMP TRUCK YEAR 1 OF 3	\$	71,000.00
	29711	4500 - R47518	HAPPY CREEK ENGINEERING (VDOT FUNDS)	\$	3,787.60
	30328	4500 - R47926	ENGINEERING SERVICES FOR 9TH STREET	\$	21,837.00
	29952	4500 - R47927	SHEN AVE STREET LIGHTS	\$	265,000.00
	29954	4500 - R47927	6TH STREET COMMERCE TURN	\$	18,500.00
	30283	4500 - R47927	MILLING & PAVING (PAVING PLAN)	\$	1,300,899.37
				\$	2,003,655.54

FY21 PURCHASE ORDERS TO BE CARRIED FORWARD TO FY22

General Fund	\$ 1,371,519.47
Special Projects	\$ 1,120,543.00
Street Fund	\$ 2,003,655.54
TOTAL GOVERNMENTAL FUNDS	\$ 4,495,718.01

Electric Fund	\$ 602,321.31
Sewer Fund	\$ 3,533,987.78
Water Fund	\$ 2,466,247.44
Solid Waste Fund	\$ 253,029.32
TOTAL OF ALL FUNDS	\$ 11,351,303.86



Council Consent Agenda Statement

Item #10A

Meeting Date: October 25, 2021

Agenda Item: Resolution to Adopt Empower Retirement Plan Document

Summary: In addition to the Virginia Retirement System (VRS), the Town currently offers a 457 Deferred Compensation Plan through Empower Retirement (formerly known as MassMutual), administered by Edward Jones. In an effort to provide reasonable retirement security for Town employees, increased flexibility in our personnel management system, and assist in the attraction and retention of competent personnel, the Town is amending its current plan document to add a ROTH option for employees' benefit. Council is requested to approve a resolution for the Empower Retirement 457(b) Deferred Compensation Plan and approve the plan amendment fee due Empower Retirement of \$300. Council further moves to direct the Town Manager to execute the plan document(s). Staff recommends approval of the resolution as presented.

Budget/Funding: 1202-45201 Human Resource Staff Development - \$300.00

Meetings: Work Session held October 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 for the Empower Retirement 457(b) Deferred Compensation Plan and approve the plan amendment fee due Empower Retirement of \$300, as presented. I further move that Council directs the Town Manager to execute the plan document(s).

Moved _____ *Seconded* _____

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

RESOLUTION

Empower Retirement 457(b) Deferred Compensation Plan

WHEREAS, The Town of Front Royal, Virginia, an eligible deferred compensation plan employer within the meaning of Section 457(b) of the Internal Revenue Code of 1986, as amended, of a state or local government as described in Code Section 457(e)(1)(A); and,

WHEREAS, the primary purpose of the deferred compensation plan is to permit employees of the employer to enter into an agreement which will provide for deferral of payment of a portion of his or her current compensation until death, retirement, severance from employment, or other event, in accordance with the provisions of the Code Section 457(b), with other applicable provisions of the Code, and in accordance with the General Statutes of the State; and,

WHEREAS, upon approval of this resolution the Town of Front Royal pays a one-time plan amendment fee of \$300.00 payable to Empower Retirement; and,

WHEREAS, upon approval of this resolution Roth contributions and Roth rollovers will be permitted into the Deferred Compensation Plan by employees of the Town of Front Royal only; and,

WHEREAS, members of the Front Royal Town Council hereby jointly authorize the Mayor and the Town Manager of the Town of Front Royal to execute such documents as deemed necessary to carry out the intent to make the Deferred Compensation Plan fully effective in accordance with its terms and intent; and,

NOW THEREFORE, BE IT HEREBY RESOLVED that the Front Royal Town Council approve and adopt the Empower Retirement 457(b) Deferred Compensation Plan as presented

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

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 Consent Agenda Statement

Item # 10B

Meeting Date: October 25, 2021

Agenda Item: Resolution for VDOT Revenue Sharing Application for 8th Street Bridge Replacement

Summary: Council is requested to approve a Resolution for the Virginia Department of Transportation (VDOT) Revenue Sharing Application for the 8th Street Bridge Replacement as presented. Staff recommends moving forward with submitting the application.

Budget/Funding: the funding through Revenue Sharing would not be available until FY2027/2028

Meetings: Work Session held October 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 for the Virginia Department of Transportation (VDOT) Revenue Sharing Application for the 8th Street Bridge Replacement as presented.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Thompson _____

RESOLUTION
REVENUE SHARING RESOLUTION OF SUPPORT FOR APPLICATION OF FUNDING
Fiscal Years 2027 - 2028

WHEREAS, the Town of Front Royal desires to submit an application for funding through the Virginia Department of Transportation Revenue Sharing Program for Fiscal Year 2027 and Fiscal Year 2028 to be matched by the Town of Front Royal for the following project(s):

E. 8th Street Bridge Replacement

NOW, THEREFORE, BE IT RESOLVED, that the Town of Front Royal hereby agrees to commit to its share of the total cost for, as applicable, preliminary engineering, right-of-way and construction of the project(s) in accordance with the project financial documents.

BE IT FURTHER RESOLVED, that in the event the Town of Front Royal subsequently elects to cancel the E. 8th Street Bridge Replacement, the Town of Front Royal hereby agrees to reimburse VDOT for the total amount of its share of costs expended by VDOT through the date VDOT was notified of the project cancellation.

BE IT FURTHER RESOLVED, that the Town of Front Royal hereby grants authority for the Town Manager to execute project agreements for any approved revenue sharing projects for Fiscal Year 2027 and Fiscal Year 2028.

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

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: _____



Cost Estimate - Application Template

8th Street Bridge Replacement September 2021



Preliminary Engineering (PE)	\$285,480
Right of Way (RW)	\$12,875
Construction (CN)	\$1,817,019
Total Project Cost (\$2021)	\$2,115,374

Costs do not include escalation or inflation

9/30/2021

Cost Estimate
Concept Bridge Replacement

8th Street Bridge Replacement September 2021

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION	NOTES
Design / Engineering (RW & CN Plans)	1.00	LS	\$100,000	\$100,000	
Geotechnical Investigations	1.00	LS	\$25,000	\$25,000	
Final H&H Modeling & Scour Analysis	1.00	LS	\$25,000	\$25,000	
FEMA Letter of Map Revision (if required)	1.00	LS	\$45,000	\$45,000	
Environmental Investigations / Permitting	1.00	LS	\$25,000	\$25,000	
Survey	1.00	LS	\$10,000	\$10,000	
Advanced Right of Way (Appraisals, Plats, etc.)	0.00	LS	\$0	\$0	Assumes no ROW acquisition.
Sub-Total:				\$230,000	
Contingency (12%)	1.00	LS	\$27,600	\$27,600	
PE Sub-Total with Contingency:				\$257,600	
Administration	1.00	LS	\$15,000	\$15,000	
VDOT PE Oversight (5%)	1.00	LS	\$12,880	\$12,880	
Sub-Total:				\$27,880	
PE Phase Total Cost				\$285,480	
RW Phase					
Land Acquisition Purchase	0.00	EA	\$0	\$0	Assumes no ROW acquisition.
Legal Fees (Attorney, Recording, etc.)	0.00	EA	\$0	\$0	Assumes no ROW acquisition.
Sub-Total:				\$0	
Utility Coordination	1.00	EA	\$5,000	\$5,000	Assumes coordination for existing telecom pole.
Utility Relocation - assumes no significant reloc.	1.00	EA	\$0	\$0	Assumes Town assumes cost of any relocation
Sub-Total:				\$5,000	
Contingency (50%)	1.00	LS	\$2,500	\$2,500	
RW Sub-Total with Contingency:				\$7,500	
Administration	1.00	EA	\$5,000	\$5,000	
VDOT RW Oversight (5%)	1.00	EA	\$375	\$375	
Sub-Total:				\$5,375	
RW Phase Total Cost				\$12,875	
CN Phase					
Structure					
Construction Survey	1.00	LS	\$8,000	\$8,000	
Culvert Construction - See Estimate	1.00	LS	\$578,000	\$578,000	
Stream Diversion	1.00	LS	\$50,000	\$50,000	
Structure Sub-Total:				\$636,000	
Roadway					
200 LF paved approach tie-ins	1.00	LS	\$100,000	\$100,000	
Maintenance of Traffic	1.00	LS	\$10,000	\$10,000	MOT assumes cost of signage of Detour (Road Closure)
Roadway Sub-total				\$100,000	
Environmental Mitigation / Credits	1.00	LS	\$10,000	\$10,000	
Drainage / SWM (5%)	1.00	LS	\$36,800	\$36,800	
Erosion Control (5%)	1.00	LS	\$36,800	\$36,800	
Incidental Items (20%)	1.00	LS	\$147,200	\$147,200	
Environ, Drainage, E&SC, Incidental Sub-Total:				\$230,800	
Contingency (40%)	1.00	LS	\$386,720	\$386,720	
Construction Sub-Total with Contingency:				\$1,353,520	
Mobilization	1.00	LS	\$97,676	\$97,676	
Construction Total				\$1,451,196	
Construction Management (5%)	1.00	LS	\$72,560	\$72,560	
Construction Inspection (15%)	1.00	LS	\$217,679	\$217,679	
Materials Testing (2%)	1.00	LS	\$29,024	\$29,024	
Construction Administration	1.00	LS	\$15,000	\$15,000	
VDOT CN Oversight (1%)	1.00	LS	\$31,560	\$31,560	
CEI Sub-Total:				\$365,823	
CN Phase Total Cost				\$1,817,019	
PROJECT TOTAL COST (PE + RW + CN)				\$2,115,374	
Costs do not include escalation or inflation					



Project: 8th Street over Happy Creek
 Bridge Replacement
 Subject: Cost Estimate

Page
 Project No. 20163
 Prepared: JLO 9/28/2021
 Checked: LKZ 9/29/21

Bridge Replacement:

ITEM CODE	ITEM	UNIT	QTY	UNIT COST	COST	NOTES
CULVERT						
65014	Concrete Class A4	CY	210	\$1,600.00	\$335,520	
61711	Corrosion Resistant Reinforcing Steel, Class I	LB	37600	\$2.51	\$94,376	
62085	Railing, Texas C411, 54"	LF	65	\$780.00	\$50,700	
62084	Railing, Texas C411, 42"	LF	65	\$580.00	\$37,700	
69011	Structure Excavation	CY	208	\$51.25	\$10,660	
60490	Bridge Deck Grooving	SY	188	\$9.88	\$1,857	
60495	Cover Depth Survey	SY	291	\$4.67	\$1,359	
67900	Dismantle & Remove Existing Structure	LS	-	\$45,500.00	\$45,500	

Subtotal \$577,672

MATERIALS TOTAL: \$577,672

Total Concept Cost: \$577,672

Notes: Say \$578,000

- 1 VDOT statewide Ave. May 1, 2019 through June 1, 2021 unless otherwise noted.
- 2 *Bid Tabulations/Vendor Provided Estimate



Council Agenda Statement

Item # 11A

Meeting Date: October 25, 2021

Agenda Item: Appointment and Re-Appointment to Board of Architectural Review (BAR)

Summary: Council is requested to appoint and reappoint two members to the Board of Architectural Review

Budget/Funding: None

Meetings: Closed Meeting September 27, 2021

Proposed Motion: I move that Council appoint Katherine Snyder to the Board of Architectural Review to a four-year term beginning November 13, 2021, and ending November 13, 2025. I further move that council re-appoint Gary Vaughn to the Board of Architectural Review to another four-year term ending November 13, 2025.

Moved _____ *Seconded* _____

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



Council Agenda Statement

Item # 11B

Meeting Date: October 25, 2021

Agenda Item: Bid Award for Operations Plan and Drought Management Plan

Summary: Council is requested to approve a bid award to CHA Consulting in the amount of \$23,950.00 for the successful completion of an Operations Plan and Drought Management Plan as requested from the Water Treatment Plant.

Budget/Funding: available in the FY22 budget 9601-43002

Meetings: None

Proposed Motion: I move that Council approve a bid award to CHA Consulting in the amount of \$23,950.00 for the successful completion of an Operations Plan and Drought Management Plan as requested from the Water Treatment Plant.

Moved _____ *Seconded* _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

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

Purchasing received a request from the Water Treatment Plant to procure the services of an Operations Plan and Drought Management Plan. The procurement method used was competitive negotiation.

In accordance with the Virginia Public Procurement Act, an evaluation team met with two firms. Negotiations began with the firm ranked first and a price considered fair and reasonable and pursuant to the contractual terms and conditions within the Request for Proposals.

Town Council is requested to review and issue the award to CHA Consulting in the amount of \$23,950.00 for the successful completion of both plans.

Please find attached to this memo, a consensus letter signed by members of the evaluation team as well as a scope of work to be added as a consent item to Council's October 25th, 2021 Regular Town Council Meeting.

Funding has been budgeted for and is available in the FY22 budget 9601-43002.

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

September 10, 2021

R. Lawrence Hoffman, Associate Vice President
Sr. Project Manager I / Principal Scientist
CHA

RE: Evaluation Committee Consensus

Dear Mr. Hoffman,

The evaluation committee for the VWP Permit Drought Management & Operations Plans Request for Proposals has reached a consensus after proposals were scored and the committee was able to meet with one or more offerors. After elaborating on qualifications, performance data, and staff experience, the evaluation committee plans to recommend awarding the public contract to CHA as the best value proposal.

Robbie Boyer, Public Works Director

B.J. Wilson, Director of Finance

Mike Kisner, Water Treatment Plant Manager

Chris Brock, Deputy Zoning Administrator

Sincerely,

Alisa Scott, CPPB, VCA, VCO, PMP, Purchasing Manager

Memo



Town of Front Royal Public Works

TO: Alisa Scott, Manager of Purchasing
FROM: Robert Boyer, Public Works Director
CC: Kathleen Leidich, Assistant Town Manager
DATE: October 13, 2021
RE: Recommendation to move forward with using CHA Engineering for the Drought Management Plan and Monitoring and Operations plan.

The Town has been working with the Department of Environmental Quality to renew its Virginia Water Protection Permit (VWP) which allows the Town to withdrawal raw water from the Southfork of the Shenandoah River at the Luray Ave boat landing. The Department of Environmental Quality requires that the Town updates its Drought Management Plan and Monitoring & Operations plan as part of the permit renewal process. The Town must complete these and have them submitted back to DEQ by February 28, 2022.

The Town received two proposals from engineering firms to provide these services needed. We reviewed proposals from CHA Engineering and RK&K Engineering and held interviews with both firms. We decided that with CHA's experience with these permit requirements and experience with the Town's utility system made them the best choice to perform these tasks for the Town.

The cost provided by CHA Engineering to perform these two tasks is \$23,950.00, the funding for this is currently available in the water treatment plants budget. We recommend moving forward with this project to meet the February 28, 2022, deadline set by the Department of Environmental Quality.

PART 1.0 - PROJECT DESCRIPTION

The Virginia Water Protection (VWP) permit for the withdrawal of water for the Town of Front Royal Water Treatment Plant and the Front Royal distribution systems requires the Town to develop the following plans within 180 days of the effective date of the permit:

1. Drought Management Plan
2. Monitoring and Operations Plan

Part 2.0 - SCOPE OF WORK

CHA will develop a Monitoring and Operations Plan and a Drought Management Plan in accordance with the requirements of the VWP Permit. The following will be performed for the preparation of each plan:

Monitoring and Operations Plan

CHA will prepare the Monitoring and Operations Plan and the associated forms and protocols required by the VWP permit. This plan will address:

- Procedures for operating the intakes to ensure compliance with all water withdrawal conditions of the VWP permit;
- Procedures for estimating stream flow, including the time of day that the estimates will be made;
- Procedures for estimating stream flow in the event that gaging Station No. 01631000 is damaged, disabled, or discontinued;
- Procedures for estimating and recording withdrawals as well as all other monitoring and reporting requirements in Part I F, including a sample of the reporting form or table that will be used;
- A monitoring report data table (and/or spreadsheet) for use in recording and reporting all information required by the VWP permit; and,
- Other monitoring and reporting required by the VWP permit.

CHA will provide a draft version of the Monitoring and Operations Plan to the Town for review and comment. The comments provided by Town will be incorporated into the final plan. Two printed copies of the final Monitoring and Operations Plan along with the digital versions of the plan in a pdf format as well as the original Word® and similar formats will be provided to the Town for implementation and use. In addition, a digital copy of the complete plan will be submitted by CHA on behalf of the Town to the Virginia Department of Environmental Quality for review and approval in accordance with VWP permit requirements.

Drought Management Plan

The following components are required to be included in the Drought Management Plan:

- Development of drought stages, including when and how each stage will be implemented; and
- Description of the conservation measures to be implemented during each drought stage.

The plan will address the specific procedures that will be used by the Town to monitor drought conditions and identify drought emergency declarations and the specific actions that will be taken by the Town in response to a drought emergency declaration by the most restrictive of:

- The Commonwealth of Virginia in the Shenandoah Drought Evaluation Region
- Warren County in accordance with the Northern Shenandoah Regional Water Supply Plan
- Specific directions issued by the Commonwealth of Virginia
- The mandatory conservation measures as detailed in Attachment A of the VWP permit.

The plan will also address the applicable reporting and recordkeeping requirements for documenting the mandatory conservation measures were implemented during declared drought emergencies.

CHA will utilize the existing applicable drought ordinances, plans, the VWP permit, and the Town practices and procedures to develop the draft Drought Management Plan. CHA will provide a draft version of the Drought Management Plan to the Town for review and comment. The comments provided by the Town will be incorporated into the final plan. Two printed copies of the final Drought Management Plan along with the digital versions of the plan in a pdf format as well as the original Word® and similar formats will be provided to the Town for implementation and use. In addition, a digital copy of the complete plan will be submitted by CHA on behalf of the Town to the Virginia Department of Environmental Quality for review and approval in accordance with VWP permit requirements.

Part 3.0 – Non-Binding Fee Estimate

The non-binding fee estimates for the simultaneous preparation of Monitoring and Operations Plan and Drought Management Plan as described in Part 2.0 above is \$23,950.



Council Agenda Statement

Item # 11C

Meeting Date: October 25, 2021

Agenda Item: Bid Contract Award for Snow Removal for the FY22 Winter Season

Summary: Council is requested to approve a bid contract award to Timber Works LLC for snow removal services for the FY22 winter season based on the mobilization fees at the beginning and end of the season: \$125 per hour for each 7.5 snowplow and \$125 per hour for each skid steer loader.

Budget/Funding: from the following budget line item 4500-45478

Meetings: None

Proposed Motion: I move that Council approve the bid contract award to Timber Works LLC for the snow removal services for the FY22 winter season based on the mobilization fees at the beginning and end of the season: \$125 per hour for each 7.5 snowplow and \$125 per hour for each skid steer loader.

Moved _____ *Seconded* _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: October 13, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add Consent Agenda item to Town Council's Regular Meeting

Purchasing responded to a request from the Public Works Department to procure snow removal services for the FY22 winter season. The purchasing method used was competitive sealed bidding.

Timber Works LLC is the lowest responsive and responsible bidder. Staff recommends awarding the contract for snow removal services to Timber Works LLC based on the mobilization fees at the beginning and end of the season, and the attached bid tabulation: \$125 per hour for each 7.5-snow plow, and \$125 per hour for each skid steer loader.

Town Council is requested to review and approve the contract award because the total amount of this time and materials contract is unpredictable as is the inclement weather for FY21 winter season.

Attached to this memo is a recommendation memo from Robbie Boyer, Public Works Director. Please add this consent agenda item to the next available Regular Town Council agenda.

Funding for this project will come from the following line items: 4500-45478.

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

Memo



Town of Front Royal Public Works

TO: Alisa Scott, Manager of Purchasing
FROM: Robert Boyer, Public Works Director
CC: Kathleen Leidich, Assistant Town Manager
DATE: October 13, 2021
RE: Recommendation to use Timber Works LLC for snow removal

The Public Works department currently has fifteen vacant job positions. Out of those vacant positions, seven of those are CDL driver positions for snow removal. There are six current employees within Public Works trying to obtain their CDL which makes the department short thirteen CDL drivers for snow removal total. With being thirteen commercial drivers short we can't operate all eight dump trucks for two 12hr shifts which will reduce our effectiveness.

With using the Timber Works LLC for snow removal to fill in where we're short on staffing and drivers will allow us to keep the roads treated and cleaned off to allow motorist safe travel on Town owned streets.

The funding for this is budgeted under Streets 4500 snow removal which is VDOT based funding. We recommend moving forward with having Timber Works LLC to assist with snow removal to continue to provide the residents with good quality service.



Council Agenda Statement

Item # 11D

Meeting Date: October 25, 2021

Agenda Item: Award for Sole Source Purchase of Goods and Services to Replace Three (3) Raw Water Pumps

Summary: Council is requested to approve the sole source purchase of goods and services to replace three (3) raw water pumps at the Luray Avenue Pump Station from Flomex, Inc. in the amount of \$316,860.00

Budget/Funding: \$190,000 of this purchase is available in the Water Treatment Plant's Budget 9601-47001. The remaining funds were encumbered under the Water Treatment Plant's capital improvement's line item from the following purchase orders:

- 30053 (\$75,000)
- 30147 (\$29,609.00)
- 30282 (\$29,609.00)
- 30351 (\$55,782.00)

Meetings: None

Proposed Motion: I move that Council approve the sole source purchase of goods and services to replace three (3) raw water pumps at the Luray Avenue Pump Station from Flomex, Inc. in the amount of \$316,860.00.

Moved _____ *Seconded* _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: October 14, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Manager of Purchasing
RE: Request: Town Council Agenda Consent Item

Purchasing received a request from the Water Treatment Plant for a sole source purchase from Flomec Inc., for goods and services to replace three (3) raw water pumps.

Enclosed is a memo from the Water Treatment Plant Manager, Mike Kisner, requesting the sole source purchase, a sole source form, sole source letter, and a quote from Flomec Inc. for \$316,860.00.

This purchase qualifies as a sole source procurement in accordance with the Virginia Public Procurement Act because Commonwealth Engineering & Sales of Ashland, VA is the only source practicably available. There are no other authorized re-sellers of Flomec repairs and maintenance.

Flomec is already in use by the Town. It would be unreasonably expensive to purchase any other type of pump control valve from another manufacturer.

Staff recommends Council approve the award to Flomec Inc. for \$316,860.00. Please add this to Council's consent agenda for the Regular Meeting on October 25th, 2021.

Funding for \$190,000.00 of this purchase is available in the Water Treatment Plant's budget 9601-47001. The remaining funds were encumbered under the Water Treatment Plants capital improvement's line item from the following purchase orders:

- 30053 (\$75,000)
- 30147 (\$29,609.00)
- 30282 (\$29,609.00)
- 30351 (\$55,782.00)

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

Memo



Town of Front Royal Public Works

TO: Alisa Scott, Manager of Purchasing
FROM: Robert Boyer, Public Works Director
CC: Kathleen Leidich, Assistant Town Manager
DATE: October 13, 2021
RE: Recommendation for purchasing 3 Flomec raw water pumps

The Public Works department would like to purchase three new Flomec raw water pumps for the Luray Ave pump station to replace the existing pumps that are 27 years old. The existing pumps are starting to lose efficiency and capacity due to impeller wear; the life expectancy of these pumps is 20 years. Since these have been such good pumps over the last 27 years, staff recommends using the same manufacturer for the three new pumps. These existing pumps are pumping 1.85MGD to provide water to all the Town and County where water is provided by the Town.

The cost for the three new pumps with installation is \$316,860.00 which is already in the budget and available to cover this project cost. We recommend with the amount of water being used and the age of these pumps that we move forward with replacing all three pumps.



TOWN OF FRONT ROYAL

Public Works Department
102 E Main Street
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560
www.frontroyalva.com

Michael Kisner
Water Treatment Plant Manager
(540) 636-7474
(540) 636-2890(Fax)
mkisner@frontroyalva.com

Memorandum

To: Robbie Boyer, Public Works Director

From: Mike Kisner, WTP Manager

Date: 10/13/21

Re: 9601- 47001 Justification of Need, Cost Summary and Budget Request Vertical Turbine Raw Pump Replacement

Water Treatment Plant Justification of Need, Cost Summary and Budget Request

The Town's three raw water pumps were installed in 1994 and have experienced significant reduction in performance in the last few years. The pump impellers have worn down over 27 years of pumping raw water that typically contains sand and grit. The impeller wear reduces the efficiency and capacity of the pumps. In addition, the fluctuating water levels have resulted in the bottom bowls of the pumps getting near to rusting through. Repairing the pump bowls is difficult due to the threaded natures of the pump columns.

Despite the current condition of the pumps, they have performed very well with few issues over the course of their life. Pump life expectancy is about 20 years, and these have exceeded their design life. The degradation in performance currently being experienced is expected and is simply the result of 27 years of continuous use.

Due to the excellent historical performance of the pumps, the Town Water Treatment Plant would like to replace the existing pumps with the same pumps from the same manufacturer. Some modifications by the manufacturer are proposed, simply due to improvements in coatings and technology since the pumps were installed.

The Town Water Treatment Plant, thru multiple yrs. of CIP budgeting has funds available to replace all three pumps. After several months of negotiating scope and costs, the pump manufacturer has provided to us the attached cost quote. This quote comes from the only manufacturer that is acceptable, and as such is sole source. (solo source letter attached) The cost is summarized in the table below.

Description	Cost
3 Replacement Pumps 2800 gpm 2800 gpm 4.0 MGD @ 378 feet) per	\$284,452
Installation – 7 days*	\$42,000
Deduction for 22-week lead time	-\$9,592
Total 3 Pump Replacement Price	\$316,860

* This will be billed time & materials; estimate is conservative



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Water Treatment Plant Manager
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The Town Water Treatment Plant Staff would like to accept this quote to install 3 Vertical Turbine Raw Pump as described in their quote. The Pump installation is planned for April-May 2022, assuming an October 31, 2021, notice to proceed for the pump manufacturer.

If you have any questions or need any further information, please contact me at my office at 540-636-7474.

Thanks,
Mike Kisner
Water Treatment Plant Manager
Town of Front Royal

SOLE SOURCE JUSTIFICATION FORM

Requesting Department: Public Works - Water Treatment Plant

Description of Commodities of Services: Vertical Turbine Pumps & Replacement Cost
On the lines below initial all entries that apply to this procurement.

☒ Original manufacturer's equipment or parts subject to specific patent or copyright
(Please attach supporting documentation)

☐ Equipment or parts not interchangeable with similar parts or equipment of
another manufacturer (Please attach supporting documentation)

☐ Original manufacturer's parts required to maintain equipment warranty
(Please attach copy of manufacturer's warranty)

☐ This is the only known equipment or part that meets the specialized needs of
this department or perform the intended function (Please attach explanation)

☐ This is the only known vendor that can perform the repair, maintenance, or render
the service. (Please attach supporting documentation)

☐ Commodities or services are only available from this vendor because of legal
requirements. (Please attach explanation)

☐ None of the above apply (Please attach explanation)

Based on the above, I request that competitive purchasing procedures be waived and that
the commodities or services be procured as a sole source procurement. I have obtained a
price quote from this sole source vendor and the price has been determined to be fair and
reasonable based on:

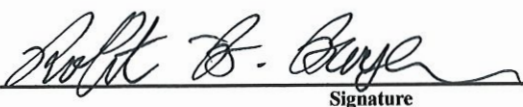
Circle one: History Cost of similar commodities or services

Published prices **Negotiated cost**

The Town of Front Royal Procedures for Purchasing and Procurement Manual provides
that written notification of a sole source purchase must be posted in a designated public
area, published in a newspaper of general circulation, or posted on the Town of Front Royal
web site.

Initiator: 
Signature

Date: 9-28-21

Verification by Department Head: 
Signature



Serving the Industrial & Water/Wastewater Markets Since 1972
 10815 Trade Rd, P.O. Box 72995
 N. Chesterfield, VA 23235
 Phone: (804) 794-6300
 Fax: (804) 794-3564

Quotation

DATE: 9/29/2021
Quotation #: 120920jb01 Rev2
Reference: Floway Pumps

Quote valid for: until 9/30/21

Customer: Front Royal WTP
Attn: Mike Kisner / Mitch Sine
Phone:
Fax:
Email:

Comments or Instructions:

SALESPERSON	JOB	LEAD TIME	SHIP VIA	SHIP TERMS	PMT TERMS
Jason	Pump Repairs	approx 18 weeks	Best Way	Freight Included	Net 30 Days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3	Floway 18MKH - 7 stage (Bowl Assm & Column only)* <i>*Extras Included: replacement stuffing box, Tungsten Carbide coating adder top line shaft only, flanged column connections adder, and freight to jobsite.</i> NOTES: See provided scope 614004 for full details. Service/Installation Options - billed as required**:	91,620.00	274,860.00
1	Minimum (6) full days onsite - up to 3 techs per day	36,000.00	
1	Maximum (7) full days onsite - up to 3 techs per day	42,000.00	42,000.00
	<i>**Service charges above based on our best estimate of time required to pull (3) existing pumps and replace column & bowl assemblies in the field. Replace stuffing boxes with new. Existing motor & discharge heads will be re-used. Pricing also includes half day to assist site employees in removal & replacement of (1) existing 14" plug valve (new valve & all fittings provided by customer). Provide new gaskets for pumps & valve - existing flange hardware to be re-used.</i> **Service estimates quoted are in "good faith" based on our		

<i>understanding of existing pump conditions, scope of repairs, and essential equipment being provided by customer (lift, etc.).</i> <i>Factors that could increase our service charges include, but not limited to, hidden maintenance or equipment issues that have not been made known such as poor conditions with existing mounting pads or water tanks, damaged or mis-aligned motors or shafts (being re-used), etc.</i> <i>If we uncover anything that could lead to exceeding our quote, we will discuss these issues openly with you for approval prior to proceeding. If any <u>shop</u> hours are required to fix or replace such hidden issues, they will be billed at a rate of \$125 per labor hour plus cost of materials.</i>	
	TOTAL \$ 316,860.00

If you have any questions concerning this quotation, contact Jason Barrett by phone at (804) 794-6300 or email j.barrett@flomec.com

THANK YOU FOR YOUR BUSINESS!

(Additional Notes Below)

LINKSEAL® RETURN POLICY

30% RE-STOCK FEE ON STANDARD (MODEL C OR 316SS) LINKSEAL ITEMS FOR UP TO 2 MONTHS AFTER SHIPMENT. 50% RE-STOCK FEE BETWEEN 2-4 MONTHS FROM DATE OF SHIPMENT. NO RETURNS ACCEPTED AFTER 4 MONTHS FROM DATE OF SHIPMENT OR FOR SPECIAL MATERIALS (CUSTOM SLEEVES, ETC.). ALL RETURNS WILL BE INSPECTED FOR DAMAGE PRIOR TO ACCEPTANCE. CUSTOMER IS RESPONSIBLE FOR ALL FREIGHT CHARGES ON RETURNS.

FLOMEC TERMS & CONDITIONS OF SALE (summarized)

QUOTE DOES NOT INCLUDE FEDERAL, STATE, OR LOCAL TAXES. QUOTED DELIVERY IS OUR BEST ESTIMATE BASED ON INFORMATION PROVIDED BY THE MANUFACTURE. FLOMEC, INC. IS A SALES ORGANIZATION ONLY AND WILL NOT BE RESPONSIBLE FOR DEFECTS IN PARTS OR EQUIPMENT MANUFACTURED BY OTHERS. IN NO EVENT SHALL FLOMEC, INC., BE HELD LIABLE FOR DELAYS, DAMAGES, OR CONSEQUENTIAL DAMAGES EXPRESSED OR IMPLIED. START-UP AND TRAINING IS NOT INCLUDED UNLESS NOTED. AIS OR BUY AMERICAN PRODUCT MAY NOT BE PROVIDED UNLESS SPECIFICALLY NOTED. CUSTOMER IS RESPONSIBLE FOR VERIFYING QUOTE ACCURACY. A COPY OF OUR COMPLETE T&C'S MAY BE PROVIDED UPON REQUEST.



Trillium Floway® - Virginia Territory

To whom it may concern:

Please be advised, the exclusive and sole source representative for Trillium Floway® pumps to be used in the state of Virginia is Flomec, Inc. of Richmond, VA. This exclusivity applies to all new equipment sales along with replacement parts and maintenance services.

Flomec, Inc. can be reached at the following address:

Flomec, Inc.
10815 Trade Rd.
Richmond, VA 23236
ph: 804-794-6300
Contact: Jason Barrett

Trillium Floway® can be reached at the following address:

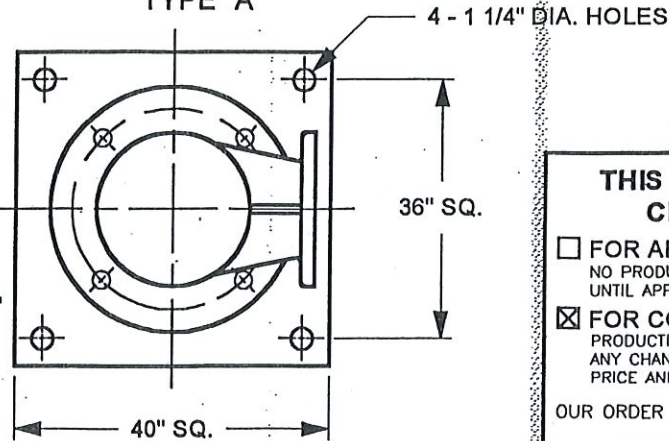
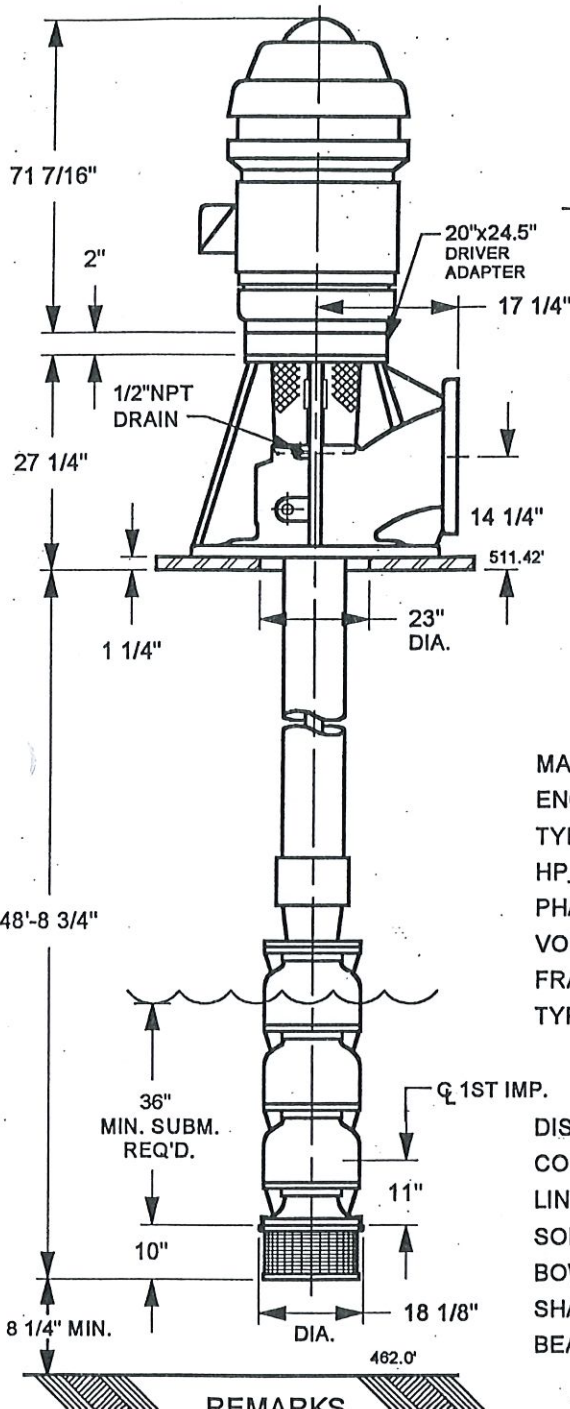
Trillium Floway®
2494 S Railroad Ave.
Fresno, CA 93706
(559) 442-4000
www.trilliumflow.com/brands/pumps/floway/

Flomec, Inc. • P.O. Box 73510 • Richmond, VA 23235
Phone 804-794-6300 • Fax 804-794-3564
www.flomec.com



VERTICAL TURBINE PUMP

TYPE "A"



DISCHARGE

14" 250# ANSI-F.F. FLG.

(20) 1-1/4" DIA. HOLES *

20-1/4" DIA. BOLT CIRCLE

23" DIA. FLANGE

* BOLT HOLES STRADDLE VERTICAL C

MOTOR

MAKE US
 ENCLOSURE WP-1
 TYPE VHS SRC YES
 HP 450 RPM 1180
 PHASE 3 HERTZ 60
 VOLTAGE 4160
 FRAME NO. 5809P
 TYPE COUPLING THREADED

PUMP

14"x20" "A" C.I. DISCH. HD.
 2-7/16" LINE SHAFT 12" COL
 ~ SHAFT TUBE
 PROD. LUBE YES OIL LUBE NO
 TYPE 18MKH STAGE 7
 3150 GPM 354" BOWL HD
 IMPELLER ENCLOSED
 STRAINER YES

MATERIAL

DISCH. HEAD A48-CL.30 C.I.
 COL PIPE A53-GR.B STL.
 LINE SHAFT A108-GR.1045 STL.
 SOLE PLATE A516-GR.70 STL.
 BOWL SHAFT A582-416SS
 SHAFT PACKING J.C. #100-M
 BEARING RETAINER A536-GR.60 D.I.

PUMP BOWL A48-CL.30 C.I.E.
 IMPELLER B148-952 BRZ
 BEARINGS (BOWL) MARINE/BRONZE
 BEARINGS (LINESHAFT) NEOPRENE
 STRAINER 304 SS
 BOWL W/R ~
 IMPELLER W/R B505-954 BRZ

REMARKS

NO. UNITS REQ'D. 3
Raw Water Pumps #1, 2, 3
 REV #3 6/30/94
 REV #2 5/11/94
 REV #1 4/14/94

FLUID WATER
 SPEC. GRAVITY 1.0
 VISCOSITY ---
 TEMPERATURE AMB.
 PH ---

CUSTOMER TOWN OF FRONT ROYAL, VA
FRONT ROYAL WATER SYSTEM
IMPROVEMENTS
 ORDER NO. 6527
 SUPPLIER ENGLISH CONSTRUCTION CO.
SCOTT & STRINGFELLOW BLDG.
810 MAIN ST.
LYNCHBURG, VA 24505
 DWG. NO. 1188801B
 SERIAL NO. 11888-1,2,3

NOT TO BE USED
 FOR CONSTRUCTION
 UNLESS CERTIFIED.

A **UCR** COMPANY

By: BTW Date: 4/8/94

THIS DRAWING IS CERTIFIED

☐ FOR APPROVAL
 NO PRODUCTION WILL START
 UNTIL APPROVED IN WRITING.
☒ FOR CONSTRUCTION
 PRODUCTION HAS STARTED.
 ANY CHANGES MAY AFFECT
 PRICE AND DELIVERY.

OUR ORDER No.: 11888CUST. ORDER No.: 11888BY: Ad DATE: 7/1/94



Council Agenda Statement

Item # 11E

Meeting Date: October 25, 2021

Agenda Item: Bid Award for De-Icing Road Salt

Summary: Council is requested to approve the bid award for de-icing road salt to Morton Salt, Inc. at \$79.61 per ton.

Budget/Funding: funding available in the Streets Department line item 4500-45478

Meetings: None

Proposed Motion: I move that Council approve the bid award for de-icing road salt to Morton Salt, Inc. at \$79.61 per ton.

Moved _____ *Seconded* _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: October 6, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add consent agenda item to Town Council meeting

Purchasing sent out a competitive bid request for de-icing road salt. On Friday, September 17, 2021, Purchasing held a public bid opening and received four bids. The Streets Department reviewed and approved the tabulation showing Morton Salt as the lowest responsive and responsible bidder at \$79.61 per ton.

Due to the historical demand and spending on road salt, Town Council approval is required. Staff recommends the awards for firm pricing during FY22 winter season be awarded to Morton Salt, Inc. Chicago, IL

Funding for this purchase is available in the Streets department budget line item 4500-45478.

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

	Morton Salt Incorporated	Government MLO Supplies USA Inc	Cargill Inc	Eastern Salt Company, Inc.
Lot 1 : Lot 1				
1 - DELIVERED DE-ICING ROAD				
SALT	\$79.61	\$91.89	\$91.97	\$95.00
Total For Lot 1 : Lot 1	\$79.61	\$91.89	\$91.97	\$95.00
Total Bid	\$79.61	\$91.89	\$91.97	\$95.00



Council Agenda Statement

Item # 12

Meeting Date: October 25, 2021

CLOSED MEETING – Board Appointments

Motions to Go Into Closed Meeting

I move that Town Council go into Closed Meeting pursuant to Section 2.2-3711.A. of the Code of Virginia for the discussion, consideration, or interviews of prospective candidates for appointment to boards for which Town Council has the power of appointment, as well as the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, pursuant to Subsection 1. of that Code.

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.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Thompson _____