



TOWN COUNCIL REGULAR MEETING MINUTES

December 13, 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: Mayor Chris W. Holloway
Vice Mayor Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman E. Scott Lloyd
Councilman Joseph E. McFadden
Councilwoman Amber F. Morris
Councilman Letasha T. Thompson

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

APPROVAL OF MINUTES – Vice Mayor Cockrell *moved, seconded by Councilman McFadden that Council approve the Work Session Minutes of November 8th, Regular Meeting Minutes of November 22nd and Special Meeting Minutes of December 1st, 2021, as presented.*

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA

Vice Mayor Cockrell moved, seconded by Councilman McFadden to move Consent Agenda Item 10C "Resolution to Adopt Schedule of Fees for Town Building Department" to 11C under Business Items.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

RECOGNITIONS/AWARDS/REPORTS –

Recognition of Retirement for William “Billy” D. Sears, Sign Tech in Streets Division of Public Works – Town Council expressed their congratulations with the presentation of a plaque and gift to Mr. Sears. Town Manager Hicks read Mr. Sears work history with the Town.

Town Attorney Doug Napier announced his retirement, noting that December 31, 2021, would be his last day with the Town. Town Council expressed their congratulations with the presentation of a plaque. Mayor Holloway thanked him for serving the community well. Vice Mayor Cockrell noted that he has 44 years of government service and thanked him for all his hard work. Councilman Gillispie expressed that he would “truly miss him”.

PUBLIC HEARINGS – Ordinance Amendment to Chapter 4 – Disclosures of Certain Employees
Mayor Holloway opened the public hearing, since no one spoke he closed the public hearing

Vice Mayor Cockrell moved seconded by Councilman Thompson that Council approve the ordinance amendments to Town Code Chapter 4-44 and 4-45 as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)

Matt Tederick, 1st Street, expressed his congratulations to Mr. Napier. He proceeded to remind Council of an article in the Warren County Report pertaining to the most recent request from the Planning Commission to investigate their concerns of a land development from Mayor Holloway and the report that was a result of that investigation. He suggested that a member of the Planning Commission resign as a result of their actions after the report was released.

REPORTS

A. Town Manager Report – Steven Hicks advised that Town Business Offices would be closed on December 23rd and 24th for the Christmas holiday and wished everyone a Merry Christmas.

B. Town Council Reports –

Councilmen Gillispie wished employees and citizens a Merry Christmas.

Vice Mayor Cockrell reminded the citizens that the Comprehensive Plan Survey closes on December 31st and encouraged everyone to take it since only about 350 have taken it thus far and the Town had hoped for 3,000. She wished everyone a Merry Christmas.

Councilman Thompson noted she attended a meeting last week with various organizations gathering their input on those citizens who may not have the opportunity to take the Comprehensive Plan Survey such as the House of Hope, Women’s Shelter, etc. She thanked Planning Director Kopishke and Planning Commission Board Member Connie Marshner for organizing the meeting. She noted that she attended the Employee Holiday Luncheon and was excited to see the employees excited about their bonuses. She wished everyone a Merry Christmas.

Councilman Lloyd thanked Mr. Napier for his many years of service. He thanked Mr. Tederick for his comments and wished everyone a Merry Christmas.

Councilwoman Morris thanked Mr. Napier and Mr. Tederick. She noted that she too attended the Employee Holiday Luncheon and wished everyone a Merry Christmas and a Happy New Year.

Councilman McFadden wished everyone a Merry Christmas.

C. Mayor Report – Mayor Holloway thanked the employees for all they do. He wished everyone a Merry Christmas and a Happy New Year. Mr. Hicks explained an issue pertaining to the Christmas lights in the downtown area and noted that it was being investigated.

CONSENT AGENDA ITEMS

A. Virginia Inland Port Request for Deed of Vacation and Easement

Council approved the request of the Virginia Inland Port to approve the Deed of Vacation and Easement, attached as Exhibit "A", together with its accompanying plat attached as Exhibit "B", be accepted and consented to by the Town Council, and upon execution, released for recordation at the owner's expense.

B. Resolution to Appoint Town Manager as Acting Building Official

Council approved a Resolution that would appoint Town Manager Steven Hicks as the Town of Front Royal's Acting Building Official with the understanding that the Town Manager shall not become the permanent Building Official but shall resign from the position of Acting Building Official immediately upon the hiring and appointment of a Building Official, as presented.

~~C. Resolution to Adopt a Schedule of Fees for Town Building Department~~ MOVED TO BUSINESS ITEMS

D. Update Resolution Pertaining to Establishment of a Town Building Department

Council approved an updated resolution as it pertains to the Town's Building Department, as presented.

E. Update Resolution to Include Stipends for FRED A and Board of Building Code Appeals

Council approved a resolution that adds the stipends for the Front Royal EDA and the Local Board of Building Appeals, as presented.

Councilman Gillispie moved seconded by Vice Mayor Cockrell that Council approve the Consent Agenda as presented recognizing moving Item 10C to 11C.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

BUSINESS ITEMS**A. Appointments to Front Royal Economic Development Authority**

Vice Mayor Cockrell moved seconded by Councilman Thompson that Council appoint members to the Front Royal Economic Development Authority: Isaac Rushing term ending December 13, 2022; David Gedney term ending December 13, 2022; Richard Novak term ending December 13, 2023; Mark Tapsak term ending December 13, 2023; C. Frank Stankiewicz term ending December 13, 2024; James W. Crowell, Jr. term ending December 13, 2024; and Nick Bass term ending December 13, 2025.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

B. Appointments to the Environmental Sustainability Advisory Committee

Vice Mayor Cockrell moved seconded by Councilman Thompson that Council appoint members to the Environmental Sustainability Advisory Committee: Hershel L. Finch term ending December 13, 2022; Justin Proctor term ending December 13, 2023; Jerome' Ray term ending December 13, 2024.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

C. Resolution to Adopt a Schedule of Fees for Town Building Department MOVED FROM CONSENT

Vice Mayor Cockrell moved seconded by Councilman McFadden that Council approve a resolution that adopts the Commercial and Residential Schedule of Fees for the Town's Building Department and allows the Town Manager to amend the Commercial and Residential Schedule of Fee from time to time for the Town's Building Department. as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

CLOSED MEETING –

Councilman Lloyd moved seconded by Vice Mayor Cockrell that Council convene and go into Closed Meeting pursuant to Section 2.2-3711. of the Code of Virginia, as follows:

(1) With respect to a joint endeavor with organizations located in the Town to consider provision of health care services: (a) discussion or consideration of the investment of public funds in, where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, in accordance with Subsection A. 6.; **AND** (b) the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and

discussion of the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Subsection A. 29.

(2) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specific to the Local Board of Building Code Appeals and the Front Royal Board of Zoning Appeals, in accordance w/ Subsection A. 1.

Councilman Gillispie moved seconded by Vice Mayor Cockrell that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Town 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, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

Mayor Holloway adjourned the meeting.

Approved by Town Council

Date: 1/24/22