



REGULAR TOWN COUNCIL MEETING

Monday, April 25, 2022, at 7:00pm in Warren County Government Center Board Room

View LIVE on Government Access Channel 16 or <https://www.frontroyalva.com/673/Town-Hall-Live>

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES – *I move that Council approve the minutes of the following meetings of Town Council as presented: Regular Meeting of March 28th; Joint Meetings of April 11th and April 12th; Work Session of April 11th and Special Meetings of April 11th and April 18th, 2022.*
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA
[Items added will be placed as the last item under Business Items. Unanimous vote is required to add/delete]
6. RECOGNITIONS/AWARDS/REPORTS–
 - Retirement of Corporal Steve Mauck
 - Recognition of Service on the Board of Zoning Appeals – R. Wayne Sealock
7. PUBLIC HEARINGS
 - A. Annual Appropriation Ordinance for FY2022-2023 Budget – Steven Hicks
 - B. An Ordinance to Change the Street Name for A Portion of Edgemont Avenue and All of Scranton Avenue to George Banks Boulevard – Councilwoman Thompson
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 first item under Business Items. Unanimous vote is not required to move]
 - A. Pressure Reducing Valve Vault Purchase – BJ Wilson
 - B. Pressure Reducing Valve Vault Installation – BJ Wilson
 - C. Dry Barrel Fire Hydrants – BJ Wilson
 - D. FY22 Budget Amendment to Accept Local Law Enforcement Block Grant – BJ Wilson
 - E. Capital Improvements Project (CIP) – BJ Wilson
 - F. Resolution for Recognition of Service on the Board of Zoning Appeals
11. BUSINESS ITEMS
 - A. Nomination to the Board of Zoning Appeals
 - B. Resolution to Adopt "Shift Differential Policy" for Town Employee Handbook – Laura McIntosh
 - C. Proclamation for National Public Works Week – Robbie Boyer
 - D. Memorandum of Understanding Between the Town of Front Royal, County of Warren, Valley Health Systems and Northern Shenandoah Valley Substance Abuse Coalition to Create a Drug Treatment Court Program
12. CLOSED MEETING
13. ADJOURN



TOWN COUNCIL REGULAR MEETING MINUTES

March 28, 2022 @ 7:00PM
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 Councilwoman Morris

ROLL CALL PRESENT: Mayor Chris W. Holloway
Vice Mayor Lori A. Cockrell
Councilman E. Scott Lloyd
Councilman Joseph E. McFadden
Councilwoman Amber F. Morris
Councilman Letasha T. Thompson

ABSENT: Councilman Gary L. Gillispie (sick)

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks
Assistant Town Attorney George Sonnett
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 February 15th, Special Work Session Minutes of February 24th and March 14th, Regular Meeting Minutes of February 28th and Special Meeting Minutes of March 24, 2022, as presented.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA –

Councilwoman Morris moved, seconded by Vice Mayor Cockrell that Council add "Resolution to Donate Ballistic Tactical Vests to Virginia Association of Chiefs of Police to Forward to Lift Up Ukraine to the agenda as Item 11D.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

RECOGNITIONS/AWARDS/REPORTS –

Police Chief Magalis introduced new Communications Officer Karen McDonald and two new Police Officers Mark Hajduk and Rachel Martin. He also recognized the promotion of Corporal David Fogle to Sergeant. Chief Magalis advised Council that the Police Department's K9 Maverick has retired and living with his handler and now owner Officer Olivia Meadows. Council welcomed and congratulated everyone.

PUBLIC HEARING – Special Use Permit for Campground Facility from Poe's River Edge, LLC

Mayor Holloway opened the public hearing, since no one spoke he closed the public hearing.

Councilwoman Thompson moved seconded by Vice Mayor Cockrell that Council approve a Special Use Permit for Poe's River Edge, LLC to operate a 200-site campground commercial recreation facility on property located at the western terminus of Kendrick Lane (tax map #20A1-3-5A1) contingent upon the following conditions:

- *Town Code requirements for water line access to the site are followed.*
- *The applicant provides a letter from the Virginia Department of Health stating septic facilities are adequate.*
- *The applicant provides hours of operation information to staff.*
- *All comments and request from the Fire Marshal are adhered to.*

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

PUBLIC HEARING – Partial Vacation of an Existing 20' Sanitary Sewer Easement at 195 Toray Drive

Mayor Holloway opened the public hearing, since no one spoke he closed the public hearing.

Vice Mayor Cockrell moved seconded by Councilwoman Morris that Council approve a Deed of Partial Vacation of Easement between the Town of Front Royal and Lisen, LLC for a 20' sanitary sewer easement located at 195 Toray Drive (Tax Map #12-G-1-2-1A1). I further move that the Mayor and Town Staff execute all necessary documents, as presented.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

PUBLIC HEARING – Approval of Real and Personal Property Tax Rate for FY2022-2023

Mayor Holloway opened the public hearing, since no one spoke he closed the public hearing.

Councilman McFadden moved seconded by Councilwoman Thompson that Council approve the real property tax rate for Fiscal Year 2022-2023 at \$0.13 per \$100 assessed value, which represents no increase over the current year's rates and has remained near \$0.13 since 2014; and the personal property tax rate at \$0.64 per \$100 assessed value, which represents no increase since 2014; the personal property tax relief rate (PPTR) for qualifying vehicles at a rate of 49% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1,000; and a personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code §58.1-3524.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

PUBLIC HEARING – Ordinance to Amend and Re-enact Chapter 134 Pertaining to an Increase in Sewer Service Rates

Mayor Holloway opened the public hearing, since no one spoke he closed the public hearing.

Vice Mayor Cockrell moved seconded by Councilman McFadden that Council approve an ordinance to amend and re-enact Front Royal Town Code Sections 134-22.1 and 134-22.4 that would increase sewer service rates effective July 1, 2022, as presented.

Vice Mayor Cockrell noted that the increase was recommended based upon the Town consultant's updated water and sewer rate analysis with approximately \$3 million in funds from the American Rescue Plan Act (ARPA) for major water and sewer capital projects. She continued that a typical residential account using approximately 5,500 gallons of sewer monthly is \$54.58 with the recommended rate increase it would equate to an increase of \$1.24 monthly.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)

Jim Osborn, Town Arborist, gave Council an overview of the Environmental Sustainability Advisory Commission (ESAC). He passed out a flyer advertising Front Royal's Earth Day Celebration 2022 on Saturday April 23rd from 10a – 3p at the Main Street Gazebo. He invited the Mayor and Council to the tree planting at 3:30pm. He also gave them information on Front Royal earning recognition as a 2021 Tree City USA from the Arbor Day Foundation as well as an update on an upcoming project that would clean up litter along the creek near Rural King. Town Manager Steven Hicks voiced appreciation to ESAC for their efforts and was much impressed with the success of the committee.

REPORTS

A. Town Manager Report – Mr. Hicks reminded Council that the Town would recognize Good Friday as a Town Holiday on April 15th. All business offices would be closed on that day. He reiterated that Earth Day would be celebrated in Town on April 23rd.

B. Town Council Reports –

Councilwoman Thompson thanked Council for keeping real estate and personal property taxes low. She voiced her condolences to the family of former councilmember and former local principal Michael Kitts.

Vice Mayor Cockrell noted that the community had lost several great people in the last few months and voiced her condolences to the families of former Mayor and Councilmember George Banks; former Councilmember and Principal Michael Kitts and former Police Chief Larry Daniel.

Councilman Lloyd read a prepared speech that included his resignation as councilmember at the end of tonight's meeting. He thanked the Mayor, Council and Staff for their support as well as his constituents that elected him, but felt it was the right choice for him personally.

Councilwoman Thompson advised Councilman Lloyd that she enjoyed working with him and that he always had good intentions and that his decision tonight was not an easy one.

Councilwoman Morris thanked Councilman Lloyd for his service and voiced excitement to see what he does in the future.

Councilman McFadden thanked Councilman Lloyd for asking the hard questions and educating Council on many things.

Mayor Holloway agreed with the sentiments of Council and thanked Councilman Lloyd for his service.

Vice Mayor Cockrell voiced her surprise but noted that Councilman Lloyd's heart and passion were always in the right place.

C. Mayor Report – Mayor Holloway had nothing to report**CONSENT AGENDA ITEMS****A. Award Contract for Curb and Gutter Installation**

Council approved a bid for a curb and gutter installation contract in the amount of \$414,882.00 to Imperio Construction.

B. Duck Street Culvert Repair

Council approved the award to General Excavations, Inc. in the amount of \$53,500.00 for the completion of repairs to a culvert located on Duck Street due to storm water damage.

C. FY22 Budget Amendment to Accept Law Enforcement Block Grant

Council approved a budget amendment in the amount of \$2,757.00 to accept a Local Law Enforcement Block Grant from the Virginia Department of Criminal Justice Services.

D. Resolution to Submit Virginia Smart Scale Pre-Application for Happy Creek Road Phase II

Council approved a resolution for submission of Virginia's SMART SCALE Pre-application for the Happy Creek Road Phase II Project as presented.

Councilwoman Thompson moved, seconded by Councilwoman Morris that Council approve the Consent Agenda, as presented.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

BUSINESS ITEMS

A. Resolution for a Request for Water and Sewer Services in the Route 340/522 Corridor for Commercial and Industrial Uses

Councilman Lloyd moved seconded by Vice Mayor Cockrell that Council approve a resolution that would provide water and sewer services to out of town lots located on the Route 522/340 Corridor, specifically Tax Map parcels 4-41, 12-6, 12-6E and 12-9 for commercial and industrial uses contingent upon the 1) the developer funds an infrastructure study, 2) the developer funds and constructs the infrastructure improvements per the study, 3) developer must follow provisions provided in Chapter 134 of the Town Code, 4) main water/sewer pipe originating from Route 340/522, not residential subdivision to avoid increasing residential land use capacity, 5) stipulate commercial use for PILOT portion of the property and industrial use for the remaining portion, 6) stipulate no increase in residential development per Town policy/practice, 7) this approved/signed resolution will only apply to the proposed development on the aforesaid lots, and 8) any new development proposals will require a new resolution from the Warren County Board of Supervisors, as presented.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

B. Proclamation for Arbor Day

Councilwoman Thompson moved seconded by Councilwoman Morris that Council approve a Proclamation proclaiming April 23, 2022 as Arbor Day in the Town of Front Royal, Virginia, as presented.

Councilwoman Thompson thanked Mr. Osborn for his update and voiced her excitement on upcoming events.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

C. Front Royal-Warren County Joint Tourism Agreement with the County of Warren

Councilwoman Thompson moved seconded by Councilman McFadden that Council approve a Front Royal-Warren County Joint Tourism Agreement with the County of Warren adopted by Warren County Board of Supervisors (BOS) on March 22, 2022, as presented.

Councilwoman Thompson briefed Council on the changes recently made and approved by the County of Warren. There was much discussion on amendments needed to finalize the agreement. Several items were discussed: procurement, by-laws for the subcommittee and open to the public, original Request for Proposals (RFP) clarification, owner/renter leasing relationship, employees at the Visitor's Center, the Visitors Center and its inventory, renters' insurance, and many more important items.

Councilwoman Morris voiced concern that Town citizens would be paying twice.

Vote: Yes – N/A

No – Vice Mayor Cockrell, Councilmembers Lloyd, McFadden, Morris, and Thompson

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

Vice Mayor Cockrell moved seconded by Councilman Lloyd to reconsider approval of a Front Royal-Warren County Joint Tourism Agreement with the County of Warren adopted by Warren County Board of Supervisors (BOS) on March 22, 2022.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

After much discussion on the proper motion to allow for revisions to the agreement, the following motion was proposed.

Vice Mayor Cockrell moved seconded by Councilwoman Thompson that Council approve a Front Royal-Warren County Joint Tourism Agreement with the County of Warren with the following changes 1) anywhere that it says "paid quarterly" that will be assumed that it is intended to be one fourth (1/4) of the approved budget; 2) under The Town of Front Royal Shall #2: add to that [second] sentence should be after subject to appropriation year to year, we should include the words "provided that such funding amount to be provided by the Town for the fiscal year starting July 1, 2022 and ending June 30, 2023 shall be \$200,000 with an additional appropriation by the County for \$200,000 so that total funding of \$400,000 shall be provided"; and 3) under The Town of Front Royal Shall #5 we will be removing the words "including but not limited to all merchandise" and adding the words "with the Discover Front Royal slogan".

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

No – Councilman Lloyd

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

D. Resolution to Donate Ballistic Tactical Vests to Virginia Association of Chiefs of Police to Forward to "Lift Up Ukraine" (addition to the agenda)

Councilwoman Morris moved seconded by Councilwoman Thompson that Council approve a Resolution donating (12) ballistic tactical vests to the Virginia Association of Chiefs of Police who will forward to the 501(c)(3) non-profit organization "Lift Up Ukraine" as presented.

Councilman McFadden asked Police Chief Kahle Magalis for the website of “Lift Up Ukraine”? Chief Magalis advised that it could be found at liftupukraine.com and was based in Richmond, Virginia.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

CLOSED MEETING

Vice Mayor Cockrell moved seconded by Councilwoman Thompson that Town Council convene and go into Closed Meeting for the following: 1) discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, discipling or resignation of specific public officers, appointees, or employees of any public body specific to the Town Manager’s performance in his role as Executive Director of the Front Royal Economic Development Authority (FREDA), Town Attorney position and Board of Zoning Appeals (BZA) Vacancy, pursuant to Virginia Code §2.2-3711. A.1 of the Code of Virginia.

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

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

Councilman Lloyd moved seconded by Councilman McFadden 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, Councilmembers, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – Councilman Gillispie

Abstain – N/A

ROLL CALL

Approved by Town Council

Date: _____



JOINT MEETING BETWEEN PLANNING COMMISSION, FRONT ROYAL EDA AND TOWN COUNCIL

Monday, April 11, 2022 at 6:00 PM

Town Hall Conference Room

Meeting can be viewed in its entirety at <https://www.frontroyalva.com/655/Meetings>

A representative from Summit gave Council a presentation of the progress of the rewrite of the Town's Comprehensive Plan to the Town Council, Front Royal Planning Commission and the Front Royal Economic Development Authority that included Progress and Deliverables Thus Far; the Stakeholder Survey Results, the Interactive Map, the Vision Statement, Existing Conditions Report, (housing, employment, transportation, education, developed land, environmental constraints, soil types, existing zoning, steep slopes, land suitable for development), Goals and Objectives and Next Steps for May, June, August and September.

It was noted that there was still time to submit comments for the draft plan until the end of May or June; however, the survey is closed. The Planning Commission suggested releasing the sections of the plan as they are completed for review. Ms. Kopishke asked that all comments be forwarded to her, and she will organize and send them to Summit.

Mayor adjourned the meeting at 6:14pm.

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmembers Gillispie, McFadden, Morris and Thompson; Front Royal Economic Development Authority Directors, Isaac Rushing, Frank Stankiewicz, Jim Crowell, Rick Novak, Mark Tapsak, Nick Bass, David Gedney; Planning Commission Members, Darryl Merchant, Connie Marshner, Joshua Ingram, Doug Jones and William Gordon; Town Manager Steven Hicks, Assistant Town Manager Kathy Leidich, Deputy Town Attorney George Sonnett, Finance Director BJ Wilson, Planning and Zoning Director Lauren Kopishke, and members of the public and press.

Approved by Town Council

Date: -----



TOWN COUNCIL SPECIAL MEETING MINUTES

Monday, April 11, 2022

immediately held after the work session in the Town Hall Conference Room

Work Session can be viewed in its entirety at <https://www.frontroyalva.com/655/Meetings>

ROLL CALL PRESENT: Mayor Chris W. Holloway
Vice Mayor Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman Joseph E. McFadden
Councilwoman Amber F. Morris
Councilman Letasha T. Thompson

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks
Deputy Town Attorney George Sonnett
Clerk of Council Tina L. Presley

Council to Select a Date for the Holding of a Special Election to Fill the Council Seat Vacated by Former Councilman Scott Lloyd by his Resignation Effective March 28, 2022

Deputy Town Attorney George Sonnett gave Council an overview of the Town's requirement to file a petition with the Warren County Court within fifteen (15) days of the occurrence of a vacancy on Council seeking a writ of election ordering the holding of a special election either on the date of the next general election in November or on an earlier date not later than fifty-five (55) days before the next general election.

Councilwoman Thompson moved seconded by Councilman McFadden that Council direct the Interim Town Attorney to petition the Warren County Circuit Court to issue a writ of election for a special election to be held on the date of the next general election which is the Tuesday next after the first Monday in November to fill the current vacancy on Council.

Deputy Town Attorney suggested amending the motion to include more specific language.

Councilwoman Thompson moved seconded by Councilman McFadden that Council direct the Interim Town Attorney to petition the Warren County Circuit Court to issue a writ of election for a special election to fill the Council seat vacated by former Councilman Scott Lloyd by his resignation effective March 28, 2022, to be held on the date of the next general election, November 8, 2022 to fill the current vacancy on Council.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL ON AMENDMENT

Councilwoman Thompson moved seconded by Councilman McFadden that Council direct the Interim Town Attorney to petition the Warren County Circuit Court to issue a writ of election for a special election to fill the Council seat vacated by former Councilman Scott Lloyd by his resignation effective March 28, 2022, to be held on the date of the next general election, November 8, 2022 to fill the current vacancy on Council.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL ON ORIGINAL AMENDED MOTION

Mayor Adjourned the meeting.

Approved by Town Council

Date: -----



TOWN COUNCIL WORK SESSION MINUTES

Monday, April 11, 2022 at 7:00 PM - Town Hall Conference Room

Work Session can be viewed in its entirety at <https://www.frontroyalva.com/655/Meetings>

Items Scheduled for a Public Hearing on April 25th –

FY2022-2023 Proposed Budget – Finance Director BJ Wilson gave an overview of the proposed budget including three options to fund the Drug Court Coordinator. Council discussed each option noting those items that were not necessarily a necessity this year. Mr. Wilson briefed Council on the Health Insurance issue noting that the Town would be staying with their current carrier (Local Choice); however, it would be an approximate 10% increase. After much discussion Council agreed that all the Options presented be considered to revise the budget accordingly to include the Drug Court Coordinator and the Health insurance premiums. Mr. Wilson also advised Council of the increase in revenue from the personal property taxes due to assessments of personal property being higher. He noted that Warren County is possibly delaying setting their tax rate and Council may have to approve a Resolution at the April 25th meeting to extend the Town tax due date.

Ordinance to Change Street Name from Edgemont Avenue and Scranton Avenue to George Banks Boulevard – Clerk of Council Tina Presley gave a brief overview of additional information gathered since the March 14th work session. Councilman Gillispie suggested naming the bypass George Banks Memorial Highway so that it would less of a burden to the property owners on Edgemont and Scranton Avenues to change their addresses. Councilwoman Morris asked if the family would be interested in Mr. Gillespie's suggestion. Councilman McFadden asked if there were any costs associated with this item. Town Manager Steven Hicks advised that the signage would be made in-house at approximately \$75.00 per sign plus installation. It was suggested to continue with the public hearing to hear from the citizens. Mrs. Presley advised that each property owner affected would be receiving a letter inviting them to the public hearing.

Items Slated for the Consent Agenda for April 25th

Pressure Reducing Valve Vault Purchase/Installation

Dry Barrel Fire Hydrants

FY22 Budget Amendment to Accept Local Law Enforcement Block Grant

Resolution to Adopt "Shift Differential Policy" to Town Employee Handbook

Proclamation for National Public Works Week

The items were not discussed individually but Council agreed to move all of them to the consent agenda on the 25th with the exception of the "Resolution to Adopt Shift Differential Policy to Town Employee Handbook" and "Proclamation for National Public Works Week". It was requested that they be added to the Business Items section of the April 25th Regular Agenda.

Open Discussion –

Building Permits – Mr. Hicks gave Council a total of how many permits were issued; the total costs of a permit application; the total of ECS invoices; how much the Town paid ECS; how much the Town has

collected from applicants for ECS and what the balance of ECS invoice were. There was much discussion among Council regarding refunds, sharing in costs with the County and third-party inspections. Council agreed that Mr. Hicks would contact the County Administrator and set up a Liaison Committee Meeting to discuss the building department fees.

Items for the Liaison Committee Meeting on April 21 – Mr. Hicks was directed to contact the County Administrator to determine another date since April 21st is the Valor Awards Ceremony.

Vice Mayor Cockrell asked if the Town's recycling truck used to come by the schools. Mr. Hicks advised that he would get back with her since the Public Works Director was not in attendance.

CLOSED MEETING –

Councilman Gillispie moved seconded by Councilwoman Thompson that Council convene and go into Closed Meeting for the following: 1) discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body specific to the Town Attorney position, pursuant to Virginia Code §2.2-3711. A.1 of the Code of Virginia and 2) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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:]*

Vice Mayor Cockrell 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, Councilmembers, Gillispie, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris and Thompson, Town Manager Steven Hicks, Assistant Town Manager Kathy Leidich, Deputy Town Attorney George Sonnett, Finance Director BJ Wilson, Laura McIntosh Human Resources Director and members of the public and press.

Approved by Town Council

Date: -----



TOWN COUNCIL JOINT WORK SESSION MINUTES

Tuesday, April 12, 2022 at 6:00 PM

Warren County Government Center

CLOSED MEETING – Section 2.2-3711(A)(5) of the Virginia Freedom of Information Act Prospective Business or Industry Located in the Shenandoah Magisterial District Within and Outside the Limits of the Town of Front Royal.

Vice Mayor Cockrell moved seconded by Councilman McFadden that Town Council enter into a closed meeting under the provisions of Section 2.2-3711(A)(5) of the Virginia Freedom of Information Act for discussion concerning a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, such business or industry proposed to be located in the Shenandoah Magisterial District located both within and outside the limits of the Town of Front Royal.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Vice Mayor Cockrell moved seconded by Councilman McFadden that Town Council certifies to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A)(5) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PRESENT: Mayor Holloway; Vice Mayor Cockrell, Councilmembers Gillispie, McFadden, Morris and Thompson, Town Manager Steven Hicks, Finance Director BJ Wilson, and Planning and Zoning Director Lauren Kopishke

Approved by Town Council

Date: -----



TOWN COUNCIL SPECIAL MEETING MINUTES

Monday, April 18, 2022

A portion of this meeting can be viewed in its entirety at <https://www.frontroyalva.com/655/Meetings>

ROLL CALL PRESENT: Mayor Chris W. Holloway
Vice Mayor Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman Joseph E. McFadden
Councilwoman Amber F. Morris
Councilman Letasha T. Thompson

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks
Deputy Town Attorney George Sonnett
Clerk of Council Tina L. Presley

ADDITIONS/DELETIONS TO THE AGENDA (unanimous vote is required)

Councilman Gillispie moved seconded by Councilwoman Thompson to add "Consultation with legal counsel and briefings by staff members or consultants pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, specifically, permit fees charged by the Town's former Building Department, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia" as an additional motion to the closed meeting motion listed below.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, McFadden, Morris, and Thompson
No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

CLOSED MEETING

Councilman Gillispie moved seconded by Councilwoman Thompson that Council that Town Council convene and go into Closed Meeting for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, pursuant to Virginia Code §2.2-3711. A.1 of the Code of Virginia and consultation with legal counsel and briefings by staff members or consultants pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, specifically, permit fees charged by the Town's former Building Department, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.

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

No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

Vice Mayor Cockrell moved seconded by Councilman McFadden 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, Councilmembers Gillispie, McFadden, Morris, and Thompson

No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

Councilwoman Morris moved seconded by Councilwoman Thompson to direct the Town Manager to authorize and process refunds of all building permit fees received for all building permit applications submitted to the Town but not issued, or for permits issued by the Town but not finalized, prior to the termination of the Town's Building Department.

Councilwoman Thompson noted that she was glad that the Council has come to a resolution to get the process of refunds worked out.

Councilman McFadden noted that it was important that Council heard from the public on the process; and the action tonight was a way to move forward.

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

No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

Mayor adjourned the meeting.

Approved by Town Council

Date: -----



Council Agenda Statement

Item # 07A

Meeting Date: April 25, 2022

Agenda Item: PUBLIC HEARING - Annual Appropriation Ordinance for FY2022-2023 Budget

Summary: Council is requested to approve the Town's Annual Appropriation Ordinance for the FY2022-2023 Budget effective July 1, 2022 through June 30, 2023 as presented. The proposed ordinance includes the FY23 budget revisions discussed during the April 11, 2022 Work Session and is attached.

Budget/Funding: None

Meetings: January 10, 2022 - Work Session
February 2, 2022 - Work Session
March 14, 2022 - Work Session
April 11, 2022 – Work Session

Proposed Motion: I move that Council approve the Town's Annual Appropriation Ordinance as presented for the FY2022-2023 Budget effective July 1, 2022 through June 30, 2023 that includes the FY23 budget revisions discussed during the April 11, 2022 Work Session.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ McFadden _____ Morris _____ Thompson _____

APPROPRIATION ORDINANCE

ANNUAL APPROPRIATION ORDINANCE

OF THE

TOWN OF FRONT ROYAL, VIRGINIA

FOR THE FISCAL YEAR ENDING JUNE 30, 2023

**AN ORDINANCE MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL
NECESSARY EXPENDITURES OF THE TOWN OF FRONT ROYAL, VIRGINIA FOR THE
FISCAL YEAR ENDING JUNE 30, 2023 TO PRESCRIBE THE PROVISOS, TERMS,
CONDITIONS, AND PROVISIONS WITH RESPECT TO THE TERMS OF
APPROPRIATION AND THEIR PAYMENTS, AND TO REPEAL ALL ORDINANCES
WHOLLY IN CONFLICT WITH THIS ORDINANCE, AND ALL PARTS OF ALL
ORDINANCES INCONSISTENT WITH THIS ORDINANCE TO THE EXTENT OF SUCH
INCONSISTENCY.**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

SECTION I

That the following sums of money are hereby appropriated for the general government purposes herein specified for the fiscal year ending June 30, 2023

GENERAL FUND EXPENDITURES

General Government	1,044,035
Financial Administration	988,080
Legal	409,385
Law Enforcement Services	5,495,555
General Property Maintenance	1,248,380
Planning & Community Development Administration	533,200
Risk Management/Insurance	1,014,910
Economic Development	27,435
Information Technology	541,780
Transfers/Contingency Reserve	768,440
TOTAL GENERAL FUND EXPENDITURES	12,071,200

STREET FUND EXPENDITURES

Public Works	362,225
State Highway Maintenance System	2,631,905
TOTAL STREET FUND EXPENDITURES	2,994,130

ECONOMIC DEVELOPMENT FUNDS

Principal on Debt	369,680
TOTAL DEBT SERVICE FUND EXPENDITURES	369,680

SPECIAL REVENUE FUND

Community Development Projects	370,815
Asset Forfeiture	12,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	382,815

and the following sums of money are hereby appropriated for the enterprise operations specified for the year ending June 30, 2023.

ELECTRIC FUND EXPENDITURES

Operations	3,895,750
Purchase of Bulk Electricity	13,759,970
Transfer to General Fund	1,960,000
TOTAL ELECTRIC FUND EXPENDITURES	19,615,720

WATER FUND EXPENDITURES

Administrative Office	134,095
Water Plant Operations	1,933,855
Maintenance of Lines	1,456,750
Meter Reading	92,855
Debt Service	975,600
Contingency & Transfers to Other Funds	550,000
TOTAL WATER FUND EXPENDITURES	5,143,155

SEWER FUND EXPENDITURES

Administrative Office	130,500
Wastewater Treatment Plant Operations	2,952,030
Maintenance of Lines	631,460
Debt Service	1,968,880
Contingency and Transfers to Other Funds	625,000
TOTAL SEWER FUND EXPENDITURES	6,307,870

REFUSE FUND EXPENDITURES

Operations	974,535
Contingency and Transfer to General Fund	94,500
TOTAL REFUSE FUND EXPENDITURES	1,069,035

TOTAL ALL FUNDS EXPENDITURES	47,953,605
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REVENUES

TO BE PROVIDED AS FOLLOWS

GENERAL FUND

Real Estate Property Tax	988,985
Public Service Property Tax & Tax Penalties	62,890
Personal Property Tax	714,470
Other Local Taxes	6,254,975
Permits and Fees	42,000
Fines and Forfeitures	123,300
Revenue from Use of Money and Property	40,000
Public Rights-of-Way Use Fee	1,870
Intergovernmental	604,025
Interfund Transfers:	
Electric Fund	1,960,000
Water Fund	500,000
Sewer Fund	575,000
Refuse Fund	94,500
Miscellaneous Receipts	109,185
TOTAL GENERAL FUND REVENUE	12,071,200

STREET FUND

State Highway Maintenance Funds	2,201,040
Revenue from Use of Money and Property	24,650
Transfers from General Fund	768,440
TOTAL STREET FUND REVENUE	2,994,130

ECONOMIC DEVELOPMENT FUND

Real Estate Property Tax	369,680
TOTAL DEBT SERVICE FUND REVENUE	369,680

SPECIAL REVENUE FUND

Asset Forfeiture Grant Funding	12,000
Community Development	370,815
TOTAL SPECIAL REVENUE FUND	382,815

ELECTRIC FUND

Revenue from Use of Money & Property	123,685
Connection Fees	55,000
Sale of Service	19,421,535
Miscellaneous Receipts	15,500
TOTAL ELECTRIC FUND REVENUE	19,615,720

WATER FUND

Revenue from Use of Money and Property	48,875
Antenna Rentals	112,960
Sale of Service and Commodities	4,807,260
Connection Fees	174,060
TOTAL WATER FUND REVENUE	5,143,155

SEWER FUND

Revenue from Use of Money and Property	48,875
Sale of Service and Commodities	5,758,105
Connection Fees	374,390
Miscellaneous Receipts	126,500
TOTAL SEWER FUND REVENUE	6,307,870

REFUSE FUND

Revenue from Use of Money and Property	25,150
Sale of Services/Bags/Other	1,043,885
TOTAL REFUSE FUNDS REVENUES	1,069,035

TOTAL ALL FUNDS REVENUES	47,953,605
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This ordinance is proposed to become effective on July 1, 2022. A true copy of the complete text of the ordinance is available by request at the Town Manager's Office, 102 E Main Street, Front Royal, Virginia during normal business hours.

A Public Hearing on this ordinance will be held at the Town Council Meeting of April 25th, 2022, beginning at 7:00pm in the Warren County Government Center, located at 220 N Commerce Avenue in Front Royal, Virginia. All citizens of the Town of Front Royal who have a desire to be heard on this subject will be given a reasonable opportunity to be heard. The Presiding Officer, in his sole discretion, may impose a time limit on each speaker at the beginning of the Public Hearing.

This ordinance shall become effective upon passage.

APPROVED:

Chris W. Holloway Mayor

ATTEST:

Tina L. Presley, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia conducted _____ 2022, upon the following recorded vote:

Lori A. Cockrell __ Yes __ No

Gary L. Gillispie __ Yes __ No

Letasha T. Thompson __ Yes __ No

Amber F. Morris __ Yes __ No

Joseph E. McFadden __ Yes __ No

A public hearing on the above was held on _____, 2022 having been advertised in the Northern Virginia Daily on April 16, 2022.

Approved as to form and legality:

George Sonnett, Deputy Town Attorney

Date: ____/____/____

FY23 PROPOSED BUDGET REVISIONS DISCUSSED DURING APRIL 11, 2022 WORK SESSION

REMOVE BUILDING INSPECTION REVENUE & REMOVE BUILDING INSP PROFESSIONAL SERVICES

<u>Account Number</u>	<u>Department</u>	<u>Line Item</u>	<u>Amount</u>
1000-3130307	Revenue - General Fund	Building Inspection Revenue	\$ (75,000) REVENUE LINE ITEM
8102-43002	Building Inspections	Professional Services	\$ (75,000)

RECLASSIFY PERMIT TECHNICIAN POSITION FROM BUILDINGS INSPECTIONS TO PLANNING & ZONING

<u>Account Number</u>	<u>Department</u>	<u>Line Item</u>	<u>Amount</u>
8102-41001	Building Inspections	Salaries - Regular	\$ (43,015)
8102-41001	Building Inspections	Merit	\$ (2,075)
8102-42001	Building Inspections	FICA	\$ (3,520)
8102-42002	Building Inspections	VRS/Life Insurance	\$ (6,155)
8102-42005	Building Inspections	Medical Insurance	\$ (14,705)
8102-42008	Building Inspections	HRA	\$ (500)
8101-41001	Planning & Zoning	Salaries - Regular	\$ 43,015
8101-41001	Planning & Zoning	Merit	\$ 2,075
8101-42001	Planning & Zoning	FICA	\$ 3,520
8101-42002	Planning & Zoning	VRS/Life Insurance	\$ 6,155
8101-42005	Planning & Zoning	Medical Insurance	\$ 14,705
8101-42008	Planning & Zoning	HRA	\$ 500

REMOVE BUILDING INSPECTION SOFTWARE MAINTENANCE AND ADD ENERGOV SOFTWARE EXPENSE

<u>Account Number</u>	<u>Department</u>	<u>Line Item</u>	<u>Amount</u>
8102-43005	Building Inspections	Maintenance Service Contract	\$ (15,000) Remove I-Worq Software
8101-43005	Planning & Zoning	Maintenance Service Contract	\$ 15,000 Energov Software

REALLOCATE FUNDS FOR DRUG COURT

<u>Account Number</u>	<u>Department</u>	<u>Line Item</u>	<u>Amount</u>
8102-41003	Building Inspections	Salaries - Part-time	\$ (3,000)
1101-45504	Town Council	Travel & Education	\$ (3,000)
1101-45507	Town Council	Council Expense	\$ (3,000)
1201-43002	Town Manager	Professional Services	\$ (25,000) PIO Services
8110-45447	Tourism Special Events	Special Events	\$ (6,000) Not ARPA Tourism Funds
1101-43002	Town Council	Professional Services	\$ 40,000

FY23 PROPOSED BUDGET REVISIONS DISCUSSED DURING APRIL 11, 2022 WORK SESSION

REALLOCATE FUNDS FOR HEALTH INSURANCE EXPENSE

<u>Account Number</u>	<u>Department</u>	<u>Line Item</u>	<u>Amount</u>
1101-43002	Town Council	Professional Services	\$ (37,500) AA Bond Rating Consultant
8101-43002	Planning & Zoning	Professional Services	\$ (25,000) Strategic Plan
8101-43002	Planning & Zoning	Professional Services	\$ (15,000) Form Update
1102-42002	Clerk of Council	Medical Insurance	\$ 150
1201-42002	Town Manager	Medical Insurance	\$ 2,150
1202-42002	Human Resource	Medical Insurance	\$ 2,545
1203-42002	Fleet Maintenance	Medical Insurance	\$ 2,460
1214-42002	Finance Admin	Medical Insurance	\$ 1,510
1215-42002	Finance Customer Service	Medical Insurance	\$ 3,510
1222-42002	Purchasing	Medical Insurance	\$ 2,095
2201-42002	Town Attorney	Medical Insurance	\$ 2,095
3101-42002	Police Admin	Medical Insurance	\$ 4,420
3102-42002	Police Patrol	Medical Insurance	\$ 26,210
3103-42002	Police Investigation	Medical Insurance	\$ 1,985
3104-42002	Police Services	Medical Insurance	\$ 7,260
3106-42002	Police HIDTA	Medical Insurance	\$ 275
8101-42002	Planning & Zoning	Medical Insurance	\$ 2,050
4302-42002	General Properties	Medical Insurance	\$ 1,450
4305-42002	Horticulture	Medical Insurance	\$ 2,605
9790-49006	GF Transfers	G/F Transfer to Street Fund	\$ 9,230
1000-3510104	GF Revenue	Transfer From Refuse Fund	\$ (5,500) REVENUE LINE ITEM
4299-49001	Solid Waste	Transfer to General Fund	\$ (5,500)
4203-42002	Solid Waste	Medical Insurance	\$ 5,500
4500-3240407	Street Fund	Transfer From General Fund	\$ 9,230 REVENUE LINE ITEM
4102-42002	Streets Non-VDOT	Medical Insurance	\$ 1,100
4500-42002	Streets VDOT	Medical Insurance	\$ 7,260
4107-42002	Construction/Inspections	Medical Insurance	\$ 870



Council Agenda Statement

Item # 07B

Meeting Date: April 25, 2022

Agenda Item: PUBLIC HEARING – An Ordinance to Change the Street Name for a Portion of Edgemont Avenue and All of Scranton Avenue to George Banks Boulevard

Summary: Council has received a request to consider changing the street name of a portion of Edgemont Avenue and all of Scranton Avenue to George Banks Boulevard. Staff has determined that eighteen (18) properties would be affected by the change. Pursuant to Town Code Chapter 148-820(I)(1), names of existing streets shall not be changed except by approval of the Town Council. If approved pursuant to Town Code Chapter 148-820(I) all procedures and standards for street signs and names shall be consistent with the E-911 Addressing System.

A proposed ORDINANCE APPROVING THE CHANGE OF STREET NAMES OF SCRANTON AVENUE AND A PORTION OF EDMONT AVENUE [1308-1404] TO GEORGE BANKS BOULEVARD is attached and upon approval is to be executed by the Mayor, Clerk of Council and Deputy Town Attorney, recorded at the Warren County Courthouse and affected property owners to be notified.

NOTE: Below are the addresses affected. Those starred signed a petition to change the name.

- | | |
|-------------------------|-----------------------|
| ○ 1308 Edgemont Avenue | |
| ○ 1312 Edgemont Avenue* | 1502 Scranton Avenue* |
| ○ 1320 Edgemont Avenue | 1602 Scranton Avenue* |
| ○ 1325 Edgemont Avenue | 1606 Scranton Avenue |
| ○ 1333 Edgemont Avenue | 1702 Scranton Avenue |
| ○ 1337 Edgemont Avenue* | 1705 Scranton Avenue* |
| ○ 1341 Edgemont Avenue* | 1715 Scranton Avenue* |
| ○ 1345 Edgemont Avenue | 1718 Scranton Avenue* |
| ○ 1347 Edgemont Avenue* | |
| ○ 1355 Edgemont Avenue | |
| ○ 1404 Edgemont Avenue | |

Budget/Funding: The cost of street signs and installation which are processed in-house

Meetings: Work Sessions held March 14th and April 11th, 2022

Proposed Motion: I move that Council approve an ORDINANCE APPROVING THE CHANGE OF STREET NAMES OF SCRANTON AVENUE AND A PORTION OF EDMONT AVENUE [1308-1404] TO GEORGE BANKS BOULEVARD as presented. I further move that the Mayor, Clerk of Council and Deputy Town Attorney execute the ordinance, record it at the Warren County Courthouse and notify all affected property owners.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ McFadden _____ Morris _____ Thompson _____

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

**AN ORDINANCE APPROVING THE CHANGE OF STREET NAMES OF
SCRANTON AVENUE AND A PORTION OF EDMONT AVENUE
[1308-1404] TO GEORGE BANKS BOULEVARD**

WHEREAS, that in recognition of George E. Banks' many years of service to the citizens of the Town of Front Royal as a four-term member of Council and two-term Mayor (July 1, 1996 - June 30, 2000); and,

WHEREAS, that George E. Banks, a U.S. Army Veteran, relocated to the Town of Front Royal in 1974 and, along with his wife of 51 years, Cornelia, raised a family while residing at 117 E. 16th Street, and that as a fitting memorial to Mayor Banks, Scranton Avenue and a portion of Edgemont Avenue should be renamed "George Banks Boulevard" in his memory and honor; and,

WHEREAS, Virginia Code §15.2-2019 authorizes localities to name and rename streets located within the jurisdiction and to forward a certified copy of any action taken in order to effectuate a street name change to the Clerk of the Circuit Court for filing and recording as necessary; and,

WHEREAS, it is desired that the address changes necessitated by the renaming of Scranton Avenue and a portion of Edgemont Avenue to George E. Banks Boulevard be implemented with the least inconvenience to the affected property owners and residents, and in compliance with the E-911 Addressing System and United States Postal Service regulations.

NOW THEREFORE, BE IT HEREBY ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia, that the Town streets of Scranton Avenue and a portion of Edgemont Avenue [1308-1404] be renamed "George Banks Boulevard" and that the Clerk of Council shall cause a certified copy of this ordinance to be delivered to the Clerk of the Circuit Court for filing and recording as necessary to further effectuate this ordinance.

This ordinance shall be effective upon enactment.

THIS ORDINANCE was advertised in the Northern Virginia Daily on _____ and _____, 2022, was adopted by the Town Council during the regular Council Meeting of _____, 2022, upon the following recorded vote:

Motion to Approve by: _____

Seconded by: _____

Votes:

Lori A. Cockrell	☐ Yes ☐ No	Gary L. Gillispie	☐ Yes ☐ No
Letasha T. Thompson	☐ Yes ☐ No	Amber F. Morris	☐ Yes ☐ No
Joseph E. McFadden	☐ Yes ☐ No		

APPROVED:

Chris W. Holloway, Mayor

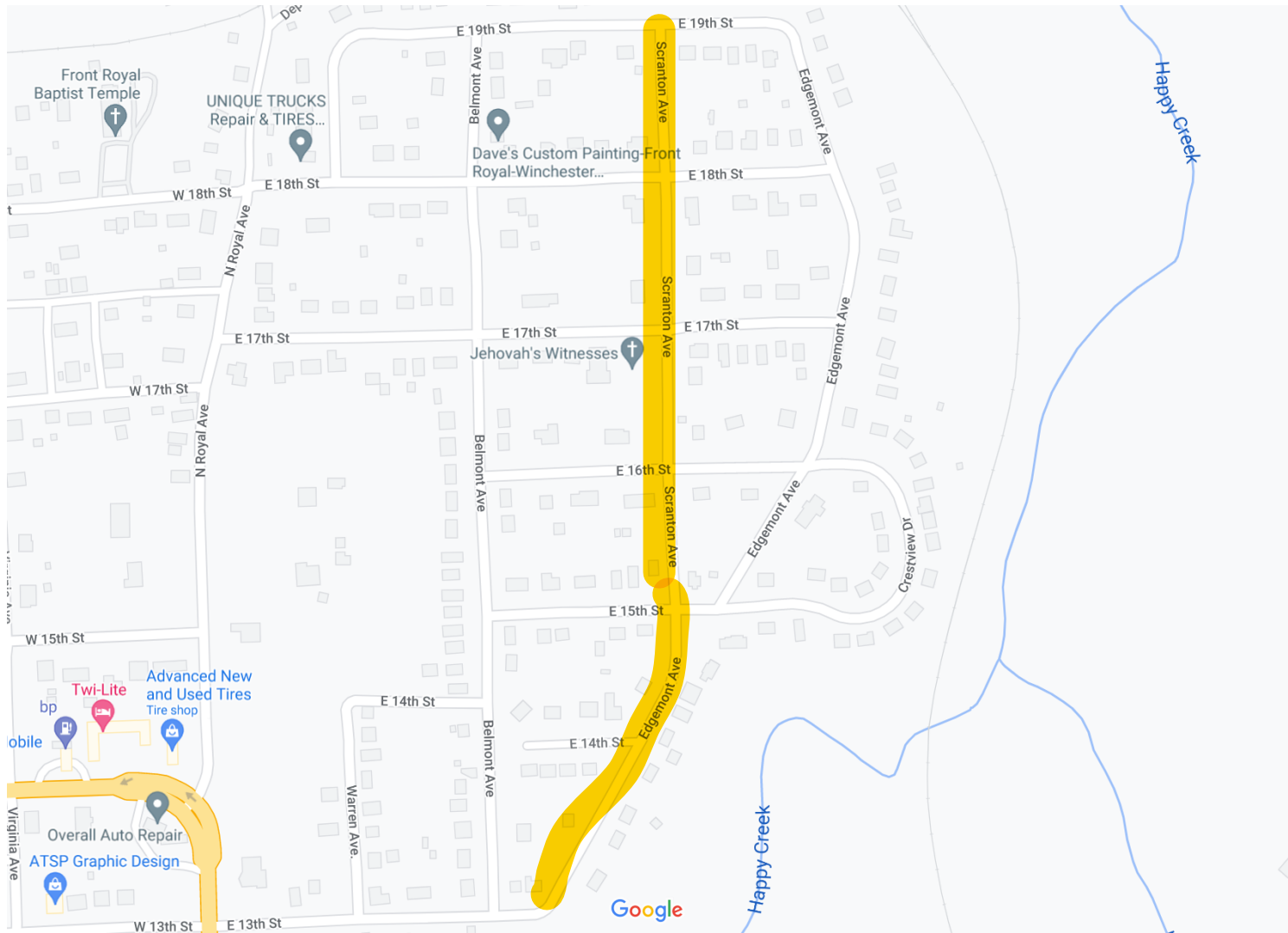
ATTEST:

Tina L. Presley Clerk of Council

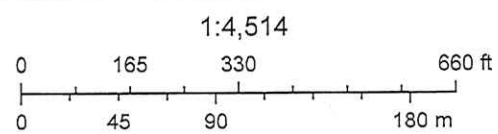
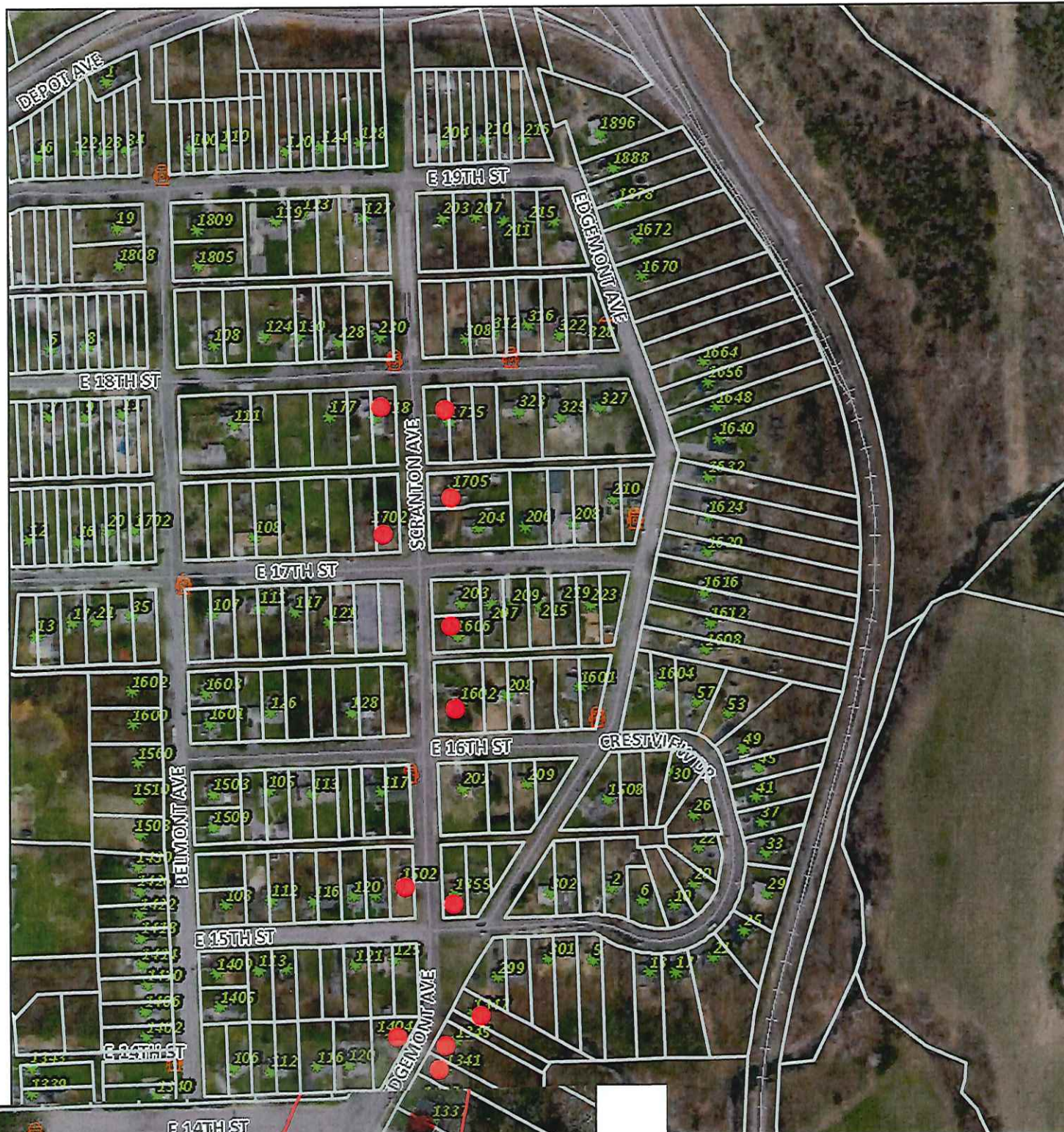
APPROVED AS TO FORM AND LEGALITY:

George M. Sonnett, Jr.
Deputy Town Attorney

Date



Map data ©2022 Google 200 ft



Virginia Geographic Information Network (VGIN)

3/14/22

Scranton Ave

PETITION TO RENAME ~~EDGE MONT~~ AVENUE TO GEORGE E. BANKS AVENUE
FRONT ROYAL'S FIRST AFRICAN AMERICAN MAYOR

NAME	ADDRESS	SIGNATURE
1. WILLARD SMITH	1312 EDGE MONT AVE.	Willard Smith
2. Roshier C BAILEY	1337 EDGE MONT AVE	Roshier Bailey
3. Peyton Scott	1341 Edgemont Ave	Peyton Scott
4. Sahbi Smadi	1347 Edgemont Ave	Sahbi Smadi
5. Howard Benjamin	1604 Edgemont Ave	Howard Benjamin
6. June Parker	1601 Edgemont Ave S.F.P.	June Parker
7. Wayne Brooks	1602 Scranton Ave.	Wayne Brooks
8. Dawn Kretzmar	1718 Scranton Ave Front Royal, VA	Dawn Kretzmar 22630
9. Harold Shaver	1715 Scranton Ave Front Royal Va	Harold Shaver 22630
10. Vickie Shaver	1715 Scranton Ave Front Royal Va	Vickie Shaver 22630
11. Peter M. Brewster	1705 SCRANTON AVE FRONT ROYAL, VA	Peter M. Brewster 22630
12. Oliver S. Gorman	1502 Scranton Ave. Front Royal	Oliver S. Gorman 22630
13.		
14.		
15.		
16.		



Town of Front Royal, Virginia

Memorandum

Date: April 11, 2022

To: Mayor and Town Council

From: Department of Planning and Zoning

Subject: Street Name Change Notification Process

Notification Process

Town Responsibilities

Once Council has approved a street name change, the Town provides notice to the following parties:

- Postmaster
- Warren County Building Official
- Warren County GIS Coordinator
- Warren County Commissioner of Revenues Office
- Town of Front Royal Police Department
- Warren County Public Schools Department of Transportation
- Warren County Sheriff's Department
- Warren County Fire Department
- General Registrar

The Town will also need to update the street mailing addresses for the utility billing process (Water, Sewer, Electric).

Resident Responsibilities

Once the street name has been officially changed, residents will need to make the following updates to their mailing address information:

- Department of Motor Vehicles (Drivers' License, State Issued ID, etc.)
- Account Address Information on personal checks
- All address-related personal records



Council Consent Agenda Statement

Item # 10A

Meeting Date: April 25, 2022

Agenda Item: Pressure Reducing Valve Vault Purchase

Summary: Council is requested to approve the purchase of a pre-cast pressure reducing valve vault for Robinhood Lane in the amount of \$32,460.08 from Core & Main, Martinsburg, WV.

Budget/Funding: 9602-47009 Water Line Maintenance Buildings & Structures

Meetings: Work Session held April 11, 2022

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

Proposed Motion: I move that Council approve the purchase of a pre-cast pressure reducing valve vault for Robinhood Lane in the amount of \$32,460.08 from Core & Main, Martinsburg, WV.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *McFadden* _____ *Morris* _____ *Thompson* _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: March 25, 2022
To: Tina Presley, Senior Executive Assistant
From: BJ Wilson, Director of Finance
CC: Megan Clark, Purchasing Agent, Robert Boyer, Director of Public Works
RE: Request to Add Agenda Action Item for Town Council Approval

Purchasing received a request from the Department of Public Works to send out an RFQ (Request for Quotes) for the purchase of a pre-cast pressure reducing valve vault for Robinhood Lane. On March 24, 2022, I held a public bid opening and received three (3) bids in accordance with the Virginia Public Procurement Act.

Town staff has reviewed the submitted quotes and recommends awarding the purchase to Core & Main, out of Martinsburg, WV for \$32,460.08. The lowest responsive and responsible bidder.

Please find attached the bid tabulation and recommendation letter from Robert Boyer, Public Works Director. Please add this consent item to Council's April 25th, 2022, Regular Town Council Meeting.

Funding has been budgeted and is available in the following line item: 9602-47009 Waterline Maintenance Buildings & Structures.

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

Memo



Town of Front Royal Public Works

TO: Megan Clark, Purchasing Agent
FROM: Robert Boyer, Public Works Director
CC: BJ Wilson, Director of Finance
DATE: March 25, 2022
RE: Recommendation for Pressure Reducing Vault Purchase

Public Works has reviewed three bids that was received for the purchase of a pre-cast pressure reducing vault for Robinhood Lane. We recommend moving forward with the lowest bid from Core & Main out of Martinsburg, WV at a total cost of \$32,460.08. The department has used Core & Main in the past and have been pleased with the quality of their service, the funding is already available in the water line maintenance account 9602-7009.

If you have any questions need any further information just let me know.



REQUEST FOR QUOTES

Town of Front Royal, Virginia Purchasing Department

Date: March 8, 2022

Quote No. 06-2022

Title: PRESSURE REDUCING VALVE VAULT

Due prior to 2:00 P.M. Local Prevailing Time, March 24, 2022

The Town of Front Royal, Virginia, is soliciting written quotes for the purchase of a pressure reducing valve vault in accordance with the Town's specifications included herein. The successful Bidder warrants that all goods provided shall conform with all applicable Federal, State and local laws and regulations. All material and/or equipment furnished shall be new, unused and shall be the same as the manufacturer's current production model unless specified otherwise by the Town. Any questions concerning this Request should be directed to Tony Rogers at (540) 635-7819 or by email to trogers@frontroyalva.com.

To be considered, your quote must be submitted on a copy of the **QUOTE FORM**, signed by a representative authorized to bind the Bidder in the matter, dated, and must be received at the Town of Front Royal Purchasing Department, P. O. Box 1560, Front Royal, VA 22630, **prior to the date and time stated above.**

Changes to the requirements in this solicitation shall be made only by written addendum.

SUBMISSION

BY MAIL TO:

OR

BY HAND DELIVERY

EXPRESS DELIVERY TO:

Town of Front Royal
Purchasing Department
PO Box 1560
Front Royal, VA 22630

Town of Front Royal
Purchasing Department
102 E Main Street
Front Royal, VA 22630

Quotes must be submitted prior to the time and date indicated in this Request:

1.0 DELIVERY

- 1.1 The quoted price shall be F.O.B. destination, and shall include all freight costs, including inside delivery to Robinhood Lane, Front Royal, VA.
- 1.2 Delivery is within 140 days after order is placed and shall be coordinated with the Town of Front Royal Department of Public Works installation schedule.

2.0 SPECIFICATIONS

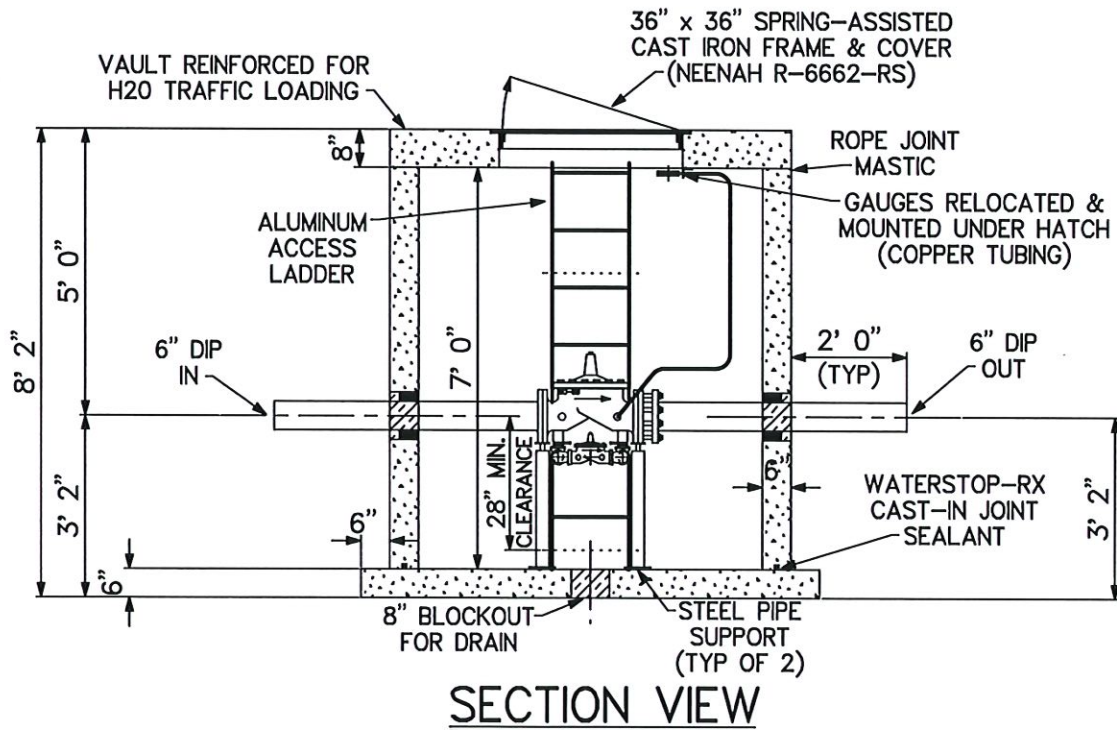
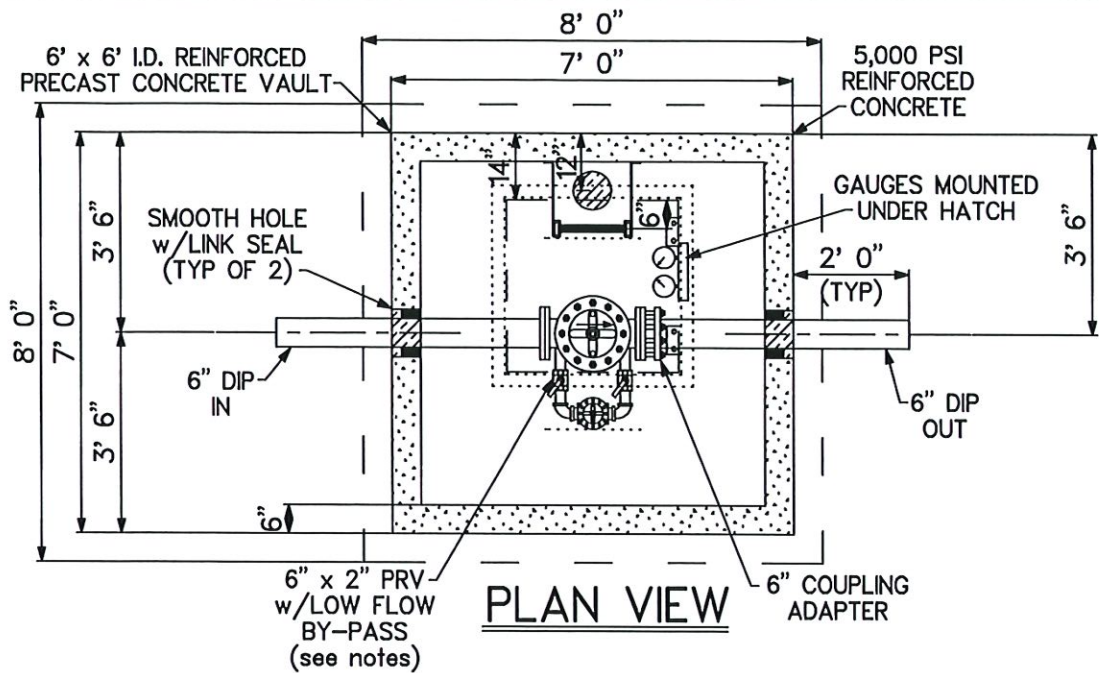
- 2.1 The specifications are included on plans reference number "FRONT ROYAL PRV6X2-SQ" dated 2/3/22 as included herein.
- 2.3 This solicitation shall procure precast pressure reducing vault; installation of vault shall be performed by separate entity.
- 2.4 Bidder is required to note any and all exceptions to the quote requirements on the QUOTE FORM or by an attachment to the QUOTE FORM.

3.0 AWARD METHOD

- 3.1 Should this solicitation contain a provision to award by "Lot", and no bidder quotes on all items in a Lot, the Town may award the items in that Lot by individual item.
- 3.2 Should this solicitation contain a provision to award by "Lump Sum", and no bidder quotes on all items, the Town may award by individual item.

4.0 CONTRACT DOCUMENTS

This quote document and the purchase order issued as a result of this solicitation shall serve as the Contract. The Contractor shall, within 15 days after notification of award, execute and deliver to the Town all Contract Documents and other forms such as insurance or bonds required by the Quote. Otherwise, the Town may award the Quote to the next lowest responsive and responsible Bidder and keep the Bidder's Quote security, if any.



NOTES:

1. CLEAR FLOW VAULT SHIPPED ASSEMBLED WEIGHING APPROXIMATELY 27,000 LBS.
2. 6" CLAVAL PRESSURE REDUCING VALVE WITH 2" LOW FLOW BY-PASS #90G-99 WITH X141 GAUGE PACKAGE. GAUGES TO BE RELOCATED TO BELOW ACCESS HATCH

DESIGN		
DRAWN	STEVEN L. GORDON	
REVISIONS		DATE
6' x 6' SQUARE STRUCTURE		2/3/22
* PRINTOUT NOT TO ANY SCALE *		

CLEAR FLOW
BY CP & P
CONCRETE PIPE & PRECAST, LLC
210 STONE SPRING ROAD
HARRISONBURG, VA 22801
(540) 434 - 6979

REF. NO. FRONT ROYAL PRV6x2-SQ

FRONT ROYAL, VIRGINIA
FRONT ROYAL
6" x 2"
PRV VAULT

QUOTE FORM

REQUEST FOR QUOTES #06-2022 PRESSURE REDUCING VALVE VAULT TOWN OF FRONT ROYAL, VIRGINIA

Sealed Quotes Due In Writing Prior to 2:00 P.M., local prevailing time, March 24, 2022

The Bidder proposes and agrees, if this quote is accepted within 60 days after the quote opening date, to furnish any and all the items upon which prices are quoted, at the price set opposite each item, delivered at the point(s) specified and as scheduled. The Bidder is required to note any and all exceptions to the quote requirements on the QUOTE FORM or by an attachment to the QUOTE FORM. The Town reserves the right to increase or decrease the quantities purchased at the unit prices quoted.

The undersigned hereby declares that he has informed himself fully of all conditions of this solicitations, including the specifications of the product(s) to be provided, drawings (if any), all Addenda, and all conditions relative to the any work to be performed.

Receipt of Addenda listed below is acknowledged and the quote incorporates all requirements of these Addenda:

No. _____ Date _____
No. _____ Date _____

No. _____ Date _____
No. _____ Date _____

MATERIALS: Precast Concrete Pressure Reducing Vault

QTY	DESCRIPTION	Unit	Amount
1	Precast Concrete Pressure Reducing Valve Vault as specified herein	Lump Sum	32,460.08

A minimum of 30 days after receipt of an approved invoice by the Town shall be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of quotes. However, any offered discount will become part of the award and will be taken if payment is made within the discount period offered in the quote. In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made.

PROMPT PAYMENT TERMS: Net 30 Days

(PLEASE NOTE: C.O.D. TERMS NOT ACCEPTABLE)

The Bidder certifies that he has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated this quote for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the Town of Front Royal.

In compliance with VA Code § 2.2-4343.1, the Town of Front Royal does not discriminate against faith-based organizations.

INDICATE BY PLACING A CHECK HERE _____ IF A FAITH-BASED ORGANIZATION AS DESCRIBED IN VA CODE § 2.2-4343.1

PLEASE INDICATE THE TYPE OF BUSINESS:

_____ Individual Trading in Own Name

_____ Partnership

_____ Individual Trading Under Trade Name
(Individual and Trade Name must be
listed below as "legal name")

☒ Corporation

CORPORATE SEAL:

FULL LEGAL NAME OF BIDDER

Core and Main

FED ID NO. 03-0550887

Remittance Address (If different):

ADDRESS 117 Industrial Circle

Core and Main

Martinsburg W. Va.

1030 Craig Park Court

St. Louis Mo 63146

PHONE: (304) 263-6986 FAX: (304) 263-7009

DATE: 3/22/22

EMAIL ADDRESS: SCOTT Foley @ coreandmain.com

My signature certifies that this firm (or individual) has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Town of Front Royal, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to the Town of Front Royal, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town of Front Royal.

Quotes must be signed by someone having the authority to bind the individual or company.

SIGNATURE

Scott Foley

PRINTED/TYPED NAME

SCOTT Foley

TITLE

Product Specialist

DATE

3/22/22

TELEPHONE (304) 263-6986

FACSIMILE (304) 263-7009

Run Date: 3/22/22

Quote



Customer #	093209
Order #	Q559808
Date Ordered	03/22/22
Job #	
Job Name	
Purchase Order #	PRV QUOTE
Method of Shipment	OUR TRUCK
Contract Order #	0000000
Ordered By	
Ship Via	CORE & MAIN LP

Sold To:
TOWN OF FRONT ROYAL
102 E MAIN ST
FRONT ROYAL, VA 22630-3337

Ship To:
TOWN OF FRONT ROYAL
800 CROSBY RD
FRONT ROYAL, VA 22630-3496

Branch:
MARTINSBURG WV
Branch - 514
117 Industrial Circle
Martinsburg, WV 25403

Phone: 304-263-6986

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
	/50016918450	6 FLANGED PRESSURE REDUCING VALVE WITH 2 LOW FLOW BYPASS AND GAUGES. VALVE SUPPLIED BY CLA-VAL MODEL 90G-99 WITH POSITION INDICATOR. REMOTE GAUGE CLUSTER MOUNTED UNDER THE ACCESS HATCH FOR QUICK VISUAL ACCESS CLA-VAL ONSITE INSTRUCTION AND FINE TUNING BY FACTORY REPRESENTATIVE 6 FLANGED DUCTILE IRON PIPE WITH CAST IRON FITTINGS WITHIN THE PRV VAULT WITH PLAIN ENDS STUBBED 2 -0 OUTSIDE THE STRUCTURE FOR YOUR CONNECTION TO THE WATER MAIN 6 FLANGED COUPLING ADAPTOR THROUGH WALL PIPE PENETRATIONS VIA LINK SEALS ADJUSTABLE STEEL PIPE SUPPORTS BOLTED TO VAULT WITH SS ANCHORS 36 X 36 HEAVY DUTY CAST IRON FRAME & COVER BY NEENAH CAST INTO THE VAULT LID. ACCESS HATCH DESIGNED FOR H2O LOADING ALUMINUM ACCESS LADDER BOLTED TO VAULT WITH SS ANCHORS BLOCK OUT FOR FLOOR DRAIN	1			32460.08000	EA	32460.08

Run Date: 3/22/22

Quote



Customer #	093209
Order #	Q559808
Date Ordered	03/22/22
Job #	
Job Name	
Purchase Order #	PRV QUOTE
Method of Shipment	OUR TRUCK
Contract Order #	0000000
Ordered By	
Ship Via	CORE & MAIN LP

Sold To:
TOWN OF FRONT ROYAL
102 E MAIN ST
FRONT ROYAL, VA 22630-3337

Ship To:
TOWN OF FRONT ROYAL
800 CROSBY RD
FRONT ROYAL, VA 22630-3496

Branch:
MARTINSBURG WV
Branch - 514
117 Industrial Circle
Martinsburg, WV 25403
Phone: 304-263-6986

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
		OPERATIONS & MAINTENANCE MANUALS IN ELECTRONIC FORMAT VAULT DESIGNED TO H-20 LOADING						

Terms in accordance with shipping manifest.

Special Instructions/Comments:

Total Ordered:	32460.08
Tax Amount:	.00
Other Charges:	.00
Total:	32460.08

VENDOR SPREAD SHEET



Town of Front Royal, VA

IFB #06-2022 PRESSURE REDUCING VALVE (PRV) VAULT

BID/PROPOSAL OPENING DATE: 3/24/2022

BID/PROPOSAL OPENING TIME: 2:00 PM

		CORE & MAIN MARTINSBURG, VA	CONCRETE PIPE & PRECAST LLC HARRISONBUR, VA	CONCRETE SPECIALTIES INC. ROANOKE, VA
QTY	ITEM DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	PRECAST CONCRETE PRESSURE REDUCING VALVE VAULT AS SPECIFIED HERIN	\$32,460.08	\$32,792.00	\$33,659.53
Total Bid		\$32,460.08	\$32,792.00	\$33,659.53

***DENOTES NON-RESPONSIVE BID**

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


Prepared by: BJ Wilson, VCA

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



Council Consent Agenda Statement

Item # 10B

Meeting Date: April 25, 2022

Agenda Item: Pressure Reducing Valve Vault Installation

Summary: Council is requested to approve a bid for the installation of a new pre-cast pressure reducing valve vault for Robinhood Lane to replace an existing vault in the amount of \$28,556.00 to Bushong Contracting Corp, Woodstock, VA.

Budget/Funding: 9602-47009 Waterline Maintenance Building & Structures

Meetings: Work Session held April 11, 2022

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

Proposed Motion: I move that Council approve a bid for the installation of a new pre-cast pressure reducing valve vault for Robinhood Lane to replace an existing vault in the amount of \$28,556.00 to Bushong Contracting Corp, Woodstock, VA.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *McFadden* _____ *Morris* _____ *Thompson* _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: April 7, 2022
To: Tina Presley, Senior Executive Assistant
From: BJ Wilson, Director of Finance
CC: Megan Clark, Purchasing Agent, Robert Boyer, Director of Public Works
RE: Request to Add Agenda Action Item for Town Council Approval

Purchasing received a request from the Water Maintenance Department of Public Works to send out IFB #08-2022 for installation of a new pre-cast pressure reducing valve (PRV) vault for Robinhood Lane to replace existing vault . On April 7, 2022, I held a public bid opening and received three (2) bids in accordance with the Virginia Public Procurement Act.

Town staff has reviewed the submitted quotes and recommends awarding the purchase to Bushong Contracting Corp, out of Woodstock, VA for \$28,556.00. The lowest responsive and responsible bidder.

Please find attached the bid tabulation and recommendation letter from Robert Boyer, Public Works Director. Please add this consent item to Council's April 25th, 2022, Regular Town Council Meeting.

Funding has been budgeted and is available in the following line item: 9602-47009, building and structures capital inventory.

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

Memo



Town of Front Royal Public Works

TO: Megan Clark, Purchasing Agent
FROM: Robert Boyer, Public Works Director
CC: BJ Wilson, Director of Finance
DATE: April 7, 2022
RE: Recommendation for the Installation of PRV Vault

Public Works has reviewed two bids that was received for the installation of a new pre-cast pressure reducing vault for Robinhood Lane to replace the existing vault. We recommend moving forward with the lowest bid from Bushong Contract Corp. out of Woodstock, VA at a total cost of \$28,556.00. The department has used Bushong Contracting Corp. in the past for several water and sewer projects and have been pleased with the quality of their service. The funding is already available in the water line maintenance account 9602-7009.

If you have any questions need any further information just let me know.

VENDOR SPREAD SHEET



Town of Front Royal, VA

IFB #08-2022 PVR Vault Installation

Bid Opening Date: 4/7/2022

Opening Time: 2:00 PM

**Bushong
Contracting Corp.
Woodstock, VA**

**G.B. Foltz
Contracting Inc.
Mt. Jackson, VA**

Description	QTY	LUMP SUM	LUMP SUM
INSTALLATION OF NEW PRESSURE REDUCING VALVE VAULT	1	\$28,556.00	\$48,924.22

***DENOTES NON-RESPONSIVE BID**

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

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



Council Consent Agenda Statement

Item # 10C

Meeting Date: April 25, 2022

Agenda Item: Dry Barrel Fire Hydrants

Summary: Council is requested to approve the purchase of dry barrel fire hydrants in the amount of \$31,152.89 from Core & Main, Martinsburg, WV.

Budget/Funding: 9602-47530 Water Line Maintenance Capital Inventory

Meetings: Work Session held April 11, 2022

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

Proposed Motion: I move that Council approve the purchase of dry barrel fire hydrants in the amount of \$31,152.89 from Core & Main, Martinsburg, WV.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *McFadden* _____ *Morris* _____ *Thompson* _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: March 25, 2022
To: Tina Presley, Senior Executive Assistant
From: BJ Wilson, Director of Finance
CC: Megan Clark, Purchasing Agent, Robert Boyer, Director of Public Works
RE: Request to Add Agenda Action Item for Town Council Approval

Purchasing received a request from the Department of Public Works to send out an RFQ (Request for Quotes) for 12 Dry Barrel Fire Hydrants of various bury depths. On March 23, 2022, I held a public bid opening and received three (3) bids in accordance with the Virginia Public Procurement Act.

Town staff has reviewed the submitted quotes and recommends awarding the purchase to Core & Main, out of Martinsburg, WV for \$31,152.89. The lowest responsive and responsible bidder.

Please find attached the bid tabulation and recommendation letter from Robert Boyer, Public Works Director. Please add this consent item to Council's April 25th, 2022, Regular Town Council Meeting.

Funding has been budgeted and is available in the following line item: 9602-47530, water line maintenance capital inventory.

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

Memo



Town of Front Royal Public Works

TO: Megan Clark, Purchasing Agent
FROM: Robert Boyer, Public Works Director
CC: BJ Wilson, Director of Finance
DATE: March 24, 2022
RE: Recommendation for Fire Hydrants Purchase

Public Works has reviewed three bids that was received for the purchase of 12 fire hydrants in various bury depths. We recommend moving forward with the lowest bid from Core & Main out of Martinsburg, WV at a total cost of \$31,152.89. The department has used the American Darling fire hydrants from Core & Main in the past and have been pleased with the quality of the product, the funding is already available in the water line maintenance account 9602.

If you have any questions need any further information just let me know.



REQUEST FOR QUOTES

Town of Front Royal, Virginia Purchasing Department

Date: March 7, 2022

Quote No. 07-2022

Title: Dry Barrel Fire Hydrants

Due prior to 2:00 P.M. Local Prevailing Time, March 23, 2022

The Town of Front Royal, Virginia, is soliciting written quotes for the purchase of Dry Barrel Fire Hydrants. The successful Bidder warrants that all goods provided shall conform with all applicable Federal, State and local laws and regulations. All material and/or equipment furnished shall be new, unused and shall be the same as the manufacturer's current production model unless specified otherwise by the Town. Any questions concerning this Request should be directed to Tony Rogers at (540) 635-7819 or by email to trogers@frontroyalva.com.

To be considered, your quote must be submitted on a copy of the **QUOTE FORM**, signed by a representative authorized to bind the Bidder in the matter, dated and must be received at the Town of Front Royal Purchasing Department, P. O. Box 1560, Front Royal, VA 22630, **prior to the date and time stated above.**

Changes to the requirements in this solicitation shall be made only by written addendum.

SUBMISSION

<u>BY MAIL TO:</u>	OR	<u>BY HAND DELIVERY EXPRESS DELIVERY TO:</u>	OR	<u>MAY BE SUBMITTED BY EMAIL TRANSMISSION</u>
Town of Front Royal Purchasing Department PO Box 1560 Front Royal, VA 22630		Town of Front Royal Purchasing Department 102 E Main Street Front Royal, VA 22630		mclark@frontroyalva.com

Quotes must be submitted prior to the time and date indicated in this Request:

1.0 DELIVERY

- 1.1 The quoted price shall be F.O.B. destination, and shall include all freight costs, including inside delivery to the Town of Front Royal Public Works Department 800 Crosby Rd. Front Royal, VA.
- 1.2 Delivery is preferred within 30 days after order is placed. Bidders shall specify delivery if so requested on the QUOTE FORM.

2.0 SPECIFICATIONS

- 2.1 The specifications are included on QUOTE FORM AND BELOW.
 - 2.1.1 Providing the Town of Front Royal with various sized hydrants that shall meet or exceed the specifications in AWWA Standard C502 for dry-barrel hydrants.
 - 2.1.2 Hydrants shall have a factory installed 6" restraint kit designed for ductile iron or cast-iron pipe and a minimum bury depth of three feet (3').
 - 2.1.3 Hydrants shall traffic model with a five and one quarter (5.25) inch valve opening, four and one half (4.5) inch pumper nozzle and two each two and one half (2.5) inch hose nozzles.

in compliance with VA Code § 2.2-4343.1, the Town of Front Royal does not discriminate against faith-based organizations.

INDICATE BY PLACING A CHECK HERE _____ IF A FAITH-BASED ORGANIZATION AS DESCRIBED IN VA CODE § 2.2-4343.1

PLEASE INDICATE THE TYPE OF BUSINESS:

_____ Individual Trading in Own Name

_____ Partnership

_____ Individual Trading Under Trade Name
(Individual and Trade Name must be
listed below as "legal name")

☒ Corporation

CORPORATE SEAL:

FULL LEGAL NAME OF BIDDER

Core and main

FED ID NO.

03-0550887

Remittance Address (If different):

ADDRESS

117 Industrial Circle

Core and main

Manassasburg W. Va. 25402

1830 Craig Park Court

St Louis, Mo. 63146

PHONE:

(304) 263-6986

FAX:

(304) 263-7009

DATE:

3/22/22

EMAIL ADDRESS:

Scott.Foley@coreandmain.com

My signature certifies that this firm (or individual) has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Town of Front Royal, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to the Town of Front Royal, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town of Front Royal.

Quotes must be signed by someone having the authority to bind the individual or company.

SIGNATURE

Scott Foley

PRINTED/TYPED NAME

Scott Foley

TITLE

Product Specialist

DATE

3/22/22

TELEPHONE (304) 263-6986

FACSIMILE (304) 263-7009

QUOTE FORM

REQUEST FOR QUOTES #07-2022 DRY BARREL FIRE HYDRANTS TOWN OF FRONT ROYAL, VIRGINIA

Quotes Due In Writing or By EMAIL Prior to **2:00 P.M.**, local prevailing time, **March 23, 2022**

The Bidder proposes and agrees, if this quote is accepted within 60 days after the quote opening date, to furnish any and all the items upon which prices are quoted, at the price set opposite each item, delivered at the point(s) specified and as scheduled. The Bidder is required to note any and all exceptions to the quote requirements on the **QUOTE FORM** or by an attachment to the **QUOTE FORM**. The Town reserves the right to increase or decrease the quantities purchased at the unit prices quoted.

The undersigned hereby declares that he has informed himself fully of all conditions of this solicitations, including the specifications of the product(s) to be provided, drawings (if any), all Addenda, and all conditions relative to the any work to be performed.

N/A Receipt of Addenda listed below is acknowledged and the quote incorporates all requirements of these Addenda:

No. _____ Date _____
No. _____ Date _____

No. _____ Date _____
No. _____ Date _____

MATERIALS: DRY BARREL FIRE HYDRANTS

QTY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
2	3 Foot Bury Depth	2483.40	4966.76
3	3-1/2 Foot Bury Depth	2542.10	7626.54
3	4 Foot Bury Depth	2600.97	7802.91
2	4-1/2 Foot Bury Depth	2659.77	5319.54
2	5 Foot Bury Depth	2710.57	5421.14
TOTAL EXTENDED AMOUNT			31,152.89

A minimum of 30 days after receipt of an approved invoice by the Town shall be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of quotes. However, any offered discount will become part of the award and will be taken if payment is made within the discount period offered in the quote. In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made.

PROMPT PAYMENT TERMS: NET 30 DAYS
(PLEASE NOTE: C.O.D. TERMS NOT ACCEPTABLE)

The Bidder certifies that he has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated this quote for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the Town of Front Royal.

- 2.1.4 All nozzles' threads shall be national fire thread and the operating nut must be pentagon shaped, one and one half (1.5) inch point to flat and a non-rising stem that opens counterclockwise.
- 2.1.5 Hydrants shall have a red paint applied by the manufacturer and a working pressure of 200psig.
- 2.1.6 The inlet shall incorporate a stab-fit design requiring the use of only one Type 304 stainless steel fastener. The assembly of flange or mechanical joint restrainers using multiple fasteners or wedge bolts will not be accepted. All joint restraint designed accessories shall be factory installed ALPHA restraint accessories.

2.2 Bidder is required to note any and all exceptions to the quote requirements on the QUOTE FORM or by an attachment to the QUOTE FORM.

3.0 AWARD METHOD

- 3.1 Should this solicitation contain a provision to award by "Lot", and no bidder quotes on all items in a Lot, the Town may award the items in that Lot by individual item.
- 3.2 Should this solicitation contain a provision to award by "Lump Sum", and no bidder quotes on all items, the Town may award by individual item.

4.0 CONTRACT DOCUMENTS

This quote document and the purchase order issued as a result of this solicitation shall serve as the Contract. The Contractor shall, within 15 days after notification of award, execute and deliver to the Town all Contract Documents and other forms such as insurance or bonds required by the Quote. Otherwise, the Town may award the Quote to the next lowest responsive and responsible Bidder and keep the Bidder's Quote security, if any.



Bid Proposal for Front Royal Hydrant Bid

CUSTOMER	TOWN OF FRONT ROYAL 800 CROSBY RD FRONT ROYAL, VA 22630 Contact: Robbie Boyer (T) (540) 635-7819 (F) (540) 635-8973 RBOYER@FRONTROYALVA.COM	Job Front Royal Hydrant Bid Bid Date: 03/22/2018 02:00 am Bid #: 2254517
	Sales Representative Scott Foley (M) 304-283-0272 (T) 304-263-6986 (F) 304-263-7009 Scott.Foley@coreandmain.com	Core & Main 117 Industrial Circle Martinsburg, WV 25402 (T) 304-263-6986
CONTACT		
NOTES	Bid Due Wednesday 3/22/22 Opening at 2:00 pm Location Town of Front Royal 102 East Main Street Front Royal Va Hydrants are running about 32 weeks to ship once order is placed	



Bid Proposal for Front Royal Hydrant Bid

TOWN OF FRONT ROYAL

Bid Date: 03/22/2018 02:00 am

Core & Main 2254517

Core & Main

117 Industrial Circle

Martinsburg, WV 25402

Phone: 304-263-6986

Fax: 304-263-7009

Seq#	Qty	Description	Units	Price	Ext Price
		DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.			
10		HYDRANTS			
20	2	B62B 5 1/4 3' WITH AQUA GRIP	EA	2,483.38	4,966.76
30	3	B62B 5-1/4 3'6" WITH AQUA GRIP	EA	2,542.18	7,626.54
40	3	B62B 5-1/4 4'0" WITH AQUA GRIP	EA	2,600.97	7,802.91
50	2	B62B 5-1/4 4'6" WITH AQUA GRIP	EA	2,659.77	5,319.54
60	2	B62B 5-1/4 5'0 WITH AQUA GRIP	EA	2,718.57	5,437.14
				SUBTOTAL	31,152.89
				Sub Total	31,152.89
				Tax	0.00
				Total	31,152.89

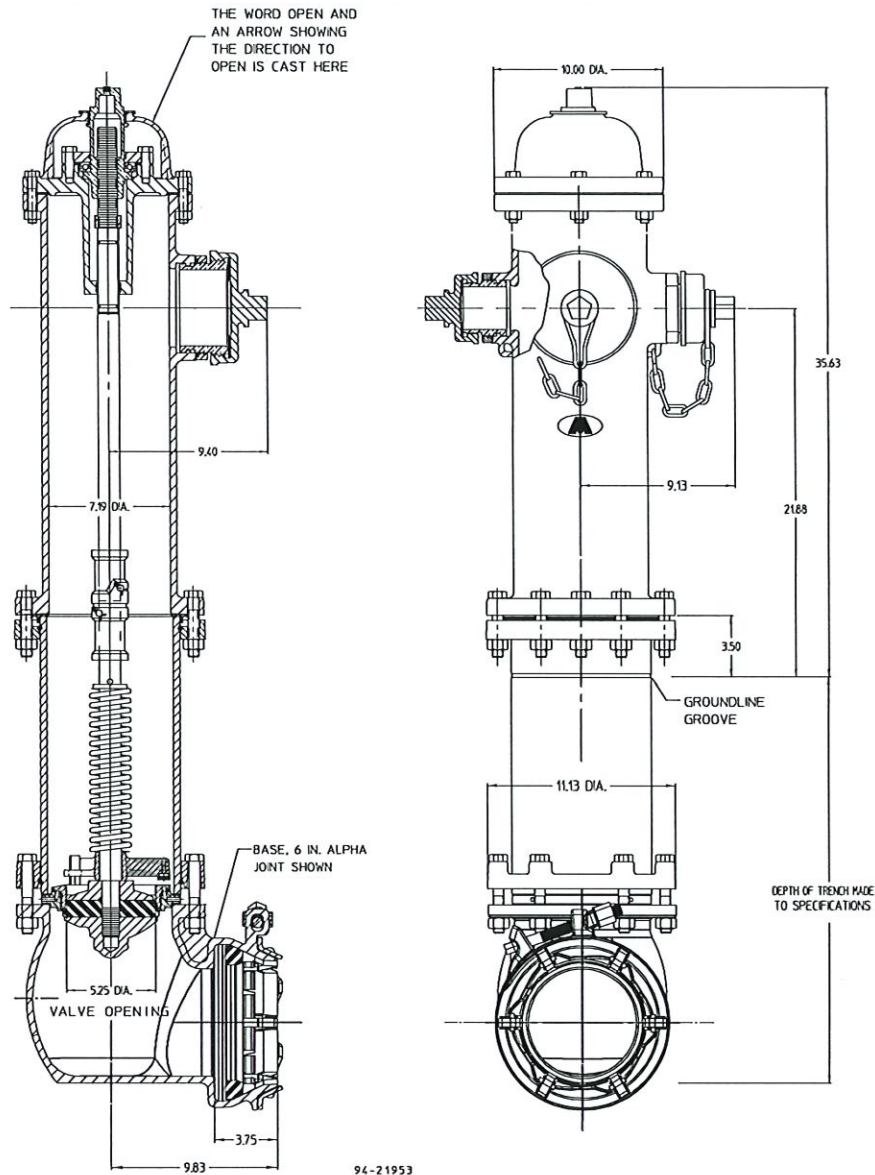
Branch Terms:

The attached proposal represents HD Supply Waterworks interpretation of existing plans and specifications as of the date of this document. The details contained represent neither a guarantee of items required, nor quantity required. Orders for this project will be accepted on the basis of quantities specified by the buyer and unit pricing and terms as contained in this quotation. All prices are based on the quotation in its entirety with full truckload freight paid releases. Lesser quantities may reflect additional charges for shipping and handling. Prices are subject to revision due to specification change, change orders and quantity changes. All pricing contained in this quotation are less applicable sales taxes and must be added. All quotations are contingent upon the buyer's acceptance of seller terms and condition. Quoted prices are firm for shipment within 30 days of quoted date, unless otherwise noted.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

AMERICAN Flow Control Submittal Information

5-1/4 AMERICAN-DARLING® B-62-B-5 TRAFFIC MODEL FIRE HYDRANT 20" GROUNDLINE TO NOZZLE



ALPHA restraint joints will accommodate the following pipe types and sizes:

ALPHA

- Ductile iron per AWWA C151
- PVC per ASTM D1785 (Schedule 40 and 80)
- PVC per ASTM D2241 (SDR 21)
- PVC per AWWA C900
- HDPE per AWWA C906 (SDR 9, 11, 13.5, and 17)

Nominal Size (in)	ALPHA OD Range (in)
6	6.60 - 7.00

NOTES:

1. Size and shape of operating nut and nut on caps, threading on nozzles and caps and the direction of opening made to specifications.
2. Cap chains are not furnished unless specified.
3. Bolts and nuts are rustproof steel ASTM A307 or equivalent, in accordance with AWWA 502
4. Working pressure 200 psig, test pressure 400 psig.
5. Hydrant conforms to AWWA standard C502
6. Valve top, valve bottom and base coated with fusion bonded epoxy coating.
7. Certified to NSF/ANSI Standard 61 and NSF/ANSI 372.
8. Nominal turns to open is 22.



AMERICAN

FLOW CONTROL

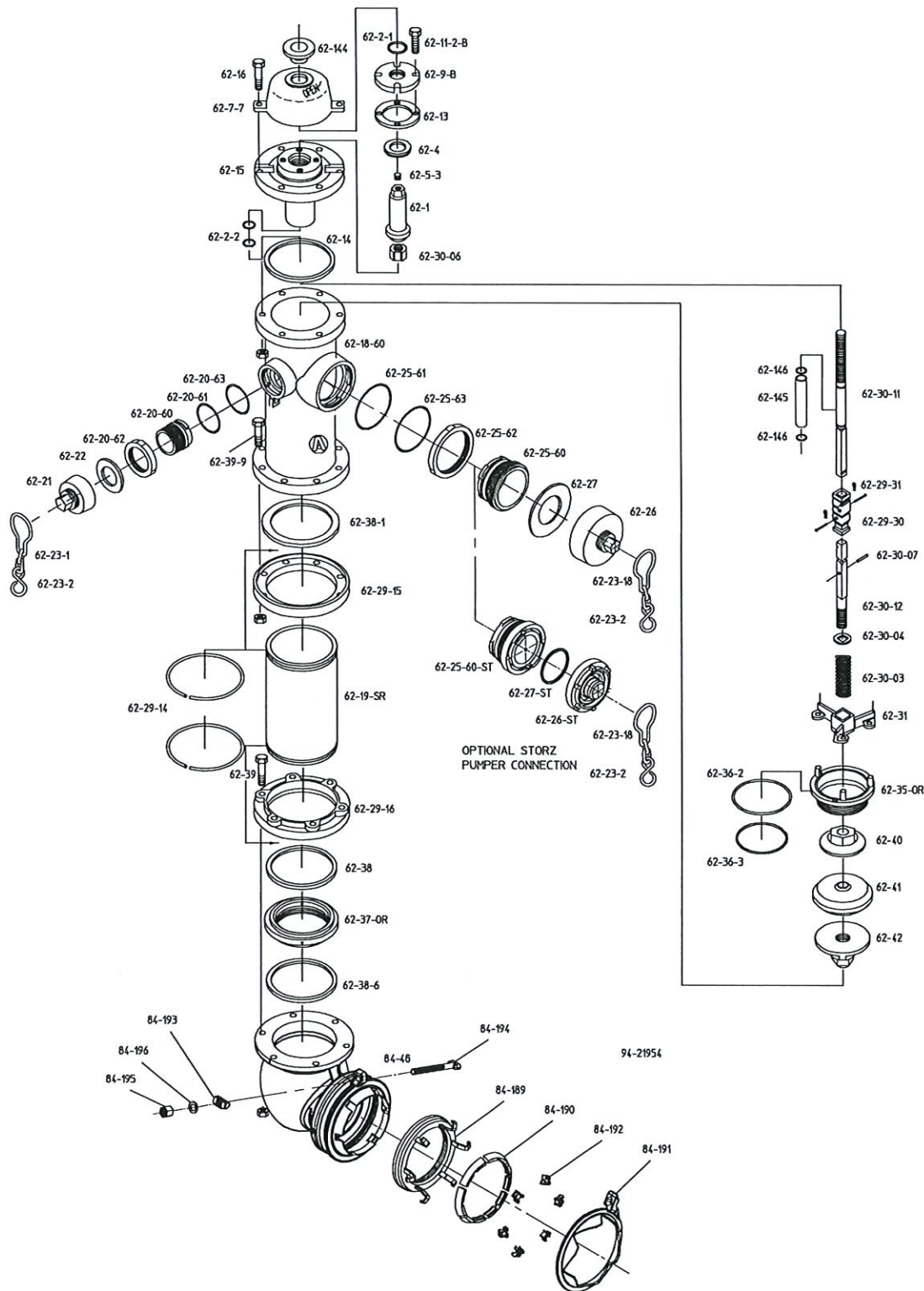
THE RIGHT WAY

AMERICAN Flow Control
P.O. Box 2727
Birmingham, AL 35202-2727
Phone: 800-326-8051
Fax: 800-610-3569
Email: afcsales@american-usa.com

Waterous Company
125 Hardman Avenue South
South St. Paul, Mn. 55075-1191
Phone: 888-266-3686
Fax: 800-601-2809
Email: afcsales@american-usa.com

WWW.AMERICAN-USA.COM

ALPHA™ is a licensed trademark of Romac Industries, Inc. (U.S. Patent 8,894,100)



AMERICAN

FLOW CONTROL

THE RIGHT WAY

AMERICAN Flow Control
P.O. Box 2727
Birmingham, AL 35202-2727
Phone: 800-326-8051
Fax: 800-610-3569
Email: afcsales@american-usa.com

Waterous Company
125 Hardman Avenue South
South St. Paul, Mn. 55075-1191
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Email: afcsales@american-usa.com

WWW.AMERICAN-USA.COM

Ref. No.	Qty.	Description	Material
61-1	1	Operating Nut	Bronze ASTM B763 UNS C84400
62-2-1	2	Cover O-Ring	Buna N
62-2-2	2	Housing O-Ring	Buna N
62-4-4	1	Thrust Washer	Nylatron
62-5-3	1	Pipe Plug	Stainless Steel
62-7-7	1	Weather Cover	Gray Iron ASTM A126 Class B
62-9	1	Housing Cover	Gray Iron ASTM A126 Class B
62-11-2	4	Cover Cap Screws	See Note 3
63-13	1	Cover Gasket	Fiber
62-14	1	Housing Gasket	EPDM Rubber
62-15	1	Housing	Ductile Iron ASTM A536 Grade 65-45-12
62-16	6	Housing Bolts & Nuts	See Note 3
62-18-60	1	Upper Barrel	Ductile Iron ASTM A536 Grade 65-45-12
62-19-SR	1	Lower Barrel	Ductile Iron AWWA C151 Grade 60-42-10
62-20-60	2	Hose Nozzle	Bronze ASTM B763 UNS C87600
62-20-61	2	Hose Nozzle Seal	Buna N
62-20-62	2	Hose Nozzle Retainer	Ductile Iron ASTM A536 Grade 65-45-12
62-20-63	2	Hose Nozzle Retainer Washer	Teflon
62-21	2	Hose Cap	*See Below
62-22	2	Hose Cap Gasket	Rubber
62-23-1	2	Hose Cap Chain with S-Hook	Steel
62-23-2	3	S-Hook	Steel
62-23-18	1	Pumper Cap Chain with S-Hook	Steel
62-25-60	1	Pumper Nozzle	Bronze ASTM B763 UNS C86700
62-25-60-ST	1	Storz Nozzle	Bronze/Aluminum
62-25-61	1	Pumper Nozzle Seal	Buna N
62-25-62	1	Pumper Nozzle Retainer	Ductile Iron ASTM A536 Grade 65-45-12
62-25-63	1	Pumper Nozzle Retainer Washer	Teflon
62-26	1	Pumper Cap	*See Below
62-26-ST		Storz Nozzle Cat	Aluminum
62-27	1	Pumper Cap Gasket	Rubber
62-27ST	1	Storz Cap Gasket	Rubber
62-29-14	2	Snap Ring	Stainless Steel
62-29-15	1	Breakable Flange	Ductile Iron ASTM A536 Grade 65-45-12
62-29-16	1	Base Flange	Ductile Iron ASTM A536 Grade 65-45-12
62-29-30	1	Rod Coupling	Gray Iron ASTM A126 Class B
62-29-31	2	Rod Coupling Pin & Clip Pin	Stainless Steel
62-30-03	1	Hydrant Spring	Stainless Steel

*National Standard and other common cap configurations are constructed of ASTM A536 Grade 65-45-12 ductile iron. Other offerings may be constructed of ASTM A126 Class B gray cast iron.

Ref. No.	Qty.	Description	Material
62-30-04	1	Spring Plate	Stainless Steel
62-30-06	1	Travel Stop Nut	Bronze ASTM B283 UNS C37700
62-30-07	1	Spring Plate Pin	Stainless Steel
62-30-11	1	Upper Rod	Steel
62-30-12	1	Lower Rod	Steel
62-31	1	Drain Lever	Bronze ASTM B854 UNS C92200
62-35-OR	1	Hydrant Seat	Bronze ASTM B584 UNS C92200
62-36-2	1	Seat O-Ring-Outside	Buna N
62-36-3	1	Seat O-Ring-Inside	Buna N
62-37-OR	1	Drain Ring	Bronze ASTM B763 UNS C87600
62-38	1	Drain Ring Gasket	Composition Rubber
62-38-1	1	Barrel Gasket	EPDM Rubber
62-38-6	1	Base Gasket	Composition Rubber
62-39	6	Base Bolts & Nuts	0304 Stainless Steel
62-39-9	8	Barrel Bolts & Nuts	See Note 3
62-40	1	Valve Top	Gray Iron ASTM A126 Class B
62-41	1	Hydrant Valve	EPDM Rubber
62-42	1	Valve Bottom	Gray Iron ASTM A126 Class B
62-46-6AA	1	ALPHA™ Restraint Joint Base	Ductile Iron ASTM A536 Grade 65-45-12
62-144	1	Weather Shield	Rubber
62-145	1	Rod Sleeve	Bronze
62-146	2	Rod Sleeve O-Ring	Buna N
62-189	1	Gasket Assy (ALPHA)	NBR or SBR Rubber, ASTM D2000 Stainless Steel, Type 304
62-190	6	Gripper (ALPHA)	Ductile Iron, ASTM A536 Grade 65-45-12
62-191	1	End Ring (ALPHA)	Ductile Iron, ASTM A536 Grade 65-45-12
62-192	6	Ramp Runner (ALPHA)	Nylon
62-193	1	Bolt Guide (ALPHA)	Ductile Iron, ASTM A536 Grade 65-45-12
62-194	1	T-Head Bolt (ALPHA)	Stainless Steel, Type 304
62-195	1	Coupling Nut (ALPHA)	Stainless Steel, Type 304
62-196	1	Washer (ALPHA)	Stainless Steel, Type 304

Hydrants are furnished as "Draining" unless optional "Non-Draining" Configuration is otherwise noted below.

☐ Optional "Non-Draining" Configuration required

Open Direction ☐ Left(C.C.W.) ☐ Right(C.W.)



AMERICAN
FLOW CONTROL

THE RIGHT WAY

AMERICAN Flow Control
P.O. Box 2727
Birmingham, AL 35202-2727
Phone: 800-326-8051
Fax: 800-610-3569
Email: afcsales@american-usa.com

Waterous Company
125 Hardman Avenue South
South St. Paul, Mn. 55075-1191
Phone: 888-266-3686
Fax: 800-601-2809
Email: afcsales@american-usa.com

AMERICAN-DARLING® AND WATEROUS PACER® HYDRANTS WITH ALPHA™ BASES



PRODUCT NAVIGATION



5-1/4" B-62-B SAMPLE SPECIFICATION

AMERICAN FLOW CONTROL 5-1/4" B-62-B-5 FIRE HYDRANT SPECIFICATIONS AWWA C502 and UL / FM 200 PSIG

SAMPLE SPECIFICATION FOR MUNICIPAL FIRE HYDRANTS WITH ALPHA™ ENDS*

A: HYDRANT CONSTRUCTION

1. Fire Hydrants shall meet or exceed ANSI/AWWA C502, latest revision for use in water supply systems.
2. Rated working pressure shall be 200 psig, test pressure shall be 400 psig.
3. Hydrants shall be dry-barrel construction closing with and opening against the inlet pressure.
4. Hydrant main valve closure shall be of the compression type.
5. Traffic break feature to be designed for easy 360° rotation of nozzle section and incorporate the use of a 2-piece square rod and single cast-iron rod coupling secured with stainless steel coupling pins.
6. The hydrant shall have a travel stop nut in the top of the hydrant to limit the travel of the hydrant rod. Hydrant designs that allow the valve bottom to stop against the shoe or employ a stop in the drain mechanism resulting in a bending moment in the rod assembly are not allowed.
7. Hydrant upper and lower barrels and base shall be made of ductile iron.
8. Hydrant to be Certified to NSF/ANSI/CAN 61 and NSF/ANSI/CAN 372.

B: DRAINAGE SYSTEM

1. The hydrant valve opening shall not be less than 5-1/4" and be designed so that removal of all working parts can be accomplished without excavating.
2. The hydrant shall incorporate a draining system constructed entirely of bronze and positively activated by the compression of an e-coated stainless steel spring.
3. Hydrant drains shall close completely after no more than 3 turns of the operating nut.

4. There shall be a minimum of three internal drain ports in the hydrant seat and four outlets in the hydrant drain ring directing water to the exterior of the hydrant.
5. Hydrants employing sliding-style drains are not permitted.

D: HYDRANT BARRELS AND NOZZLES

1. Hydrant barrels shall be constructed of ductile iron and shall have (1) pumper nozzle and (2) hose nozzles.
2. The operating nut, all nozzle cap nut dimensions and the nozzle threads shall be in compliance with the standards established by the local authorities.
3. All pumper and hose nozzles shall be retained by a single-piece threaded ductile iron retaining collar. Threaded-in nozzles and nozzles using set screws or wedge pins are not allowed.

E: HYDRANT COATINGS

1. Hydrant upper barrel shall be factory coated with an electrodeposition (E-coat) epoxy primer and a catalyzed two-part polyurethane top coat. Base shall be coated with fusion-bonded-epoxy.
2. All bolting below grade shall be Type 304 stainless steel.

F: CONNECTION

1. Hydrant inlet shall be designed for use with ductile iron, cast iron, HDPE and PVC pipe materials.
2. Inlet shall incorporate stab-fit design requiring the use of only one Type 304 stainless steel fastener. The assembly of flange or mechanical joint restrainers using multiple fasteners or wedge bolts is not permitted.
3. Restraint accessories shall be factory installed.
4. All hydrant inlets shall be the ALPHA™ design furnished by AMERICAN Flow Control.

G: FRICTION LOSS

1. Friction loss shall not exceed 3.0 psig at 1000 GPM through the hydrant 4-1/2 in. pumper nozzle.

Hydrants shall be the AMERICAN Flow Control American-Darling 5-1/4" B-62-B-5 with ALPHA base.

AMERICAN-DARLING® AND WATEROUS PACER® HYDRANTS WITH ALPHA™ BASES

- > Product Overview
- > Specifications
- > 5-1/4" B-84-B Sample Specification

VENDOR SPREAD SHEET



Town of Front Royal, VA

IFB #07-2022 DRY BARRAL FIRE HYDRANTS

BID/PROPOSAL OPENING DATE: 3/23/2022

BID/PROPOSAL OPENING TIME: 2:00 PM

		CORE & MAIN MARTINSBURG, WV	FORTILINE CHARLOTTESVILLE, VA	FERGUSON ENTERPRISES WINCHESTER, VA
QTY	ITEM DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE
2	DRY BARRAL FIRE HYDRANTS WITH 3FT. BURY DEPTH	\$2,483.38	\$2,735.96	\$3,220.47
EXTENDED AMOUNT		\$4,966.76	\$5,471.93	\$6,440.94
3	DRY BARRAL FIRE HYDRANTS WITH 3- 1/2FT. BURY DEPTH	\$2,542.18	\$2,798.96	\$3,294.61
EXTENDED AMOUNT		\$7,626.54	\$8,396.89	\$9,883.83
3	DRY BARRAL FIRE HYDRANTS WITH 4FT. BURY DEPTH	\$2,600.97	\$2,862.07	\$3,369.04
EXTENDED AMOUNT		\$7,802.91	\$8,586.23	\$10,107.12
2	DRY BARRAL FIRE HYDRANTS WITH 4- 1/2FT. BURY DEPTH	\$2,659.77	\$2,925.10	\$3,443.09
EXTENDED AMOUNT		\$5,319.54	\$5,850.20	\$6,886.18
2	DRY BARRAL FIRE HYDRANTS WITH 5 FT. BURY DEPTH	\$2,718.57	\$2,988.15	\$3,517.30
EXTENDED AMOUNT		\$5,437.14	\$5,976.30	\$7,034.60
Total Bid		\$31,152.89	\$34,281.55	\$40,352.67

*DENOTES NON-RESPONSIVE BID

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

BJW
Prepared by: BJ Wilson, VCA

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



Council Consent Agenda Statement

Item #10D

Meeting Date: April 25, 2022

Agenda Item: FY22 Budget Amendment to Accept Local Law Enforcement Block Grant

Summary: Council is requested to approve a FY22 budget amendment in the amount of \$2,251 to increase FY22 budgeted revenues to receive funds from the Virginia Department of Criminal Justice Services Local Law Enforcement Block Grant Program and allocate \$2,251 toward the purchase of less lethal tasers.

Budget/Funding: 1000-3310010	General Fund Grant Proceeds	\$2,251
3102-5413	Police Patrol Machinery & Equipment	\$2,251

Meetings: Work Session held April 11, 2022

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 FY22 budget amendment in the amount of \$2,251 to increase FY22 budgeted revenues to receive funds from the Virginia Department of Criminal Justice Services Local Law Enforcement Block Grant Program and allocate \$2,251 toward the purchase of less lethal tasers.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *McFadden* _____ *Morris* _____ *Thompson* _____

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

Local Law Enforcement Block ("LOLE") Grant Program- FFY 20		
Subgrantee: Front Royal DCJS Grant Number: TBD Grant Start Date: 4/1/2022 Grant End Date: 9/30/2022 Federal Grant Number: 2020-MU-BX-0035 Federal Awardee: BJA Federal Catalog Number: 16.738 Project Description: To strengthen Crime Control Federal Start Date: 10/1/2019		
Federal Funds:	\$2251	
State General Funds:		
State Special Funds:		
Local Match:		
Total Budget:	\$2251	Indirect Cost Rate: _____% *If applicable

Project Director	Project Administrator	Finance Officer
Major Kevin Nicewarner Major Front Royal Police Department 900 Monroe Avenue Front Royal, Virginia 22630 540-635-2111 knicewarner@frontroyalva.com	Steven Hicks Town Manager Town of Front Royal P.O. Box 1560 Front Royal, Virginia 22630 540-635-8007 shicks@frontroyalva.com	B.J. Wilson Finance Director Town of Front Royal P.O. Box 1560 Front Royal, Virginia 22630 540-635-8007 bwilson@frontroyalva.com

***Please indicate your locality's DUNS # in the space provided.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

DUNS #: 050390749



Council Agenda Statement

Item # 10E

Meeting Date: April 25, 2022

Agenda Item: Capital Improvement Plan (CIP)

Summary: Council is requested to approve the Town's Capital Improvement Plan (CIP) as presented.

Budget/Funding: FY23 Items have been included in the FY23 Proposed Budget provided to Town Council.

Meetings: Work Session – November 8th, 2021
Work Session – January 10th, 2022

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

Proposed Motion: I move for Council to approve the Capital Improvement Plan (CIP) as presented.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ McFadden _____ Meza _____ Thompson _____

**TOWN OF FRONT ROYAL
CAPITAL IMPROVEMENT PLAN
FY 2022 - 2027**

Fund	Project	Prior Funding	FY22	FY23	FY24	FY25	FY26	FY27	Future Projects	TOTAL
General Fund/Fleet	Rehabilitation of Maintenance Building (Including Sitework & Equipment)	\$ 174,933.90		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,535,066.10	\$ 1,710,000.00
General Fund/Police	Comcast Building Remodel for Office Space	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
General Fund/Streets	East - West Connector	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000,000.00	\$ 20,000,000.00
General Fund/Streets	Happy Creek Road, Phase 2 & 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,900,000.00	\$ 16,900,000.00
General Fund/Streets	Leach Run Flyover, Phase 2	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 9,000,000.00	\$ 9,000,000.00	\$ 9,000,000.00	\$ 27,040,000.00
General Fund/Streets	Williams Street Connector to HJB Elementary School	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ 2,050,000.00
General Fund/Streets	Sycamore Trail	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 480,000.00	\$ 500,000.00
General Fund/Streets	Lake Avenue Extension	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 720,000.00	\$ 750,000.00
General Fund/Streets	Royal Lane Extension	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ 2,050,000.00
General Fund/Streets	Kendrick Lane Sidewalk Extension	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 575,000.00	\$ 600,000.00
General Fund/Streets	W. Main Street Sidewalk Extension	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 575,000.00	\$ 600,000.00
General Fund/Streets	Westminster Connector	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000.00	\$ 2,500,000.00	\$ 2,500,000.00	\$ 7,500,000.00
General Fund/Streets	Primary Paving Plan	\$ -	\$ 195,565.00	\$ 172,610.00	\$ 434,573.00	\$ 638,418.00	\$ 143,000.00	\$ 86,190.00	\$ 229,505.00	\$ 1,899,861.00
General Fund/Streets	Secondary Paving Plan (Including New Sidewalk Installation)	\$ 1,162,322.52	\$ 951,175.00	\$ 264,350.00	\$ 1,693,273.00	\$ 989,740.00	\$ 1,326,413.00	\$ 461,557.00	\$ 1,477,607.00	\$ 8,326,437.52
General Fund/Streets	8th Street Bridge Replacement	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	\$ 380,000.00	\$ -	\$ -		\$ 1,380,000.00
General Fund/Streets	John Marshall Highway Turn Lane	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 468,125.00	\$ -		\$ 468,125.00
General Fund/Fleet	Rehabilitation of Maintenance Building (Including Sitework & Equipment)		\$ 170,000.00	\$ -	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 860,000.00	\$ 1,710,000.00
Electric	Automated Metering Infrastructure (AMI)	\$ 207,000.00	\$ -	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -		\$ 1,707,000.00
Electric	Happy Creek Substation Expansion	\$ -	\$ -	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ 1,000,000.00
Electric	Kendrick Substation Transformer Replacements	\$ -	\$ 75,000.00	\$ 183,334.00	\$ 183,333.00	\$ 183,333.00	\$ -	\$ -	\$ -	\$ 625,000.00
Electric	Line Extensions	\$ 325,000.00	\$ 350,000.00	\$ -	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ -	\$ 2,275,000.00
Electric	Manassas Ave Substation Transformer Replacements	\$ 135,000.00	\$ 75,000.00	\$ 177,500.00	\$ 177,500.00	\$ -	\$ -	\$ -	\$ -	\$ 565,000.00
Electric	Sprint Substation Transformer Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 500,000.00
Electric	New Canopy Street Lights Along East Main	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -	\$ 750,000.00
Water	Redundant Waterline (Loan including amount to be paid by Dominion)	\$ 528,642.60	\$ 11,300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,828,642.60
Water	Jamestown Pump Station Upgrade	\$ -	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ 600,000.00
Water	4-H Pump Station Upgrade	\$ 10,000.00	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 610,000.00
Water	Switch Gear Raw Water Pump Station & VFD	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 500,000.00
Water	Clearwell 1 & 2 Upgrade	\$ 20,000.00	\$ 20,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 490,000.00
Water	Raw Water Intake Upgrade 10,000,000 to 15,000,000 15 yrs. DEQ WITHDRAW 1mm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000,000.00	\$ 15,000,000.00
Water	Johnmarshall Highway Improvements	\$ -	\$ -	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000.00
Water	Browntown Subdivision Improvements	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000.00
Water	Rodney Ave. Interconnection	\$ -	\$ -	\$ -	\$ -	\$ 175,000.00	\$ -	\$ -	\$ -	\$ 175,000.00
Water	Oakridge Court Improvements	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	\$ -	\$ -	\$ -	\$ 125,000.00
Water	Steele Ave. Interconnection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
Water	Cedar Drive Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580,000.00	\$ -	\$ 580,000.00
Water	Hilvue Street Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,000.00	\$ -	\$ 194,000.00
Water	Water Line Upgrades	\$ -	\$ 614,000.00	\$ 290,000.00	\$ 658,000.00	\$ 751,000.00	\$ 427,000.00	\$ 245,000.00	\$ -	\$ 2,985,000.00
Sewer	Inflow & Infrastructure Abatement (Loan to advance for consent order)	\$ -	\$ 8,000,000.00	\$ 217,050.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	\$ 10,617,050.00
Sewer	Wastewater Treatment Plant Upgrade phase II (Design)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000.00	\$ 3,000,000.00
Sewer	Wastewater Treatment Plant Upgrade Phase II (Construction)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000,000.00	\$ 18,000,000.00
Sewer	Replace Rotary Fan Press with Centrifuge	\$ -	\$ -	\$ -	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 2,400,000.00	\$ 4,000,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
										\$ -
	Total	\$ 2,562,899.02	\$ 21,750,740.00	\$ 3,204,844.00	\$ 9,146,679.00	\$ 6,522,491.00	\$ 16,684,538.00	\$ 15,336,747.00	\$ 97,252,178.10	\$ 172,461,116.12



Council Consent Agenda Statement

Item # 10F

Meeting Date: April 25, 2022

Agenda Item: Resolution for Recognition of Service on the Board of Zoning Appeals

Summary: Council is requested to approve a resolution recognizing R. Wayne Sealock for his service on the Board of Zoning Appeals (BZA). Mr. Sealock was appointed by Town Council May 23, 2005 to an unexpired term. His service has spanned 17 years on the BZA. A resolution passed by Town Council in 2001 allows for an uninterrupted period of no more than three (3) full terms on the same board; therefore, Mr. Sealock's term will expire May 1, 2022.

Budget/Funding: None

Meetings: None

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 recognizing R. Wayne Sealock for his service on the Board of Zoning Appeals (BZA), as presented.

Moved _____ **Seconded** _____

Cockrell _____ **Gillispie** _____ **McFadden** _____ **Morris** _____ **Thompson** _____



RESOLUTION
for
RECOGNITION OF SERVICE
to
R. Wayne Sealock
May 2005 – May 2022

for seventeen (17) years of service to the Town of Front Royal Board of Zoning Appeals. Your dedication to hear and decide appeals from individuals in an effort to decide the best possible outcome for our community and its citizens is immensely appreciated and will be greatly missed.

**MAYOR AND TOWN COUNCIL
TOWN OF FRONT ROYAL, VIRGINIA**

Presented this 25th Day of April 2022

Approved:

Attest:

Chris W. Holloway, Mayor

Tina L. Presley, Clerk of Council



Council Agenda Statement

Item #11A

Meeting Date: April 25, 2022

Agenda Item: Nomination to the Board of Zoning Appeals

Summary: Council is requested to approve a nomination to the Circuit Court Judge to the Board of Zoning Appeals (BZA) to fill a five-year term beginning May 1, 2022.

Budget/Funding: None

Meetings: Work Session held March 14th and Regular Meeting held March 28, 2022

Proposed Motion: I move that Council nominate Andi A. Robinson to the Circuit Court Judge to the Board of Zoning Appeals to a five-year term beginning May 1, 2022.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *McFadden* _____ *Morris* _____ *Thompson* _____



Council Agenda Statement

Item # 11B

Meeting Date: April 25, 2022

Agenda Item: Resolution to Adopt “Shift Differential Policy” for Town Employee Handbook

Summary: Council is requested to approve an update to the Town’s Employee Handbook by adding the attached “Shift Differential Policy”. Due to Town service responsibilities, certain employees are required to work in shifts. This includes police officers, communications officers, water and wastewater operators. In an effort to remain competitive in the job market, retain employees, and improve overall morale, staff recommends paying qualifying shift workers an additional premium of \$1.00 hourly for hours worked during a qualifying night shift. If approved the policy would be effective upon passage.

Budget/Funding: Additional salary expense of approximately \$15,000 is anticipated to implement the proposed shift differential program. The current FY22 budget has funds available from vacant positions to cover the additional expense for implementation. Funds for shift differential was not incorporated into the FY23 Proposed Budget, although staff feels that adequate funds will be available in the FY23 Proposed Budget from employee turnover due to vacant positions and employee retirements to cover the additional expense.

Meetings: Work Session held April 11, 2022

Proposed Motion: I move that Council approve the “Shift Differential Policy “to the Town’s Employee Handbook, as presented and effective upon passage.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *McFadden* _____ *Morris* _____ *Thompson* _____

RESOLUTION

SHIFT DIFFERENTIAL POLICY

WHEREAS, certain Town employees are required to work in shifts, including police officers, communication officers, and water and wastewater treatment plant operators; and,

WHEREAS, in an effort to remain competitive, retain employment and improve overall morale staff recommends Council approve a Shift Differential Policy, and,

NOW THEREFORE BE IT RESOLVED, that Town Council approve a Shift Differential Policy and update the Town's Employee Handbook with same as presented below, effective upon passage:

SHIFT DIFFERENTIAL POLICY

- A. Due to Town service responsibilities, certain employees are required to work in shifts. Shift workers are those regular full-time and part-time employees who are assigned to work in shifts, and who work a qualifying shift.
- B. A qualifying shift means an established work period, regularly scheduled to meet required staffing levels, as defined by the employee's Department. Eligible shift workers include police officers, communications officers, water treatment operators, and wastewater treatment operators.
- C. Shift differential will be paid to employees working a qualifying night shift, which may vary by Department (e.g., 6am-6pm or 7am-7pm). In some circumstances, an employee may be assigned a variable shift, of which the employee is paid shift differential only on the hours worked in the pre-determined night shift time frame. For example, the typical shift for a police officer is 7am-7pm or 7pm-7am. Shift differential is paid to employees for the hours of 7pm-7am. If an officer is assigned to work an alternate shift such as 1pm-1am, then the officer will receive differential only for the hours worked within the determined night shift hours (7pm – 1pm; the employee is paid shift differential on 6 hours).
- D. An employee temporarily assigned to a qualifying shift for any period is entitled to shift differential pay.
- E. Shift differential pay is \$1.00 per hour for all eligible employees. This rate is subject to adjustment as approved by the Town Manager. As an example, if an employee makes \$15 per hour and works a qualifying night shift, the employee will make \$16 per hour for hours worked during the qualifying shift.
- F. Shift differential is paid only for hours worked, not for paid leave hours. An employee who works only a portion of his/her qualifying shift and uses leave for the remaining portion will receive differential pay only on the hours actively worked.
- G. Shift differential will not be paid for hours worked during the regular day-time shift. For example, the 8:00am to 5:00pm employee would not receive shift differential pay if he/she works past 5:00 pm to finish an assignment during normal working hours. In that case, overtime or compensatory time may apply.
- H. Shift differential will not be paid to a qualifying shift worker who works overtime, of which said overtime is within a qualifying shift period. For example, an officer working a day shift 7am-7pm is not paid shift

differential if he/she stays beyond their normal shift. Excess hours are paid as overtime or compensatory time.

- I. Employees responding to emergency calls or call-back are ineligible to receive differential for those hours. Overtime or compensatory time may apply.
- J. Salaried/Exempt employees are not eligible for shift differential pay.
- K. This policy excludes employees who voluntarily work flex-time schedules.
- L. Shift differential pay is not considered part of salary for retirement income.

Effective Upon Passage

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 _____, 2022 upon the following recorded vote:

Lori A. Cockrell __Yes __No

Gary L. Gillispie __Yes __No

Letasha T. Thompson __Yes __No

Joseph E. McFadden __Yes __No

Amber F. Morris __Yes __No

Approved as to Form and Legality:

George Sonnett, Deputy Town Attorney

Dated: _____



Council Agenda Statement

Item # 11C

Meeting Date: April 25, 2022

Agenda Item: Proclamation for National Public Works Week

Summary: National Public Works Week is May 15-21, 2022. We would love to celebrate all the hard work of the approximately 68 Public Works Employees that work hard every day during their shift and while on call 24/7 for emergency situations and being taken away from family.

- Maintains 138.2 moving lane miles (Primary & Secondary Roads).
- Maintains 92 miles storm sewer.
- Mow, weed eat and tractor mow Town properties, Right of ways and medians.
- Plans, designs, installs, and maintains floral landscapes and tree plantings.
- Collects trash, recycling, yard waste from 5,896 customers.
- Cleans/Disinfects Town Buildings and performs skilled maintenance/repairs to Town Buildings.
- Fabricates, installs, and replaces Town street signs & Maintains crosswalks.
- Performs paving, pothole and street repairs, bridge maintenance and street sweeping.
- Assists Town with community events and road closures.
- Snow Removal, Repair water breaks, Sewer back-ups
- Treats sewage from 5,980 residents and Warren County Customers
- Water-Produces 2.3 Million Gallons per Day (MGD).
- Provides water to 6,406 residents and provides sewer to 6,093 residents.
- Maintains 119 miles of waterline, 124 miles of sanitary sewer and 724 fire hydrants.
- Reviews and inspects all public improvements within Town limits and in the County where Water & Sewer are provided, for compliance with Town Standards & Specifications.

Budget/Funding: None

Meetings: Work Session held April 11, 2022

Proposed Motion: I move that Council approve a Proclamation proclaiming May 15 – 21, 2022 as Public Works Week in the Town of Front Royal.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *McFadden* _____ *Morris* _____ *Thompson* _____



**National Public Works Week Proclamation
May 15 – 21, 2022 “Ready and Resilient”**

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Front Royal; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Front Royal to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, Mayor Chris W. Holloway, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

We take this opportunity to celebrate all the hard work of the approximately 68 Public Works Employees who work hard every day during their shift and while on call 24/7 for emergency situations and being taken away from family.

- Maintains 138.2 moving lane miles (Primary & Secondary Roads).
- Maintains 92 miles storm sewer.
- Mow, weed eat and tractor mow Town properties, Right of ways and medians.
- Plans, designs, installs, and maintains floral landscapes and tree plantings.
- Collects trash, recycling, yard waste from 5,896 customers.
- Cleans/Disinfects Town Buildings and performs skilled maintenance and repairs to Town Buildings.
- Fabricates, installs, and replaces Town street signs & Maintains crosswalks.
- Performs paving, pothole and street repairs, bridge maintenance and street sweeping.
- Assists Town with community events and road closures.
- Snow Removal, Repair water breaks, Sewer back-ups
- Treats sewage from 5,980 residents and Warren County Customers
- Water-Produces 2.3 Million Gallons per Day (MGD).
- Provides water to 6,406 residents and provides sewer to 6,093 residents.
- Maintains 119 miles of waterline, 124 miles of sanitary sewer and 724 fire hydrants.
- Reviews and inspects all public improvements within Town limits and in the County where Water & Sewer are provided, for compliance with Town Standards & Specifications.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Front Royal to be affixed,

DONE at the Town of Front Royal, Virginia this _____ day of _____ 2022.

Approve:

Mayor Chris W. Holloway

Attest:

Clerk of Council Tina L. Presley

DRAFT



Council Agenda Statement

Item # 11D

Meeting Date: April 25, 2022

Agenda Item: Memorandum of Understanding Between the Town of Front Royal, County of Warren, Valley Health Systems and Northern Shenandoah Valley Substance Abuse Coalition to Create a Drug Treatment Court Program

Summary: Council is requested to approve a Memorandum of Understanding (MOU) between the Town of Front Royal, County of Warren, Valley Health System and Northern Shenandoah Valley Substance Abuse Coalition to create a Drug Treatment Court Program as presented and contingent upon the approval of the Town's Annual Appropriation Ordinance for FY2022-2023 Budget and the approval and execution of the MOU by the County of Warren, Valley Health System and the Northern Shenandoah Valley Substance Abuse Coalition. Council is further requested to direct the Town Manager to execute the MOU on behalf of the Town.

Budget/Funding: budget line item is 1101-43009 Town Council – Purchase Government Services

Meetings: Work Session held April 11, 2022

Proposed Motion: I move that Council approve a Memorandum of Understanding (MOU) between the Town of Front Royal, County of Warren, Valley Health System and Northern Shenandoah Valley Substance Abuse Coalition to create a Drug Treatment Court Program as presented and contingent upon the approval of the Town's Annual Appropriation Ordinance for FY2022-2023 Budget and the approval and execution of the MOU by the County of Warren, Valley Health System and the Northern Shenandoah Valley Substance Abuse Coalition. Council is further requested to direct the Town Manager to execute the MOU on behalf of the Town.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *McFadden* _____ *Morris* _____ *Thompson* _____

MEMORANDUM OF UNDERSTANDING

On this ____ day of _____, 2022, the undersigned parties agree to the terms contained in this *Memorandum of Understanding* ("MOU") between the **County of Warren, Virginia** (hereinafter referred to as the "County"); the **Town of Front Royal, Virginia** (hereinafter referred to as the "Town"); **Valley Health System** (hereinafter referred to as "Valley Health"); and the **Northern Shenandoah Valley Substance Abuse Coalition**, (hereinafter referred to as "NSVSAC"). The foregoing (and undersigned) being hereinafter referred to collectively as "the parties".

RECITALS

1. WHEREAS, at all times herein mentioned, the County of Warren, Virginia, was and remains a municipal corporation formed and operating under the laws of the Commonwealth of Virginia; and
2. WHEREAS, at all times herein mentioned, the Town of Front Royal, Virginia, was and remains a municipal corporation formed and operating under the laws of the Commonwealth of Virginia; and
3. WHEREAS, the Northern Shenandoah Valley Substance Abuse Coalition is a nonprofit entity formed under the laws of the Commonwealth of Virginia. The mission of the NSVSAC is to collaborate with community partners, to identify and develop effective resources to ensure that the necessary continuum of care for substance use and addiction services is available to all members of the community; and
4. WHEREAS, Valley Health is a not-for-profit health system dedicated to meeting the medical needs of residents of the Northern Shenandoah Valley, including Warren County and the Town of Front Royal, and to partnering with local communities to provide the care residents need.
5. WHEREAS, the parties desire to create a drug treatment court program in Warren County (hereinafter the "Warren County Adult Drug Treatment Court") in accordance with the provisions of §18.2-254.1 of the Code of Virginia; and
6. WHEREAS the parties desire to compete to receive funding under the Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program; and
7. WHEREAS, said grant is limited to states, state and local courts, counties, units of local government, and federally recognized Indian Tribal Governments on behalf of a single jurisdiction drug court; and

8. WHEREAS, the parties have requested that Warren County apply for said grant and stand as fiscal agent for any funds awarded pursuant to said grant; and
9. WHEREAS, Warren County and the Town of Front Royal have expressed their support for the Warren County Adult Drug Treatment Court Program and in furtherance thereof, Warren County has agreed to authorize the County's service as fiscal agent for the grant funds; and
10. WHEREAS, NSVSAC has represented that the grant provisions allow for a nonprofit organization like the NSVSAC to be a sub-recipient of funds received under the grant.

AGREEMENT

The parties understand that participating in this agreement will increase the ability of Warren County and the Town of Front Royal to promote overall public safety, prevent substance abuse, promote recovery services, and provide the best possible service to the citizens and visitors to those localities; and the parties hereto intend by this memorandum to enter into an understanding for cooperation in the establishment and utilization of such activity, subject to the specific terms and conditions herein. The parties jointly agree with one another as follows:

1. Warren County agrees to provide an initial amount of funding in the amount of \$40,000 to be used for the hiring of a coordinator to plan and implement the creation of the Warren County Adult Drug Treatment Court program. Thereafter, Warren County agrees to provide an annual amount of funding in the amount of \$50,000 per year to support the operation of the Warren County Adult Drug Treatment Court program. Warren County also agrees to provide office space and internet connectivity for the position of drug treatment court administrator/coordinator. This allocation shall be subject to annual appropriation and approval by the Warren County Board of Supervisors;
2. The Town of Front Royal agrees to provide an initial amount of funding in the amount of \$40,000 to be used for the hiring of a coordinator to plan and implement the creation of the Warren County Adult Drug Treatment Court program. Thereafter, the Town of Front Royal agrees to provide an annual amount of funding in the amount of \$50,000 per year to support the operation of the Warren County Adult Drug Treatment Court program. This allocation shall be subject to annual approval and appropriation by the Town of Front Royal;

3. Valley Health agrees to provide an initial amount of funding in the amount of \$40,000 to be used for the hiring of a coordinator to plan and implement the creation of the Warren County Adult Drug Treatment Court program. Thereafter, Valley Health agrees to provide an annual amount of funding in the amount of \$50,000 per year to support the operation of the Warren County Adult Drug Treatment Court program. This allocation shall be subject to annual approval and appropriation by Valley Health;
4. The monies provided in the Memorandum shall be paid to the NSVSAC for the support and operation of the Warren Adult Drug Treatment Court. The NSVSAC will collaborate with community partners in Warren County and the Northern Shenandoah Valley to identify and develop effective resources to ensure that the necessary continuum of care for substance use and addiction services are available for participants in the Warren County Adult Drug Treatment Court program;
5. Contingent upon fiscal appropriation from the Board of Supervisors of Warren County, the County agrees to act as the applicant and fiscal agent for the Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program;
6. In order to properly administer the funds received from the Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program, Valley Health System will be responsible for hiring an administrator/coordinator for the Warren County Adult Drug Treatment Court Program. The NSVSAC will be responsible for the reimbursement of costs incurred for compensation of the drug treatment court administrator/coordinator and for payment of substance abuse treatment services for participants in the Warren County Adult Drug Treatment Court Program. The NSVSAC will provide quarterly invoices to Warren County for the reimbursement of costs incurred for compensation of the drug treatment court administrator and for the payment of substance abuse treatment services, which shall be paid for using funds from the Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program.
7. The collective monetary total of the provided invoices shall not exceed the dollar amount of the awarded grant.
8. The parties to this agreement shall not be required to provide any additional funding other than the funding provided herein, and shall not receive invoices from NSVSAC outside the scope of the grant funds or the funds provided herein.

9. The parties shall bear no funding responsibility for any services associated with this agreement or the aforementioned grant should the funding not be awarded, rescinded, or otherwise modified from its original expected scope.
10. At all times herein mentioned, Warren County, the Town of Front Royal, Valley Health and the NSVSAC, their respective employees, agents, and assigns, shall be construed and remain independent entities. Nothing in this Memorandum of Understanding shall be construed to form an employment relationship between any of the parties.
11. This document represents the entire agreement between the parties. All prior or subsequent agreements concerning these matters are hereby deemed to be null and void unless said terms are incorporated into a written Addendum to this MOU signed by all parties.
12. This *Memorandum of Understanding* shall automatically renew on January 1st of each year following execution for ten (10) years following execution and may be terminated without cause or recourse by any party upon thirty (30) days written notice issued to the other parties to this Memorandum. This Agreement shall remain in effect despite the expiration of tenure of any of the representatives whose signatures appear hereon.
13. This document shall be construed under the laws of the Commonwealth of Virginia. Any dispute arising from the performance or non-performance of the terms of this MOU shall be litigated solely in the Circuit Court for Warren County, Virginia.

By executing this document, the undersigned parties represent that they are authorized to and hereby bind their respective entities to all terms of this MOU:

WARREN COUNTY, VIRGINIA:

Edwin Daley, County Administrator

Date

TOWN OF FRONT ROYAL, VIRGINIA:

Steven Hicks, Town Manager

Date

**NORTHERN SHENANDOAH VALLEY
SUBSTANCE ABUSE COALITION**

Lauren Cummings, Executive Director

Date

VALLEY HEALTH SYSTEM

Date

DRAFT



Council Agenda Statement

Item # 12

Meeting Date: April 25, 2022

CLOSED MEETING

Motion to Go into Closed Meeting

I move that Town Council convene and go into Closed Meeting for

- 1) the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, specific to the Town Council Vacancy, pursuant to Virginia Code §2.2-3711. A.1 of the Code of Virginia; and,
- 2) consultation with legal counsel and briefings by staff members or consultants pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, specifically, the Warren County Economic Development Authority, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ McFadden _____ Meza _____ Thompson _____