



TOWN COUNCIL WORK SESSION MINUTES

Monday, August 8, 2022 at 7:00 PM - Town Hall Conference Room

The following minutes are a summary of items on the agenda.

This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

CLOSED MEETING – Planning Commission Interviews and Personnel

Motion to Go into Closed Meeting

Vice Mayor Cockrell moved seconded by Councilman McFadden 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, specifically Planning Commission, Town Manager and Town Attorney, pursuant to §2.2-3711(1) of the Code of Virginia. Following the Closed Meeting, Council may take further action in open session.

Vote: Yes – Vice Mayor Cockrell and Councilmembers, Gillispie, Jackson, McFadden, Morris (remote due to vacation), 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 and Councilmembers, Gillispie, Jackson, McFadden, Morris (remote due to vacation), and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Councilman Gillispie moved seconded by Councilwoman Morris that Town Council, acting in its sole and absolute discretion, immediately terminate the Town Manager Employment Agreement, dated December 7, 2020 ("Agreement"), and the employment of the Town Manager, Steven Hicks, "without cause", pursuant to paragraphs VI.6.1.f and VI.6.3.A through D, of the Agreement, without waiving any rights the Town may otherwise have pursuant to the Agreement. Kathleen Leidich, Assistant Town Manager, is hereby appointed Town Manager, on a temporary interim basis as may be agreed upon, effective upon assuming the office, who shall hold the office until such time as Council shall appoint a Town Manager for an agreed upon term of office.

Vote: Yes – Councilmembers, Gillispie, Jackson, and Morris (remote due to vacation)

No – Vice Mayor Cockrell, Councilmembers McFadden and Thompson

Absent – N/A

Abstain – N/A

ROLL CALL

Due to a tie vote Mayor Holloway broke the tie – YES VOTE

MOTION PASSED

Steven Hicks left the room.

Councilman McFadden resigned and left the room.

Councilman Gillispie moved seconded by Councilwoman Morris that Council authorize the Mayor to request the resignation of James E. Cornwell, Jr. Esq. as the Interim Town Attorney for the Town of Front Royal, and to provide him with written notice of the termination of the Client Engagement Agreement dated October 27, 2021. I hereby authorize George Sonnett as Interim Town Attorney.

Vote: Yes – Councilmembers, Gillispie, Jackson, Morris (remote due to vacation) and Thompson

No – Vice Mayor Cockrell

Absent – N/A

Abstain – N/A

ROLL CALL

8:15pm - Mayor Holloway took a 5-minute recess

Councilman Gillispie moved seconded by Councilwoman Thompson that Council add to the agenda "A Special Exception Application Requesting a New, Non-Dedicated Private Street Pursuant to Town Code Chapter 148-820.N.1.b. Submitted by Poe's River Edge LLC & Eagle Sky Industrial Park LLC. The Applicants are Requesting Approval of the Private Street to Improve Traffic Flow Through Parcels located at 508 Kendrick Lane Parcel (T.M. #20A1-3-5A1 & 20A1 3 4). The Parcels are Zoned 1-2".

Vote: Yes – Vice Mayor Cockrell and Councilmembers, Gillispie, Jackson, Morris (remote due to vacation), and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Planning Director Kopishke gave Council and overview of the request. She confirmed that there has not been a public hearing and no recommendation from the Planning Commission; however, the Planning Commission had no issues with the request when it was recently heard in their work session.

Items Slated for Public Hearings on August 22nd

Special Use Permit for Short-Term Rental at 425 N. Royal Avenue – Joy Allen/Patrick Masch

Special Use Permit for Short-Term Rental at 18 E. Stonewall Drive – Jerry & Martha Britton

Special Use Permit for Apartments at 650 W. 11th Street – Ramzi Beidas

Ms. Kopishke advised that they have all met all the requirements needed for their requests. She noted that there was some discussion at the Public Hearing for the apartments on W. 11th Street. It was confirmed that there is already two apartments upstairs.

Proposed Ordinance Amendments to Town Code Chapter 4 – Clerk of Council Presley advised that this was the same ordinance that was before Council on July 11th with the addition of the two amendments that were added that night. Vice Mayor Cockrell asked staff to determine by the Human Resources Department how evaluations in the Town Attorney's Office would be handled if Chapter 4-27 and 4-39 were amended. There was much discussion and concern regarding Chapter 4-53 "Residency of Town Employees". Council questioned why various staff members were restricted on their residency and agreed to restrict only those staff members that were considered "emergency personnel". It was agreed by Council to

- remove the Clerk of Council and Assistant Town Manager from 4-53.B.1. and 4-53.B.2. [Assistant Town Manager is not listed currently in the Town Code]
- add the Director of Planning to 4-53.B.
- remove 4-53.C. in its entirety

Items Slated for Consent Agenda for August 22nd Regular Council Meeting –

Purchase of Kendrick Lane Substation Transformer – Finance Director Wilson advised that the transformer would be at an approximate cost of \$650,000 and about a year out to receive.

Contract Award for Bridge Inspections Services – No discussion

Contract Award for Waterline Upgrades – Mr. Wilson advised it was Manassas Avenue and Braxton Road

Contract Award for Compensation Study/Employee Handbook Update – Mr. Wilson advised that the RFPs have been evaluated.

Waiver of Curb, Gutter, Sidewalk Request from Kathy Blevins on Crisman Drive – Deputy Zoning Administrator/Town Planner I John Ware briefed Council on the request from Ms. Blevins. Mr. Ware confirmed that there was a possibility of approximately four more lots for construction of houses on Crisman Drive if property owners were to subdivide their parcels. He noted that there were no vacant lots and Crisman Drive. He advised that Town Code allows Council to waive the installation of curb, gutter, and sidewalk. Council agreed to the waiver. Mr. Ware continued that Ms. Blevins is requesting to waive the requirement for a nonerodable driveway; however, there was no provision in the Town Code for Council to waive this requirement. He explained that Ms Blevins contractor did not include the 90-foot driveway into the cost. Council agreed they could not waive the driveway requirement.

Resolution Acknowledging [Declaring] End of COVID-19 Communicable Disease Local Emergency – Interim Town Attorney Sonnett advised that Council approve a resolution declaring the end of the COVID-19 Communicable Disease Local Emergency noting that the continuity of government procedures authorized by the March 23, 2020 and September 28, 2020 ordinance were no longer enabled.

Open Discussion – N/A

Adjourn at 9:04pm

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmembers Gillispie, Jackson, McFadden(resigned during the meeting), Morris (remote due to vacation) and Thompson, Town Manager Steven Hicks (terminated during the meeting), Deputy Town Attorney George Sonnett, Clerk of Council Tina Presley, Finance Director BJ Wilson, Assistant Town Manager Kathy Leidich, Director of Planning Lauren Kopishke, Deputy Zoning Administrator/Planner I John Ware, Manager of IT Grant Autry and members of the public and press.

Approved by Town Council

Date: 9/26/22