



TOWN COUNCIL WORK SESSION

Monday, August 5, 2013 @ 7:00pm

Front Royal Administration Building Conference Room

Town/Staff Related Issues:

1. Presentation by Nicki Lynch pertaining to Library Hours – NO BACKUP
2. Presentation by Dave Reeves of Prism Contractor & Engineering – NO BACKUP
3. Job Reclassification in the Police Department – *Police Chief*
4. Continued Discussion of Leach Run Parkway Design Award to Pennoni Assoc., Inc. – *Town Manager*
5. Resolution – Prioritization of Avtex Site Release Review – *Town Manager*

Council/Mayor Related Issues:

6. Council Discussion/Goals (*time permitting*)
7. Closed Meeting – 1) Consultation with Legal Counsel specific to Annexation and 2) Prospective Business

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting 1) for the consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, Annexation, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia and 2) for the purpose of 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, pursuant to Section 2.2-3711.A.5. 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 Action 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.

Town of Front Royal, Virginia
Work Session Agenda Form

Date: August 5, 2013

Agenda Item: Police Department Position Reclassification - Community Relations Specialist-1002 to Office Assistant-1001.

Summary: Since council approved the (MPO) Master Police Officer Program. MPO's are required to meet specific requirements to achieve and maintain this designation. MPO's are required to participate in community events such as Neighbor Watch, Triad/Salt, Senior Center, and Women Christian Group to name a few. The events listed were handled by the Community Relations Specialist previously. Uniform officers are now attending these meetings. Staff proposes reclassification of the Community Relations Specialist position to an Office Assistant so the Police Department can use the personnel for administrative functions such as state accreditation, FOIA requests, Department permits, and other duties as required. The Office Assistant can still be utilized to fill in and handle community events as needed. The cost for this reclassification is \$0.00

Council Discussion: Council is requested to consider the reclassification of this position to better serve the Police Department as the MPO program is implemented.

Staff Evaluation: Staff has evaluated the current job requirements and determined that the position should be transitioned to provide a more administrative role in the Department.

Budget/Funding: The proposed reclassification does not require salary adjustment; therefore there is not adjustment to the budget. The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council consider the reclassification of this position in the Police Department.

Town Manager Recommendation: The Town Manager recommends that Council consider the reclassification of this position in the Police Department.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)





TOWN OF FRONT ROYAL

POLICE DEPARTMENT
24 WEST MAIN STREET
FRONT ROYAL, VIRGINIA 22630-1560

NORMAN SHIFLETT
Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

To: Town Manager Steve Burke
Fr: Chief Norman A. Shiflett
Date: July 03, 2013
Ref: Job classification change

Steve,

Please place on the next Town Council work session a request from me, to have the Community Relations Specialist-1002 reclassified to Office Assistant-1001.

Thanks Chief

Town of Front Royal, Virginia Work Session Agenda Form

Date: August 5, 2013

Agenda Item: Leach Run Parkway - Award of Design Contract

Summary: Staff from the Town, County, and EDA have reviewed the proposals submitted to design the Leach Run Parkway, conducted interviews of the shortlisted firms, and recommend award of the design contract to Pennoni Associates, Inc. in an amount not to exceed \$712,000. Contract documents have been developed to comply with VDOT requirements for consideration by all involved parties. Per the MOU with the County and EDA for the project, award requires at least of the bodies to approve the contract. Staff met to discuss award of the contract with Councilmen Sayre and Tewalt.

Council Discussion: Council is requested to consider approval of award to design the Leach Run Parkway to Pennoni Associates, Inc.

Staff Evaluation: Staff from the Town, County, and EDA have determined that Pennoni Associates, Inc. have demonstrated the appropriate skills, qualifications, and understanding of the project to perform the design work for this Revenue Sharing Project.

Budget/Funding: Funding for this project are shared by the Town and County. The Town has recently approved a resolution to participate in the funding program for the design work. Funding for the Town's share of this project is provided by the tax increase approved in FY12-13. The Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends award of the design contract for the Leach Run Parkway to Pennoni Associates, Inc. in an amount not to exceed \$712,000.

Town Manager Recommendation: The Town Manager recommends award of the design contract for the Leach Run Parkway to Pennoni Associates, Inc. in an amount not to exceed \$712,000.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)



Town of Front Royal, Virginia Work Session Agenda Form

Date: August 5, 2013

Agenda Item: Resolution - Prioritization of Avtex Site Release Review

Summary: The EPA has notified the EDA that the release of the Avtex Site for redevelopment which was previously scheduled for the fall of 2013 is now anticipated for some time in 2014. The delay has been ascribed to the time necessary to review the documentation regarding the testing associated with the site remediation. Discussion at the July Liaison Meeting indicated that Warren County would consider a joint resolution requesting our elected representatives to pursue every effort to encourage the EPA to expedite their review of the site documentation.

Council Discussion: Council is requested to consider approval of resolution to prioritize the release of the Avtex Site.

Staff Evaluation: Staff have developed the attached resolution for consideration by the Town and County.

Budget/Funding: The Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends approval of the resolution as presented.

Town Manager Recommendation: The Town Manager recommends approval of the resolution as presented.

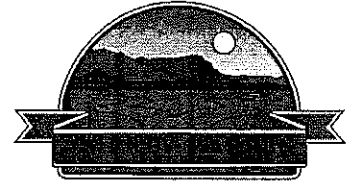
Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)





**RESOLUTION
PRIORITIZATION OF
AVTEX SITE RELEASE REVIEW**



WHEREAS, the Town of Front Royal and the County of Warren have desired to complete the remediation process on the Avtex (Royal Phoenix) Site; and

WHEREAS, the Town and County are aware that the necessary documentation of the remediation efforts have been submitted to the Environmental Protection Agency (EPA); and

WHEREAS, the Town and County understand that due to personnel limitations on the EPA that the anticipated completion of the document review has been postponed from July, 2013 until some unspecified time in 2014; and

WHEREAS, the Town and County desire to advance the redevelopment of this site in a timely manner to restore its vital contribution to the community.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Front Royal, Virginia, and by the Chairman and Supervisors of the County of Warren that our elected representatives in the Commonwealth of Virginia General Assembly, U.S. Senate, and the House of Representatives pursue every effort to encouraged the EPA to expedite their review of the documentation necessary for the release of the Avtex Site.

APPROVED:

For the Town of Front Royal, Virginia:

For the County of Warren, Virginia:

Timothy W. Darr, Mayor

Archie A. Fox, Chairman

Attest:

Attest:

Steven M. Burke
Town Manager

Douglas P. Stanley
County Administrator

Approved as to form:

Approved as to form:

Douglas W. Napier, Esq.
Town Attorney

Blair D. Mitchell, Esq.
County Attorney