



SPECIAL TOWN COUNCIL MEETING

Monday, August 29, 2022, at 7:00pm in Town Hall Upstairs Conference Room

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

1. ROLL CALL

2. RECOGNITIONS/PROJECT UPDATE

- Retirement of Freddie Jenkins
- Service on Planning Commission Douglas Jones
- Police Officer House by the Department of Social Services
- Project Update by Director of Public Works Robbie Boyer

3. PUBLIC HEARING – Special Use Permit for a Special Exception to Allow a New Private Street to Improve Traffic Flow through Parcels Located at 508 Kendrick Lane from Poe’s River Edge LLC & Eagle Sky Industrial Park LLC – *Lauren Kopishke*

4. CONSENT AGENDA –

- A. Contract Award for Waterline Upgrades at Braxton Road & Manassas Avenue – *BJ Wilson*
- B. Contract Award for Bridge Inspections Services & Reports – *BJ Wilson*
- C. Contract Award for Compensation Study/Employee Handbook Update Services – *BJ Wilson*
- D. Purchase of Kendrick Lane Substation Transformer - *BJ Wilson*
- E. Resolution Declaring End of Covid-19 Communicable Disease Local Emergency – *George Sonnett*
- F. Condemnation Resolution for Redundant Waterline in Rt 522 N. Corridor
- G. Resolution to Authorize GDS Associates to Execute the 2023-2025 Fixed Volume Energy Supply Schedule with American Municipal Power (AMP) – *Mary Ellen Lynn*
- H. Waiver of Curb, Gutter, Sidewalk on Crisman Drive – *Lauren Kopishke*

5. BUSINESS ITEMS

- A. Appointment to the Planning Commission
- B. Designation of Town’s FOIA Officer

6. CLOSED MEETING – Consultation with Legal Counsel

7. Adjourn



Special Council Agenda Statement

Item 03

Meeting Date: August 29, 2022

Agenda Item: PUBLIC HEARING – Special Use Permit for a Special Exception to Allow a New Private Street to Improve Traffic Flow through Parcels Located at 508 Kendrick Lane from Poe’s River Edge LLC & Eagle Sky Industrial Park LLC

Summary: Council is requested to consider approval of a Special Use Permit Application from Poe’s River Edge LLC and Eagle Sky Industrial Park LLC for a Special Exception to allow a new private street to improve traffic flow through parcels located at 508 Kendrick Lane (*tax map 20A 1-3-5A 1 and 20A 1 3 4*). The property is zoned I-2. Planning Commission held a public hearing on this request on August 17th and recommended approval of the Special Use Permit contingent upon the following conditions:

- 1) This Special Use Permit is authorized for a 20-foot-wide private street to be constructed to the aforementioned standards, as indicated on the “Overall Private Street Plan”, submitted to staff on July 27, 2022 and located on tax map parcel #20A1-3-5A1 and #20A1 3 4.
- 2) The applicant agrees to comply with Town standards for the location of utilities.
- 3) The applicant shall provide a copy of the Road Maintenance Agreement to staff at the time of site plan approval
- 4) A Master Development Plan be submitted if parcel tax map #20A1-3-5A1 is further subdivided.

Budget/Funding: None

Meetings: Work Session held August 8, 2022

Proposed Motion: I move that Council approve a Special Use Permit Application from Poe’s River Edge LLC and Eagle Sky Industrial Park LLC for a Special Exception to allow a new private street to improve traffic flow through parcels located at 508 Kendrick Lane (*tax map 20A 1-3-5A 1 and 20A 1 3 4*) contingent upon the following conditions: 1) this Special Use Permit is authorized for a 20-foot-wide private street to be constructed to the aforementioned standards, as indicated on the “Overall Private Street Plan”, submitted to staff on July 27, 2022 and located on tax map parcel #20A1-3-5A1 and #20A1 3 4.; 2) The applicant agrees to comply with Town standards for the location of utilities; 3) The applicant shall provide a copy of the Road Maintenance Agreement to staff at the time of site plan approval; 4) A Master Development Plan be submitted if parcel tax map #20A1-3-5A1 is further subdivided.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____

**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**



**Town Council Special Meeting
August 29, 2022**

STAFF REPORT FOR SPECIAL EXCEPTION APPLICATION #2200113

SUMMARY OF REQUEST:

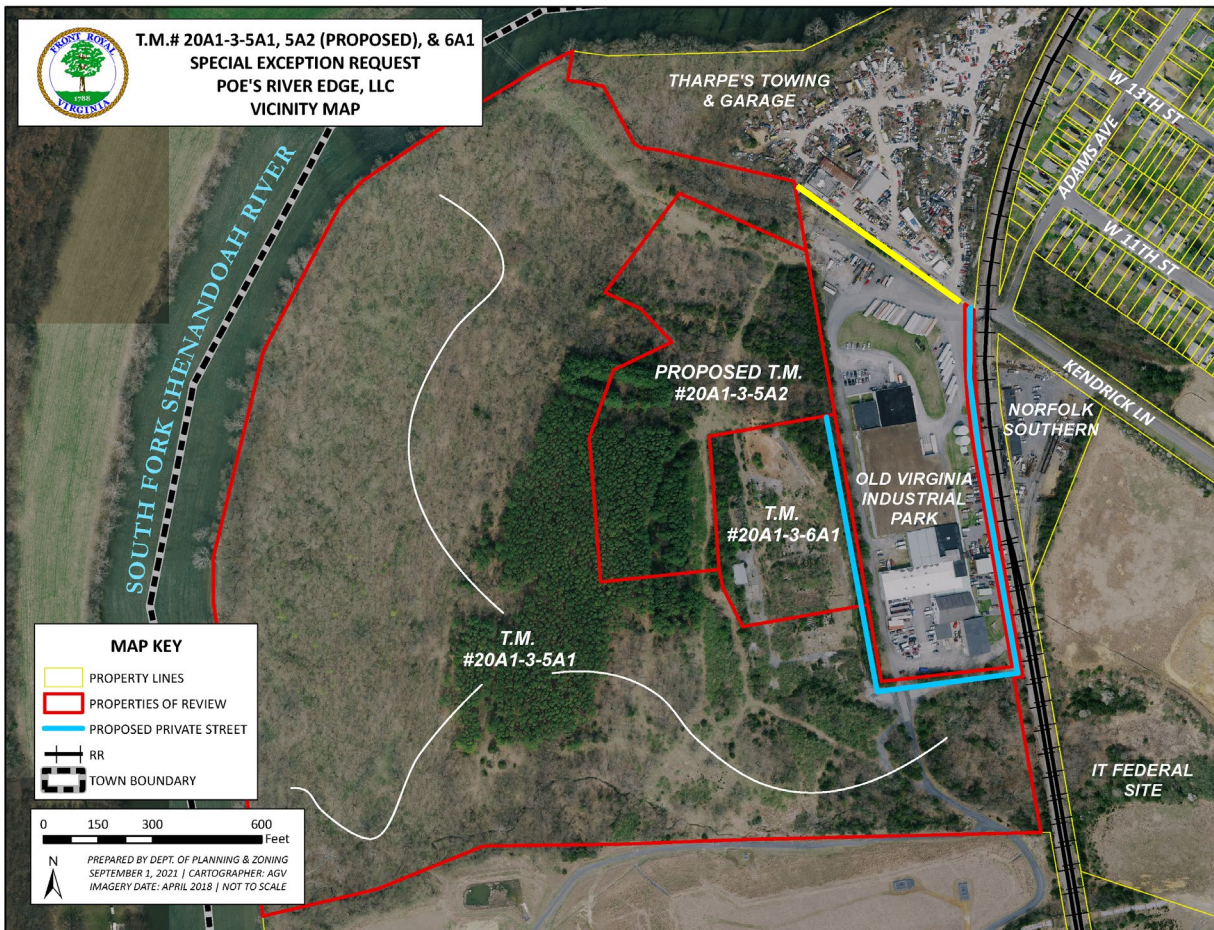
A Special Exception application requesting a new, non-dedicated private street pursuant to Town Code Chapter 148-820.N.1.b. Submitted by Poe's River Edge LLC & Eagle Sky Industrial Park, LLC, the applicants, are requesting approval of the private street to improve traffic flow through parcels located at 508 Kendrick Lane parcel (T.M. #20A1-3-5A1 & 20A1 3 4). The parcels are zoned I-2.

GENERAL INFORMATION:

Site Addresses	508 Kendrick Lane
Property Owner(s)	Poe's River Edge, LLC
Existing Zoning	I-2 Industrial Employment District
Tax Identification	T.M. #20A1-3-5A1 & T.M. #20A1 3 4
Location	The properties are located at the western terminus of Kendrick Lane past the railroad trestle, between the Southfork Shenandoah River to the west and the Norfolk Southern Railroad to the east.
Surrounding use and Zoning	The properties of review are abutted by properties classified as either I-2 Industrial Employment District or MCD Mixed-Use Campus Development District. Most of the immediately adjoining properties are industrial use-oriented businesses, except for the former Avtex site to the south and T.M. #20A1-3-5A1 (Poe's River Edge, LLC property), which are vacant lots.
Comprehensive Plan review	The properties of review are located within the South Fork Industrial Planning Area per the 1997 Comprehensive Plan Front Royal Planning Areas map. However, the parcels of review are excluded from the South Fork Industrial Planning Area Existing Land Use map (dated January 1997) and

Future Land Use map (dated September 1997) due to their proximity to the former Avtex Fibers site which is an Environmental Protection Agency designated Superfund Site.

Vicinity Map



Background, Analysis, and Staff Findings

The Special Exception application requests a new, non-dedicated private street pursuant to Town Code Chapter 148-820.N.1.b. A Special Exception cannot be approved until the Planning Commission holds a public hearing to review and provide a recommendation to Town Council per 148-211.C.

The Planning Commission is required to review and provide Town Council a recommendation on the **Special Exception application only**. Per Town Code Chapter 148-Article 9, a Special Exception is defined as:

"The approval of a subdivision or development with variations to the general regulations of this Chapter...under Section 148-211, and as authorized by Virginia Code § 15.2-2242."

For reference, Chapter 148-Article 9 defines a private street (road) as:

"A street that is owned and maintained by a non-government entity such as a property owners association and not necessarily open to public use."

The Applicant has proposed a variable width private road, approximately 512-feet extending from Kendrick Lane (Town owned and maintained, variable right-of-way width) through parcel 4 to the parcel 5A2. The proposed road consists of an existing paved portion from Kendrick Lane and with the northern property line, to the western boundary of Eagle Sky Industrial Park. The proposed private street would tie into the previously approved private street at the northeastern portion of parcel 5A2. The applicant has stated the road will be built to the following standards:



DENOTES PROPOSED 55' WIDE R/W AND 55' RADIUS CUL-DE-SAC FOR PRIVATE STREET.
PROPOSED PRIVATE STREET TO BE 20' WIDE AND PAVED WITH NO CURB AND GUTTER.

PROP STREET SURFACE DETAILS:

6" – 21-B AGGREGATE

3" – BM – 25.0

1" – SM – 9.5 A

Review and comment of proposed private street per 148-820.N.1.b. requirements:

1. Location map showing existing zoning and ownership of property and adjacent land.

Staff Comment: The plan "Overall Plan for Private Street" dated May 9, 2022, submitted by the Applicant shows the zoning and property owners of adjoining properties.

2. Identification of principal site features, including topography, steep slopes, wetlands, wooded areas, archeological areas, floodplains, and other features of significant public interest.

Staff Comment: The plan shows buildings and other structures, topography at two (2') foot intervals, wooded areas, flood zones, and railroad spurs.

3. Relationship of the proposal with surrounding utilities and public facilities to serve the tract at the ultimate proposed densities.

Staff Comment: The plan shows existing utilities onsite. Staff would request Planning Commission to recommend a requirement that all Town Utility standards are abided by. The applicant will need to submit a site plan for Eagle Sky Industrial Park and Poe's River Edge prior to commencing construction of the private street. Town staff will review utility locations and connections at that time. Any proposed easements will also be reviewed.

4. A general layout of the road system within the project, including all proposed private and public streets and land uses.

Staff Comment: *This standard has been met.*

5. Detailed information on the proposed private street standards with an explanation of the reason for any modifications to the public street standards of this Chapter.

Staff Comment: *The Applicant has stated the street will be constructed to Town Standard, RC-1 with the exception of road width being 20' instead of 36'.*

6. A description of the provisions for continued maintenance of any proposed private street.

Staff Comment: *The Applicant has stated that the road will be maintained by a joint maintenance agreement. The parties of that agreement have not been provided.*

7. A description of the private deed restrictions that will be provided as notice to future property owners regarding the limitations of service available on any proposed private streets.

Staff Comment: *The Applicant has stated that there are no private deed restrictions for the private road.*

Staff Recommendation

Staff recommends conditional approval of the private street provided that:

1. This Special Use Permit is authorized for a 20 foot wide private street to be constructed to the aforementioned standards, as indicated on the "Overall Private Street Plan", submitted to Staff on July 27, 2022 and located on Tax Map Parcel #20A1-3-5A1 & T.M. #20A1 3 4.
2. The applicant agrees to comply with Town standards for the location of utilities.
3. Th applicant shall provide a copy of the road maintenance agreement to staff at the time of site plan approval.
4. A master development plan be submitted if parcel T.M. #20A1-3-5A1 is further subdivided.

Attachments:

- A. Application
- B. Plat
- C. Subdivision Ordinance Section 148-820



Council Special Consent Agenda Statement

Item #04A

Meeting Date: August 29, 2022

Agenda Item: Contract Award for Waterline Upgrades at Braxton Road & Manassas Avenue

Summary: Council is requested to award a contract to Bushong Contracting Corp in the amount of \$448,982.00 to provide services to perform waterline upgrades on Manassas Avenue and Braxton Road.

Budget/Funding: 9602-R47513 Waterline Maintenance Water Line Upgrades - \$448,982.00

Meetings: Work Session held August 8, 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 award a contract to Bushong Contracting Corp in the amount of \$448,982.00 to provide services to perform waterline upgrades on Manassas Avenue and Braxton Road.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: August 1, 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 #19-2022 for waterline upgrades for Manassas Ave and Braxton Road to replace existing waterlines. On July 28, 2022, we held a public bid opening and received five (5) 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 \$448,982.00. 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 August 22nd, 2022, Regular Town Council Meeting.

Funding has been budgeted and is available in the following line item: 9602-R47513, Water Line Maintenance Water Line Upgrade, PO#30544.

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: Tony Rogers, Water & Sewer Supervisor
DATE: July 29, 2022
RE: Request to Award Waterline Upgrade Bid for Braxton Rd and Manassas Ave

Public Works has reviewed the bids received for the water line upgrades on Braxton Rd and Manassas Ave and recommend awarding the project to the low bidder Bushong Contracting Corp out of Woodstock VA. Bushong Contracting Corp has done several projects for the town in the past and their work has always been completed on time and good quality work. The funding is currently available in budget code 9602-7513 under water line upgrades.

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



Town of Front Royal, VA

IFB #19-2022 WATERLINE UPGRADES-MANASSAS AVE. & BRAXTON RD.

BID/PROPOSAL OPENING DATE: 7/28/2022

BID/PROPOSAL OPENING TIME: 2:00 PM

		BUSHONG CONTRACTING CORP. WOODSTOCK, VA	KELVIC CONSTRUCTION CO. STAFFORD, VA	BOWMAN-GRIFFIN GENERAL CONTRACTORS, LLC HILLSVILLE, VA	FRANCO'S LIBERTY BRIDGE INC CLINTON, MD	SNYDER ENVIRONMENTAL SERVICES INC KEARNEYSVILLE, WV
QTY	ITEM DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	MOBILIZATION	\$15,000.00	\$51,658.00	\$22,000.00	\$87,150.0000	\$56,000.00
	EXTENDED PRICE	\$15,000.00	\$51,658.00	\$22,000.00	\$87,150.00	\$56,000.00
1	MAINTENANCE OF TRAFFIC	\$7,000.00	\$109,453.00	\$15,000.00	\$38,000.0000	\$5,800.0000
	EXTENDED PRICE	\$7,000.00	\$109,453.00	\$15,000.00	\$38,000.00	\$5,800.00
1	PREVENTION, CONTROL, AND ABATEMENT OF EROSION AND WATER	\$700.00	\$10,234.00	\$4,500.00	\$28,650.0000	\$2,300.0000
	EXTENDED PRICE	\$700.00	\$10,234.00	\$4,500.00	\$28,650.00	\$2,300.00
2,681'	6" DUCTILE IRON WATERMAIN (CLASS 52)	\$102.00/LF	\$267.00/LF	\$100.00/LF	\$212.00/LF	\$220.00/LF
	EXTENDED PRICE	\$273,462.00	\$715,827.00	\$268,100.00	\$568,372.00	\$589,820.00
59	3/4" WATER SERVICES:	\$1,275.00	\$4,418.00	\$2,800.00	\$2,885.0000	\$1,850.0000
	EXTENDED PRICE	\$75,225.00	\$260,662.00	\$165,200.00	\$170,215.00	\$109,150.00
2	6" X 6" MJ CROSS	\$4,200.00	\$16,350.00	\$2,700.00	\$2,200.0000	\$750.0000
	EXTENDED PRICE	\$8,400.00	\$32,700.00	\$5,400.00	\$4,400.00	\$1,500.00
4	6" X 6" MJ TEE	\$1,750.00	\$5,885.00	\$3,200.00	\$2,000.0000	\$625.0000
	EXTENDED PRICE	\$7,000.00	\$23,540.00	\$12,800.00	\$8,000.00	\$2,500.00
9	6" MEGA LUG KITS FOR DUCTILE IRON PIPES	\$245.00	\$168.00	\$500.00	\$650.0000	\$250.0000
	EXTENDED PRICE	\$2,205.00	\$1,512.00	\$4,500.00	\$5,850.00	\$2,250.00
20	6" MJ GATE VALVE	\$1,630.00	\$1,657.00	\$2,950.00	\$5,500.0000	\$1,400.0000
	EXTENDED PRICE	\$32,600.00	\$33,140.00	\$59,000.00	\$110,000.00	\$28,000.00
9	6" FOSTER ADAPTER	\$435.00	\$535.00	\$825.00	\$850.0000	\$300.0000
	EXTENDED PRICE	\$3,915.00	\$4,815.00	\$7,425.00	\$7,650.00	\$2,700.00
6	6" X 4" REDUCER	\$250.00	\$607.00	\$1,075.00	\$1,885.0000	\$400.0000
	EXTENDED PRICE	\$1,500.00	\$3,642.00	\$6,450.00	\$11,310.00	\$2,400.00
6	4" HYMAX COUPLINGS	\$305.00	\$1,049.00	\$891.50	\$1,500.0000	\$550.0000
	EXTENDED PRICE	\$1,830.00	\$6,294.00	\$5,349.00	\$9,000.00	\$3,300.00
2	FIRE HYDRANT ASSEMBLIES	\$7,500.00	\$9,716.00	\$5,800.00	\$9,800.0000	\$7,125.0000
	EXTENDED PRICE	\$15,000.00	\$19,432.00	\$11,600.00	\$19,600.00	\$14,250.00
7	6" HYMAX COUPLINGS	\$435.00	\$1,185.00	\$1,175.00	\$1,600.0000	\$700.0000
		\$3,045.00	\$8,295.00	\$8,225.00	\$11,200.00	\$4,900.00
20	ADJUSTABLE VALVE BOXES WITH LIDS	\$105.00	\$486.00	\$600.00	\$1,500.0000	\$300.0000
	EXTENDED PRICE	\$2,100.00	\$9,720.00	\$12,000.00	\$30,000.00	\$6,000.00
Total Bid		\$448,982.00	\$1,290,924.00	\$607,549.00	\$1,109,397.00	\$830,870.00

*DENOTES NON-RESPONSIVE BID

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

Prepared by: Megan Clark, VCA



Council Special Consent Agenda

Item # 04B

Statement Meeting Date: August 29, 2022

Agenda Item: Contract Award for Bridge Inspections and Reports

Summary: Council is requested to award a contract for Annual Bridge Inspections and Reports for the Town's Department of Public Works in the amount of \$21,300 for the period of the first year with the option to renew for 4 (four) additional one-year periods.

Funds have been included in the FY23 adopted budget for the Department of Highway Maintenance

Budget/Funding: 4500-45472 Highway Maintenance Bridge Inspections \$21,300.00

Meetings: Work Session held August 8, 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 award of a contract for Annual Bridge Inspections and Reports for the Town's Department of Public Works to Mattern & Craig Engineering Surveyors for a period of one year with the option to renew for 4 (four) additional one-year periods.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: August 11, 2022
To: Tina Presley, Senior Executive Assistant
From: B.J. Wilson, Director of Finance
RE: Request to add action item to Town Council Agenda

Purchasing received a request from the Department of Public Works to solicit proposals for Annual Bridge Inspections and Reports. The method of procurement was sealed competitive negotiation.

In accordance with the Virginia Public Procurement Act, an evaluation team met with three firms. Negotiations began with the firm ranked first and second, a price considered fair and reasonable and pursuant to the contractual terms and conditions acceptable to the Town is offered for Council review.

Town Council is requested to review and issue the award to Mattern and Craig Engineers Surveyors in the amount of \$21,300.00 for the first year on the initial contract period, with the option to renew for 4 (four) additional one year periods.

Please find attached to this memo, a consensus letter signed by members of the evaluation team as a consent item to Council's August 22, 2022 Regular Town Council Meeting.

Funding has been budgeted for and is available in the FY23 budget under line item 4500-45472 Highway Maintenance Bridge Inspections

Purchasing, Department of Finance
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-635-7799



Town of Front Royal, Virginia

Purchasing, Department of Finance

August 9, 2022

RE: RFP#18-2022 BRIDGE INSPECTIONS & REPORTS

The evaluation committee for the Bridge Inspections and Reports Request for Proposals has reached a consensus after proposals were scored and the committee was able to meet with one or more offerors. After elaborating on qualifications, performance data, and staff experience, the evaluation committee would like to request Town Council to award a contract to Mattern & Craig for a period of one year, with the option to renew for four (4) additional one-year terms at the option of the Town, for Bridge Inspection & Report Services.

A handwritten signature in blue ink, reading 'Robert Boyer', is written over a horizontal line.

Robert Boyer – Director of Public Works

A handwritten signature in blue ink, reading 'Stephen Scheulen', is written over a horizontal line.

Stephen Scheulen – Manager of Infrastructure

A handwritten signature in blue ink, reading 'Karen Williams', is written over a horizontal line.

Karen Williams – Public Works Operations Coordinator

Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas
Jason A. Carder
Brian R. Newman



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)
Michael S. Agee (Retired)
Steven A. Campbell (Retired)

August 11, 2022

Mr. Steve Scheulen
Public Works Department
Town of Front Royal
P.O. Box 1560
Front Royal, VA 22630

RE: 2022 Bridge Safety Inspections

Dear Mr. Scheulen:

Thank you for the opportunity for Mattern & Craig to provide consulting engineering services to perform bridge safety inspections of three (3) structures and updated load rating analyses for all eleven (11) structures in the Town's inventory. Consulting engineering services shall include the following:

Bridge Safety Inspection Services

- Review existing bridge data and inspection reports.
- Review existing plans, if available.
- Perform field inspections of the structures in accordance with the Virginia Department of Transportation's (VDOT) requirements. The inspections will be limited to visual observations of readily accessible members only. The inspections will be performed by fully qualified inspection personnel and will include "hands-on" and "close-up" inspections of fatigue prone details using ladders to access the bridge superstructure, if necessary. The use of "snooper" type vehicles and non-destructive testing methods are not included as a part of this project, but may be added as an additional service if requested or required by the Town of Front Royal.
- Prepare an inspection report in accordance with VDOT requirements for each structure. Reports for the structures shall follow the current standard VDOT inspection report form.
- Provide sketches of existing scour conditions at accessible substructure members. Provide sketches of existing channel profiles at the upstream face of bridges over waterways.
- Review and update the SI&A sheets for each structure as necessary.
- Provide the Owner with two (2) copies of the inspection reports, each with color copies of photographs depicting critical areas. Also included will be two (2) CD's containing digital copies of the inspection reports. One CD should be submitted to VDOT and one CD is for your records.

- Provide a letter report summarizing Mattern & Craig's recommendations. Review recommendations for any repairs, replacements, new load postings or modifications with the Owner by phone.
- This proposal does NOT include services to re-load rate existing bridges. However, these services may be added as an additional service, if required.
- The following structures are to be inspected:
 - o Structure No. 1802 – U.S. Route 522 (Commerce Avenue) over Happy Creek
 - o Structure No. 8002 – Prospect Street over Happy Creek
 - o Structure No. 8007 – Criser Road over Happy Creek

Load Rating Analysis Services

- Review existing bridge, data and inspection reports.
- Review original construction and rehabilitation plans, if available.
- The load rating analysis will be based upon structure condition information provided in the most recent bridge safety inspection report for each structure.
- The load rating of the structures shall be in accordance with the following:
 - AASHTO LRFD Bridge Design Specifications, Seventh Edition with 2016 Interim Revisions and VDOT Modifications.
 - AASHTO Manual for Bridge Evaluation, Second Edition with Interims.
 - VDOT Structure & Bridge I & IM-86.4.
- The load rating analyses will involve updating previously completed load ratings to include all additional loads now required by VDOT.
- Perform load rating calculations based on the available information for the structures, using reasonable assumptions based on structural design experience where necessary.
- If the structure to be analyzed is a concrete structure and no plans are available, an assumed load rating will be based upon the history and existing condition of the bridge per VDOT guidelines.
- Provide the results of the load rating on a standard 'Load Rating Summary Form for Structures' in accordance with the VDOT Structure and Bridge Division guidelines. Provide load rating calculations to supplement the results.

Based on the information provided, we propose to provide all of the above referenced consulting engineering services for the lump sum fee of Twenty-One Thousand Three Hundred Dollars (\$21,300.00). A fee breakdown of services is provided in the table below:

SERVICE	FEE
Bridge Safety Inspections Services (3 Structures)	\$6,900.00
Updated Load Rating Analysis Services (11 Structures)	\$14,400.00
Total	\$21,300.00

The field work for the bridge safety inspection services will be performed during the month of October 2022. Mattern & Craig will submit the inspection reports to the Town in the month following the field work.

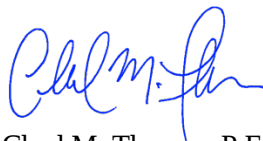
The load rating analyses will be performed and submitted to the Town during the month of November 2022.

We propose to provide any additional services you may require based on our payroll costs times a 2.6 multiplier, plus expenses. Services of specialized sub-consultants, if required, will be provided based on the actual cost to Mattern & Craig times a 1.15 multiplier.

Thank you for this opportunity to continue our relationship with the Town of Front Royal and to provide our services. As always, we look forward to working with you and your staff on this project. If you have any questions or if I can offer any further assistance, please do not hesitate to call

Sincerely,

MATTERN & CRAIG



Chad M. Thomas, P.E.
Principal/Project Manager

CMT/pml

Attachments: As noted

TOWN OF FRONT ROYAL, VIRGINIA

Accepted By: _____

Date: _____



Council Special Consent Agenda Statement

Item # 04C

Meeting Date: August 29, 2022

Agenda Item: Contract Award for Compensation Study & Employee Handbook Update Services

Summary: Council is requested to award a contract for a compensation study and employee handbook update services for the Town's Department of Human Resources to Paypoint HR in the amount of \$32,500.00

Budget/Funding: 1202-43002 Human Resource Professional Services \$32,500.00

Meetings: Work Session held August 8, 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 contract award for a compensation study and employee handbook update services for the Town's Department of Human Resources to Paypoint HR in the amount of \$32,500.00.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

July 29, 2022

RE: RFP#12-2022 COMPENSATION STUDY & UPDATE EMPLOYEE HANDBOOK

The evaluation committee for the Compensation Study and Update Employee Handbook Request for Proposals has reached a consensus after proposals were scored and the committee was able to meet with one or more offerors. After elaborating on qualifications, performance data, and staff experience, the evaluation committee would like to request Town Council to award a contract to Paypoint HR for a period of one year to provide a compensation study and update of employee handbook.

A handwritten signature in black ink, appearing to read "Laura M. R.", written over a horizontal line.

Laura McIntosh – Director of Human Resource

A handwritten signature in black ink, appearing to read "Kayla R. Thomas", written over a horizontal line.

Kayla Thomas – Senior Human Resource Analyst

A handwritten signature in black ink, appearing to read "Kerry Magalis", written over a horizontal line.

Kerry Magalis – Chief of Police

August 5, 2022

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

To Whom It May Concern:

Paypoint HR, LLC is pleased to present the Town of Front Royal our understanding of the Scope of Work required for a comprehensive Compensation Study and an update to the Employee Handbook. The intent of the study is to ensure the Town is competitive for the recruitment of new employees at all levels, retention of current employees at all levels, and is competitive with any competing employers.

- A. Market Analysis.** Perform a market analysis performed for the Town's classifications and compensations. Conduct a comprehensive benchmark analysis of all Town positions with comparators to include surrounding counties, towns, and cities that compete with the Town's employment market. Private entities will be surveyed, to the extent that they would be willing, to share information on compensation and classifications. Selection of comparators shall be determined by the consultant after consultation with the Town. Preparation and delivery of a detailed report and analysis of the benchmark survey results for all positions compared to the market and how this analysis informs the Town's pay plans.
- B. Development of a Recommended Pay Scale.** Develop a compensation plan, the appropriate classification of all positions in the proposed plan, options for implementing the proposed compensation plan in phases, and a pay compression analysis of all Town positions. The recommendations will take into consideration the need for wage adjustments, with the most critical positions being addressed first, and the budget impact of each phase. Develop policies and pay scales that align with the current "market" rate and are informed by the comprehensive benchmark market analysis. Pay recommendations should be externally competitive and internally equitable.
- C. Conduct employee outreach:** Hold employee orientation sessions to communicate the scope of work and goals. Hold employee focus groups to gain understanding of operations.
- D. Gain an understanding of the Town's existing classification and compensation structure:** Review all background materials including, but not limited to, the Town's Personnel Policies and Procedures, organizational charts, position descriptions and classification specifications.

E. Review the current Employee Handbook and:

1. Identify which policies are required by Federal and State law and ensure consistency with Federal and State law.
2. Make specific recommendations to simplify the policies and ensure they are consistent and flexible while protecting the Town from liability.
3. Make specific recommendations on which policies present conflicting information.
4. Compare the current Employee Handbook to best practices found in other Virginia municipalities and provide recommendations for improvement. As part of this overall review, emphasis on the employee leave policies

The total compensation for this scope of work, firm fixed-price, is \$32,500. If you have any questions, please feel free to contact us. We look forward to working with the Town on this important project.

Sincerely,



Karin VM Campbell



Council Special Consent Agenda Statement

Item # 04D

Meeting Date: August 29, 2022

Agenda Item: Purchase of Kenrick Lane Substation Transformer

Summary: Council is requested to approve the purchase of an electric transformer in the amount of \$612,933.00 from Virginia Transformer Corporation.

Budget/Funding:	9401-R47938	Dept. Energy Services – Kendrick Substation	\$431,665.00
	9401-47938	Dept. Energy Services – Kendrick Substation	\$181,268.00

Meetings: Work Session held August 8, 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 an electric transformer in the amount of \$612,933.00 from Virginia Transformer Corporation.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: August 12, 2022
To: Tina Presley, Senior Executive Assistant
From: BJ Wilson, Director of Finance
CC: Mary Lynn, Interim Director of Energy Services
RE: Request to Add Agenda Action Item for Town Council Approval

Purchasing received a request from the Department of Energy Services to send out an invitation for bid for the Kendrick Lane Substation Transformer Replacement. On August 4, 2022, I held a public bid opening and received three (3) bids in accordance with the Virginia Public Procurement Act.

The Town's Electrical Engineering Service, Southeastern Consulting Engineers Inc, has reviewed the submitted quotes and recommends awarding the purchase to Virginia Transform Corp, out of Roanoke Virginia for \$612,933.00. The lowest responsive and responsible bidder.

Please find attached the bid tabulation and recommendation letter from Southeastern Consulting Engineers. Please add this consent item to Council's August 22nd, 2022, Regular Town Council Meeting.

Funding has been budgeted and is available in the following line items: 9401-R47938 \$431,665 9401-47938 \$181,268; Department of Energy Resources Kendrick Substation.

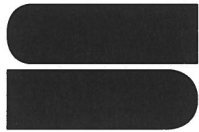
Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

BID TABULATION
IFB#23-2022 Kendrick Substation Transformer #2

Town of Front Royal
Front Royal, Virginia

Date: August 4, 2022
Time: 2:00 PM, EST

<u>Bidder</u>	<u>Qty.</u>	Virginia Transform. Corp <u>Roanoke, VA</u>	Niagara Transformer <u>Buffalo, NY</u>	OTC Services <u>Louisville, OH</u>
Medium Power Transformer, 10/13.33/16.66 MVA, 34.4-13.2Y/7.62 KV	1	\$612,933.00	\$776,381.00	\$983,943.00
Delivery		46 weeks	104 weeks	76 weeks
Bid Bond		5%	5%	5%



Southeastern Consulting Engineers, Inc.

August 11, 2022

Mr. B.J. Wilson
Town of Front Royal
P.O. Box 1560
Front Royal, Virginia 22630

Ref.: Kendrick Transformer #2
Bid Recommendations

Dear B.J.:

The Town received proposals on August 4, 2022, from three suppliers and representatives solicited for providing a new transformer for the Kendrick Substation.

A tabulation of the bids received for the project is enclosed.

We have evaluated each proposal based on compliance with the specifications, cost, and delivery. We recommend that the Town accept the proposal from Virginia Transformer Corporation (VTC), in the amount of \$612,933.00 for the transformer delivered to the site and commissioned and authorize us to prepare the necessary contract documents.

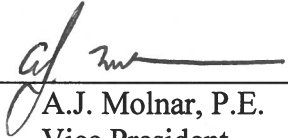
Virginia Transformer Corporation has a recent history of providing very aggressive pricing in a market in high demand. Their lower price is no indication that they are offering a substandard product. Our clients have taken delivery of many VTC units including the last two Front Royal purchased in 2017 and 2020.

Please note that the market for power transformers has led to long lead times and pricing that is not firm. All of the proposals included a reference to indexed pricing, some more complicated than others. The VTC proposal price is tied to the Bureau of Labor Statistics Specialty Transformer Index- Series ID PCU335311335311. Also note their payment terms are 30% with Purchase Order, 30% with approval drawings, and 40% when shipped. These terms are also typical of the market so they can lock in core material prices to avoid further fluctuation. We believe, though not ideal, that this is still the best option for the Town.

Please let us know if you have any questions.

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By  _____
A.J. Molnar, P.E.
Vice President

AJM/lc
Enclosure



Council Special Consent Agenda Statement

Item #04E

Meeting Date: August 29, 2022

Agenda Item: Declaring End of COVID-19 Communicable Disease Local Emergency

Summary: Due to the COVID-19 Pandemic, Town Council approved a COVID-19 Emergency Ordinance ("Ordinance") on March 23, 2020. The Ordinance appointed a Director of Emergency Management and declared a COVID-19 Communicable Disease Local Emergency and implemented emergency procedures to ensure continuity of Town Government. As recited in paragraph 6 of the Ordinance, emergency procedures were to remain in effect until terminated by Town Council, for a period not to exceed six months. However, on September 28, 2020, Town Council amended the Ordinance so that the continuity of government provisions of the Ordinance would continue in effect "for a period until Town Council takes action otherwise". With the Commonwealth of Virginia no longer being in a COVID-19 state of emergency, the local emergency has ended, and the continuity of government procedures authorized by the Ordinance are no longer enabled. Council is requested to declare the end of the COVID-19 Communicable Disease Local Emergency.

Budget/Funding: None

Meetings: Work Session held August 8, 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 declare the end of COVID-19 Communicable Disease Local Emergency in the Town of Front Royal

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____



Council Special Consent Agenda Statement

Item #04F

Meeting Date: August 29, 2022

Agenda Item: Condemnation Resolution for Redundant Waterline in Route 522 N Corridor

Summary: Council is requested to approve a Condemnation Resolution for the redundant waterline proposed for the Route 522 N Corridor as presented.

Budget/Funding: None

Meetings: Work Sessions held June 13th and July 11th, Public Hearing held June 27th, Regular Meeting held July 25th and Special Work Session held August 16th

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 Condemnation Resolution for the redundant waterline proposed for the Route 522 N Corridor as presented.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____



Redundant Waterline Project Timeline

Council Action

- **3/7/11:** Council Special Meeting-Council approved final version of contract to provide central water and sewer service to Dominion Power/VEPCO gas-fired electrical generating facility in the Route 522 North Corridor (Power Plant formerly known as CPV-Warren introduced in 2002 to meet future eastern corridor power needs)
- **10/15/18:** Council Work Session-Council decides to go forward with the Feasibility Study for the project to be completed by a Consultant; Dominion Power agrees to contribute \$3.5 million toward construction of a future redundant waterline
- **8/26/19:** Council Work Session- Consultant presentation of “Route 522 Corridor Water Main Preliminary Engineering Report” that was completed in July 2019
- **4/27/20:** Council Regular Business Meeting-Council approved Budget Amendment and Award of Bid for Engineering Services of Redundant Waterline Project
- **12/14/20:** Council Regular Business Meeting-Council passed resolution for Town Manager to Accept Deeds of Easement on behalf of the Town for Redundant Waterline Project in the Route 522 North Corridor
- **6/13/22:** Council Work Session-Staff/Consultant Presentation on easement acquisition/condemnation process
- **6/27/22:** Council Regular Business Meeting-Council Public Hearing to consider/approve Resolution of Public Necessity establishing presumption of necessity for the easement acquisition/condemnation process
- **7/11/22:** Council Work Session-Preview of Condemnation Resolution
- **7/25/22:** Council Regular Business Meeting- to consider/act on Condemnation Resolution to acquire the remaining easements.

Town Staff/Consultant-Work Underway

- **Currently working** to secure final two easements
 - **8/16/22** Council Special Meeting: To continue discussion on Council approval of Condemnation Resolution to complete easement acquisition/condemnation process for remaining easements
 - **7/29/22** Property Owner follow up to provide/address additional concerns-F&R Limited Partnership; Town Received signed easement documents-Schulz property
- **Proposed Project Bid Schedule:**
 - 7/6: Bid advertised
 - 7/19: Mandatory Prebid Meeting
 - 8/24: Open Bids

Dominion Energy

- **6/1/12:** Dominion Broke Ground on gas-fired electrical generating facility (1,300 megawatts, enough electricity to power 325,000 homes at peak demand); About 30 employees expected at plant full time
 - **By 2022:** Dominion projected to need an additional 4,000 megawatts of electricity to meet peak demand
- **December 2014:** Facility was completed



Town of Front Royal, Virginia

CONDEMNATION RESOLUTION MEMORANDUM

Date: August 5, 2022
To: Mayor and Town Council
From: Kathleen Leidich, Assistant Town Manager
Robert Boyer, Director of Public Works
BJ Wilson, Director of Finance

Redundant Waterline Project-Route 522 Corridor North

Background

Town staff has been working to secure easements for the installation of the redundant waterline in the Route 522 Corridor North area. Staff, with consultant assistance, has obtained 30 of the 33 easements needed to construct the redundant waterline. Over the past several months, staff has continuously worked with the two property owners of the remaining three easement parcels, but has not yet been able to secure the final easements for the project. Upon the conclusion of the Public Hearing on June 27, 2022, Town Council approved the resolution authorizing the use of eminent domain, where needed, to acquire the remaining easements for the redundant waterline project.

Good Faith Offer Letters, sent via certified mail to the property owners listed below, are part of the Condemnation process. The Letter for the Schulz property was sent July 7, 2022 and the signed certified card return dated July 11, 2022. The Town received the signed easement documents for the Schulz property on July 29, 2022. The Letter for the F&R Limited Partnership properties was sent August 1, 2022. The Good Faith Offer Letters serve as the final notice from the Town prior to the start of the eminent domain and condemnation procedures for the required easements. If no signed easement agreements are returned to the Town from the property owners by the end of the 30-day notice period, letters initiating the Condemnation process will be sent. Those letters will serve as formal notice to the property owners that the Town intends to file a condemnation petition to acquire easements on the properties listed below.

Easements to be Acquired

Below is a list of the easement property locations that may require the use of eminent domain to be obtained:

1. Tax Map ID #20A221-11; Tax Map ID #20A221-9: F&R Limited Partnership

- a. Contact with Property Owner
 - i. 7/17/20: Consultant emailed Property Owner
 - ii. 7/29/20: Consultant emailed Property Owner
 - iii. 7/31/20: Consultant emailed Property Owner
 - iv. 8/17/20: Consultant walked the easement area with the Property Owner
 - v. 10/26/20: Initial project notification letter was mailed to the Property Owner. Signed certified card returned with no date.
 - vi. 11/20/20: First easement agreement package mailed to Property Owner. Signed certified card returned with no date.
 - vii. 1/13/21: Consultant had phone meeting with Property Owner
 - viii. 1/15/21: Second easement agreement package was mailed to Property Owner. Signed certified card returned dated 1/29/21.
 - ix. 2/5/21: Consultant emailed Property Owner to discuss easement concerns

- x. 2/12/21: Property Owner emailed Consultant red-line markups on the proposed easement exhibits requesting tee connections
- xi. 2/18/21: Consultant provided updated exhibits displaying tee connections to Property Owner's legal representatives.
- xii. 4/16/21: Third easement agreement package was mailed to Property Owner. Signed certified card returned with no date.
- xiii. 2/17/22: Property Owner met in person with Town representatives. No agreement reached.
- xiv. 6/30/22: Email from Town Manager to Property Owner
- xv. 7/7/22: Email from Property Owner to Town Manager; Email from Town Manager to Property Owner
- xvi. 7/8/22: Email from Property Owner to Town Manager
- xvii. 7/29/22: Meeting scheduled with the Town Manager and Property Owner-Cancelled to allow additional time to address Property Owner concerns.
- xviii. 8/1/22: Good Faith Offer Letter mailed via certified mail to Property Owner

2. Tax Map ID #20-29E: Nickolas Schulz

- a. Property Owner has not been reached, despite multiple attempts
 - i. 10/26/20: Initial project notification letter was mailed to Property Owner. No response received.
 - ii. 11/20/20: First easement agreement package was mailed to Property Owner. No response received.
 - iii. 12/18/20: Consultant left a voicemail for the Property Owner
 - iv. 1/14/21: Consultant left a voicemail for the Property Owner
 - v. 1/15/21: Second easement agreement package was mailed to Property Owner. Signed (COVID-19) certified card returned dated 2/2/21.
 - vi. 1/19/21: Consultant left a voicemail for the Property Owner
 - vii. 2/9/21: Consultant left a voicemail for the Property Owner
 - viii. 2/17/21: Consultant left a voicemail for the Property Owner
 - ix. 3/23/21: Consultant left a voicemail at a possible workplace and sent an email to a possible work email address belonging to the Property Owner.
 - x. 4/16/21: Third easement agreement package was mailed to the Property Owner. Received on 4/19/21 marked "Return to Sender-Unclaimed" as well as "Deducted from trust fund"
 - xi. 3/15/22: Consultant left a voicemail for the Property Owner.
 - xii. 6/21/22: Consultant left a voicemail for the Property Owner.
 - xiii. 7/7/22: Good Faith Offer Letter mailed via certified mail to Property Owner.
 - xiv. 7/11/22: Signed certified card return date for Good Faith Offer Letter.
 - xv. 7/29/22: Town received signed easement documents from Property Owner.

Requested Action

In order to keep the redundant waterline project moving forward, while the final easement negotiations are being exhausted, staff recommends proceeding with eminent domain, where needed, to acquire the remaining three easements for the project. Staff's hope is to be able to negotiate the acquisition of these remaining easements on or before July 29, 2022; However, due to the lengthy process related to these remaining easements thus far and the emergency nature of the project, staff respectfully requests the Town Council to pass the attached resolution authorizing the use of eminent domain, where needed, to complete the easement acquisition process.

7006 2760 0004 8356 0949

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$ 2.95
Certified Fee	3.75
Return Receipt Fee (Endorsement Required)	3.05
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 9.75

JUL 07 2022

Postmark
Here

USPS

Sent To Nickolas Schulz
Street, Apt. No.,
or PO Box No. 10795 Oakmont St.
City, State, ZIP+4 Overland Park, KS 66210

PS Form 3800, August 2006

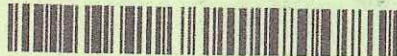
See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Nickolas Schulz
10795 Oakmont St.
Overland Park, KS 66210



9590 9402 7064 1225 8385 96

2. Article Number (Transfer from service label)

7006 2760 0004 8356 0949

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

B. Received by (Printed Name)

☐ Agent

☐ Addressee

C. Date of Delivery

7/11/22

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Registered Mail
Registered Mail Restricted Delivery
(\$500)

PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt

Prepared and Recorded By:
Town of Front Royal
102 E. Main
Front Royal, VA 22630

Tax Map No. 20-29E

This Deed is exempt (i) from recordation taxes pursuant to Section 58.1-811 (A)(3) and (C)(5) of the Code of Virginia (1950), as amended, and (ii) from the payment of Clerk's fees pursuant to Section 17.1-266 of the Code of Virginia (1950), as amended.

NOTICE TO THE CLERK: When indexing this instrument, please refer to the Town of Front Royal Parallel Waterline for the Route 522 North Corridor project.

This Deed of Easement is made and entered this 22 day of JULY, 2022 by and between NICKOLAS SCHULZ, herein referred to as **GRANTOR** and the Town of Front Royal, Virginia, "Town", a Municipal Corporation, herein referred to as **GRANTEE**.

WITNESSETH:

That for and in consideration of the sum of One Hundred Thirty Six Dollars and Twenty Nine Cents (\$136.29) cash in hand paid by the Grantee to the Grantor, receipt whereof is hereby acknowledged, the Grantor grants and conveys unto the Grantee, its successors and assigns, the following rights in real property situated in Warren County, Virginia, to wit:

The privilege and easement in perpetuity to construct, lay, maintain, repair, inspect, improve and operate within the easement as shown on an easement figure(s) "Exhibit 1" dated November 18, 2020, prepared by CHA Consulting, Inc., and attached hereto and made a part of this instrument. The said easement is marked thereon as shown in the attached figure(s) "Exhibit 1" The real estate encumbered by this deed was conveyed to the Grantor by deed dated 2/22/2007 and recorded in the Warren County, VA Clerk's Office as Instrument No. 070001767, and designated on the Land Records as Tax Map No. 20-29E (herein referred to as "the Property").

In addition, the Grantor grants and conveys unto the Grantee, its successors and assigns, an underground easement for water facilities (which have been installed) which serve the Town, designated as 139 WHITE OAK DR.

This easement is subject to all existing easements, rights-of-way, and restrictions and is further subject to the following conditions:

1. The Grantee shall assume all responsibility for repair, maintenance, reconstruction and replacement of the water facilities within the easement.

2. The water facilities constructed shall remain the property of the Grantee. The Grantee shall have the right to inspect, rebuild, remove, repair, improve and make such changes, alterations, additions to or extensions of its water facilities within the boundaries of said easement as are consistent with the purpose expressed herein. All construction, maintenance, equipment and water facilities shall comply with all applicable law ordinances, codes and regulations.

3. Upon completion of any activity by Grantee upon the easement, Grantee shall restore the Property as nearly as possible to its original condition as is practicable, including backfilling, and compaction of trenches, repaving, reseeding or resodding of lands, replacement of equipment and facilities of Grantor, removal of trash and debris, and removal of Grantee's equipment, accessories or appurtenances not inconsistent with the construction, maintenance or operation of said water facilities or the exercise of any rights or privileges expressed herein, and will make a good faith effort to minimize any damage. Grantee shall maintain said easement and water facilities in such repair as not to endanger or otherwise limit the enjoyment or use of the Property, including ingress, egress or parking in, on and over driveways, roads, or parking lots.

4. That the Grantee may (but is not required to) trim, cut, remove, and keep clear all trees, limbs, undergrowth, and any and all other obstructions, within the said rights-of-way or easement that may in any manner, in Grantee's judgment, endanger or interfere with the proper and efficient operation of the water facilities therein or thereon and the Grantee shall have all such other rights and privileges as are reasonably necessary or convenient for the full enjoyment and use of the easement herein granted for the aforesaid purpose.

5. The granting of the easement hereinafter described neither expressly nor impliedly constitutes any payment, nor the waiver of any obligation for the payment, by the Grantor or his successors or assigns, of any cut-in fee or charge, tax, assessment or other charge or obligation whatsoever now due or heretofore due or hereafter to become due and payable to the Grantee or to any person, firm or other corporation whatsoever.

6. That Grantee will exercise reasonable care to protect the Property from damage or injury occasioned in the enjoyment of the easement and rights herein granted, and to promptly repair the Property or reimburse the Grantor for any property damaged beyond repair.

7. That if the Grantee does cut or fell any brush, undergrowth or trees, or should excavations be carried on pursuant to this easement and any large-sized rocks or boulders are unearthed and are not buried in said excavation, such brush, undergrowth, trees, large-sized rocks and boulders shall be the expense of Grantee be removed from the Property.

8. That Grantor shall have no right, title, interest, estate or claim whatsoever in or to any of the water facilities or other equipment and accessories installed by virtue hereof.

9. This permanent easement shall run with the land of the Grantor, and shall be binding upon the heirs, executors, administrators, successors, and assigns of the Grantor and the Grantee.

WITNESS the following signatures and seals.

ND Schulz (SEAL)
Property Owner 1

STATE OF VIRGINIA, TO-WIT:

I, KAMNA SOOD a Notary Public in and for the State, do hereby certify that NICKOLAS SCHULZ, whose name is signed to the foregoing Deed of Easement, dated 7/22/22, has this day personally appeared and acknowledged the same before me in my State and County aforesaid.

My commission expires: 7/21/2025

Registration No.: 1184311

Given under my hand this 22 day of July, 2022

 KAMNA SOOD
My Appl. Exp. 7/21/2025 NOTARY PUBLIC

The foregoing conveyance is hereby accepted by the Town of Front Royal, Virginia, as evidenced by the signature of the undersigned, who is authorized to accept this conveyance on behalf of the Town.

WITNESS the following signature:

GRANTEE: TOWN OF FRONT ROYAL, VIRGINIA

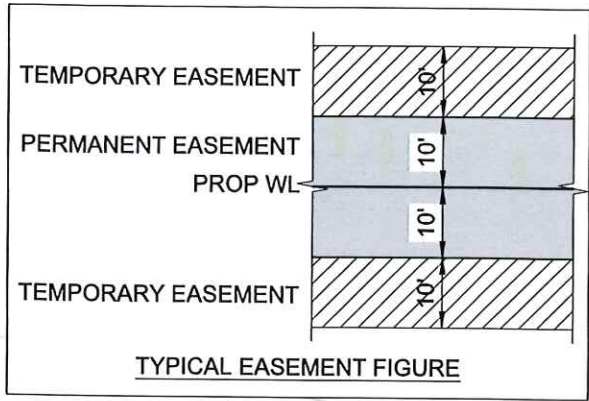
BY: _____

Steven Hicks, Town Manager

File: V:\PROJECTS\AN\K5\059221\000\CADD\FIGURES\EASEMENTS\59221 ESMT FIGURES_A.DWG
 Saved: 11/18/2020 1:26:01 PM Plotted: 11/18/2020 1:31:39 PM Current User: Roby, Cynthia LastSavedBy: 7434



PIN 20-29E2
 CAHILL WILLIAM E. ET UX



PIN 20-28F1
 LORA SIMPSON
 INST. 180006468

10' TEMPORARY
 EASEMENT

20' PERMANENT
 EASEMENT

PIN 20-29A
 RIVERTON LIME &
 STONE COMPANY, INC.
 (NO REF.)

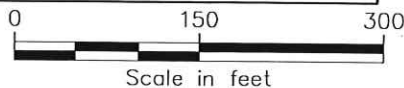
PIN 20-29E
 NICKOLAS SCHULZ
 INST. 070001767

PROPOSED
 WATER MAIN

PIN 20-28F
 ROGELIO PATRICIO
 SANTIAGO

INTERSTATE 66

THIS MAP IS NOT CERTIFIED BY SURVEY
 AND HAS NOT BEEN REVIEWED BY A
 LOCAL GOVERNMENT AGENCY FOR
 COMPLIANCE WITH ANY APPLICABLE
 LAND DEVELOPMENT REGULATIONS.



PERMANENT EASEMENT	
3,137.39 SF	0.072 AC
TEMPORARY EASEMENT	
3,137.40 SF	0.072 AC
TOTAL LINEAR EASEMENT LENGTH	
156.87 LF	

Drawing Copyright © 2020



1341 Research Center Drive, Suite 2100
 Blacksburg, VA 24060
 540.552.5548 • www.chacompanies.com

NICKOLAS SCHULZ – TAX MAP 20-29E

EASEMENT EXHIBIT FOR:
 THE TOWN OF FRONT ROYAL
 PARALLEL WATERLINE FOR THE
 ROUTE 522 NORTH CORRIDOR

PROJECT NO.
 59221

DATE: 11/18/20

EXHIBIT: 1



Redundant Water Line Easement Acquisition/Condemnation Process

Process Timeline

- **6/13/22:** Council Work Session to preview Public Necessity Resolution
- **6/27/22:** Council Public Hearing/Approval of Public Necessity Resolution
- **7/7/22:** Good Faith Offer Letter sent to Schulz Property
- **7/11/22:** Council Work Session to preview Condemnation Resolution
- **7/25/22:** Council Regular Business Meeting to consider/act on Condemnation Resolution
- **7/29/22:** Town received signed easement documents for the Schulz easement; Council Packet Deadline for 8/16/22 Special Meeting
- **8/1/22:** Good Faith Offer Letter sent to F&R Limited Partnership Properties
- **8/16/22:** Council Special Meeting to consider/act on Condemnation Resolution
- **9/1/22:** Send Condemnation Notice to F&R Limited Partnership Property Owner (30-45 Days)
- **10/17/22:** 30-45 Day notice period over for F&R Limited Partnership Properties
- **10/21/22:** F&R Limited Partnership. Town deposits offer amount with Court, Files Certificate of Take with Court which immediately transfers easement to Town; Provides Notice to Property Owners (4-Day notice period)
- **10/25/22:** End of 4-Day Property Owner notice period F&R Limited Partnership properties



CHRISTIANSBURG
350 ARBOR DR
CHRISTIANSBURG, VA 24073-9998
(800)275-8777

08/01/2022 02:18 PM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope	1		\$1.92
Middleburg, VA 20118			
Weight: 0 lb 3.30 oz			
Estimated Delivery Date			
Thu 08/04/2022			
Certified Mail®			\$4.00
Tracking #: 70200090000211218313			
Total			\$5.92

Grand Total: \$5.92

Credit Card Remitted \$5.92

Card Name: VISA
Account #: XXXXXXXXXXXX5488
Approval #: 02045C
Transaction #: 534
AID: A0000000031010 Chip
AL: VISA CREDIT
PIN: Not Required CHASE VISA

Every household in the U.S. is now
eligible to receive a third set
of 8 free test kits.
Go to www.bovidtests.gov

Text your tracking number to 28777 (2USPS)
to get the latest status. Standard Message
and Data rates may apply. You may also
visit www.usps.com USPS Tracking or call
1-800-222-1811.

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quick and easy check-out. Any Retail
Associate can show you how.

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☐ Return Receipt (hardcopy) \$30.00	
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Street and Apt. No., PO Box No. PO Box 832	
City, State, ZIP+4® Middleburg VA 20118	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

0202 0600 2000 1217 2704

Prepared and Recorded By:
Town of Front Royal
102 E. Main
Front Royal, VA 22630

Tax Map No. **20A221-9, 20A221-11**

This Deed is exempt (i) from recordation taxes pursuant to Section 58.1-811 (A)(3) and (C)(5) of the Code of Virginia (1950), as amended, and (ii) from the payment of Clerk's fees pursuant to Section 17.1-266 of the Code of Virginia (1950), as amended.

NOTICE TO THE CLERK: When indexing this instrument, please refer to the Town of Front Royal Redundant Waterline for the Route 522 North Corridor project.

This Deed of Easement is made and entered this _____ day of _____, 20__ by and between F&R LIMITED PARTNERSHIP, herein referred to as **GRANTOR** and the **Town of Front Royal, Virginia**, “Town”, a Municipal Corporation, herein referred to as **GRANTEE**.

WITNESSETH:

That for and in consideration of the sum of Four Thousand Seven Hundred Fifteen Dollars and Zero Cents (\$4,715.00) cash in hand paid by the Grantee to the Grantor, receipt whereof is hereby acknowledged, the Grantor grants and conveys unto the Grantee, its successors and assigns, the following rights in real property situated in Warren County, Virginia, to wit:

The privilege and easement in perpetuity to construct, lay, maintain, repair, inspect, improve and operate within the easement as shown on an easement plat titled “Plat Showing 20’ Permanent Water Line Easement And 20’ Temporary Construction Easement”, dated March 15, 2022, prepared by Marsh and Legge Land Surveyors, P.L.C., and attached hereto and made a part of this instrument. The said easement is marked thereon as shown in the attached plat. The real estate encumbered by this instrument was conveyed to the Grantor by deeds dated 1/25/1991, 6/30/2004 and recorded in the Warren County, VA Clerk’s Office in Deed Book 441, Page 713, and as Instrument Number 040007340, and designated on the Land Records as Tax Map No. 20A221-11, 20A221-9 (herein referred to as “the Property”).

In addition, the Grantor grants and conveys unto the Grantee, its successors and assigns, an underground easement for water facilities (which have been installed) which serve the Town, designated as 0 HAPPY CREEK RD.

This easement is subject to all existing easements, rights-of-way, and restrictions and is further subject to the following conditions:

1. The Grantee shall assume all responsibility for repair, maintenance, reconstruction and replacement of the water facilities within the easement.

2. The water facilities constructed shall remain the property of the Grantee. The Grantee shall have the right to inspect, rebuild, remove, repair, improve and make such changes, alterations, additions to or extensions of its water facilities within the boundaries of said easement as are consistent with the purpose expressed herein. All construction, maintenance, equipment and water facilities shall comply with all applicable law ordinances, codes and regulations.

3. Upon completion of any activity by Grantee upon the easement, Grantee shall restore the Property as nearly as possible to its original condition as is practicable, including backfilling, and compaction of trenches, repaving, reseeding or resodding of lands, replacement of equipment and facilities of Grantor, removal of trash and debris, and removal of Grantee's equipment, accessories or appurtenances not inconsistent with the construction, maintenance or operation of said water facilities or the exercise of any rights or privileges expressed herein, and will make a good faith effort to minimize any damage. Grantee shall maintain said easement and water facilities in such repair as not to endanger or otherwise limit the enjoyment or use of the Property, including ingress, egress or parking in, on and over driveways, roads, or parking lots.

4. That the Grantee may (but is not required to) trim, cut, remove, and keep clear all trees, limbs, undergrowth, and any and all other obstructions, within the said rights-of-way or easement that may in any manner, in Grantee's judgment, endanger or interfere with the proper and efficient operation of the water facilities therein or thereon and the Grantee shall have all such other rights and privileges as are reasonably necessary or convenient for the full enjoyment and use of the easement herein granted for the aforesaid purpose.

5. The granting of the easement hereinafter described neither expressly nor impliedly constitutes any payment, nor the waiver of any obligation for the payment, by the Grantor or his successors or assigns, of any cut-in fee or charge, tax, assessment or other charge or obligation whatsoever now due or heretofore due or hereafter to become due and payable to the Grantee or to any person, firm or other corporation whatsoever.

6. That Grantee will exercise reasonable care to protect the Property from damage or injury occasioned in the enjoyment of the easement and rights herein granted, and to promptly repair the Property or reimburse the Grantor for any property damaged beyond repair.

7. That if the Grantee does cut or fell any brush, undergrowth or trees, or should excavations be carried on pursuant to this easement and any large-sized rocks or boulders are unearthed and are not buried in said excavation, such brush, undergrowth, trees, large-sized rocks and boulders shall be the expense of Grantee be removed from the Property.

8. That Grantor shall have no right, title, interest, estate or claim whatsoever in or to any of the water facilities or other equipment and accessories installed by virtue hereof.

9. This permanent easement shall run with the land of the Grantor, and shall be binding upon the heirs, executors, administrators, successors, and assigns of the Grantor and the Grantee.

WITNESS the following signatures and seals.

_____ (SEAL)

Property Owner

STATE OF VIRGINIA, TO-WIT:

I, _____, a Notary Public in and for the State, do hereby certify that F&R LIMITED PARTNERSHIP, whose name is signed to the foregoing Deed of Easement, dated _____, has this day personally appeared and acknowledged the same before me in my State and County aforesaid.

My commission expires: _____

County and State: _____

Registration No.: _____

Given under my hand this _____ day of _____, 20__.

NOTARY PUBLIC

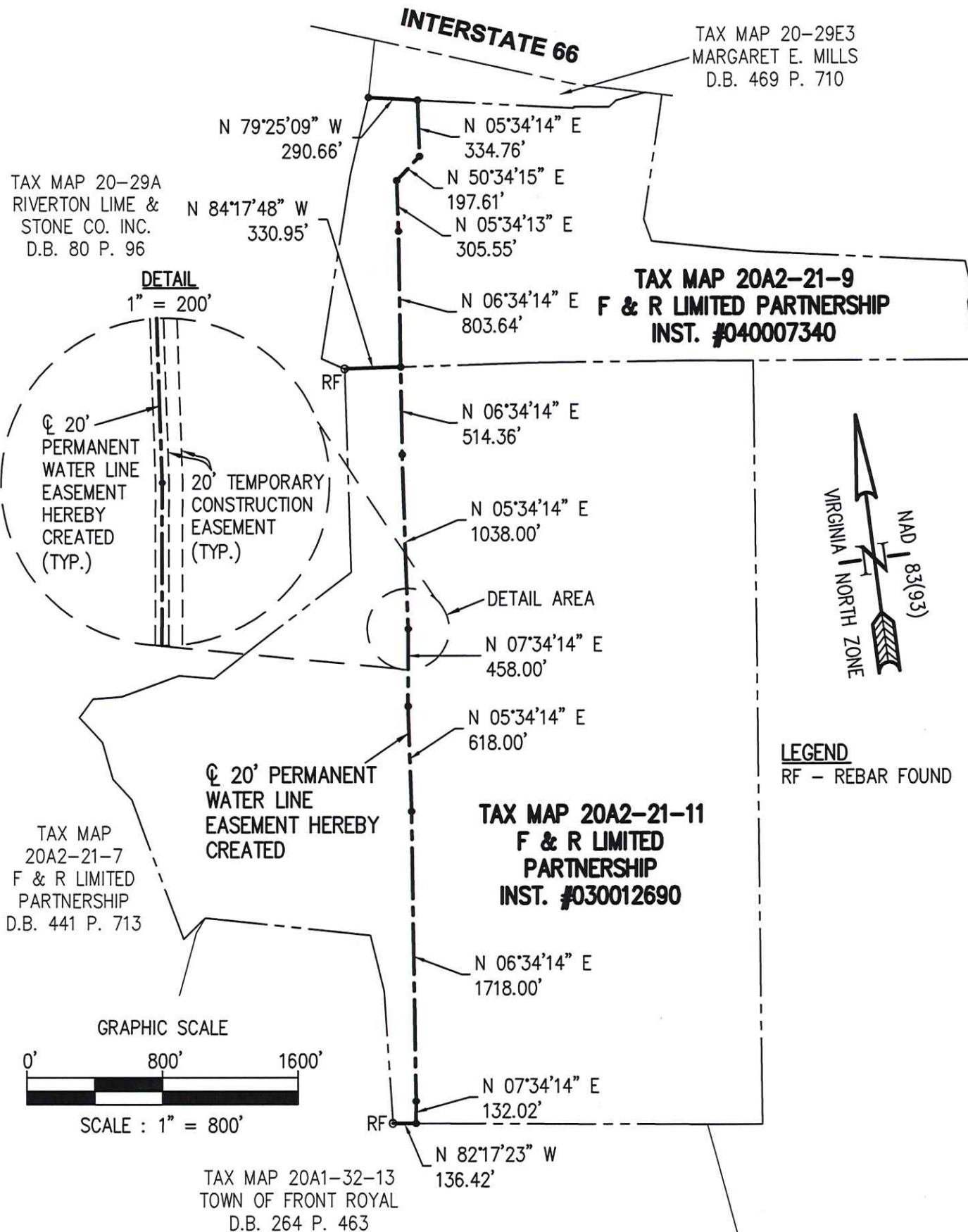
The foregoing conveyance is hereby accepted by the Town of Front Royal, Virginia, as evidenced by the signature of the undersigned, who is authorized to accept this conveyance on behalf of the Town.

WITNESS the following signature:

GRANTEE: TOWN OF FRONT ROYAL, VIRGINIA

BY: _____

Steven Hicks, Town Manager



NOTES

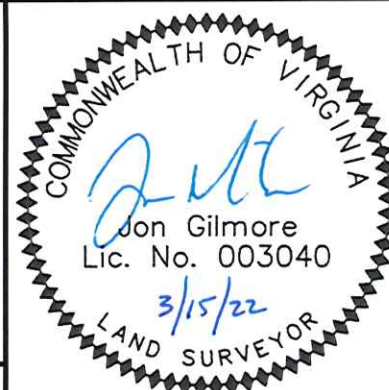
1. NO TITLE REPORT FURNISHED; THEREFORE, EASEMENTS OR ENCUMBRANCES AFFECTING THE PROPERTY REPRESENTED BY THIS SURVEY MAY EXIST THAT ARE NOT SHOWN ON THIS PLAT.
2. THE INFORMATION SHOWN ON THIS PLAT IS BASED ON AN ACTUAL FIELD SURVEY COMPLETED UNDER MY SUPERVISION ON 30 OCTOBER 2020.

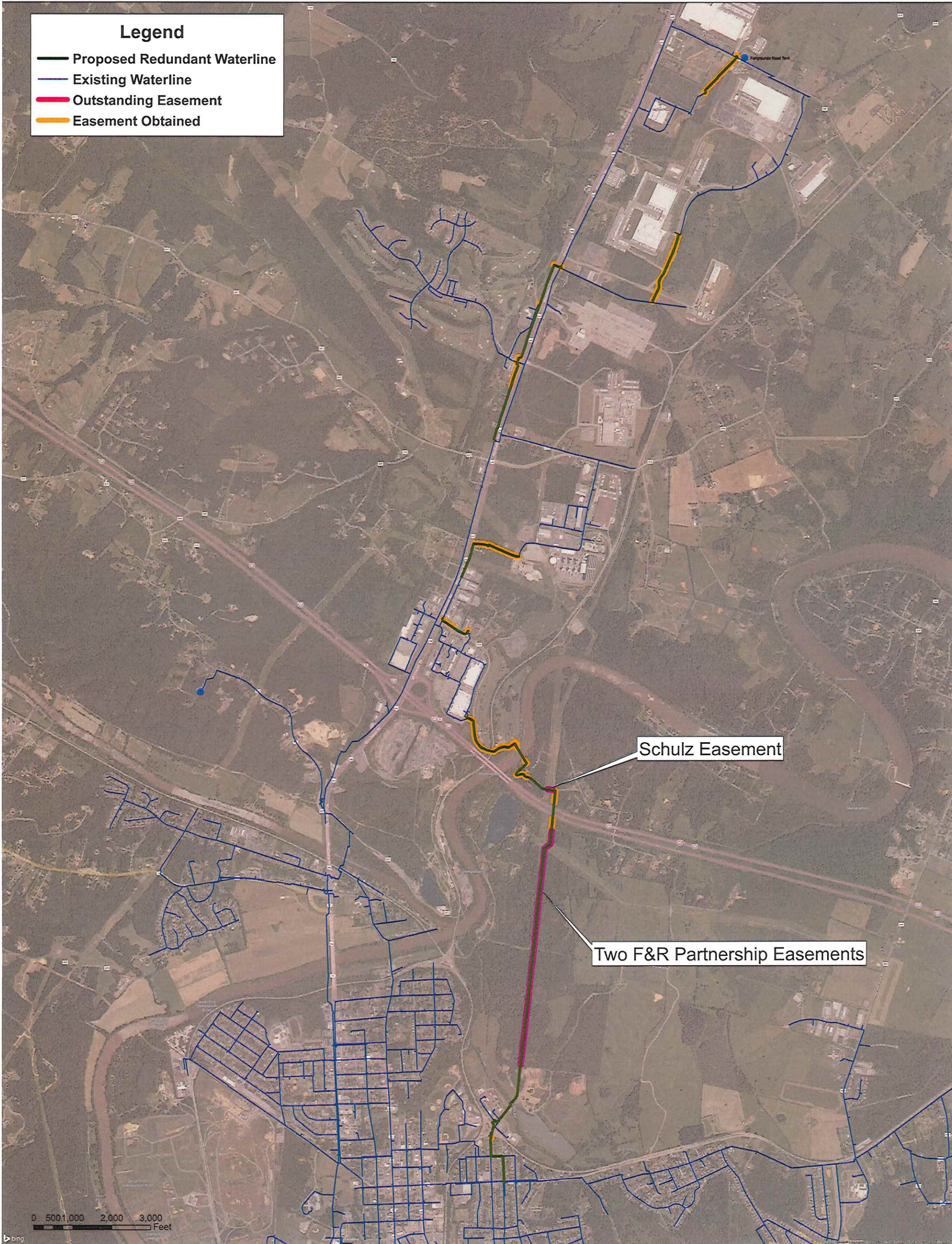
www.marsh and legge.com

Marsh & Legge Land Surveyors, P.L.C.

560 NORTH LOUDOUN STREET
WINCHESTER, VIRGINIA 22601
PHONE (540) 667-0468
FAX (540) 667-0469

PLAT SHOWING 20' PERMANENT WATER LINE EASEMENT AND 20' TEMPORARY CONSTRUCTION EASEMENT ON THE LANDS OF F & R LIMITED PARTNERSHIP SHENANDOAH MAGISTERIAL DISTRICT WARREN COUNTY, VIRGINIA







RESOLUTION

Redundant Waterline for the Route 522 North Corridor

WHEREAS, the Town of Front Royal (the “Town”), an incorporated town within Warren County, Virginia, needs to install multiple segments of 12-inch water main in the Town of Front Royal and Warren County to provide redundancy and increased reliability to the Route 522 North Corridor; and,

WHEREAS, Town staff has informed the Town Council that the existing water system has only one main providing water service to the Route 522 Corridor; and,

WHEREAS, Town staff has informed the Town Council of the Town that the most suitable location for the installation of the water main is through the adjacent private properties in the Town and Warren County, Virginia; and,

WHEREAS, Town staff has informed the Town Council of the Town a) that negotiations have not progressed with the owner of the properties listed herein, b) that the easements are needed for the new water lines, c) the methodology used in valuing the easements, as attached to this resolution, for purposes of making a good faith offer, is considered to be reasonable and proper; and,

WHEREAS, Town staff has informed the Town Council that the amount of property to be taken is not more than is necessary to achieve the stated public use; and,

WHEREAS, Town staff has determined that the Town will need to acquire permanent easements from the following person who owns property along the proposed route as described above in the Town of Front Royal and Warren County, Virginia, but who does not seem at this time amenable to a voluntary conveyance of the needed easements. The easement areas and easement values also follow; and,

Tax Map ID: 20A221-11
Owner: F&R Limited Partnership
Easement Area, Permanent: 89,567.69 square feet
Easement Area, Temporary: 89,583.44 square feet
Total Easement Value: \$3,450.00

Tax Map ID: 20A221-9
Owner: F&R Limited Partnership
Easement Area, Permanent: 32,830.98 square feet
Easement Area, Temporary: 32,796.82 square feet
Total Easement Value: \$1,265.00

WHEREAS, in order to proceed with the new potable water line, Town staff has recommended that the Town acquire such permanent water system easements either through negotiations with the property owner or through the exercise of eminent domain if negotiations with the property owner prove unsuccessful; and,

WHEREAS, the Town has been unable to acquire the permanent water system easements with the property owner; and,

WHEREAS, the Town properly advertised a public hearing for the purpose of informing the public of the need to exercise eminent domain to acquire the permanent water system easements, and such public hearing was held at the Warren County Government Center Board Room at 7:00 p.m. on June 27, 2022 for the purpose of giving all citizens the opportunity to state their views; now,

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Front Royal that acquisition of the permanent water system easements through the exercise of eminent domain is hereby approved and the Town Manager is hereby authorized and directed to initiate condemnation proceedings and to take all steps necessary to acquire the permanent water system easements through the exercise of eminent domain.

This resolution shall take effect immediately.

APPROVED:

Chris W. Holloway Mayor

ATTEST:

Tina L. Presley, Clerk of Council

Member _____ made a motion to approve this Resolution.

Member _____ made a Second to approve.

Council Member Votes: _____ Aye _____ Nay _____ Abstain

Lori A. Cockrell _____ Yes _____ No

Letasha T. Thompson _____ Yes _____ No

Zackary Jackson _____ Yes _____ No

Gary L. Gillispie _____ Yes _____ No

Amber F. Morris _____ Yes _____ No

CERTIFICATION

The undersigned Clerk of Council for the Town of Front Royal does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Town Council, present at a regular meeting of the Town Council of the Town of Front Royal duly called and held **August 29, 2022** at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of the above mentioned meeting.

Approved as to Form and Legality:

George Sonnett, Interim Town Attorney

Dated: _____



Council Special Consent Agenda Statement

Item 04G

Meeting Date: August 29, 2022

Agenda Item: Resolution authorizing the execution of the 2023-2025 Fixed Volume Energy Supply Schedule with American Municipal Power, Inc ("AMP")

Summary: Council is requested to approve a resolution authorizing the execution of the 2023-2025 Fixed Volume Energy Supply Schedule with American Municipal Power, Inc ("AMP"), assisted by GDS Associates, for the purchase of Seasonal Power Blocks.

Based on changes in the Wholesale Power Market, the not to exceed price discussed at the August 16th, 2022 Work Session has been updated and is highlighted on the Resolution.

Budget/Funding: None

Meetings: Work Session held May 9, 2022 & Work Session held August 16, 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 resolution authorizing the execution of the 2023-2025 Fixed Volume Energy Supply Schedule with American Municipal Power, Inc ("AMP") as presented.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____

TOWN OF FRONT ROYAL, VIRGINIA

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE EXECUTION OF THE 2023-2025

FIXED VOLUME ENERGY SUPPLY SCHEDULE WITH

AMERICAN MUNICIPAL POWER, INC. ("AMP")

WHEREAS, the Town of Front Royal, Virginia ("Municipality") owns and operates an electric utility system for the sale of electric capacity and associated energy for the benefit of its citizens and taxpayers; and

WHEREAS, in order to satisfy the electric capacity and energy requirements of its electric utility system, Municipality has heretofore purchased, or desires to purchase in the future, economical, reliable and environmentally sound capacity and energy and related services, recommended and arranged by GDS Associates, from American Municipal Power, Inc. ("AMP"), of which Municipality is a member; and

WHEREAS, AMP is an Ohio nonprofit corporation, organized to own and operate facilities, or to provide otherwise, for the generation, transmission or distribution of electric capacity and energy, or any combination thereof, and to furnish technical services on a cooperative, nonprofit basis, for the mutual benefit of AMP members ("Members"), such Members, including Municipality, being political subdivisions that operate municipal electric utility systems; and

WHEREAS, Municipality has previously entered into a Master Services Agreement with AMP, AMP Contract No. C-12-2007-6255, which contemplates that Municipality shall enter into various schedules for the provision of capacity and associated energy and related services from AMP to Municipality; and

WHEREAS, GDS Associates will assist and AMP will negotiate with one reputable and financially sound third-party energy supplier to enter into an agreement to purchase, under a single product, electric energy in various megawatt ("MW") blocks, to hedge winter and summer seasonal need, for a term beginning on January 1, 2023 and ending no later than December 31, 2025, which will provide price stability through the competitive bidding of fixed-rate block energy (herein "Seasonal Block Hedge") for Municipality;

WHEREAS, GDS Associates will assist and AMP, on behalf of the Municipality, desires to purchase from third-party supplier(s) and then to resell the energy available from these Seasonal Block Hedge on a long-term basis to Municipality at contract cost (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs, or AMP service fees) not to exceed \$102.55 per MWh, for the following seasonal block purchases;

Proposed New Product:

Wholesale Power Proposal	Delivery Months	MW	\$/MWh	Term	Start	End
1) Seasonal Block Hedge (Winter and Summer Seasonal)	Jan, Feb, Dec	6.0 MW 7x24	<=\$102.55/MWh	3 Yr.	1/1/23	12/31/25
	Jul, Aug	4.0 MW 5x16				

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

SECTION 1. That the Town Manager or Town Manager's Designee be authorized to execute the 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE and to acquire the Municipality's energy from one Seasonal Block Hedge, with a term beginning on January 1, 2023 and ending no later than December 31, 2025, and with a third-party contract price (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs, or AMP service fees) not to exceed \$102.55 per MWh for purchases, from AMP, and is further authorized to execute and deliver any and all documents necessary to participate in one Seasonal Block Hedge, pursuant to the conditions set forth herein, as set forth in the 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE as recommended by GDS Associates.

SECTION 2. That competitive bidding is not required on the Municipality's acquisition of its right to secure energy under the 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE, and in the event any competitive bidding requirements are applicable, any such competitive bidding requirements that might otherwise be applicable are hereby waived.

SECTION 3. That is it found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of a quorum of the Council, and that all deliberations of this Council and of any its committees that resulted in such formal action, were held in meetings open to the public, in compliance with all legal requirements.

SECTION 4. If any section, subsection, paragraph, clause or provision or any part thereof of this shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this Resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 5. That this Resolution shall take effect at the earliest date allowed by law.

SIGNATURES ON FOLLOWING PAGE

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

Amber F. Morris __Yes __No

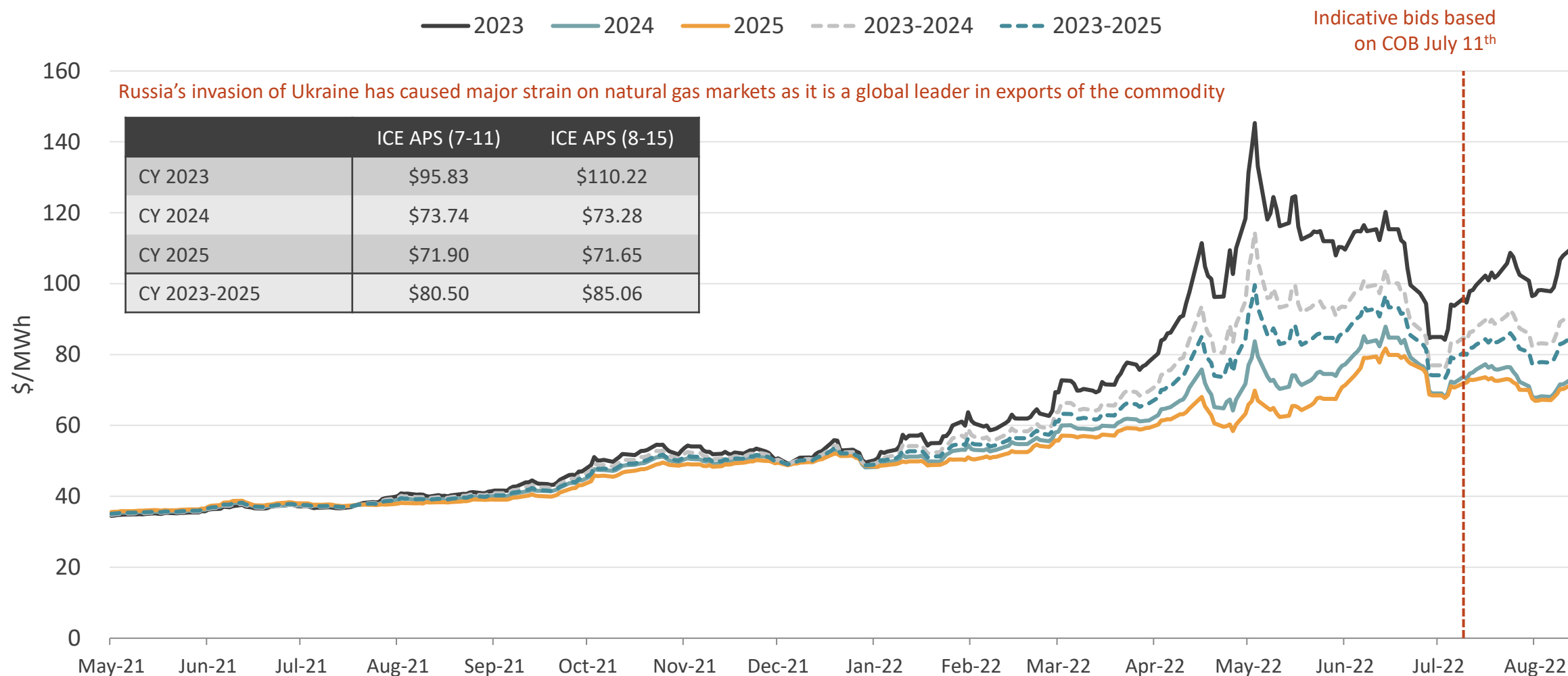
Zachary Jackson __Yes __No

Approved as to Form and Legality:

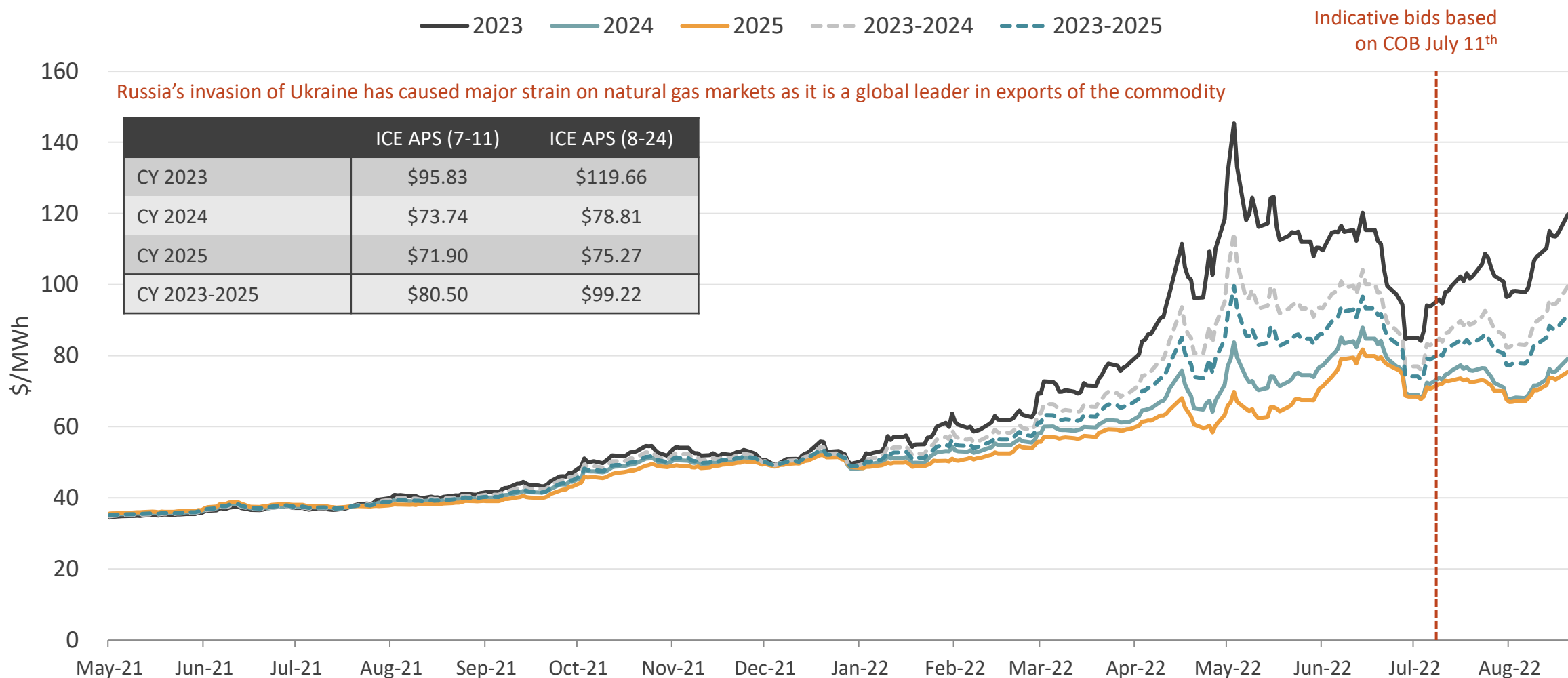
George Sonnett, Interim Town Attorney

Dated: _____

INDICATIVE RFP RESULTS & MARKET PRICE FORWARD MOVEMENT



INDICATIVE RFP RESULTS & MARKET PRICE FORWARD MOVEMENT





Council Special Consent Agenda Statement

Item #04H

Meeting Date: August 29, 2022

Agenda Item: Waiver of Curb, Gutter and Sidewalk for 1340 Crisman Drive

Summary: Council is requested to approve the waiver of curb, gutter and sidewalk installation at 1340 Crisman Drive. Pursuant to Town Code Chapter 148-850. C., the requirement for curb and gutter may be waived upon approval of Town Council in residential areas where the majority of surrounding development properties do not have curb and gutter. Pursuant to Town Code Chapter 148-850.D., the requirement of sidewalks may be waived on vote of the Town Council in residential areas where the character of the area is relatively low-density, after consideration of the traffic impact created by the subdivision and the total lots on a given street, drainage considerations and other environmental design parameters.

Budget/Funding: None

Meetings: Work Session held August 8, 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 waiver of curb, gutter and sidewalk installation at 1340 Crisman Drive, pursuant to Town Code Chapter 148-850. C. and D.

Approved By: _____

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____



Council Special Agenda Statement

Item # 05A

Meeting Date: August 29, 2022

Agenda Item: Appointment to the Planning Commission

Summary: Council is requested to appoint a member to the Front Royal Planning Commission to a four-year term beginning September 1, 2022 and ending August 31, 2026.

Budget/Funding: None

Meetings: Work Session held August 8, 2022

Proposed Motion: I move that Council appoint Daniel S. Wells to the Front Royal Planning Commission to a four-year term beginning September 1, 2022 and ending August 31, 2022.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *Jackson* _____ *Morris* _____ *Thompson* _____



Council Special Agenda Statement

Item # 5B

Meeting Date: August 29, 2022

Agenda Item: Designation of Town Freedom of Information Act (FOIA) Officer

Summary: Pursuant to Virginia Code §2.2-3704.2. - Public bodies to designate FOIA Officer, Council is requested to designate a Freedom of Information Act (FOIA) Officer for the Town of Front Royal to serve as a point of contact for members of the public for requests of public records.

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council designate the Clerk of Council as Freedom of Information Act (FOIA) Officer for the Town of Front Royal.

Moved _____ *Seconded* _____

Cockrell _____ *Gillispie* _____ *Jackson* _____ *Morris* _____ *Thompson* _____



Council Special Agenda Statement

Item # 06

Meeting Date: August 29, 2022

CLOSED MEETING

Motion to Go into Closed Meeting

I move that Town Council convene and go into Closed Meeting

- 1) 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, setting a date for a special election as required by Virginia Code §24.2-226, pursuant to §2.2-3711(A)(8) 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.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Jackson _____ Morris _____ Thompson _____