



TOWN COUNCIL SPECIAL MEETING MINUTES

Tuesday, October 11, 2022

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

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

ROLL CALL PRESENT: Mayor Chris W. Holloway
 Vice Mayor Lori A. Cockrell
 Councilman Gary L. Gillispie
 Councilman Zachary Jackson
 Councilman Letasha T. Thompson
 LATE: Councilmember Amber F. Morris (arrived at 6:37pm during Closed Meeting)

APPOINTED STAFF PRESENT: Clerk of Council Tina L. Presley
 Interim Town Manager Kathleen Leidich
 Deputy Town Attorney George Sonnett

Resolution – Commitment to Fund Share of Projects with VDOT/Grant Signature Authority

Councilman Gillispie moved seconded by Vice Mayor Cockrell that Council approve a resolution committing to fund share of projects with the Virginia Department of Transportation (VDOT) and grant signature authority for all VDOT projects in the Town of Front Royal to Interim Town Manager Kathleen R. Leidich on the Town's behalf, as presented.

Interim Town Manager Kathy Leidich advised that the resolution would enable her to sign documents on behalf of the Town on VDOT projects noting it had been required of previous Town Managers. Vice Mayor Cockrell confirmed that there would never be a time that Council would not be aware of a project.

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

No – N/A

Absent – Councilwoman Morris

Abstain – N/A

ROLL CALL

CLOSED MEETING

Councilman Gillispie moved seconded by Vice Mayor Cockrell that Town Council convene and go into Closed Meeting for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, specifically Council Vacancy pursuant to §2.2-3711(A)(1) of the Code of Virginia.

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

No – N/A

Absent – Councilwoman Morris

Abstain – N/A

ROLL CALL

Councilwoman Morris arrived at 6:37pm – after roll call

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Council Appointment

Vice Mayor Cockrell moved seconded by Councilman Gillispie that Council, acting pursuant to Virginia Code §15.2-228, appoint Skip Rogers a qualified voter of the Town of Front Royal to the Front Royal Town Council to fill the vacancy created by the resignation of former Councilmember Joseph McFadden with the term of office beginning immediately upon qualification and expiring upon qualification of the person elected to fill the remainder of the original term of office at the special election to be held on November 7, 2023.

Vice Mayor Cockrell stated that the Mayor and Council were placed in an unfortunate situation with the resignation of former Councilman McFadden. She voiced her concern that there was still confusion on whether Mr. McFadden was still on Council or if his resignation was effective. She explained that because of the confusion she would not be voting for Mr. Rogers. Mrs. Cockrell noted that Mr. Rogers was qualified, and her vote was not a reflection on him. She advised that Mr. McFadden was voted for and by over 2,000 people and felt like she should support what the people wanted.

Councilwoman Morris added that Council had very strong candidates that applied for the appointment. She admired Mr. Rogers' willingness to serve; however, she noted that Mr. McFadden was duly elected by more than 2,000 people; and, while Mr. McFadden was the logical choice for her, she looked forward to working with Mr. Rogers.

Vote: Yes – Councilmembers, Gillispie, Jackson, and Thompson

No – Vice Mayor Cockrell and Councilwoman Morris

Absent – N/A

Abstain – N/A

ROLL CALL

Mayor Holloway adjourned the Special Meeting at 7:44pm.

Approved by Town Council

Date: 10/24/22



TOWN COUNCIL WORK SESSION MINUTES

Tuesday, October 11, 2022

immediately following the Special Meeting

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

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

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

APPOINTED STAFF PRESENT: Clerk of Council Tina L. Presley
Interim Town Manager Kathleen Leidich
Deputy Town Attorney George Sonnett

REDUNDANT WATERLINE UPDATE

Award Contract Administration & Permitting – Finance Director BJ Wilson gave a brief overview and confirmed that the contract was budgeted.

Award Bid for Construction – Mr. Wilson gave a brief overview noting that the Town had worked with Snyder Environmental Services in the past. He suggested moving forward with contracts 1 and 2 as well as both bid alternatives to keep the project moving. Mr. Wilson advised that the Town's water and sewer rates would remain the same and in five (5) years they would be re-evaluated. He confirmed that there was a rate increase in 2020. Mr. Wilson clarified that this project was not the "Dominion Waterline Project", and that the majority of costs came from having to cross the river.

FY23 Budget Amendment and Inflow/Infiltration (I&I) Storm Water Abatement – Mr. Wilson gave an overview of the amendment and abatement costs of \$28,174,904.00 for the construction of the redundant waterline in the 522 Corridor and the Inflow and Infiltration (I&I) abatement of storm water projects. He explained that due to the increase of 1% greater than the adopted budget a public hearing was required. He explained the use of the American Rescue Plan Act (ARPA) funds for urgent sanitary sewer point repairs that have been completed and that a remainder of those funds will be used towards this project.

ITEMS SLATED FOR PUBLIC HEARINGS ON OCTOBER 24TH REGULAR COUNCIL MEETING

Special Use Permit for Short-Term Rental at 30 Fairview Avenue – VESTA Management – Director of Planning Lauren Kopishke gave a brief overview of the request noting that there were no speakers at the Planning Commission's public hearing. She confirmed that VESTA will manage the property. Councilman Gillispie voiced support of the request noting that the property had always been a long-term rental.

Special Exception for Parking at 12 Chester Street – Lea Justice – Ms. Kopishke reminded Council that this request was a continuation of the short-term rental request approved by Council on September 26th and that it provided an avenue to have sufficient parking for the rental. There was discussion on the parking requirement for short-term rentals and it was confirmed that this would be “tweaked” in the rewrite of the ordinance.

Proposed Ordinance amendment to Town Code Chapter 142 – Snow/Ice on Sidewalks – Interim Town Manager Kathy Leidich advised Council that the word “residential” was not currently in the Town Code and was the only proposed amendment to the Chapter. Vice Mayor Cockrell sympathized with the gentleman who spoke about the ordinance last season but voice concern that enforcing the ordinance would be challenging to some residents who are not physically capable of removing the snow. Deputy Town Attorney George Sonnett advised Council that the state code identified it as a nuisance that could be enforced as such. Councilwoman Morris opined that the ordinance was to encourage people to remove the snow and bring awareness. She suggested reminding residents with a notice placed on their utility bills. Mr. Sonnett suggested amending the section further by removing the sentence “*if the ice or snow forms or falls during the night or on a Sunday, it shall be removed by noon the following day.*” Vice Mayor Cockrell suggested that it be complaint basis and Ms. Leidich confirmed that it currently was due to staff shortage.

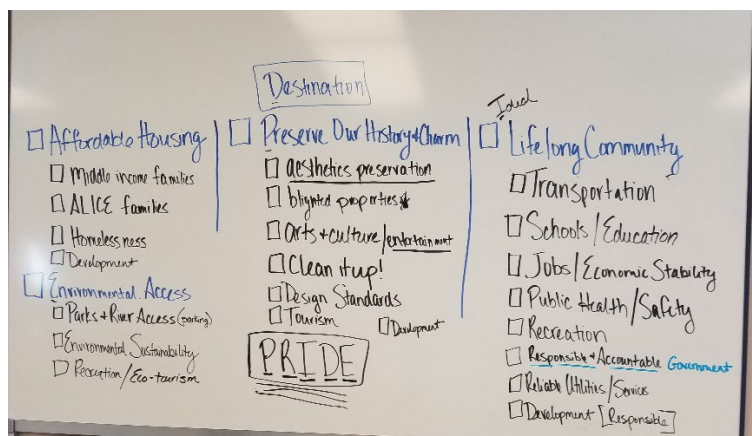
ITEMS SLATED FOR CONSENT AGENDA FOR OCTOBER 24TH REGULAR COUNCIL MEETING

Update to Right-of-Way Policy – Clerk of Council Tina Presley gave Council a brief overview of the changes to the Town’s Vacation of Rights-of-Way Policy noting that the majority of the amendments were inserting state code language. There was a discrepancy in the summary regarding future amendments being approved by Town Manager or designee. After directing Council’s attention to the last line of the policy there was consensus to move forward.

PRV Vault Purchase for Richmond Road – Mr. Wilson gave a brief overview. No questions from Council.

PRV Vault Installation for Richmond Road – Mr. Wilson gave a brief overview. No questions from Council.

Comprehensive Plan Update – Ms. Kopishke advised that all comments had been submitted to Summitt. She announced the Vision Statement and explained the bulk of the plan is centered around what was shown on the board [below]:



She quoted the Vision Statement: *The Town of Front Royal will be a place resident are proud to call home. It will serve the needs of all citizens by promoting economic prosperity and encouraging high quality development while preserving its small-town charm. This will be an environmentally conscious community that protects its natural resources.*

Front Royal Economic Development Authority (FREDA) Discussion – Ms Leidich gave a brief summary pertaining to FREDA. Councilwoman Thompson voiced concern that FREDA did not know about tonight's meeting and was not included as part of the discussion. The Mayor suggested a joint meeting with FREDA for further discussions. Council agreed to schedule the meeting for Monday, October 17th at 7:00pm in the Town Hall Conference Room.

OPEN DISCUSSION

Councilwoman Thompson gave Council an update from the Virginia Municipal League (VML) Conference that she recently attended with information pertaining to the OPIOD funds, Cannabis Oversight Committee and Department of Housing Workforce Housing that she would be bringing forth to Council.

Councilwomen Thompson and Morris suggested a local Christmas Event but noted that there may need to be more discussion with Warren County.

Vice Mayor Cockrell suggested that Council add items for the Liaison Committee Meeting on Thursday, October 20th at 6:00pm in the Warren County Government Center. Councilwoman Thompson suggested that the fees for the Midget Football League be discussed as well as the proposed Christmas event.

Vice Mayor Cockrell asked that a report be given pertaining to the most recent electric outages the Town experienced at the next regular meeting (October 24th) under the Interim Town Manager's Report. She also voiced concern regarding the voice message on the Town's answering machine after hours during an outage. She was concerned that the police department was getting lots of calls for an outage and interfering with other emergency calls.

Interim Town Manager Kathy Leidich announced that the Town has received three (3) Local Board of Building Code Appeals applications. Council asked that they be sent to them.

CLOSED MEETING

Councilwoman Morris moved seconded by Councilman Jackson that Town Council convene and go into Closed Meeting for

- 1) the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, specifically Town Manager, Town Attorney and Clerk of Council pursuant to §2.2-3711(A)(1) of the Code of Virginia, and,*
- 2) 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, the establishment, powers, duties and limitations of the Front Royal EDA, pursuant to §2.2-3711(A)(8) of the Code of Virginia. Council may take further action in open session.*

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourned by Mayor.

Approved by Town Council

10/24/22

Date: -----