



TOWN COUNCIL WORK SESSION MINUTES

Monday, November 17, 2014 @ 7:00pm
Front Royal Administration Building

1. Presentation from GHD:

a. Recommendation of Contractor to build WWTP Upgrade

b. GHD Contract Amendment for construction phase engineering and inspection services

John Revette of GHD reviewed the report below and detailed the specifics for Council:

PPT insertion here -

PPT insertion here - PPT insertion here -

Town is required to provide a septage receiving station

Councilman Tewalt asked why the Construction Administration is so high

Mr. Revette noted that the Construction Administration (GHD) was a combination of many subtasks, and he detailed them.

Mr. Revette explained the cost breakdown, including the Grant Funds, Load Funds, and funds from Warren County as well.

He reviewed the site development approved, the zoning permit from the Town is approved and the Virginia stormwater permit and the Warren County building permit have both been submitted as well.

The State has approved the bid package and bid process and the start date could be February 2015, with completion due in fall of 2017

Mr. Revette stated that they had not completed a staffing assessment

He noted that many plants that have upgraded with more equipment and more processes would need to be maintained

Fristoe stated that he needed more staff, for example his maintenance worker, as well as two more operators

2. VRA Bond Update – *Director of Finance*

Mrs. Breeden explained that the awarding of the contract would be on the December 8th agenda VRA has advertised for the funding matter on the December 8th agenda for a \$50 million loan, and the grants will come off after the loan was approved

She stated that the resolution would be for the full amount

Mrs. Breeden stated that they hoped to have all documents finalized in order to go forward with closing on December 16th or 17th. She added that it was a 20 year contract, with an interest free loan, and the component of the septage receiving station amount would be billed to the County of Warren annually for said installment

Tewalt asked about raising sewer rates

Breeden noted that they were unsure at this time if the rates would need to be raised

She stated that Burton will report to the Town and then they will be able to make a quick turn around in order to move forward with the budget process

3. Future Power Block Purchases for 2017-2020 – *Director of Energy Services*

PPT presented here

In response to Council's questions, Mr. Waltz stated that the Town has their base load purchased and in 2016-2017 had transmission charges that would be dropping, though in 2018 they would increase slightly

He added that for in 2018 they may have to pay a slight increase, though the increase would not be a huge increase

Mr. Waltz stated that the increase may be less than \$5 for the increase, up through 2018, though past that he was unable to predict.

He noted that the price drop off began seeing some drop off points last fall, he added that the pricing market was like the stock market

Sayre left the meeting

4. Corner Lots Discussion – *Councilman Tewalt*

Councilman Tewalt explained that the shortest side of current lot built is considered the front of the house and that was his concern. He noted that the way the house is facing is the front of the house

He noted that it affects side yards and setbacks and to correct it the Town would be how the house faces

Councilman Tharpe said he understood the concern and questioned how it could be corrected

Councilman Funk asked if the house could be faced in a different direction; Mr. Tewalt noted that they could not, as they would not meet the setbacks

Tewalt asked that the ordinance be amended and turn the matter over to the Planning Commission in order to determine a solution; Mr Tharpe expressed his agreement on the matter

Tewalt asked that the matter be on another worksession

Camp stated that it would be helpful to have the matter addressed and perhaps having Planning Commission review the issue may be helpful

Return to another worksession for further discussion

5. Discussion of Revising Liaison Committee Mission Statement/Policies

Summary: At the September 18, 2014 Liaison Committee Meeting, Warren County requested that the Town consider modifying the meeting schedule for Liaison Meetings to be conducted quarterly rather than every two months. On October 21, 2014, The Warren County Board of Supervisors adopted a revised Liaison Committee Mission Statement and Policies effective January 1, 2015.

Council voiced support to leave meetings at every other month.

6. Council Discussion/Goals

Councilman Tewalt asked about the PPEA

Napier noted that it would be on the next agenda

Councilman Tewalt asked about approaching the Delegates to support the Town in an amendment to give the Town rights regarding dilapidated buildings

Vice Mayor Parker noted that perhaps VML should be contacted in order to have other Towns partner with Front Royal

Napier stated that

7. CLOSED MEETING – Prospective Business or Industry

Motion to Go Into Closed Meeting

Vice Mayor Parker moved, seconded by Councilman Tewalt that Council convene and go into Closed Meeting for the purpose of discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711. A. 5. of the Code of Virginia, and he further moved that Jennifer McDonald of the EDA would determine if the Council-Elect should remain in the room for the discussion.

INSERT VOTE HERE

INSERT VOTE HERE

INSERT VOTE HERE

Motion to Certify Closed Meeting at its Conclusion

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

INSERT VOTE HERE

INSERT VOTE HERE

INSERT VOTE HERE

Present: Vice Mayor N. Shae Parker, Councilman Thomas Sayre (left early), Councilman Eugene Tewalt, Councilman Daryl Funk, Councilman Hollis Tharpe, Town Manager Burke, Clerk of Council Berry, Town Attorney Napier, Planning Director Camp, Finance Director Breeden, Chief of Police Shiflett, Energy Services Director Hannigan, IT Director Jones, members of the press and public.

Absent: Mayor Timothy Darr, Councilman Bret Hrbek