



TOWN COUNCIL WORK SESSION MINUTES

Monday, October 21, 2013
to follow Regular Council Meeting

Front Royal Administration Building Conference Room

1. Request to Waive Curb/Gutter for Reconstruction of 437 Overlook Drive - *Director of Planning/Zoning*

Council Discussion:

Makes sense to place this on consent agenda

2. Annual Write-Off Overview - *Director of Finance*

Council Discussion:

Darr noted that council had an entire presentation on this matter last year

Tharpe stated that deposits are collected

Breeden noted that disconnects are done, however; those payments are for a three month window that is being billing on

She added that the staff bends over backwards to work with the citizens to assist them with the bill

In response to Council questions, she noted that liens would be a giant headache and would not be possible in some situations, especially when it applies to the property owners, not the tenants.

3. Outstanding Purchase Orders for FY 2013 Overview - *Director of Finance*

SUMMARY HERE

Breeden noted that every year she went through and eliminated voided one and moved the ones with projects that had ended and ones that had not been paid in that window of time

Tewalt asked about encumbered funds – move forward with the project or take the funds off of the books; Mrs. Breeden voiced her support with Mr. Tewalt

4. Purchase of Sludge Press – *Director of Environmental Services*

SUMMARY HERE

Council Discussion:

Round hill will use it another 4 months until their new piece of equipment sold

Round Hill noted it had been used less than two years
Mayor Darr noted that it was a Win win for both localities
Put it on next agenda

5. Continued Discussion on Ordinance to Repeal Fireworks Display Permits – *Town Manager*

Summary: Warren County has amended Chapter 96 regulating the storage and display of fireworks and established oversight by the Fire Marshal. The County's Amendment includes the approval of the Town Manager for storage and display of fireworks in the Town limits. Staff have developed Amendments to Chapter 80 of the Town Code to conform with the new County regulations.

Council is requested to consider the proposed Amendment to Chapter 80 regulating the storage and display of fireworks within the Town limits.

Staff Evaluation: The proposed Amendment to Chapter 80 defers permit approval to the Warren County Fire Marshal.

Staff Recommendations: Staff recommends Town Council consider amending Chapter 80 of the Town Code as proposed.

Council Discussion:

Funk – did we look at what language is in the state code versus tracking what is allowed
Burke - unsure
Return to worksession to answer further questions

6. Continued Discussion on Solid Waste CDL Requirements – *Town Manager*

SUMMARY HERE

Tewalt – no problems – explains as it is written what Council requested
Tewalt – asked that pickup trucks NOT be used to push for snow
Tharpe – asked about hiring extra drivers if need be; Burke & Hannigan – can if absolutely need to, though Town has all necessary drivers
Council asked about the training that the Town drivers received for those that plow snow

7. 3rd Renewal of Tower Site Lease Agreement – Shenandoah Personal Communications (Shentel) – *Town Attorney*

Summary: Shenandoah Personal Communications, LLC, dba Shentel, currently under lease with the Town for use of the Town's Fairgrounds Road water tank and "floor space", through October 31, 2014, has made a timely written request for a third and final five (5) year renewal term pursuant to the terms of the agreement, commencing November 1, 2014. Shentel is currently paying \$2,500.00 per month. The agreement provides for an automatic ten percent (10%) increase in rent upon renewal.

Town Council is asked to consider approving a final five (5) year renewal term to the current Shentel water tank lease at a monthly rent of \$2,750.00, commencing November 1, 2014.

Town Manager Recommendation: The Town Manager recommends approval of a third and final five (5) year renewal term with a reasonable automatic increase in rent of ten percent (10%).

Council Discussion:

On the Consent agenda when the legal department has the paperwork ready

8. Revision of Town Logo – *Vice Mayor Parker*

Little to no cost to phase in the change the logo

Parker – would adjust the giant plaque up at the Government Center

9. Council Discussion/Goals

Tewalt – taxi cab ordinance – Burke – will return in November

Tharpe noted that there were some court battles going on; and he would like the court matters to end before it returned

Tewalt/Tharpe – did not care if it returned or not

Tewalt – BUDGET ITEM:

Front Royal is 70% rentals, it is not fair that 50-60 rentals and they do not have to buy business licenses or pay BPOs

Tharpe and Mayor Darr voiced his agreement and asked if Napier could look into the matter

Parker – those that own rental properties have more pull in Richmond it seems

Perhaps have Council look into the property maintenance code and see if the Town could have it implemented

Sayre – co-generation was the way to go with the WTP

Burke – would be bringing that to Council in November

Darr – have the opportunity to see part of the trail near Criser

Darr – citizens have asked about purchasing benches in certain areas and they would need to be standardized; and make certain our easements allowed the benches

10. CLOSED MEETING – **Personnel Matters specific to the Board of Architectural Review (BAR); Urban Forestry Advisory Commission (UFAC) & Disposition of Real Property**

Motion to go Into Closed Meeting

Vice Mayor Parker moved, seconded by Councilman that Council convene and go into Closed Meeting for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of a public body, specific to the Board of Architectural Review (BAR) and Urban Forestry Advisory Commission (UFAC) pursuant to Section 2.2-3711 A. 1. of the Code of Virginia; and that Council convene and go into Closed Meeting for the purpose of discussion or consideration of the disposition of publicly held real property, specifically, the former Town Hall property, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 A. 3. of the Code of Virginia.

VOTE INSERT HERE

VOTE INSERT HERE

VOTE INSERT HERE

Motion to Certify Closed Meeting at its Conclusion

===== moved, seconded by ===== 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.

VOTE INSERT HERE

VOTE INSERT HERE

VOTE INSERT HERE

Present: Mayor Timothy W. Darr, Vice Mayor N. Shae Parker, Councilman Thomas H. Sayre, Councilman Eugene R. Tewalt, Councilman Daryl L. Funk, Councilman Hollis L. Tharpe, Town Manager Steven M. Burke, PE, Town Attorney Douglas Napier, Director of Planning & Zoning Jeremy Camp, Chief of Police Norman Shiflett, Director of Finance Kim Gilkey-Breeden, Clerk of Council Jennifer E. Berry, CMC, members of the media and members of the public.

Absent: Councilman Bret W. Hrbek

Jennifer E. Berry, CMC
Clerk of Council