



TOWN COUNCIL REGULAR WORK SESSION
MONDAY, DECEMBER 2, 2024 @ 7:00 PM
Town Hall Conference Room

View meeting online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. Roll Call
2. Main Street Solid Waste Service Area Discussion (Virtual) – *BJ Wilson*
3. New Business
 - A. Purchase and Replacement of Truck for Department of Energy Services– *BJ Wilson*
 - B. Ordinance Amendment to Extend Public Passenger Bus Service Franchise Agreement for Five Years – *Joe Waltz*
 - C. Request to Donate Utilities for Salvation Army’s Angel Tree Drop-Off Location at 419 South Street – *Joe Waltz*
4. Request for Town Water and Sewer in the Corridor for Industrial Use – *Joe Waltz*
 - A. Continued Discussion - Equus Development LP (Executive Land Holdings IV, LLC) – Baugh Drive
 - B. Continued Discussion - Toray Plastics Inc. (TC MidAtlantic Development V, Inc) – Toray Dr (Tax Map 12G, 1-2-5, 7,8 A)
5. Closed Meeting
6. Adjourn



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: December 2, 2024

Item# 02

Agenda Item: Main Street Solid Waste Service Area Discussion

Summary: MSW Consultants will provide a presentation to review Main Street Solid Waste Service Area solid waste rates and options for rate changes regarding the Main Street Solid Waste Service Area (M.S.S.W.S.A.).

Budget/Funding:

4203-3160802

Revenue

Solid Waste – Sales of Service

Staff Recommendation: Staff recommends reviewing options for rate changes and to consider subsidizing the Main Street Solid Waste Service Area with the general fund.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: December 2, 2024

Item# 03A

Agenda Item: Purchase and Replacement of a Truck for Department of Energy Services

Summary: Request is being made for the purchase and a replacement truck for the Department of Energy. A Ford F-150 four-wheel drive pickup truck will replace a 2005 Colorado pickup with 81,077 miles, asset #363.

The method of procurement is cooperative contracting, utilizing Chesterfield County contract #ADMN2000278, in accordance with the provisions of Code of Virginia, Section 2.2-4304, as amended. Staff received a quote from Hall Automotive of Virginia Beach, VA, on November 15, 2024, in the amount of \$48,091.00 and is requesting Council to approve the purchase during the regular scheduled meeting on December 9, 2024.

The department has \$115,000.00 in its current FY25 operational budget for the purchase of motor vehicles.

Budget/Funding:	9401-47005	Electric – Motor Vehicles	\$48,091.00
------------------------	------------	---------------------------	-------------

Staff Recommendation: Staff recommends approving the award of contract as presented under the December 9th consent agenda.

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a Pickup replacement for 363.

DATE: November 15, 2024

The Electric Department has in the budget for 2024 to replace 363 a 2005 Colorado PU with 81,077 miles on it. I recommend purchasing this Pickup from Hall Automotive Fleet Team with a quote on a replacement pickup for it. It is on Chesterfield County contract ADMN2000278.

Hall Automotive - Fleet Team

More Cars. Great People.

(a MileOne company)

3757 Bonney Road

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

Proposal

DATE:

11/15/2024

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don	Town of Front Royal	Hall Automotive	Front Royal	Net, 30
DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
<u>Chesterfield County ADMN2000278</u>					
2024 Ford F-150 Regular Cab 4x2			1	\$ 36,926.00	\$ 36,926.00
Options:					
> Upgrade to 4x4, Crew Cab, Short Bed			1	\$ 10,000.00	\$ 10,000.00
> 99P - 2.7L V6 EcoBoost			1	INCL	INCL
> 44G - 10-Speed Automatic Transmission			1	INCL	INCL
> YZ - Oxford White Exterior			1	INCL	INCL
> CS - Medium Dark Slate Cloth Interior			1	INCL	INCL

> 96W - Spray-In Bedliner	1	\$	595.00	\$	595.00
> 18B - Black Platform Running Boards	1	\$	250.00	\$	250.00
> 85H - Exterior Backup Alarm	1	\$	220.00	\$	220.00
> 924 - Fixed Rear Window with Defroster	1	\$	100.00	\$	100.00
> Delivery	1		INCL		INCL
Proposal Accepted by:		TOTAL		\$ 48,091.00	
Printed name:					
Date :					

Make all POs to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3757 Bonney Road

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

DATE:

11/20/2024

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don	Town of Front Royal	Hall Automotive	Front Royal	Net, 30
DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
<u>Chesterfield County ADMN2000278</u>					
2024 Ford F-150 Regular Cab 4x2			1	\$ 36,926.00	\$ 36,926.00
Options:					
> Upgrade to 4x4, Crew Cab, Short Bed			1	\$ 10,000.00	\$ 10,000.00
> 99P - 2.7L V6 EcoBoost			1	INCL	INCL
> 44G - 10-Speed Automatic Transmission			1	INCL	INCL
> YZ - Oxford White Exterior			1	INCL	INCL
> CS - Medium Dark Slate Cloth Interior			1	INCL	INCL
> 96W - Spray-In Bedliner			1	\$ 595.00	\$ 595.00
> 18B - Black Platform Running Boards			1	\$ 250.00	\$ 250.00
> 85H - Exterior Backup Alarm			1	\$ 220.00	\$ 220.00
> 924 - Fixed Rear Window with Defroster			1	\$ 100.00	\$ 100.00
> Delivery			1	INCL	INCL
Proposal Accepted by:					
Printed name:				TOTAL	\$ 48,091.00
Date :					

Make all POs to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: December 2, 2024

Item# 03B

Agenda Item: An Ordinance Amendment to Extend Public Passenger Bus Service Franchise Agreement for Five Years

Summary: The Franchise Agreement for Public Passenger Bus Service with the Virginia Regional Transit (VRT) expired November 25, 2024. Council is requested to approve the extension of the Franchise Agreement for another five years, with minor changes as presented. The Franchise Agreement was first adopted in 2004 and has been renewed every five years since. Since this is considered an ordinance the franchise agreement will require a public hearing.

Budget/Funding: 1205-47012 – Bus System - \$51,000.00

Staff Recommendation: Staff recommends approving the extension of the Franchise Agreement as proposed, with a public hearing scheduled for Monday, December 9, 2024

**AN ORDINANCE AMENDMENT TO EXTEND FOR A PERIOD OF FIVE (5) YEARS A
FRANCHISE AGREEMENT FOR PUBLIC PASSENGER BUS SERVICE [TROLLEY]
WITH THE VIRGINIA REGIONAL TRANSIT (VRT)**

WHEREAS, A Franchise Agreement was first adopted in 2004 to grant use of the streets, roads, avenues, alleys and other public places of the Town of Front Royal for the operation of public passenger bus transportation services to the people of Front Royal utilizing Federal Surface Transportation Efficiency Act (FTA 5311 Rural Transit Program); and,

WHEREAS, the Franchise Agreement having been renewed and extended every five (5) years since 2004, VRT now requests an additional five (5) year extension; and,

NOW THEREFORE, BE IT ADOPTED, by the Town Council of the Town of Front Royal that the Public Passenger Bus Service Franchise Agreement be extended as follows:

PUBLIC PASSENGER BUS SERVICE

FRANCHISE GRANTED

The Virginia Regional Transit, hereinafter known as "VRT", its lessees, successors and assigns, for the term and subject to the conditions and limitations hereinafter stated, is hereby granted a Franchise to occupy and use the streets, roads, avenues, alleys and other public places of the Town of Front Royal, Virginia, and to designate, maintain and use adjacent sidewalks for the operation of public passenger bus transportation services to the people of Front Royal utilizing the FTA 5311 Rural Transit Program (Section 5311 of the Federal Surface Transportation Efficiency Act).

PURPOSE OF THE FRANCHISE

The purpose of the Franchise is to permit VRT the right and privilege of operating a public passenger bus transportation service consisting of one or more passenger buses or mini-buses, wheelchair lift equipped and ADA compliant, driven by VRT-employed drivers with commercial driver's licenses, within the Town of Front Royal, and such portions of Warren County as the Town, the County, and VRT shall mutually agree, subject to the conditions and agreements as hereafter set forth.

TERM OF FRANCHISE

The term of the Franchise shall be ~~for a period~~ extended of five (5) years from the effective date of this Ordinance **Amendment**.

BUSES

For the purpose of providing public passenger bus service, VRT is authorized to operate buses capable of seating a minimum of thirteen (13) and a maximum of thirty-five (35) passengers along one or more routes to be determined by the Town following route surveys made by VRT. The buses shall be equipped with wheelchair lifts and shall be compliant with the Americans with Disabilities Act. The buses may bear such decorations, logos or insignias as shall be prescribed by Town Council. VRT shall perform such routine and appropriate maintenance of its bus(es) as shall be necessary to ensure uninterrupted, safe and effective service of this Franchise. VRT shall further employ drivers who have been appropriately trained and licensed for the operation of public passenger-buses, who have been familiar with the Town of Front Royal and the route(s) established

therein, who have been submitted to a criminal background investigation, initial drug screening, and who are subject to periodic random drug testing pursuant to Federal regulations.

REPAIRS

VRT shall promptly repair or replace any sidewalk, street, or other property of the Town which may be damaged or displaced by VRT in the operation of its public bus system. In the event that VRT fails or refuses to repair any damage to the property of the Town of Front Royal upon ten (10) days written notice to VRT, the Town may then undertake to repair or replace any damaged or displaced Town property, and the expense of such repairs or replacement shall be paid to the Town by VRT, and may be recovered in any manner prescribed by law, including application of the performance bond imposed hereunder.

INDEMNIFICATION

VRT agrees and bonds itself, by the acceptance of this Ordinance, to indemnify, keep and hold the Town of Front Royal free and harmless from liability on account of injury to persons or property growing out of the negligence of VRT, or its employees, or agents in the operation of its public bus service. Nothing herein, however, shall be construed to render VRT liable for the negligence of the Town of Front Royal, its agents or employees, or the negligence of other persons or entities.

MAINTENANCE

The rights and privileges set forth herein are granted to VRT upon the expressed condition and understanding that VRT will maintain its vehicles located within the Town of Front Royal in good and safe repair and order at all times during the terms of this Franchise Agreement.

INSPECTIONS

The Town of Front Royal, its employees or agents, shall have the right at any time to make inspections, upon reasonable notice, of VRT's buses or any part thereof.

ANNUAL PAYMENT AND OPERATION

VRT's operation under this Franchise Agreement shall be subject to an annual payment to the Town of Front Royal of ONE DOLLAR (\$1.00). The cost of operation of the Franchise shall be borne as follows:

A. Beginning on or about (November 25, ~~2019~~ **2024** and ending November 25, ~~2024~~ **2029**), sixty-eight percent (68%) of the hourly costs of the operation, as invoiced from VRT to the Town, shall be paid to VRT by Federal and State contributions under the FTA 5311 Program. Thirty-two percent (32%) of the hourly costs shall be paid to the VRT by the Town of Front Royal from such general funds as may be required to total the thirty-two percent (32%) local match.

B. VRT shall apply for capital asset grant assistance from the Virginia Department of Rail and Public Transportation to purchase an appropriate vehicle or vehicles for revenue service. The Town shall contribute the local match amount required to draw down such funding which traditionally has been and presently is 4%. The Town will be made aware of any such requirements or changes to the local match percentage prior to vehicle purchase commitment.

C. VRT shall replace revenue vehicles used under this Franchise in accordance with the Federal Transit Administration Useful Life Criteria as described in FTA Circular 5010.1D; and as

approved through VRT's capital replacement grant requests through the Commonwealth of Virginia Department of Rail and Public Transportation.

D. In the event that VRT fails to receive funds for the cost operation of the Franchise in accordance with the payment schedule set forth above, and then VRT shall have the right to terminate the operation of the Franchise upon thirty (30) days prior written notice to the Town.

PASSENGER FARES

VRT drivers shall collect from each passenger a fare to be set and determined by the Town Council by resolution. In setting fares, the Town Council may establish separate rates for adults, senior citizens, persons with physical disabilities, students and children. Town Council may provide for the advance purchase of tickets or tokens to be used for the payment of fares by passengers.

SCHEDULES

VRT's bus(es) shall operate on such schedules(s) as shall be established and adopted by the Town Manager or his designee, pursuant to route surveys completed by VRT or by demand or both. Buses shall not operate on the following holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and Christmas Day.

ROUTES AND STOPS

VRT's bus(es) shall operate on such route(s) and regularly make such scheduled stops at locations established by the Town Manager or his designee, pursuant to route surveys completed by VRT or by demand or both. VRT shall be responsible for the marking of regular bus stops by appropriate signage containing route name or number and schedule for stop, as shall be appropriate.

COMPLIANCE WITH LAWS

VRT and its drivers shall comply with all state and local traffic, registration, licensing and inspection laws, including, but not limited to, Sections 46.2-107, 46.2-694 and 46.2-695 of the Code of Virginia (1950), as amended.

INSURANCE

VRT, as a condition of Franchise approval, shall obtain and maintain throughout the term of the Franchise a General Liability insurance policy in the amount of not less than TEN MILLION DOLLARS (\$10,000,000.00) from an insurance provider approved to do business within the Commonwealth of Virginia, and shall name the Town of Front Royal as an additional insured party.

BOND

VRT, as a condition of Franchise approval, shall execute a bond in the amount of ONE THOUSAND DOLLARS (\$1,000.00) with security acceptable to the Town of Front Royal to ensure VRT's satisfactory performance of its obligation under this Franchise.

GOVERNING LAW

In any controversy or dispute concerning the terms of the Franchise, the laws of the State of Virginia shall apply.

SEVERABILITY

In the event that any section, subsection, sentence, clause, phrase or a portion of the Franchise Ordinance is for any reasons held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and will be severed from all other portions without affecting the validity of the remainder.

EQUAL OPPORTUNITY REQUIRED

VRT shall not refuse to hire, or employ, nor bar, nor discharge from employment, nor discriminate against any person, because of sex, race, creed, religion, age or national origin.

SUCCESSORS OR ASSIGNEES

The rights, privileges and obligations hereby granted to VRT may not be assigned without express written consent of the Town Council.

All rights and privileges hereby granted to VRT may be exercised by any successor or assignee of VRT but said successor or assignee shall be subject to the provisions, obligations, stipulations and requirements hereby prescribed. The Town reserves the right to increase the required performance bond imposed hereunder for any successor or assignee.

FRANCHISE RIGHTS

The Town of Front Royal grants to VRT an exclusive Franchise for the operation of a public passenger bus service and for no other purpose.

REMEDIES

A. The sole remedy for any violation of this Franchise shall be limited to the following. Upon the occurrence of any uncured default in the obligations of the Franchise, Town shall have the right:

1. To compel the Franchisee by mandamus or injunction to cure and correct any violation or default of the terms and obligations of the Franchise;
2. To suspend or revoke the Franchise. Upon such revocation, the Franchise shall be automatically deemed null and void and have no force or effect, and Franchisee shall remove its equipment from Town as and when requested by Town.

B. In the event that the Town believes that grounds for suspension or revocation exist or have existed the Town may notify the Franchisee in writing set forth the nature and facts of such non-compliance. If within thirty (30) days following such written notification that the Franchisee has not furnished reasonably satisfactory evidence that corrective action has been taken or is being actively and expeditiously pursued, or that the alleged violations did not occur, or that the alleged violations were beyond the Franchisee's control, the Town shall publish a notice setting forth the time, place, and general purpose of a public hearing to consider suspension or revocation of the Franchise notice of such hearing at least ten (10) days prior to such public hearing. The Franchisee and any interested person shall be entitled to be heard at such hearing. Upon a finding by the Town Council of uncorrected defaults in the terms and obligations under this Franchise, the Council shall have the option to suspend or revoke the Franchise.

This ordinance amendment shall be effective November 25, 2024.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance Amendment was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2024 upon the following recorded vote:

R. Wayne Sealock	☐ Yes ☐ No	H. Bruce Rappaport	☐ Yes ☐ No
Joshua L. Ingram	☐ Yes ☐ No	Melissa DeDomenico-Payne	☐ Yes ☐ No
Amber F. Morris	☐ Yes ☐ No	Glenn E. Wood	☐ Yes ☐ No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on November 25 and December 2, 2024.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



Town of Front Royal
414 E Main Street
Front Royal, VA. 22630
Attn: Lizi Lewis
Community Development & Tourism Director

11.21.2024

Good afternoon, Ms. Lewis,

Virginia Regional Transit, a non-profit 5311 rural grant funded transit provider in the Commonwealth of Virginia, provides this letter of request for renewal of the Town of Front Royal "public passenger bus service" franchise agreement. For many years, VRT has provided transit access to the residents and guests of Front Royal through the Front Royal Trolley fixed route bus service. This service has been a vital resource for the elderly, disabled and general public to access medical providers, appointments, social services, pharmacies, grocery stores and parks and recreation locations. Additionally, the Front Royal Trolley provides a tourism service for the Town, connecting visitors to a wide array of sights and locations such as the Appalachian trail, downtown shopping and historic private and public buildings and venues. VRT safely provided 15,252 rides during FY24 indicating a well utilized transit service for the local community. In addition to providing this service for the community at 32% of budgeted cost, VRT obtains grant funding from the Virginia Department of Rail and Public Transportation and Federal Transit Administration to provide the route vehicle and fully fund the turn-key operation.

Please accept this letter of request for renewal of the Front Royal Trolley Franchise Agreement as described more fully in the Front Royal Municipal Code chapter 180 section 185.1 through 185.21.

Sincerely,
Phil Thompson
Director of Operations
Virginia Regional Transit



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: December 2, 2024

Item#03C

Agenda Item: Request to Donate Utilities for Salvation Army's Angel Tree Drop-Off Location at 419 South Street

Summary: The Salvation Army's annual Angel Tree program is underway, helping needy children in the Front Royal/Warren County area by providing Christmas gifts to families who can't afford them. This year, gifts will be distributed from 419 South St. (the old Domino's location in the Royal Plaza Shopping Center). The program relies heavily on community support, including donations of goods and services.

The Salvation Army is requesting a donation of utilities from the Town of Front Royal for the three months (mid-November to mid-January) the site will be operating. The primary need will be restroom facilities for the volunteers working at the distribution site.

Staff has requested additional information on the request for Council discussion.

Budget/Funding:

Staff Recommendation: Council Consideration

Tina Presley

From: jason neale <jasonneale007@yahoo.com>
Sent: Tuesday, November 26, 2024 2:02 PM
To: Tina Presley
Subject: Re: Utilities Donation

Tina,
Sorry busy at work today so I apologize for the delay. I took everything down to Sharon Pendleton to have all utilities transferred & when I left she was going to take care of it. The hours will vary b/c it all depends on the volunteers when they are available but we shouldn't be in there each day longer than a couple 2hrs min & maybe 8 hrs. max packing/preparing toys. Again it all depends on the volunteers & etc. Any help would be greatly appreciated. Anything else you may need answered feel free to let me know

Jason Neale

On Tuesday, November 26, 2024 at 11:59:05 AM EST, Tina Presley <tpresley@frontroyalva.com> wrote:

Hi Jason,

Were you able to get answers to the questions below?

Thanks!!



**Tina L.
Presley**

Clerk of Council, CMC

FOIA Officer

Office Phone: 540-635-8007

102 E. Main Street

Front Royal, Virginia 22630

From: jason neale <jasonneale007@yahoo.com>
Sent: Thursday, November 21, 2024 10:17 AM
To: Tina Presley <tpresley@frontroyalva.com>
Subject: Re: Utilities Donation

I will have these answers to you in an email by Monday 11/25 after I confirm everything with the church office. Thank again

On Thursday, November 21, 2024 at 09:23:35 AM EST, Tina Presley <tpresley@frontroyalva.com> wrote:

Good Morning Mr. Neale,

Your request for the waiver of utilities at 419 South Street from mid-November – mid January will be placed on the Council's December 2nd Work Session for discussion.

To give Council a little more information could you answer the following?

- You are requesting the waiver of electric, water, sewer, garbage for three months, correct?
- What are the hours and days of the week that the drop off location will be open?
- What day will the utilities be connected in your name and what day will they be disconnected?

Thank you -



Tina L. Presley

Clerk of Council, CMC

FOIA Officer

Office Phone: 540-635-8007

102 E. Main Street

Front Royal, Virginia 22630

www.frontroyalva.com

From: jason neale <jasonneale007@yahoo.com>

Sent: Wednesday, November 20, 2024 3:46 PM

To: BJ Wilson <bwilson@frontroyalva.com>

Subject: Re: Utilities Donation

yes please & thank you

On Wednesday, November 20, 2024 at 12:11:18 PM EST, BJ Wilson <bwilson@frontroyalva.com> wrote:

Good afternoon,

You are correct, donations from the Town have to be approved by Town Council during a regular Council meeting.

If you want, I can forward your email up to the Clerk of Council, Tina Presley for Council's consideration.

B.J. Wilson, V.C.A.

Director of Finance

P - (540) 635-7799

F - (540) 635-2298

From: jason neale <jasonneale007@yahoo.com>
Sent: Wednesday, November 20, 2024 10:22 AM
To: BJ Wilson <bwilson@frontroyalva.com>
Subject: Utilities Donation

Bj,

As you know it's that time of year when the Salvation Army does their annual Angel Tree program for needy children in the Front Royal/Warren County area. This program helps those who have children receive a Christmas who couldn't otherwise afford to do it themselves. We depend on the community to make this program a success each year. Thankfully this year we have received a place to distribute the gifts to those families who requested help. That location is located at 419 South St (old domino's pizza location) in Royal Plaza Shopping Center. As you know we depend strongly on the community & its businesses for various donations of goods & services. Without this help the Salvation Army wouldn't be able to serve the community. So with that being said we would like to ask the Town of Front Royal for a donation of utilities during the 3 months (middle of Nov. - middle Jan.) we are at 419 South St. Are main use will be just mainly using the restroom facilities by our dedicated volunteers working the toy distribution site. I understand that this request is getting to you late & may need to be approved by council. So in the coming days we will have everything turned on as normal so we can get start getting everything ready.

Thank you,

Jason Neale

Front Royal Salvation Army

Building & Grounds

Tina Presley

From: jason neale [REDACTED]
Sent: Tuesday, November 26, 2024 2:02 PM
To: Tina Presley
Subject: Re: Utilities Donation

Tina,
Sorry busy at work today so I apologize for the delay. I took everything down to Sharon Pendleton to have all utilities transferred & when I left she was going to take care of it. The hours will vary b/c it all depends on the volunteers when they are available but we shouldn't be in there each day longer than a couple 2hrs min & maybe 8 hrs. max packing/preparing toys. Again it all depends on the volunteers & etc. Any help would be greatly appreciated. Anything else you may need answered feel free to let me know

Jason Neale

On Tuesday, November 26, 2024 at 11:59:05 AM EST, Tina Presley <tpresley@frontroyalva.com> wrote:

Hi Jason,

Were you able to get answers to the questions below?

Thanks!!



**Tina L.
Presley**

Clerk of Council, CMC

FOIA Officer

Office Phone: 540-635-8007

102 E. Main Street

Front Royal, Virginia 22630

From: jason neale [REDACTED]
Sent: Thursday, November 21, 2024 10:17 AM
To: Tina Presley <tpresley@frontroyalva.com>
Subject: Re: Utilities Donation

I will have these answers to you in an email by Monday 11/25 after I confirm everything with the church office. Thank again

On Thursday, November 21, 2024 at 09:23:35 AM EST, Tina Presley <tpresley@frontroyalva.com> wrote:

Good Morning Mr. Neale,

Your request for the waiver of utilities at 419 South Street from mid-November – mid January will be placed on the Council's December 2nd Work Session for discussion.

To give Council a little more information could you answer the following?

- You are requesting the waiver of electric, water, sewer, garbage for three months, correct?
- What are the hours and days of the week that the drop off location will be open?
- What day will the utilities be connected in your name and what day will they be disconnected?

Thank you -



Tina L. Presley

Clerk of Council, CMC

FOIA Officer

Office Phone: 540-635-8007

102 E. Main Street

Front Royal, Virginia 22630

www.frontroyalva.com

From: jason neale [REDACTED]
Sent: Wednesday, November 20, 2024 3:46 PM
To: BJ Wilson <bwilson@frontroyalva.com>
Subject: Re: Utilities Donation

yes please & thank you

On Wednesday, November 20, 2024 at 12:11:18 PM EST, BJ Wilson <bwilson@frontroyalva.com> wrote:

Good afternoon,

You are correct, donations from the Town have to be approved by Town Council during a regular Council meeting.

If you want, I can forward your email up to the Clerk of Council, Tina Presley for Council's consideration.

B.J. Wilson, V.C.A.

Director of Finance

P- (540) 635-7799

F - (540) 635-2298

From: jason neale [REDACTED]
Sent: Wednesday, November 20, 2024 10:22 AM
To: BJ Wilson <bwilson@frontroyalva.com>
Subject: Utilities Donation

Bj,

As you know it's that time of year when the Salvation Army does their annual Angel Tree program for needy children in the Front Royal/Warren County area. This program helps those who have children receive a Christmas who couldn't otherwise afford to do it themselves. We depend on the community to make this program a success each year. Thankfully this year we have received a place to distribute the gifts to those families who requested help. That location is located at 419 South St (old domino's pizza location) in Royal Plaza Shopping Center. As you know we depend strongly on the community & its businesses for various donations of goods & services. Without this help the Salvation Army wouldn't be able to serve the community. So with that being said we would like to ask the Town of Front Royal for a donation of utilities during the 3 months (middle of Nov. - middle Jan.) we are at 419 South St. Are main use will be just mainly using the restroom facilities by our dedicated volunteers working the toy distribution site. I understand that this request is getting to you late & may need to be approved by council. So in the coming days we will have everything turned on as normal so we can get start getting everything ready.

Thank you,

Jason Neale

Front Royal Salvation Army

Building & Grounds



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: December 2, 2024

Item# 04A

Agenda Item: Request for Town public water and Sewer for Equus Development LP (Executive Land Holdings IV, LLC)

Summary: The request for an out-of-town utility connection was discussed during the work session on Monday, November 12th. During the meeting, Council requested additional information regarding the sewer capacity in the corridor. Staff will be available to answer questions on capacity.

November 12th Work Session:

The Town has received a joint request from Warren County and Equus Development LP for water and sewer service within the corridor area designated as industrial. The property is located off Baugh Drive and identified on Tax Map 13, Section 1 as Parcel 2, is intended for development as a warehouse and distribution center.

According to the application for an out-of-town utility connection, the applicant estimates the facility will require 4,200 gallons of water per day.

Budget/Funding: N/A

Staff Recommendation: Town Council to consider out of town utility connection for an industrial use



COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 636-4600
Email: edaley@warrencountyva.gov

Dr. Edwin C. Daley
County Administrator

MEMORANDUM

TO: Matt Wendling, Planning Director

FROM: Zach Henderson, Deputy Clerk of the Board

SUBJECT: Request for Town of Front Royal Public Sewer and Water for Interstate 66 Industrial Park - Equus Development LP

DATE: 10/02/2024

The Board of Supervisors, at its meeting on October 1st, 2024, approved the request for acceptance of the property identified on Tax Map 13, as parcel 2, into the Town of Front Royal Sewer and Water District, and that such request be forwarded to the Town Council.

CHAIR, Cheryl L. Cullers
South River District

VICE CHAIR, Jerome K. Butler
Happy Creek District

Vicky L. Cook
Fork District

John W. Stanmeyer
Shenandoah District

Dr. Richard A. Jamieson
North River District

Dr. Edwin C. Daley
County Administrator



County of Warren

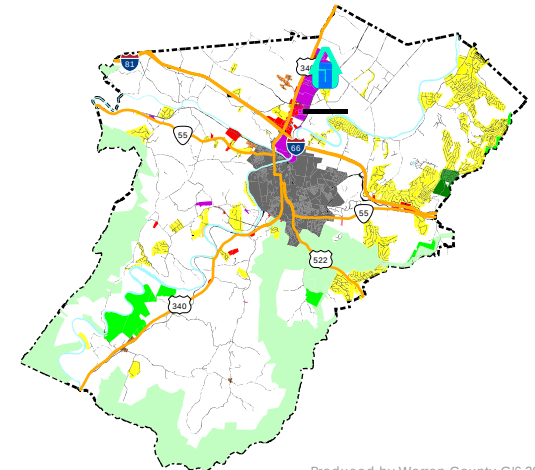
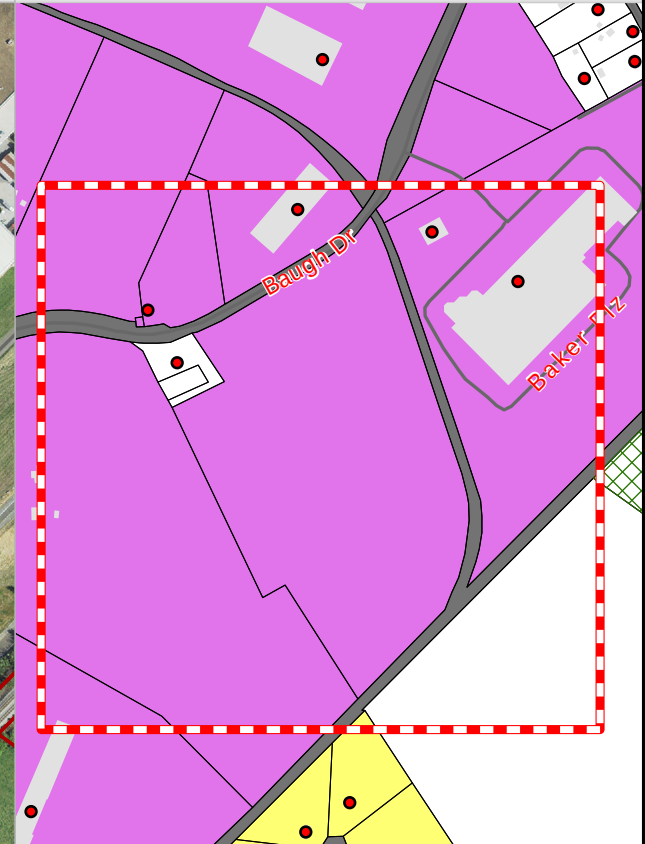
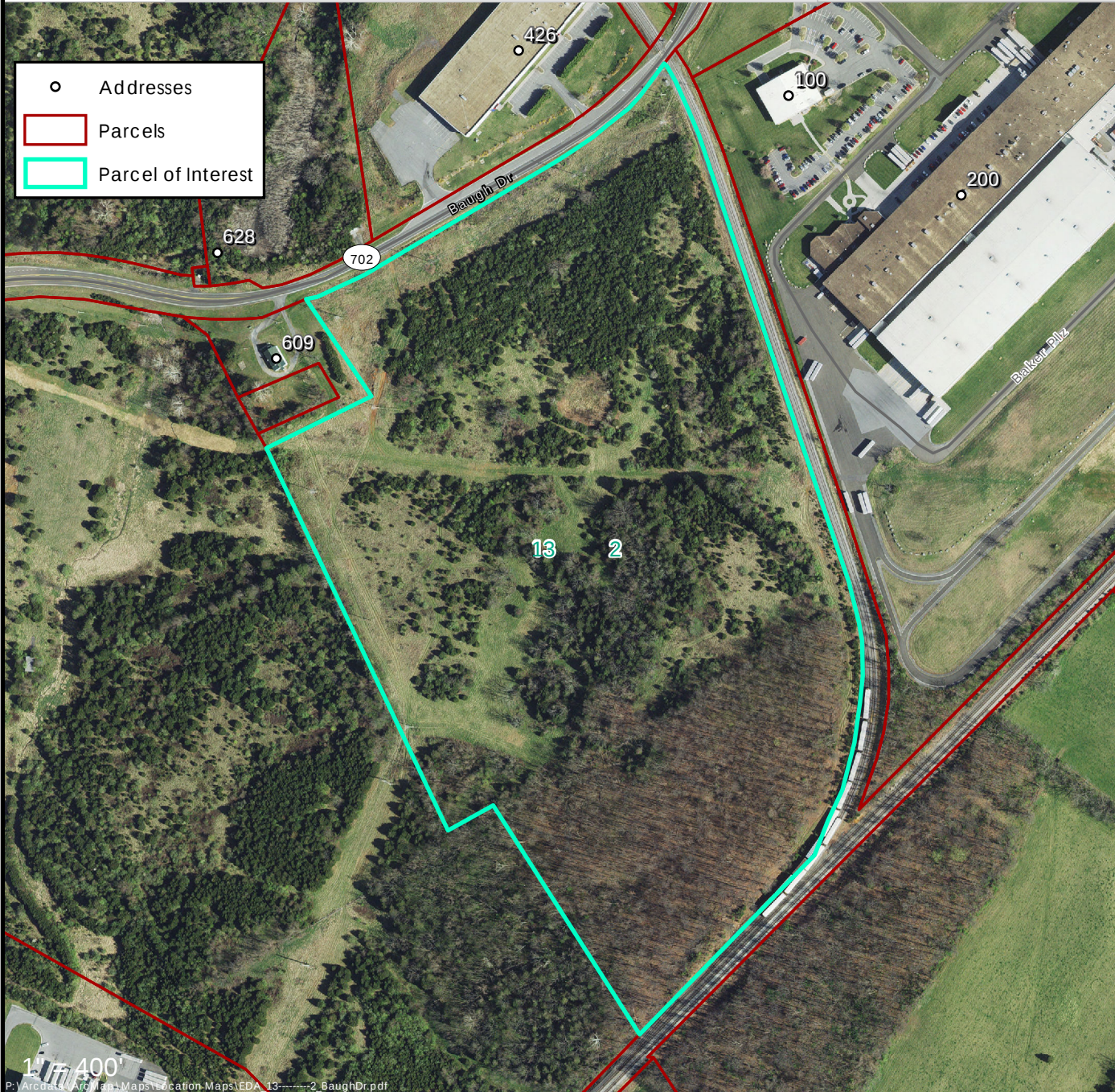
Public Sewer & Water Request - Site Plan



TM # 13-----2
0 Baugh Drive

EDA of Front Royal
Acreage: 53.5698

- Addresses
- ▭ Parcels
- ▭ Parcel of Interest





APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

Town of Front Royal
Public Works
800 Crosby Rd – PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) • (540) 635-8973 (F)
www.frontroyalva.com

Application Date: _____
Owner(s) / Applicant(s) Full Name: _____
Mailing Address: _____
City/State/Zip: _____
Daytime Phone: _____ Email: _____
Property Address/Lot #: _____

IF RESIDENTIAL:

Type of Unit: ☐ Single Family ☐ Townhouse ☐ Duplex/Multi Family

IF COMMERCIAL or INDUSTRIAL:

Type of Business: _____
Number of Employees: _____ Hours of Operation: _____
Estimated Usage: _____ gallons per day

ALL APPLICANTS:

Number of Toilets: _____ Urinals: _____ Sinks: _____ Tubs/Showers: _____
Size of Meter (Must match water service size): _____
Fire Suppression Required: ☒ Yes / No Meter size _____

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: _____ Date: _____
Application Approved by Building Department: _____ Date: _____
Application Approved by Planning Staff: _____ Date: _____
Director of Planning Signature: _____ Date: _____

TOWN APPROVAL PROCESS

- ✓ Approval of Connection by Town Council if applicable (Four Weeks)
- ✓ Review of Site Plans if applicable (Three Weeks per submittal)
- ✓ If Commercial–Completion of PILOT Agreement, if applicable-through Town Attorney's Office (Two Weeks)
- ✓ Payment of Applicable Fees through Finance Department (One Week)
- ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.)

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

Confirmation from Director of Finance that Taxes have been paid in full: _____ Date: _____

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

Public Works Director Signature: _____ Date: _____

134-71.1 PURCHASE OF WATER AND SEWER TAPS

- A water and sewer connection can be purchased from the Town of Front Royal only for a specific, designated building site or lot.
- Once an application to purchase a water and sewer connection has been received, the connection shall not be transferrable to another site.
- If the water and sewer connection is not installed within twelve (12) months from the date of purchase because the purchaser is not ready for actual installation, the purchase shall be voided and the purchase price alone shall be refunded without interest.
- Water and sewer connection fees shall be paid upon application. However, when a single developer in a single application requests the purchase of six (6) or more water and sewer taps for six (6) or more building units, the connection fee for each tap may be paid upon actual installation of each respective tap. (Ord. No. 2-86 Added Entire Section 2-10-86-Effective Upon Passage)

GENERAL INFORMATION

1. A site plan or plat depicting the utility connection locations to the Town water and sewer mains must be included with this application. Warren County may release building permit upon Town approval of site plans.
2. All owner information must be completed and Warren County approvals received prior to processing by the Town.
3. The tax map number can be found on your Zoning or Building permit. If you do not know this number, it can be obtained from the County Planning Department (540-636-3354).
4. Connection fee information can be obtained from the Town website www.frontroyalva.com or by contacting Public Works (540) 635-7819.
5. For tenant occupied structures, separate water meters must be provided for each unit.
6. Information about the Town's PILOT program and Out-of-Town Water & Sewage Service Agreement can be obtained from the Town website www.frontroyalva.com or by contacting the Town Attorney at (540) 635-8007. Warren County may release Occupancy Permit upon completion of PILOT Agreement.
7. Out-of-Town residential & industrial fees & rates are 200% in-Town rates.

September 20, 2024

Mr. Matt Wendling, CFM
County of Warren Planning & Zoning Dept.
220 N. Commerce Ave., Suite 400
Front Royal, VA 22630

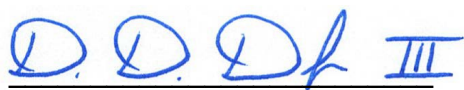
Dear Mr. Wendling:

This statement of justification is intended for the proposed development of a 53.57-acre parcel identified as TM 13-2, located on Baugh Drive in Warren County, VA. The proposed development will include the construction of two industrial warehousing facilities. The north building (Building #2) will be 175,150 sq. ft., whereas the southern building (Building #1) will be 341,120 sq. ft. Additional site improvements will include truck courts, vehicle parking, access improvements to Baugh Drive, landscaping, and stormwater management.

The subject parcel is currently zoned Industrial, and the proposed development is an allowed by-right use for the property. Therefore, we ask that this application be processed and reviewed by the appropriate agencies for permitting. If you have any questions, please don't hesitate to contact me. Thank you for your time and consideration regarding this matter.

Sincerely,

Dice Engineering, PLC



Dennie D. Dunlap III, P.E.
Principal



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: December 2, 2024

Item# 04B

Agenda Item: Request for Town public water and Sewer for Toray Plastics Inc (TC MidAtlantic Development V Inc)

Summary: The request for an out-of-town utility connection was discussed during the work session on Monday, November 12th. During the meeting, Council requested additional information regarding the sewer capacity in the corridor. Staff will be available to answer questions on capacity.

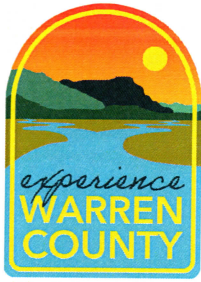
November 12th Work Session:

The Town has received a joint request from Warren County and Toray Plastics Inc. for water and sewer service within the designated industrial corridor. The property in question, located on Toray Drive/Baugh Drive and identified on Tax Map 12G, Section 1, Block 2 as Parcels 5A, 7A, and 8A, is planned for development as a warehouse and distribution center.

As outlined in the application for the out-of-town utility connection, the applicant estimates that the facility will require 1,800 gallons of water per day.

Budget/Funding: N/A

Staff Recommendation: Town Council to consider out of town utility connection for an industrial use



COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 636-4600
Email: edaley@warrencountyva.gov

Dr. Edwin C. Daley
County Administrator

MEMORANDUM

TO: Matt Wendling, Planning Director

FROM: Zach Henderson, Deputy Clerk of the Board

SUBJECT: Request for Town of Front Royal Sewer and Water for Toray Plastics, Inc.

DATE: 09/18/2024

The Board of Supervisors, at its meeting on September 17th, 2024, approved the request for acceptance of the properties identified on Tax Map 12G, Section 1, Block 2 as parcels 5A, 7A, and 8A into the Town of Front Royal Sewer and Water District as an Industrial zoned property to be forwarded to the Town Council.

CHAIR, Cheryl L. Cullers
South River District

VICE CHAIR, Jerome K. Butler
Happy Creek District

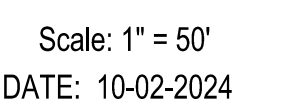
Vicky L. Cook
Fork District

John W. Stanmeyer
Shenandoah District

Dr. Richard A. Jamieson
North River District

Dr. Edwin C. Daley
County Administrator

POSSIBLE SANITARY LINE





APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

Town of Front Royal
Public Works
800 Crosby Rd – PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) • (540) 635-8973 (F)
www.frontroyalva.com

Application Date: 10/2/2024
Owner(s) / Applicant(s) Full Name: TC MidAtlantic Development V, Inc.
Mailing Address: 888 16th Street, NW, Suite 555,
City/State/Zip: Washington, DC 20006
Daytime Phone: 301-873-0029 Email: TCross@Trammellcrow.com
Property Address/Lot #: Tax Parcels 12G-1-2-5A, Front Royal, VA

IF RESIDENTIAL:

Type of Unit: ☐ Single Family ☐ Townhouse ☐ Duplex/Multi Family

IF COMMERCIAL or INDUSTRIAL:

Type of Business: Warehouse
Number of Employees: _____ Hours of Operation: _____
Estimated Usage: 1,800 gallons per day

ALL APPLICANTS:

Number of Toilets: 16 Urinals: 4 Sinks: 18 Tubs/Showers: _____
Size of Meter (Must match water service size): 2"
Fire Suppression Required: Yes / No Meter size _____

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: _____ Date: _____
Application Approved by Building Department: _____ Date: _____
Application Approved by Planning Staff: _____ Date: _____
Director of Planning Signature: _____ Date: _____

TOWN APPROVAL PROCESS

- ✓ Approval of Connection by Town Council if applicable (Four Weeks)
- ✓ Review of Site Plans if applicable (Three Weeks per submittal)
- ✓ If Commercial–Completion of PILOT Agreement, if applicable-through Town Attorney's Office (Two Weeks)
- ✓ Payment of Applicable Fees through Finance Department (One Week)
- ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.)

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

Confirmation from Director of Finance that Taxes have been paid in full: _____ Date: _____

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

Public Works Director Signature: _____ Date: _____

134-71.1 PURCHASE OF WATER AND SEWER TAPS

- A water and sewer connection can be purchased from the Town of Front Royal only for a specific, designated building site or lot.
- Once an application to purchase a water and sewer connection has been received, the connection shall not be transferrable to another site.
- If the water and sewer connection is not installed within twelve (12) months from the date of purchase because the purchaser is not ready for actual installation, the purchase shall be voided and the purchase price alone shall be refunded without interest.
- Water and sewer connection fees shall be paid upon application. However, when a single developer in a single application requests the purchase of six (6) or more water and sewer taps for six (6) or more building units, the connection fee for each tap may be paid upon actual installation of each respective tap. (Ord. No. 2-86 Added Entire Section 2-10-86-Effective Upon Passage)

GENERAL INFORMATION

1. A site plan or plat depicting the utility connection locations to the Town water and sewer mains must be included with this application. Warren County may release building permit upon Town approval of site plans.
2. All owner information must be completed and Warren County approvals received prior to processing by the Town.
3. The tax map number can be found on your Zoning or Building permit. If you do not know this number, it can be obtained from the County Planning Department (540-636-3354).
4. Connection fee information can be obtained from the Town website www.frontroyalva.com or by contacting Public Works (540) 635-7819.
5. For tenant occupied structures, separate water meters must be provided for each unit.
6. Information about the Town's PILOT program and Out-of-Town Water & Sewage Service Agreement can be obtained from the Town website www.frontroyalva.com or by contacting the Town Attorney at (540) 635-8007. Warren County may release Occupancy Permit upon completion of PILOT Agreement.
7. Out-of-Town residential & industrial fees & rates are 200% in-Town rates.



CLOSED MEETING AGENDA STATEMENT

Meeting Date: December 2, 2024

Item# 05

MOTION ON TO GO INTO CLOSED MEETING

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes]

I move that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose:

- 1) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, a) the insolvency of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, b) supplying water and sewer to industrial users outside of Town limits, and c) imposition of road impact fees.

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 _____

VM Sealock _____ Ingram _____ Veienthal _____ Rappaport _____ DeDomenico-Payne _____ Wood _____