TOWN COUNCIL REGULAR WORK SESSION
MONDAY, FEBRUARY 10, 2025 @ 6:45PM
Town Hall Conference Room

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

1. Roll Call

2. CLOSED MEETING

3. NEW BUSINESS
   A. Purchase of Salt Spreaders with Accessories for Public Works Department – *Michelle Campbell*
   B. Bioretention Pond Rebuild at Energy Services Department – *Michelle Campbell*
   C. FY25 Budget Amendment to Receive Funds for Sale of Transformer – *BJ Wilson*
   D. FY25 Budget Amendment to Accept Awarded Grant Funds from Virginia Department of Forestry – *BJ Wilson*

4. OLD BUSINESS
   A. Solid Waste Collection Proposal from Vibrissa and On Cue – *BJ Wilson*

5. Request from Liaison Committee to Jointly Fund a Fiscal Impact Analysis Study (NO COVERSHEET) – *Mayor Cockrell*

6. ACTION ITEM - Request for a Revitalization Area Resolution from Jen Surber of Surber Development and Consulting LLC on Behalf of Harwood Place Va, LLC for the Proposed 90-unit Apartment Community off E Criser Rd

7. CLOSED MEETING

8. ADJOURN

CLOSED MEETING
AGENDA STATEMENT

Meeting Date: February 10, 2025 Item #02

MOTION TO GO INTO CLOSED MEETING

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may take action in open session following closed meeting].

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 purposes:

1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Planning Commission.

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*** ___________________

Wood ________ ***Vice Mayor Veitenthal*** ________ ***Sealock*** ________ ***Rappaport*** ________ ***Ingram*** _______ ***DeDomenico-Payne*** _________

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: February 10, 2025 Item# 03A

Agenda Item: Purchase of Salt Spreaders with Accessories for Public Works Department

Summary: Request is being made of the Public Works, Highway Maintenance Department to purchase three (3) stainless-steel salt spreaders with accessories, during the regular scheduled meeting of February 24, 2025.

The method of procurement is cooperative contracting, utilizing the Virginia Sheriffs' Association contract #24-05-0713R. The department received a quote from Godwin Manufacturing Co., Inc., of Dunn, NC, for the salt spreaders in the amount of $19,804.65 each, totaling $59,413.95. Pricing does not include freight, which will be determined at the time of shipment.

The department currently has $60,000 set aside in FY25 account 4500-47001 to fund the spreaders.

Council is requested to award the purchase of the salt spreaders to Godwin Manufacturing Co., Inc., for the total amount of $59,413.95.

Budget/Funding: Funding has been budgeted for and is available in the following line items:

4500-47001	Highway Maintenance – Machinery & Equipment	$60,000

Staff Recommendation: Staff recommends approval as presented under the February 24th Consent Agenda

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of three Salt Spreaders, accessories, and delivery.

DATE: January 23, 2025

Public Works have in their budget to purchase some snow removal equipment. The spreaders they are currently using are 22 plus years old and have been rebuilt several times throughout the years. We have Godwin Manufacture on the Virginia Sheriffs Association Contracts account # 24-05-0713R Item 1936 which is a spreader model 3 10 foot stainless with accessories at a price of $19,804.65. We are looking to purchase salt spreader at a total of $59,413.95 and this does not include shipping, it will be determined at the time of delivery.

Quote

MAILING
P. O. BOX 1147 DUNN, NC 28335
910 892-0141

Godwin Manufacturing Co., Inc.
800 892-0181

LOCATION
17665 HWY 421S. DUNN, NC 28334
FAX: 910 892-7402

Building Truck Equipment Since 1966

QUOTE NUMBER 0155646 | QUOTE DATE 1/23/2025

Customer Number: 04-TWNFRON | **Salesperson:** Brad Hicks

Quote Valid for:

Sold To:
TOWN OF FRONT ROYAL
PO BOX 1560
FRONT ROYAL, VA 22630-0033

Ship To:
TOWN OF FRONT ROYAL
800 CROSBY RD
FRONT ROYAL, VA 22630-3496

ATTENTION:

F.O.B.	**Delivery Terms**	**Ship VIA**	**Payment Terms**
		UPS	NET 30

Item Code	**Description**	**Ordered**	**List Price**
			59,413.95
VSA	PRICED USING VSA CONTRACT	0.00	
	24-05-0713R ITEM 1936		
P63101400SS	SPREADER MODEL 3 10FT STAINLES	3.00	
SPREADSTAND-10	SPREADER STAND 10FT	3.00	
P62101925	HINGE SCREEN 10FT UNMOUNTED NO	3.00	
P62104513-10SS	INVERTED V CONV BRIDGE 10F SS	3.00	
P62104274	SPREADER TAILGATE LATCH WITH 1	3.00	
P6R10FH-4	SET OF 4 - 2IN NYLON TIE DOWN	3.00	
P8891166	SPREADER LIGHT BAR S, T, T	3.00	
	FREIGHT TO BE DETERMINED AT TIME OF SHIPPING DEPENDING ON SIZE OF LOAD		

QUOTE PRICE	59,413.95
Steel Surcharge Amt:	0.00
Total:	59,413.95

Quote prepared by:

Jash Cumbie
910 591-5220
jcumbie@godwinmfg.com

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: February 10, 2025 Item# 03B

Agenda Item: Bioretention Pond Rebuild at Energy Services Department

Summary: Request is being made by the Department of Energy Services to procure services to rebuild the Bioretention Pond located at 1101 Manassas Avenue, to secure a contractor to bring the pond into compliance with the Department of Environmental Quality (DEQ).

The method of procurement is cooperative contracting, utilizing the contract, No. 2248B, between the County School Board of Henrico County, Virgina and Muller, Inc., of Falls Church, Virginia. The department received a proposal from Muller, Inc. in the amount of $81,931.50.

The department currently has $60,000 set aside in FY25 account 9401-47009 and $23,674.00 encumbered on PO #30040, to fund the pond rebuild.

Council is requested to award the procurement of services to Muller, Inc.

Budget/Funding: Funding has been budgeted for and is available in the following line items:

9401-47009	Electric Dept. – Buildings & Structures	$58,257.50
9401-R47009	Purchase Order #30040	$23,674.00

Staff Recommendation: Staff recommends approval as presented under the February 24th Consent Agenda

Town of Front Royal
Department of Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 631-3620
"Powering the community since 1894"

Memo

To:	The Purchasing Department
From:	Carey Saffelle, Director of Energy Services
Date:	January 27th, 2025
Re:	Bioretention Pond

As required by the Department of Environmental Quality (DEQ), the Bioretention Pond located at the Department of Energy Services, 1101 Manassas Avenue, must be brought into compliance and pass a final field inspection.

We have received a quotation from Muller, Inc., via state contract, for $81,931.50 to complete the necessary work. We recommend moving forward with this project as soon as possible to avoid potential penalties from DEQ.

Funding for this project is available in the following accounts:

- 47009 Buildings & Structures: $60,000
- R7009 Buildings & Structures: $23,674

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal

Task Order No. #1 **Energy Service Office** **E6694 (Rev 1)**

Rider Proposal per County of Henrico Contract No. 2248B Expiring February 13, 2025

Submitted to **Town of Front Royal** **by Muller, Inc.**

Muller

Muller, Inc.

Erosion & Sediment Control | Hydro Excavation | Utilities
Green Infrastructure | Site Work Packages | Bond Release
Pipe Cleaning/Inspection/Repair | Stormwater Maintenance

mullerec.com | 400 N Washington St, 3rd Fl, Falls Church, VA 22046 | 703-560-4040

SCOPE OF WORK

Bioretention Rebuild

- Cut vegetation along bio floor and embankments to no less than 6" height.
- Excavate the bio floor 3'3" deep to underdrain and 12" #57 stone layer and haul waste off site for disposal.
- Remove damaged underdain and install new 6" perforated underdrain - up to (30) LF with a 45 degree elbow and up to (5) LF vertically with screw on clean out cap.
  - -Note: clean out installed 12" above 3" turf/soil layer to achieve 12" maximum ponding.
- Import and install up to (95) TN of new biomedia with 3" top soil layer for permanent turf seed application.
- Import and install up to (4) 2" single trunk tree Serviceberry per landscape schedule.
- Stabilize bioretention floor and disturbed soils from above Muller scope by broadcasting permanent seed mix and installing double net straw blankets.
- Excavate 204 LF x 12" deep x 12" wide and install up to (12) TN #57 stone to create gravel diaphragm.
- Re-grade forebay area per spec.
- Attempt to locate where roof drain daylights.
  - -A change order will be submitted if any additional mateirals and/or labor are required to allow roof drain to drain per design. Proposal excludes relocation/excavation of any roof drains.
- Muller Inc.will prepare and submit the As-Built certification report for the project jurisdiction utilizing the plans provided and sealed by Painter-Lewis P.L.C.. The certification report will certify that the stormwater management facilities installed at the Project site have been installed per the design and specifications of the approved plan. Excludes formal/sealed civil survey work and responding to comments by jurisdiction.
  - - Proposal does not include any submission of the as-built to any local, state, or federal agency.
  - - Proposal does not include any acceptance of the as-built by any local, state, or federal agency.
- Prepare and submit a Maintenance Activity Report with photos to the client.

NOTES AND CLARIFICATIONS

- Proposal scope created on assumption current elevations are per design.
- Additional repairs/maintenance may be needed to restore facility to approved site plan conditions.
- Proposal excludes marking private utilities.
  - -Muller will not be responsible for any damage to unmarked utilities.
- Assumes standard working hours between 7:00am and 5:00pm Monday through Friday.
- Assumes direct truck & equipment access in all work areas.
- Traffic control is excluded. Assumes work areas may be secured using standard cones only.
- Excludes the acquisition or maintenance of MOT/ROW permits.
- While drainage issues may be present, the proposed work does not guarantee any change to drainage. Positive, negative, or static.
- Assumes BMP(s) are not holding water above the designed elevation. De-watering is considered non-routine maintenance and will be estimated in a separate proposal.
- Assumes underground access manholes/hatches are accessible utilizing standard equipment (manhole hook, sledgehammer, magnetic manhole lift) and not seized, blocked or inaccessible.
- Seed germination and survivability rate is not guaranteed.

	Description	Estimated Quantity	Unit of Measurement	Unit Price	Extended Price
HEAVY EQUIPMENT - Bidders shall provide pricing for the following equipment with operator:					
1	Backhoe Wheeled 5/8 to 1 Cubic Yard Capacity	0	Hour	$ 165.00	$ -
2	Backhoe-Loader, Wheeled, 5/8 to 1 $^{1}/_{4}$ Cubic Yard Capacity	0	Hour	$ 165.00	$ -
3	Backhoe-Loader, Wheeled, 1-3/4 C.Y. Loader, $^{1}/_{2}$ Cubic Yard Backhoe	0	Hour	$ 165.00	$ -
4	Track hoe (less than 1 Cubic Yard bucket	0	Hour	$ 160.00	$ -
5	Track hoe 1 C.Y. to 1 1/2 Cubic Yard bucket	0	Hour	$ 285.00	$ -
6	Bucket Clamshell, General Purpose, 3/8 to $^{3}/_{4}$ Cubic Yard Capacity	0	Hour	$ 72.00	$ -
7	Bucket Clamshell, General Purpose, 1 to 2 Cubic Yard Capacity	0	Hour	$ 80.00	$ -
8	Crane, 6000 Lb. Capacity	0	Hour	$ 175.00	$ -
9	Loader, Wheeled, 1 to 1-3/4 Cubic Yard Capacity	50	Hour	$ 165.00	$ 8,250.00
10	Loader, Wheeled, 2 to 3 Cubic Yard Capacity	0	Hour	$ 195.00	$ -
11	Tractor with Power Broom	0	Hour	$ 155.00	$ -
12	Single Axle Dump Truck	50	Hour	$ 105.00	$ 5,250.00
13	Tandem Axle Dump Truck (Minimum 12 ton Capacity)	50	Hour	$ 125.00	$ 6,250.00
14	Vacuum Truck to 5,000 Gallon Capacity (Vac All)	0	Hour	$ 345.00	$ -
15	Vacuum Truck for the removal of oil layers	0	Hour	$ 205.00	$ -
16	Work Boat (under 27 feet), Skiff Type	0	Hour	$ 120.00	$ -
17	Long Reach Track Excavator (50 foot reach or greater)	0	Hour	$ 350.00	$ -
18	Standard Track Excavator (under 30 foot reach)	50	Hour	$ 295.00	$ 14,750.00
19	Bulldozer	0	Hour	$ 295.00	$ -
20	Watering Truck (2,000 gallons)	0	Hour	$ 145.00	$ -
21	Slope/Ditch Mower (Articulated Arm tractor attachment)	10	Hour	$ 250.00	$ 2,500.00
SMALL EQUIPMENT - provide pricing for the following equipment which maybe required during BMP projects:					
22	Sump Pump (under 50 GPM) with sediment bags	0	Day	$ 475.00	$ -

	23	Compactor, Vibratory Plate 24”, 5,000 Lb. Blow	5	Day	$ 825.00	$ 4,125.00
	24	Generator (5KW)	0	Day	$ 250.00	$ -
	25	Dewatering Pump (300 GPM) with sediment bags	0	Day	$ 275.00	$ -
MATERIALS:						
	26	Aggregate Base Materials VDOT Type I, 21A/B	0	Ton	$ 30.00	$ -
	27	Bedding Material, #57 Stone	12	Ton	$ 42.00	$ 504.00
	28	Select Fill Sand VDOT Type I, MIN CBR 20	160	Cubic Yard	$ 36.00	$ 5,760.00
	29	Rip Rap Class I	0	Ton	$ 72.00	$ -
	30	Rip Rap Class II	0	Ton	$ 82.00	$ -
	31	Rip Rap Class III	0	Ton	$ 120.00	$ -
	32	Topsoil (2 inch thick)	560	Square Yard	$ 8.75	$ 4,900.00
	33	Permanent Seed (less than 0.5% weed content with lime, mulch, and fertilizer, as needed)	150	Square Yard	$ 0.39	$ 58.50
	34	Silt Fence	0	Linear Feet	$ 0.58	$ -
	35	Storm Drain Inlet Protection	0	Each	$ 60.00	$ -
	36	Geotextile Filter Fabric	0	Square Yard	$ 1.80	$ -
	37	Stone for Erosion Control VDOT Standard EC-1	0	Ton	$ 72.00	$ -
	38	Degradable Soil Stabilization Fabric VDOT EC-2	150	Square Yard	$ 0.56	$ 84.00
	39	Non-Degradable Geotextile Grid for Slope Stabilization VDOT EC-3	0	Square Yard	$ 3.95	$ -
	40	Turbidity Curtain (DCR Type I)	0	Linear Feet	$ 10.00	$ -
	41	Offsite Material Disposal - Debris and Excavated Soils	0	Cubic Yard	$ 20.00	$ -
	42	Off-Site Material Disposal (Dredge) – Soils, Sediment and Debris removed from below the waterline at pond locations	150	Cubic Yard	$ 55.00	$ 8,250.00
	43	Off-Site Material Disposal – Oil layer removed from BMPs	0	Cubic Yard	$ 380.00	$ -
LABOR:						
	44	Field Supervisor	50	Hour	$ 96.00	$ 4,800.00
	45	Laborer	100	Hour	$ 82.00	$ 8,200.00
	46	Certified Flagman	0	Hour	$ 85.00	$ -
MISCELLANEOUS:						
	47	Herbicides – Includes application, equipment, safety gear, and warning signs	0	Gallon	$ 74.00	$ -
	48	Pesticides – Includes application, equipment, safety gear, and warning signs	0	Gallon	$ 74.00	$ -
	49	Traffic Control, including crash truck and arrow board (single lane closure)	0	Day	$ 2,600.00	$ -
	50	Construction Surveying	30	Hour	$ 275.00	$ 8,250.00

NPP Non Pre-Priced Item (Added through Amendment) Not in Contract but Needed to Complete Scope of Work

DESCRIPTION OR CLARIFYING NOTES

-
-
-
-
-
-

QTY	U/M	UNIT PRICE	TOTAL PRICE
0		$ -	$ -
0		$ -	$ -
0		$ -	$ -
0		$ -	$ -
0		$ -	$ -

Task Order Estimated Total	$ 81,931.50

*This is a lump sum proposal. Total task order estimated total will be billed unless a scope or site condition dictates the need for a change order.
*In some situations where a specific line item is needed, but is not an available option, another similar item may have a quantity inputted. In which the unit price is +/- the same. For instance, if a tow behind concrete mixer is needed for a task order but is not an available item, another item such as a "generator" may be used, but is understood to represent what is actually needed. The same unit price listed will be billed.

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: February 10, 2024 Item# 03C

Agenda Item: FY25 Budget Amendment to Receive Funds for Sale of Transformer

Summary: Council is requested to approve a FY25 budget amendment in the amount of $10,000.00 to receive funds from G&S Technologies for the of an electric transformer that was taken out of service then sold and to allocate these funds to the Manassas Substation project.

Budget/Funding:

9401- 3410201	Dept. of Energy Services Sale of Government Equipment	$10,000.00
9401-47937 –	Dept. of Energy Services Manassas Substation	$10,000.00

Staff Recommendation: Staff recommends approval as presented under the February 24th Consent Agenda

G&S Technologies
1800 Harrison Avenue
Kearny, NJ 07032
P: (201)998-9244 F: (201)998-3349

December 8, 2024

VIA EMAIL:
csaffelle@frontroyalva.com

Carey Saffelle

Town of Front Royal

Dear Mr. Saffelle,

Please find our following quote for the oil pumping, labor, loading, transportation and disposal of your (1) Non-PCB 10 MVA GE transformer.

Pricing:

G&S Technologies pays Town of Front Royal:	$10,500.00/Lot Price (if G&S supplies Crane)
G&S Technologies pays Town of Front Royal:	$14,500.00/Lot Price (if Front Royal supplies Crane)

The quote is based off the following criteria:

- Transformer is not leaking.
- Transformer is de-energized.
- G&S will set aside any parts requested by The Town of Front Royal.
- Payment will be made within 30 days of completion of job.

All of the above work will be completed in accordance with all federal, state and local environmental rules and regulations.

If you have any questions or need further clarification, please do not hesitate to contact me at (201) 998-9244, extension 45.

Very truly yours,

Jonathan Lefkovits

jon@gstechnologies.com

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: February 10, 2025 **Item# 03D**

Agenda Item: FY25 Budget Amendment to accept awarded grant funds from Virginia Department of Forestry

Summary: In January 2025, Town of Front Royal was awarded an Urban and Community Forestry program grant in the amount of $83,703.50 to support the Town's arborist position and community forestry efforts. This grant period is for one year, ending January 31, 2026, and will include several success measures as outlined by the grant program. The activities will also provide numerous opportunities for partnership with community groups such as the Front Royal Tree Stewards, the Beautification Committee, and the ACES team. The grant is administered by the Virginia Department of Forestry, with periodic check-ins throughout the grant period.

Budget/Funding:

1000-3310010	General Fund Grant Proceeds	$83,703.50
4305-41001	Horticulture Salaries Regular	$66,075.00
4305-42001	Horticulture FICA	$ 5,055.00
4305-42002	Horticulture VRS	$12,573.50

Staff Recommendation: Staff recommends amending the budget accordingly to accept these awarded funds under the consent agenda on February 24th

4230 - Urban and Community Forestry Program Grant

Application Details

Funding Opportunity:	3933-2024 Urban and Community Forestry (U&CF) - Non-Matching Grants
Funding Opportunity Due Date:	Oct 25, 2024 9:00 PM
Program Area:	Urban & Community Forestry
Status:	Submitted
Stage:	Final Application
Initial Submit Date:	Oct 25, 2024 1:08 PM
Initially Submitted By:	Hillary Wilfong
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Name*: Ms. Hillary Wilfong
Salutation First Name Last Name

Title: Executive Administrative Assistant

Email*: hwilfong@frontroyalva.com

Address*: 102 E. Main Street

Front Royal Virginia 22630
City State Postal Code/Zip

Phone*: (540) 635-8007 Ext.
Phone
###-###-####

Organization Information

Organization Name*: Front Royal , Town of

Federal ID Number (FEIN)*: 5406001299

Unique Entity Identifier (UEI): N7VQXJM58JP6

Physical Address*: 102 E. Main Street

Front Royal Virginia 22630-
City State Postal Code/Zip

Mailing Address*: 102 E. Main Street

Front Royal Virginia 22630-
City State Postal Code/Zip

Phone*: (540) 635-8007 Ext.
###-###-####

Urban and Community Forestry Grant Program Application (U&CF) - Non-Matching

Applicant Information

To receive federal grant funding through VDOF, a Unique Entity Identifier (UEI) is required. Visit SAM.gov for more information.

UEI*: N7VQXJM58JP6

Project Location(s)*:

Front Royal, Virginia

Property Owner (if applicable): Town of Front Royal

Does the locality you are working in have an Urban Tree Canopy Assessment?

Urban Tree Canopy Assessment*: Yes

Does the locality you are working in have a management plan?

Management Plan*: Yes

Does the locality you are working in have a public tree ordinance?

Public Tree Ordinance*: Yes

Does the locality you are working in have a landscape professional (arborist, landscape architect, forester) on staff?

Landscape Professional*: No

Does the locality you are working in have a tree advocacy group such as a Tree Board or Beautification Committee?

Tree Advocates*: Yes

Project Details

There are eight proposal categories. Proposals will be evaluated and ranked by category.

Category*: Local Government U&CF Support

Provide a high-level overview of project plans.

Brief Description of Project*:

The Town of Front Royal Arborist Program aims to promote the health, safety, and sustainability of the town?s urban forest. The program will begin with an inventory and assessment of all public trees to identify hazards and prioritize maintenance needs. A pruning and removal schedule will be established to address dangerous trees, while a tree planting program will focus on increasing the number of native species. The arborist will work closely with public works to address any tree-related infrastructure concerns and will also lead community education initiatives to raise awareness about tree care and the environmental benefits of urban trees. The project will be implemented in three phases over the course of a year, with ongoing monitoring and community outreach to ensure long-term success. The program?s success will be measured by the number of trees planted, hazards mitigated, and increased community involvement.

Describe the project's objectives and list all activities you will undertake to complete the project.

Activities/Scope of Work*:

The scope of work for the Town of Front Royal Arborist Program includes a comprehensive inventory and assessment of all public trees to identify health risks and prioritize necessary actions. This involves creating a detailed maintenance plan, which will include pruning, removal of hazardous trees, and ongoing care. The arborist will also design and implement a tree planting program that emphasizes the use of native species to enhance biodiversity. Collaboration with the public works department will be key to addressing tree-related infrastructure issues, such as root damage to sidewalks and utility line interference. In addition, the arborist will lead public education initiatives, offering workshops and resources to help residents understand tree care and the importance of urban forestry. Ongoing monitoring and updates to the tree inventory will ensure that the town?s trees are managed effectively for long-term sustainability.

Describe project personnel, volunteer and/or participating organizations.

Partnerships and Participants*:

This project will be organized by Front Royal Public Works along with ACES (Advisory Committee for Environmental Sustainability), the Front Royal Tree Stewards, the Beautification Committee of Front Royal, and Shenandoah National Park Trust. Youth and student engagement is a priority for all partners, and so volunteers will be recruited from Randolph-Macon Academy, both local High Schools, Blue Ridge Opportunities and the Smithsonian-Mason School of Conservation.

Describe engagement, outreach, and education efforts to be undertaken.

Public, Educational Benefits and Community Engagement*:

To include public, educational benefits, and community engagement in the Town of Front Royal Arborist Project, the initiative will focus on interactive and educational opportunities for youth and volunteers. Public workshops will be organized by the Arborist and partnering organizations such as ACES, the Tree Stewards, and the Beautification Committee, providing hands-on learning about tree care, native species, and urban forestry. Volunteers from Randolph-Macon Academy, local high schools, Blue Ridge Opportunities, and the Smithsonian-Mason School of Conservation will participate in tree planting, maintenance activities, and environmental stewardship projects, offering students practical experience in sustainability and conservation. Additionally, educational signage will be placed near newly planted trees, explaining their ecological benefits to passersby. A key element will be hosting community tree-planting events, where the public can get involved, learn, and contribute to enhancing the town?s green spaces. This approach will foster a sense of ownership and environmental responsibility in the community.

Describe or list specific deliverables accomplished with grant funds (i.e., brochures, street tree inventory, mgmt. plan).

End Product/Deliverables*:

The end deliveries and goals of the Town of Front Royal Arborist Project would include:

Comprehensive Tree Inventory: A fully documented assessment of all public trees in the town, identifying species, health status, and any maintenance needs.

Tree Maintenance Program: Implementation of a regular pruning and hazard mitigation schedule, addressing safety concerns and promoting long-term tree health.

Tree Planting Initiative: The planting of a targeted number of native trees throughout the town, enhancing urban biodiversity and increasing green spaces.

Community and Youth Engagement: Successful involvement of volunteers from local schools, Randolph-Macon Academy, Blue Ridge Opportunities, and the Smithsonian-Mason School of Conservation, with measurable participation in tree planting and maintenance activities.

Educational Programs: Public workshops and educational events on tree care and environmental sustainability, reaching a wide audience and fostering community involvement.

Collaboration with Partners: Strong partnerships with ACES, the Front Royal Tree Stewards, the Beautification Committee, and Shenandoah National Park Trust, resulting in coordinated efforts that maximize resources and impact.

Increased Public Awareness: Visible improvements in town greenery and the community?s understanding of the importance of urban forestry, supported by educational signage and public events.

Success would be measured by the number of trees planted,

Describe the organization's experience completing similar projects.

Organization Experience*:

Although we have not previously managed a grant-funded position specifically for an arborist, we have successfully participated in other Department of Forestry (DOF) grant initiatives. One such project was a native tree giveaway, during which we maintained detailed records of all tree recipients. Each participant was required to provide the species of tree they received and the zip code where it would be planted. This data was carefully compiled into an Excel spreadsheet and shared with the DOF for their records, ensuring accurate tracking and alignment with grant requirements

Describe your approach to project management and record keeping.

Administration*:

To effectively manage and record the arborist project, collaboration between the Finance Director, Human Resources, and the project team is essential. The Finance Director will oversee all financial aspects, ensuring expenditures align with grant guidelines and submitting regular financial reports. Human Resources will handle the hiring of grant-funded positions, payroll, and personnel records, ensuring compliance with town policies. A shared project management platform, such as Microsoft Teams, will be used to track tasks, timelines, and deliverables. This approach ensures proper financial oversight, clear communication, and organized record-keeping for project success.

For this match waiver opportunity, qualifying work must be performed in support of underserved or disadvantaged communities. Please describe the area(s) impacted by your project.

Use of the White House Climate and Economic Justice Screening Tool and provide a map in the next section of this application.

Match Waiver Confirmation*:

The Town of Front Royal Arborist Project will have a direct impact on several underserved areas within the town, particularly neighborhoods with limited access to green spaces and tree cover. These communities often experience higher temperatures and poorer air quality due to a lack of trees, affecting the health and well-being of residents. Our project will prioritize these areas for tree planting, hazard mitigation, and educational outreach, enhancing both environmental and public health. Through collaboration with local schools and community organizations, we will engage youth from these underserved communities, providing hands-on learning and stewardship opportunities to foster a stronger connection to environmental sustainability

Project Previously Funded by DOF?*: No

Project Currently Funded by DOF?*: No

Timetable for Deliverables*: 01/31/2025 01/31/2026
Starting Date Ending Date

Certifications and Assurances

Certifications and Assurances

Certification Regarding Debarment

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). **Full instructions for this certification are available here: https://www.fns.usda.gov/cn/certification-regarding-debarment-suspension-ineligibility-and-voluntary-exclusion-lower-tier**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

We agree to comply. *: Yes

Certification Regarding Drug-Free Workplace Requirements

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L.100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 CFR Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided. **Full instructions for this certification are available here: https://www.usda.gov/sites/default/files/documents/ad-1049.pdf**

The grantee certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee?s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about ? a. The dangers of drug abuse in the workplace; b. The grantee?s policy of maintaining a drug-free workplace; c. Any available drug counseling, rehabilitation, and employee assistance programs; and d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will ? a. Abide by the terms of the statement; and b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
5. Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted ? a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

We agree to comply. *: Yes

Assurances - Non-Construction Programs

As the duly authorized representative of the applicant, I certify that the applicant:
1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted

accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. (a)Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U. S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

We agree to comply.*: Yes

FFATA Reporting Requirement

Prime Grant Recipients awarded a new U.S. Federal grant greater than or equal to $30,000 as of October 1, 2010 are subject to the U.S. Federal Funding Accountability and Transparency Act (FFATA) subaward reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. To assist the Virginia Department of Forestry (DOF) in complying with this regulation, we request that all entities involved in a proposed subaward with DOF answer the following questions.

Are you requesting $30,000 or greater?*: Yes

Principal Place of Performance : Front Royal Virginia 22630

Part 1: In your business or organization?s previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive **(1)** 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and **(2)** $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Federal Revenues: No

Part 2: Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports (e.g., Form 990) filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Executive Compensation: Yes

Monitoring Questionnaire

Describe your prior experience with a similar subaward, if any.

Currently a similar awarded grant is the Town collaborates with the Washington/Baltimore High Intensity Drug Trafficking Area (W/B HIDTA) and its affiliated LLC under a federal grant from the Office of National Drug Control Policy. This partnership enables the Town to employ a grant-funded position, whose salary and benefits are covered by the grant. The agreement for this collaboration is provided unilaterally by the W/B HIDTA and its LLC.

Describe any substantial personnel or system changes which may have occurred within your organization recently.

N/A

If you receive Federal funds directly from a Federal awarding agency, has your organization been subject to monitoring?

Yes

A non-Federal entity that expends $750,000 or more (during the entity's fiscal year) in Federal awards must have a single audit conducted in accordance with § 200.514 or a program-specific audit conducted in accordance with § 200.507. **Did your organization expend $750,000 or more from Federal awards during your most recently completed fiscal year?**

No

***By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).**

Authorized Representative*: Hillary Wilfong 10/22/2024

First Name Last Name Date

Documentation - U&CF - Non-matching

Mandatory Documentation

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Virginia W-9	✓	W-9	W-9.pdf	pdf	627 KB	10/25/2024 10:22 AM
Screening Tool Map	✓	Screening Tool	Map.pdf	pdf	146 KB	10/25/2024 10:34 AM
IRS Determination Letter						
NICRA Letter or Explanation of MTDC (for de-minimis)						

Additional Documentation

Description	File Name	Type	Size	Upload Date

No files attached.

Federal Budget - Match Waived

Budget

Budget Category	Budget Amount	Match Amount (Waived)	TOTAL

Personnel	$66,075.50	$0.00	$66,075.50
Fringe	$17,628.00	$0.00	$17,628.00
Travel	$0.00	$0.00	$0.00
Supplies	$0.00	$0.00	$0.00
Contractual	$0.00	$0.00	$0.00
Other Expenses	$0.00	$0.00	$0.00
Total	**$83,703.50**	**$0.00**	

Budget Narratives

Enter the details of project expenses. Be as specific as possible.

Personnel :

The employee's hourly rate is $24.98, which results in an annual salary of $51,958.40. In addition to the salary, the contributions for FICA amount to $3,974.82, and the VRS (Virginia Retirement System) contribution totals $10,142.28. Therefore, the subtotal without insurance comes to $66,075.50.

Provide number of individuals, hours and hourly rate for each person assigning time to the grant.

Fringe:

The addition of the Medical Insurance Family 500 Plan, the total compensation for an employee with family coverage would increase to $88,703.50. This includes the previous subtotal without insurance, along with the added cost of the family insurance plan.

Provide percentage used and/or rates for each person.

Travel:

Not planned at this time.

Describe type of travel, mileage, per diem, etc. Travel will be reimbursed at approved government rates. Home-stays, such as Airbnb, are not eligible.

Supplies :

All supplies are fulfilled by the Town of Front Royal.

List supplies or tangible property for the project; must be less than $5,000 per item.

Contractual

DO NOT disclose names of contractors. If included, the application will be rejected.

:

No contractual obligations.

Contracts for services rendered by a third-party.

Other Expenses:

None at this time.

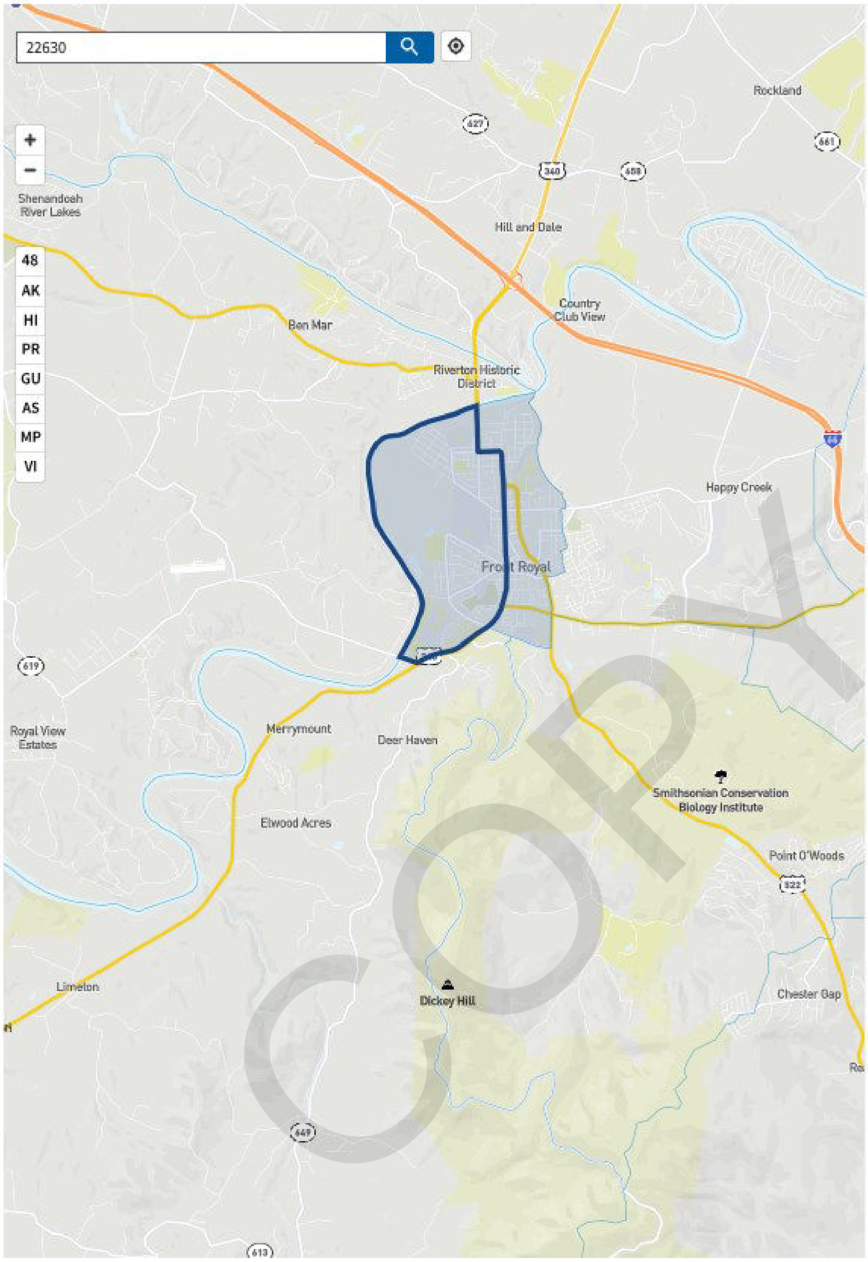
Any expenses not captured in other categories including indirect.

Match:

Expenses not reimbursed by grant including indirect or in-kind such as donated services or volunteer time.

Indirect Documentation

Are you claiming indirect (for match or expense)?*: No



Tract information
Number: 51187020400
County: Warren County
State: Virginia
Population: 4,984

Tract demographics
Race / Ethnicity (Show)
Age (Show)

Identified as disadvantaged?
YES

This tract is considered disadvantaged because it meets more than 1 burden threshold **AND** the associated socioeconomic threshold.

Send feedback

Climate change

Expected agriculture loss rate — 68th (not above 90th percentile)
Economic loss to agricultural value resulting from natural hazards each year

Expected building loss rate — 45th (not above 90th percentile)
Economic loss to building value resulting from natural hazards each year

Expected population loss rate — 45th (not above 90th percentile)
Fatalities and injuries resulting from natural hazards each year

Projected flood risk — 55th (not above 90th percentile)
Projected risk to properties from projected floods, from tides, rain, riverine and storm surges within 30 years

Projected wildfire risk — 33rd (not above 90th percentile)
Projected risk to properties from wildfire from fire fuels, weather, humans, and fire movement in 30 years

AND

Low income — 70th (above 65th percentile)
People in households where income is less than or equal to twice

Form **W-9**
Commonwealth of Virginia
Substitute W-9 Form
Revised March 2022

Request for Taxpayer Identification Number and Certification

Section 1 - Taxpayer Identification

☐ **Social Security Number (SSN)**

☒ **Employer Identification Number (EIN)**

5	4	6	0	0	1	2	9	9

Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number . The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.

Unique Entity Identifier (UEI) (see instructions)

N	7	V	Q	X	J	M	5	8	J	P	6

Legal Name:	Town of Front Royal
Business Name:	Town of Front Royal

Entity Type		**Entity Classification**		**Exemptions (see instructions)**
☐ Individual	☐ Corporation	☐ Professional Services	☐ Medical Services	Exempt payee code (if any):
☐ Sole Proprietorship	☐ S-Corporation	☐ Political Subdivision	☐ Legal Services	(from backup withholding)
☐ Partnership	☐ C-Corporation	☐ Real Estate Agent	☐ Joint Venture	______________
☐ Trust	☐ Disregarded Entity	☐ VA Local Government	☐ Tax Exempt Organization	Exemption from FATCA reporting code (if any):
☐ Estate	☐ Limited Liability Company	☐ Federal Government	☐ OTH Government	
☒ Government	☐ Partnership	☐ VA State Agency	☐ Other	______________
☐ Non-Profit	☐ Corporation			

Contact Information

Legal Address: 102 E. Main STreet	Name: B. J. Wilson
	Email Address: bwilson@frontroyalva.com
City: Front Royal State : VA Zip Code: 22630	Business Phone: 540-635-7799
Remittance Address: P. O. BOX 1560	Fax Number: 540-636-2298
	Mobile Phone:
City: Front Royal State : VA Zip Code: 22630	Alternate Phone: 540-635-8007

Section 2 - Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification

Printed Name:	B. J. Wilson	
Authorized U.S. Signature:	BJW	Date: 10/25/25

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:
1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see Section 2 Certification for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Section 1 -Taxpayer Identification

Check the appropriate Tax Identification Number (TIN) type. Enter your EIN/SSN in the space provided. If you are a resident alien and you do not have and /or are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

Number (SSN)" box and enter the SSN of the sole proprietor.

e. If you are a Single-Member LLC that is disregarded as an entity, check the "Social Security Number (SSN)" box and enter the member's SSN.

Note: If an LLC has one owner, the LLC's default tax status is "disregarded entity". If an LLC has two owners, the LLC's default tax status is "partnership". If an LLC has elected to be taxed as a corporation, it must file IRS Form 2553 (S Corporation) or IRS Form 8832 (C Corporation).

Vendors are requested to enter their **Unique Entity Identifier Number** (UEI), if applicable. See number requirement below.

Unique Entity Identifier (UEI) number requirement. The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their UEI number recorded with and subsequently reported to the granting agency. If your entity is registered in SAM.gov today, your Unique Entity ID (UEI) has already been assigned and is viewable in SAM.gov

Legal Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form. If you are using a name other than that which is listed on a Social Security Card, please enter the **legal entity name as filed with the IRS.** In general, enter the name shown on your income tax return. Do not enter a Disregarded Entity Name on this line.

Business Name. Business, Disregarded Entity, trade, or DBA ("doing business as") name.

Entity Type. Select the appropriate entity type.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Legal Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business Name" line.

Partnership. A partnership is an entity reflecting a relationship existing between two or more persons who join to carry on a trade or business. Enter the partnerships entity's name on the "Legal Name" line. This name should match the name shown on the legal document creating the entity. You may enter your business, trade, or "doing business as (DBA) name on the "Business Name" line.

Trust. A legal entity that acts as fiduciary, agent or trustee on behalf of a person or business entity for the purpose of administration, management and the eventual transfer of assets to a beneficial party. Enter the name of the legal entity on the "Legal Name" line.

Estate. A separate legal entity created under state law solely to transfer property from one party to another. The entity is separated by law from both the grantor and the beneficiaries. Enter the name of the legal entity on the "Legal Name" line.

Corporation. A company recognized by law as a single body with its own powers and liabilities, separate from those of the individual members. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

S-Corporation. A corporation that is taxed liked a partnership: a corporation in which five or fewer people own at least half the stock. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

C-Corporation. A business that is taxed as a separate entity: a business taxed under Subchapter C of the Internal Revenue Code and legally distinct from its owners. Enter the entity's name on the "Legal Name" line and any trade or "doing

Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

1 - An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
2 - The United States or any of its agencies or instrumentalities
3 - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, agencies, or instrumentalities
4 - A foreign goverenemtn or any of its political subdivisions, agencies, or instrumentalities
5 - A corporation
6 - A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
7 - A futures commission merchant registered with the Commodity Futures Trading Commission
8 - A real estate investment fund
9 - An entity registered at all times during the tax year under the Investment Company Act of 1940
10- A common trust fund operated by a bank under section 584(a)
11 - A financial institution
12 - A middleman known in the investment community as a nominee or custodian
13 - A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for...	THEN the payment is exempt for...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1]See Form 1099-MISC, Miscellaneous Income, and its instructions.
[2]However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site **www.irs.gov**.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester. **Note:** *Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.*

Enter the TIN which coincides with the 'Legal Name' provided on the form.

a. If you are an individual, check the "Social Security Number (SSN)" box and enter the SSN.

b. If you are a Grantor or Revocable Trust, check the "Social Security Number (SSN)" box and enter the SSN of the Grantor.

c. If you are a Resident Alien, check the "Social Security Number (SSN)" box and enter your SSN or your ITIN (IRS Individual Taxpayer Identification Number).

d. If you are a Sole Proprietor, check the "Social Security business as (DBA)" name on the "Business Name" line.

Limited liability company (LLC). An LLC with at least two members is classified as a partnership for federal income tax purposes unless it files Form 8832 and affirmatively elects to be treated as a corporation. Enter the name of the partnership or corporation. An LLC with only one member is treated as an entity disregarded as separate from its owner for income tax purposes (but as a separate entity for purposes of employment tax and certain excise taxes), unless it files Form 8832 and affirmatively elects to be treated as a corporation. If you are a single-member LLC (including a foreign LLC with a domestic owner) that is **disregarded** as an entity separate from its owner, **enter the owner's name on the "Legal Name" line. Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Contact Information. Enter your contact information.

Enter your **Legal Address**. Enter your **Remittance Address**. A **Remittance Address** is the location in which you or your entity receives business payments.

Enter your **Business Phone Number**. Enter your **Mobile Phone Number**, if applicable. Enter your **Fax Number**, if applicable. Enter your **Email Address**.

For clarification on any of the fields, see www.irs.gov.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding.

institution is subject to these requirements.

A - An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
B - The United States or any of its agencies or instrumentalities
C - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
D - A corporation in the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
E - A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
F - A dealer in securities, comodities, or derivative financial instruments (including notional principal contracts, futures, forwads, and options) that is registered as such under teh laws of the United States or any state
G - A real estabte investement trust
H - A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I - A common trust fund as defined in section 584(a)
J - A bank as defined in section 581
K - A broker
L - A trust exempt from tax under section 664 or described in section 4947(a)(1)
M - A tax exempt trust under a section 403(b) plan or section 457(g) plan

Section 2 - Certification

To establish to the paying agent that your TIN is correct, you are not subject to backup withholding, or you are a U.S. person, or resident alien, sign the certification on Form W-9.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: February 10, 2025 Item# 04A

Agenda Item: Solid Waste Proposal from Vibrissa and On-Cue

Summary: Council discussed Main Street Solid Waste Area Class 3 monthly billing rates during the January 9th, 2025 work session and elected to keep the Class 3 monthly billing rate as $425.00 as recommended by M.S.W. Consulting and decided that Council would consider allowing Class 3 businesses to use parking places to obtain their own solid waste services.

Front Royal Brewing Company (Vibrissa) and On-Cue have provided the attached proposal for Council's consideration.

Budget/Funding: 4203-3160802 Solid Waste Sales of Service

Staff Recommendation: Staff recommends Council to direct the Town Attorney to draft an agreement based on the proposal provided by Vibrissa and On-Cue and to approve at a future regular Council meeting.

Vibrissa Beer
122 East Main Street
Front Royal, VA 22630

On Cue Sports Bar and Grill
206 East Main Street
Front Royal, VA 22630

January 25, 2025

Mayor, Town Council, and Acting Town Manager
Town of Front Royal
102 East Main Street
Front Royal, VA 22630

To whom it may concern:

Vibrissa Beer and On Cue Sports Bar and Grill have developed the attached proposal for our businesses to use commercial trash collection services, in lieu of current town trash collection services. We would like the opportunity to discuss our proposal further with the Town Council at its February 10, 2025 work session. Please confirm that we are on the agenda, and we will plan to be there. Thank you for considering our proposal.

Sincerely,

Kerry Barnhart, President and Owner Vibrissa Beer

Kerry Barnhart 1/27/2025

Tim Barnhart, Owner Vibrissa Beer

1/27/2025

Danielle Haase, Co-Owner On Cue Sports Bar and Grill

1/26/2025

Cole Haase, Co-Owner On Cue Sports Bar and Grill

1/26/2025

Proposed Alternative Trash Collection Model

<u>To:</u> Town of Front Royal

<u>From:</u> Vibrissa Beer and On-Cue Sports Bar and Grill

<u>Background</u>: The Town of Front Royal currently collects trash in the Main Street Area, from public dumpsters that are available for use by all businesses and residents located within that area. The table below shows the current configuration of these dumpsters.

Location		Dumpsters		
		#	**Size (Cubic Yards)**	**Total Volume (CubicYards)**
North Side of Main Street	Behind Vibrissa	2	8	16
	Behind On Cue	1	8	8
	Behind Town Offices	1	12	12
	TOTAL	**4**		**36**
South Side of Main Street	Behind Try Thai	2	8	16
	Behind Royal Cinema	1	8	8
	TOTAL	**3**		**24**
GRAND TOTAL				**60**

The town now assumes that any resident or business with a ***town water or electric account*** needs to have a trash account. This practice began in late 2024. Prior to this time, only residents or businesses with a ***town water account*** were required to have a trash account. The table below shows the impact of this new practice on the number of trash accounts in place.

Number of Accounts		
	Type	**Accounts**
Old Model	Businesses	20
	Residents	57
	TOTAL ACCOUNTS	**77**
New Model	Businesses	63
	Change	**43**
	% Change	**215%**
	Residents	71
	Change	**14**
	% Change	**25%**
	TOTAL ACCOUNTS	**134**
	Change	**57**
	% Change	**74%**

In addition to changing the way accounts are identified, the town also changed the rate structure for both business and residential accounts as follows:

Rate Structure		
	Type	**Rate**
Old Model	Businesses	$ 26.00
	Residents	$ 14.10
New Model	Class III Businesses	$ 425.00
	Class II Businesses	$ 120.00
	Class I Businesses	$ 46.00
	Residents	$ 22.05

The goal of all of these changes was to correct a financial deficit between the apparent total cost to the town of collecting trash from these public dumpsters and the total revenue collected from the businesses and residences using these services. The tables below show the financial impact of both the old and new models and the revenue deficit resulting from each.

Old Financial Model				
	Monthly Rate	**Number of Businesses/ Residents**	**Monthly Revenue**	**Annual Revenue**
Businesses	$ 26.00	20	$ 520.00	$ 6,240.00
Residences	$ 14.10	57	$ 803.70	$ 9,644.40
TOTAL			**$ 1,323.70**	**$ 15,884.40**
ESTIMATED REVENUE REQUIRED (Per MSW Report)				**$ 92,331.00**
ESTIMATED DEFICIT				**$ (76,446.60)**

New Financial Model				
	Monthly Rate	**Number of Businesses/ Residents**	**Monthly Revenue**	**Annual Revenue**
Class III Businesses	$ 425.00	2	$ 850.00	$ 10,200.00
Class II Businesses	$ 120.00	17	$ 2,040.00	$ 24,480.00
Class I Businesses	$ 46.00	44	$ 2,024.00	$ 24,288.00
TOTAL Businesses		**63**	**$ 4,914.00**	**$ 58,968.00**
TOTAL Residents	$ 22.05	**71**	**$ 1,565.55**	**$ 18,786.60**
TOTAL ACCOUNTS			**$ 6,479.55**	**$ 77,754.60**
ESTIMATED REVENUE REQUIRED (Per MSW Report)				**$ 92,331.00**
ESTIMATED DEFICIT				**$ (14,576.40)**

The new model that the Town adopted reduced the financial deficit, but did not eliminate it. A $14,576 deficit still remains.

Vibrissa and On Cue Reaction

Vibrissa and On Cue are the only businesses which the Town has identified as Class III. The Town, in its resolution on this topic, defines a Class III business as follows:

> Class III—Large Business/Restaurant - A non-residential MSSWSA customer generating quantities of solid waste estimated to be equal to or greater than sixty-six and two-thirds (66⅔) percent of the quantity of solid waste generated by the

remainder of non-residential customers and serving food and beverage, as determined by the Director of Public Works or designee.

From our calculations, each Class III Business would have to produce at least 38.5 tons of trash per year to meet this definition. If we were to assume On Cue and Vibrissa are properly classified as Class III, then together, On Cue and Vibrissa would have to produce 77 tons of trash per year, or 60% of the total trash produced in the Main Street Area, despite the fact that only 40% of the total dumpster space is available to them and the space available to them is also shared by dozens of other businesses and residences.

In our experience, Vibrissa and On Cue produce only moderate amounts of trash. Unlike fast food restaurants and other establishments who serve pre-packaged food, we use very few paper products or disposable items. Most food and drink is consumed on premises in washable and reusable plates and cups. Vibrissa recycles, with its own resources, all of its waste cans and spent grains from the brewing and canning process. We estimate that each of us takes out no more than 2-3 bags of trash daily.

Furthermore, it is our experience that $425/month for the volume of trash we generate is dramatically above market rates. For example, Vibrissa has a second location in Winchester, where we use a private, commercial trash service and one 8 cubic yard dumpster, which is collected once per week (Our commercial trash service provides a second dumpster for cardboard only, which is also picked up once per week). Our Winchester location is almost twice the size of our Front Royal location. Yet our cost of commercial trash collection in Winchester, for almost twice the volume of trash, is only $250/month. Front Royal's proposed rate of $425/month represents about 350% more than we pay in Winchester, for the same volume of trash.

Vibrissa and On Cue Proposal

The Town has indicated it would consider alternative proposals from businesses who wish to use commercial trash collection services, instead of using the Town's trash collection services that we have outlined above. Furthermore, the Town suggested that some space in Town parking lots could be set aside for this purpose.

Given this invitation and our assessment of the market competitiveness of the new Town rate structure, Vibrissa Beer and On Cue propose the following:

- Remove the Town dumpsters from the area behind Vibrissa Beer and allow Vibrissa Beer and On Cue to use that space together to obtain two commercial dumpsters of approximately the same size. One dumpster would be used for trash and the other for cardboard, which is a great improvement to what have now.

- Vibrissa Beer and On Cue would set up and pay the costs of a commercial trash collection account to collect trash from that location. We would have trash picked up two times per week.
- Vibrissa Beer and On Cue would secure and monitor that site so it can only be used by those two businesses.
- All other public dumpsters in the Core Main Street area would remain as they are today and would be available to all remaining businesses and residences.

This is a simple, logical, and business-friendly solution that offers the following advantages:

- It would dramatically reduce the amount of trash the Town needs to collect. By the Town's estimates, as defined in its Resolution, this proposal would reduce the volume of trash collected by at least 60%, saving the Town at least $53,398 per year in trash collection costs. This cost savings comes with a revenue loss of only $10,800, representing a net financial gain to the Town of $44,598, which is well above the $14,576 deficit the Town is expecting in its new model, putting Main Street Area trash services solidly in the black.
- It would enable the Town to take a major step forward in achieving its long-term strategic goal of reducing its exposure to the trash collection business and the unpredictable cost increases and liabilities associated with that business.
- It would increase the amount of available dumpster space in public dumpsters for other businesses and residents to use (Total public space would drop from 60 cubic yards to 36 cubic yards, but by eliminating Vibrissa and On Cue trash from the public system, the total volume of public trash in these dumpsters would drop by 60%, resulting in a 50% increase in total available public dumpster space).
- It would not require the Town to give up any public parking spaces, which are precious and in short supply.
- It would enable two local businesses, who together generate close to $200,000 per year in tax revenue for the Town, to participate in the private trash collection marketplace and pay fair market rates for their trash collection services.
- It would resolve the inequitable nature of the current rate structure, which does not reflect the actual volume of trash collected or its actual cost to the Town.

We respectfully request that the Town consider our proposal. We are happy to provide more data and information and answer any questions that would help the Town reach a decision.

REGULAR WORK SESSION
ACTION AGENDA STATEMENT

Meeting Date: February 10, 2025 Item# 06

Agenda Item: Request for a Revitalization Area Resolution from Jen Surber of Surber Development and Consulting LLC on Behalf of Harwood Place Va, LLC for the Proposed 90-unit Apartment Community off E Criser Rd

Summary: On December 9, 2025. Council approved a Special Use Permit (SUP) for Surber Development and Consulting LLC for multi-family apartments containing (90) units in two separate three-story apartment houses with a maximum height of forty-five feet (45') on a vacant parcel off E. Criser Road (Tax Map 20A18-5-5A1) with the condition that the portion of the lot which is zoned R-3 be used exclusively for ingress and egress and approved signage.

The Resolution is the next step in the application process for the applicant. This funding needs to be secured before they can move forward with additional zoning approvals. The resolution would allow the applicant to qualify the development for a 30% basis boost in tax credits through VHDA. This revitalization area designation makes the project feasible for the applicant. However, state code only provides that Cities and Counties may create these areas. The request is for Council to discuss and send a letter of support to the Warren County BOS that they may designate this parcel located off E. Criser Road, tax map 20A18-5-5A1, as a revitalization area.

The application deadline for the state is March 13th. The applicant must have this resolution prior to that deadline. Staff recommend Council send a letter to the Warren County Board of Supervisors as soon as possible so that they may take this up at their next meeting. Examples of Resolutions are attached.

Budget/Funding: None

Meetings: None

Proposed Motion:

I move that Council direct the Mayor to send a letter of support to the Warren County Board of Supervisors, that they may approve a Revitalization Area Resolution designating a vacant parcel located off E. Criser Road and identified by tax map 20A18-5-5A1 in the Town of Front Royal, as a revitalization area for the proposed 90-unit Apartment Community as requested of Jen Surber of Surber Development and Consulting LLC. and on behalf of Hardwood Place Va LLC.

Moved ___________________ *Seconded* ___________________

Wood _________ *Veitenthal* _________ *Sealock* _________ *Rappaport* _________ *Ingram* _________ *DeDomenico-Payne* _________

From: Jen Surber
Sent: Tuesday, January 7, 2025 12:39 AM
To: John Ware <jware@frontroyalva.com>; Lauren Kopishke <lkopishke@frontroyalva.com>
Subject: RE: Criser Road Apartments

John/Lauren,

I hope you both enjoyed the holidays. I shared with John at the Town Council meeting that there are a couple of items we need to request from Town Council in order for our tax credit application to Virginia Housing to have a higher change of success.

The first is a revitalization area resolution. I have attached examples for developments in Strasburg and the City of Staunton. They are slightly different in form, but in order to be acceptable by VHDA, the resolution must include the language taken from Code Section 36-55.30:2(A). This resolution is extremely critical to the application because it qualifies the development for a 30% basis boost in tax credits. The basis boost makes the development financially feasible while also making the application far more likely to be funded in the extremely competitive application cycle. It increases the application's score automatically by 15 points as well as increasing the application's Efficient Use of Resources point category score. A locality can name any single tract of land a revitalization area without affecting any neighboring parcel. The resolution goes nowhere except to Virginia Housing as a part of our application. The resolution requires nothing from the Town and cost the Town $0.

The second is a "tax abatement" ordinance. I have also attached a couple of examples provided for the same developments in Strasburg and the City of Staunton. These are also slightly different, but as you can see, in both cases, the maximum "abatement" is $2,000 annually for a period of only three years. In reality, the localities are receiving more in real estate taxes than they would have received if the land remained vacant. If you look at Pleasant View as an example, the real estate taxes paid by the owner for tax year 2020 were $395.36. The estimated increase in value caused by the development resulted in an increase of the amount of tax on this property to $8,601.60 and so the Town realized an increase in taxes collected of $6,206.24. By the Town making this small, nominal gesture of support for the development, the application would be awarded 5 points in the competitive application cycle. Five points might not seem very important, but we have won or lost by as little as .001 points, so 5 points can be absolutely crucial in determining whether or not an application is successful. We want to pay our real estate taxes. The small amount of savings realized from the abatement is not the goal of the request. Our goal is the five points.

I will give you a call tomorrow to discuss in further detail. If possible, I would like to request to be on the agenda for the January 27th meeting, but if that is not possible, I would like to request to be on the February 24th agenda. The application deadline has now been announced and is March 13th.

Thank you and Happy New Year,

Jen

§ 36-55.30:2. Housing revitalization areas; economically mixed projects

A. For the sole purpose of empowering the HDA to provide financing in accordance with this chapter, the governing body of any city or county may by resolution designate an area within such city or county as a revitalization area if such governing body shall in such resolution make the following determinations with respect to such area: (i) either (a) the area is blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in such area are subject to one or more of the following conditions: dilapidation; obsolescence; overcrowding; inadequate ventilation, light or sanitation; excessive land coverage; deleterious land use; or faulty or inadequate design, quality or condition; or (b) the industrial, commercial or other economic development of such area will benefit the city or county but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and (ii) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area. Any redevelopment area, conservation area, or rehabilitation area created or designated by the city or county pursuant to Chapter 1 (§ 36-1 et seq.) of this title, any census tract in which 70 percent or more of the families have incomes which are 80 percent or less of the statewide median income as determined by the federal government pursuant to Section 143 of the United States Internal Revenue Code or any successor code provision on the basis of the most recent decennial census for which data are available, and any census tract which is designated by the United States Department of Housing and Urban Development and, for the most recent year for which census data are available on household income in such tract, either in which 50 percent or more of the households have an income which is less than 60 percent of the area median gross income for such year or which has a poverty rate of at least 25 percent shall be deemed to be designated as a revitalization area without adoption of the above described resolution of the city or county. In any revitalization area, the HDA may provide financing for one or more economically mixed projects and, in conjunction therewith, any nonhousing buildings that are incidental to such project or projects or are determined by the governing body of the city or county to be necessary or appropriate for the revitalization of such area or for the industrial, commercial or other economic development thereof.

B. The HDA may finance an economically mixed project that is not within a revitalization area if the governing body of the city or county in which such project is or will be located shall by resolution determine (i) either (a) that the ability to provide residential housing and supporting facilities that serve persons or families of lower or moderate income will be enhanced if a portion of the units therein are occupied or held available for occupancy by persons and families who are not of low and moderate income or (b) that the surrounding area of such project is, or is expected in the future to be, inhabited predominantly by lower income persons and families and will benefit from an economic mix of residents in such project and (ii) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

C. In any economically mixed project financed under this section, the percentage of units occupied or held available for occupancy by persons and families who are not of low and moderate income, as determined as of the date of their initial occupancy of such units, shall not exceed 80 percent.

1979, c. 374; 1996, cc. 77, 498;2004, c. 187;2006, c. 784.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

RESOLUTION OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA, DESIGNATING 1119, 1127, 1129, 1159, AND 1177 MONTGOMERY AVENUE (PARCEL IDENTIFICATION NUMBERS 10920, 10921, 10922, 10985, AND 11193) AS A REVITALIZATION AREA

RECITALS

A. Pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, the City Council of the City of Staunton, Virginia, desires to designate 1119, 1127, 1129, 1159, and 1177 Montgomery Avenue (parcel identification numbers 10920, 10921, 10922, 10985, and 11193) (the property) as shown on Exhibit A attached hereto as a revitalization area;

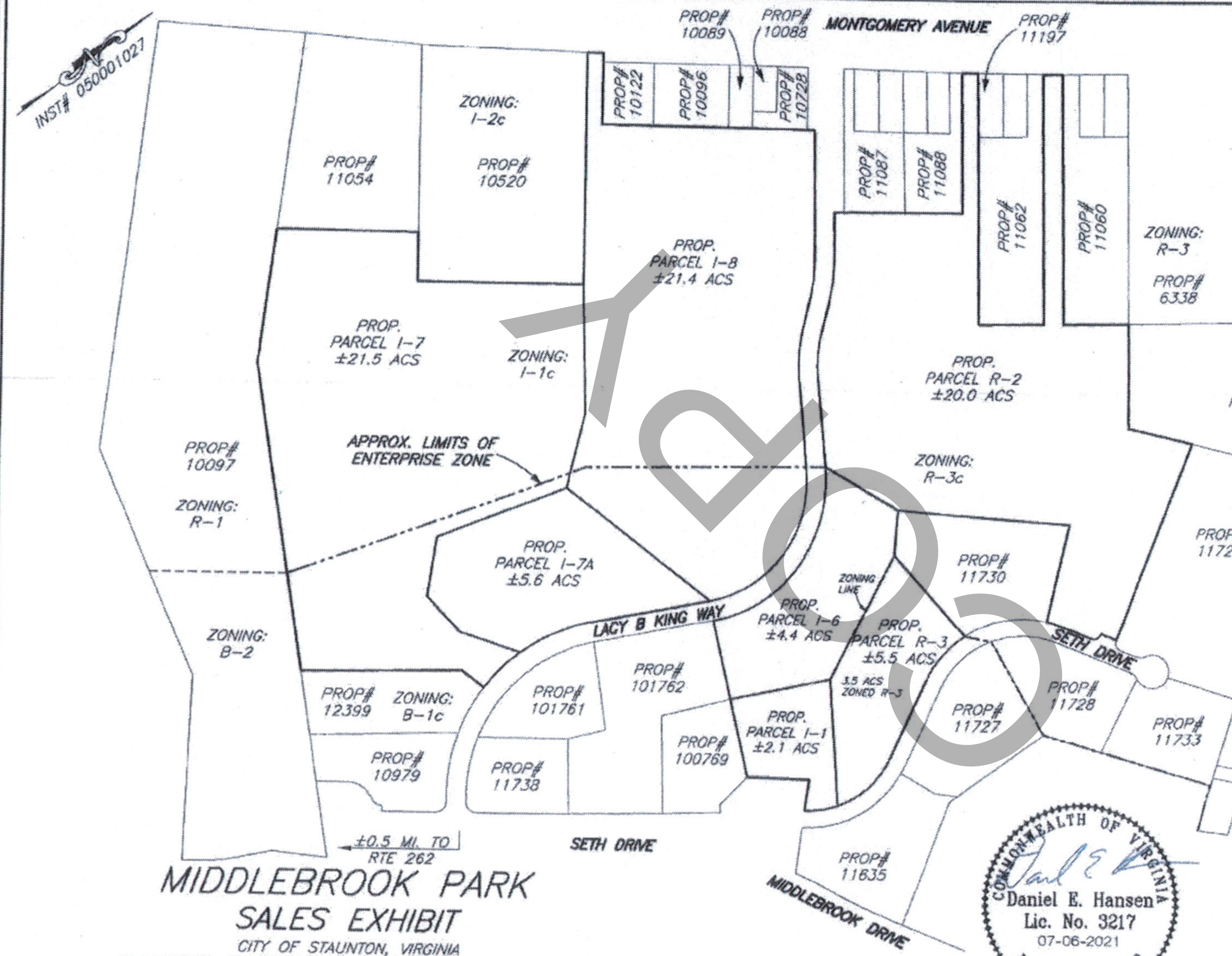
B. The property is located in an area where the industrial, commercial, or other economic development of such area will benefit the City of Staunton but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and private enterprise and investment are not reasonably expected, without assistance, to produce the construction of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Staunton, Virginia, that pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, 1119, 1127, 1129, 1159, and 1177 Montgomery Avenue (parcel identification numbers 10920, 10921, 10922, 10985, and 11193) is hereby designated as a revitalization area. The designation hereby granted is contingent upon Lily Gardens VA, LLC's acquisition of record title to such property.

Adopted this 9th day of February, 2023.

Stephen W. Claffey, Mayor

Attest:
Kiley A. Kesecker
Clerk of Council



NOTES:

1) THIS EXHIBIT COMPILED FROM PRIOR FIELD SURVEYING AND PLATS OF RECORD.

2) THIS EXHIBIT WAS COMPILED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO INFORMATION DISCLOSED BY SUCH.

3) THIS EXHIBIT IS MEANT TO SERVE AS A SALES MAP AND IS NOT INTENDED TO ADJUST ANY BOUNDARY LINES OR REPRESENT A CURRENT FIELD SURVEY. THERE ARE EASEMENTS ON THE SUBJECT PROPERTIES THAT ARE NOT SHOWN HEREON.

4) PARCEL LINES ARE PROPOSED AND SUBJECT TO REVIEW AND APPROVAL BY THE CITY OF STAUNTON.

AREA TOTALS:

I-1c ZONING: ±60.8 ACRES

R-3c ZONING: ±30.0 ACRES

OWNER:
EQUITY PARTNERS, LLC
INST# 080001937

MIDDLEBROOK PARK
SALES EXHIBIT

CITY OF STAUNTON, VIRGINIA

COMMONWEALTH OF VIRGINIA
Daniel E. Hansen
Lic. No. 3217
07-06-2021
LAND SURVEYOR

REV: 07-06-2021
REV: 12-13-2017
DATE: 09-26-2016
SCALE: 1" = 300'
JOB NO: S0300013
DRAWN BY: JAS

PLANNERS • ARCHITECTS • ENGINEERS • SURVEYORS
ROANOKE • RICHMOND • NEW RIVER VALLEY • SHENANDOAH VALLEY • LYNCHBURG
104 Industry Way • Suite 102 • Staunton, Virginia 24401 • Phone (540) 248-3220 • Email dhansen@balzer.cc

BALZER & ASSOCIATES

July 16, 2021 PJW

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, February 9, 2023
7:30 p.m.
Rita S. Wilson Council Chambers

PRESENT: **Mayor Stephen W. Claffey**
Vice Mayor Amy G. Darby
Brad D. Arrowood
Michele D. Edwards
R. Terry Holmes
Mark A. Robertson
Alice L. Woods

ALSO PRESENT: **Leslie Beauregard, City Manager**
John Blair, City Attorney
Kiley Kesecker, Clerk of Council

Mayor Claffey called the meeting to order: Mayor Claffey called this meeting of Staunton City Council to order.

The Pledge of Allegiance was recited in unison.

The invocation/moment of silence was given by John Hartless, on an invitation from Vice Mayor Darby.

MAYOR'S REPORT

Mayor Claffey discussed real estate assessments and assured the public that Council is working to reduce the tax rate.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Vice Mayor Darby stated that she had attended the Lewis Creek Watershed Advisory Committee meeting and the Central Shenandoah Planning District Commission meeting.

Mr. Robertson stated that the Nominations Committee met on February 1, 2023 and would like to make the following motion:

> To appoint Joe Sprangel to the Economic Development Authority to fill the unexpired term of Norman Smiley ending January 31, 2026.
>
> To appoint William Dod to the Economic Development Authority to fill the unexpired term of Joseph Leigh ending January 31, 2026.
>
> To appoint Daniel Hansen to the Planning Commission to fill the unexpired term of Brad Arrowood ending December 31, 2023.

G. Consideration of Resolution to Designate Property Located at 1119, 1127, 1129, 1159 and 1177 Montgomery Avenue as a Revitalization Area

Mr. Rhodes also presented a draft resolution for Council's consideration. The developer notes that adoption of the resolution will make it more competitive in the upcoming Virginia Housing March 2023 application round. According to Virginia Housing, in order for a project to qualify for revitalization area points, the development must be located in one of the following:

- a Qualified Census Tract, as defined by the U.S. Department of Housing and Community Development (HUD);
- a census tract in which 70% or more of the families have incomes which are less than 80% of the statewide median income;
- an already established redevelopment area, conservation area or rehabilitation district established by the city;
- a Housing Rehabilitation Zone established by an ordinance adopted by the city; or
- a defined revitalization area.

Although the property is located within an Opportunity Zone, the developer has determined that the project area does not qualify for revitalization area points under the first four criteria identified above; however, Council's adoption of a resolution establishing a defined revitalization area, may qualify the project for these application points.

Mr. Holmes moved that City Council, pursuant to Virginia Code § 36-55.30:2(A), adopt the proposed resolution designating property located at 1119, 1127, 1129, 1159 and 1177 Montgomery Avenue as a revitalization area, as presented.

The motion was seconded by Ms. Woods and carried as follows:

Ms. Edwards	aye	Vice Mayor Darby	aye
Ms. Woods	aye	Mr. Holmes	aye
Mr. Robertson	aye	Mayor Claffey	aye
Mr. Arrowood	aye		

RESOLUTION OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA, DESIGNATING 1119, 1127, 1129, 1159, AND 1177 MONTGOMERY AVENUE (PARCEL IDENTIFICATION NUMBERS 10920, 10921, 10922, 10985, AND 11193) AS A REVITALIZATION AREA

RECITALS

A. Pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, the City Council of the City of Staunton, Virginia, desires to designate 1119, 1127, 1129, 1159, and 1177 Montgomery Avenue (parcel identification numbers 10920, 10921, 10922, 10985, and 11193) (the property) as shown on Exhibit A attached hereto as a revitalization area;

B. The property is located in an area where the industrial, commercial, or other economic development of such area will benefit the City of Staunton but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and private enterprise and investment are not reasonably expected, without assistance, to produce the construction of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Staunton, Virginia, that pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, 1119, 1127, 1129, 1159, and 1177 Montgomery Avenue (parcel identification numbers 10920, 10921, 10922, 10985, and 11193) is hereby designated as a revitalization area. The designation hereby granted is contingent upon Lily Gardens VA, LLC's acquisition of record title to such property.

Adopted this 9 of February, 2023.

____
Stephen W. Claffey, Mayor

Attest: ____________________________
Kiley A, Kesecker
Clerk of Council

H. Consideration of Authorization of City Manager to Execute and Deliver to Virginia Housing Development Authority a Letter in Support of Allocation of Tax Credits to Lily Gardens VA LLC

Mr. Rhodes also stated that a support letter is requested from the City to Virginia Housing. The purpose of the letter is to communicate the City's support for the allocation of federal housing tax credits requested by the developer for the proposed development.

Ms. Edwards moved that the City Manager be authorized and directed to prepare and send to Virginia Housing a letter supporting the allocation of federal housing tax credits, requested by the developer for the proposed development, as presented.

The motion was seconded by Mr. Holmes and carried as follows:

Ms. Edwards	aye	Vice Mayor Darby	aye
Ms. Woods	aye	Mr. Arrowood	aye
Mr. Robertson	aye	Mayor Claffey	aye
Mr. Holmes	aye		

I. Consideration of Ordinance to Amend the FY2023 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four

Ms. Moyers outlined the fourth budget amendment for fiscal year 2023. The total budget amendment equals $28,833,731.

City Budget Amendment—$18,193,840

Mr. Robertson	aye	Mr. Arrowood	aye
Vice Mayor Darby	aye	Ms. Woods	aye
Mr. Holmes	aye	Mayor Claffey	aye
Ms. Edwards	aye		

(ATTACHMENT D)

MATTERS FROM THE CITY MANAGER

Interim Deputy City Manager John Blair stated that Staunton is in the running for Best Small Town Culture Scene in *USA Today's 10 Best* contest. He also noted that the City received a grant from the Virginia Risk sharing Association to make improvements to the pedestrian crosswalk on Johnson Street, from the Wharf Parking Lot to the Johnston Street Parking Garage. He continued, stating that real estate assessments have been mailed and received by property owners, and with an average total increase of 25.49%, there are many questions, some of which he addressed by briefly outlining the assessment process. He closed by stating that the FY 2024 budget process is in full swing and provided a list of upcoming budget meeting dates.

MATTERS FROM THE PUBLIC

Mayor Claffey read the following statement:

"This part of City Council's agenda is entitled matters from the public. It is a time that council sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton City Council's 'Matters from the Public' rules are available in paper form at the clerk's desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or begin your call, identify yourself and complete your remarks within five minutes."

Mary Miller, 241 Albemarle Avenue, discussed Tyree Nichols and the Milgram Experiment of 1961.

Brenda Mead, 241 Sherwood Avenue, listed areas of the City where crosswalks are still needed and described issues with real estate assessments.

Barbara Lee, Rockway Street, described concerns with Uniontown, which Councilors Holmes and Arrowood addressed by giving more detail on the issues the area is facing.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:06 p.m.

Kiley A. Kesecker
Clerk of Council

STRASBURG
VIRGINIA

February 16, 2021
JD Bondurant
Virginia Housing
601 South Belvidere Street
Richmond, VA 23220

VHDA Tracking Number:	2021-C-31
Development Name:	Pleasant View
Development Jurisdiction:	Town of Strasburg, Virginia
Name of Owner/Applicant:	Pleasant View VA, LLC

A RESOLUTION BY THE TOWN OF STRASBURG COUNCIL DESIGNATING A REVITALIZATION AREA FOR THE PURPOSES OF ENCOURAGING MIXED INCOME HOUSING DEVELOPMENT

WHEREAS, pursuant to Section 36-55.30:2.A of the Code of Virginia of 1950, as amended, the Strasburg Town Council wants to designate as a Revitalization Area the area known as Shenandoah County Tax Map Number 025-01-001, on which the multi-family apartment development known as Pleasant View proposes to locate; and

WHEREAS, the industrial, commercial, or other economic development of such area will benefit the Town but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and

WHEREAS, private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

NOW THEREFORE BE IT RESOLVED, that this Council of the Town of Strasburg determines that the above-referenced development is located in a Revitalization Area in the Town of Strasburg, Virginia.

Brandy H. Boies, Mayor

Attest: Amy A. Keller, Clerk of Council

Resolution adopted by the Council of the Town of Strasburg, Virginia, the 16th day of February 2021.

MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ELECTRONICALLY THROUGH ZOOM ON TUESDAY, FEBRUARY 16th, 2021 AT 7 P.M.

COUNCIL MEMBERS PRESENT VIA ZOOM: Mayor Boies, Vice Mayor Cherrix, and Council Members Hooser, Monahan, Massoud, Monahan, Nicholson, Reynolds, Ricard, and Weaver.

Mayor Boies called the Work Session to order.

Citizen comments on non-agenda items:

***Action Item*:**

1.) **Approval of Minutes**

The minutes of the February 1st, 2021 Work Session were approved as presented.

2.) **SUP2021-01- Pleasant View Apartments (Terminus of Pleasant View Drive)** Description: *SUP per UDO Section 6.6.2.B to request buildings containing more than 12 units, as required by UDO Section 6.6.4.A (Original application is for 2 buildings each containing 48 apartment units and 96 total units for rent. PC recommends 1 building of 48 units total).*

P&Z Administrator Pambid said we have not received any comments since the last meeting, and nothing has changed in the proposal since the last meeting; the Staff Report was unchanged.

Council Member Monahan asked if **Town Manager Pearson** would explain condition #16 and make sure it is as tight as we could get it for our citizens. *(Condition #16 reads, "This SUP is non-transferable. In the event of a sale, lease, or sublease of the subject property this SUP shall be declared void.")*
Town Manager Pearson said the question had been asked about #16 that Town Attorney Miller had added. The center of the question was a concern that this was a mechanism to void the SUP and then to void the rest of the conditions. It is felt this is a beneficial condition as it seems as though the applicant does a very good job of managing the property. If they ever want to get rid of the property, they will have to open the book to the SUP.

Vice Mayor Cherrix was still confused by #10 *(Any future development of this property shall require amendment of this special use permit and shall be limited to those by-right uses listed in Residence or Accommodation Functions, MFR Use Matrix, UDO Section 3.11.3)*. Does this mean they can build an additional 48 unit building? **Town Manager Pearson** said in any circumstance they will have to come back and amend the SUP rather it be another building or a by-right building.
Vice Mayor Cherrix asked if there would be any repercussions if we ever turned down another SUP and **Town Attorney Miller** said it does not. We are not taking any property so both 10 and 16 give the town the opportunity to manage anything moving forward. He felt we needed as many stop-gaps as we could so that things could be re-visited, if need be.
P&Z Administrator Pambid said #10 also precludes several uses as outlined in the use matrix. He reviewed some of the uses that would preclude those uses. The uses would be limited to seven or eight uses. There was an initial concern on certain commercial or heavy/intense type of use so this SUP limits the use to one 48 unit building so there will be a portion of the property that will not be used. Questions have been asked of what will happen to the rest of the property and #10 limits the uses to mainly residential.
Vice Mayor Cherrix said so if they wanted to come and build three single family homes, they would have to amend the SUP and the town could deny it and **Town Attorney Miller** said that was

correct. An SUP will have already been given and so nothing is being taken. **Council Member Monahan** said we would not have seen this come before us by-right so we could have had 118 townhouses. **Vice Mayor Cherrix** said if we turn down an amendment to the SUP, will we have any repercussions on this. **Town Manager Pearson** said an SUP is not a by-right use so there will be no repercussions on this.

Council Member Reynolds moved for the Strasburg Town Council approve SUP2021-01 Pleasant View Apartments with the proposed conditions dated February 10th, 2021; second by Council Member Hooser.

Discussion:
Council Member Reynolds thanked staff and fellow Council Members for working so hard on this difficult application and thanked the citizens for their input.

Council Member Nicholson thanked **Town Attorney Miller, Town Manager Pearson,** and **P&Z Administrator Pambid** and her colleagues. Many things that have been approved in the past are not working for the area. The additional traffic on Thompson Street needs to be looked at. We cannot fix it immediately, but if this is passed we can do things. Kudos to everyone. All have grown from this.

Council Member Massoud said there are a lot of things he wants to say, but he will not. In his opinion we have failed to listen to the will of the people. Very few people are interested in this. When we hear people say we do not listen, we need to think about this night.

Council Member Monahan said she understands **Council Member Massoud's** concerns, but we are faced with allowing 118 units in there with Council having no say. People are concerned with traffic on Thompson Street. We want lower income or elderly people to have a place to stay if they cannot stay in their home. We have the opportunity to give people a place to grow old and live. There are 108 units where she lives, and a number of elderly people live around her and they do not go in and out. She sees the traffic. As a Council, we are handling this as best we can.

Council Member Hooser said regarding **Council Member Massoud's** statements and those who voiced their opposition, he agrees with them. He does not want to see this either, but 48 is less than 118. If we do not allow this, more will go in there. He shares the loss of green space, but this is the best of bad options.

Mayor Boies said she wanted to echo the words that were said and thanked the citizens and said their voices were heard. She feels every Council Member worked hard to come up with the best solution. An involved citizen does matter, and they have been heard.

The motion passed on a roll call vote with the following results:

Council Member Nicholson	**Aye**
Council Member Weaver	**Aye**
Council Member Massoud	**Nay ("The people spoke, and we did not listen)**
Council Member Ricard	**Nay**
Vice Mayor Cherrix	**Nay**
Council Member Hooser	**Aye**
Council Member Reynolds	**Aye**
Council Member Monahan	**Aye**

3.) Surber Request for Revitalization Area Resolution
<u>Description</u>: Discussion on a resolution to establish a Revitalization Area as defined in Code of Virginia Section 36.55.30.2.A

Town Manager Pearson and **P&Z Administrator Pambid** said nothing has changed since the last discussion, and it is a related resolution for the apartments just voted on.

Council Member Nicholson moved for the Strasburg Town Council approve the Surber Request for the Revitalization Area Resolution; second by Council Member Reynolds.

With no discussion, the motion passed on a roll call vote with the following results:

Council Member Reynolds	**Aye**
Council Member Hooser	**Aye**
Council Member Monahan	**Aye**
Council Member Massoud	**Nay**
Council Member Ricard	**Aye**
Vice Mayor Cherrix	**Nay**
Council Member Weaver	**Aye**
Council Member Nicholson	**Aye**

***<u>Discussion Items</u>*:**

<u>Old Business:</u>
Town Attorney Miller said several years ago a petition was filed to remove **former Mayor Orndorff** from office. The case was dismissed for technical matters, but Code requires that if a case is dismissed, the locality is responsible for the legal fees. The amount billed was $17,000 and a motion was filed objecting to this amount. The billing of the attorney was reviewed by a judge and was reduced to $2,700. Things have gone back and forth, and the appeal is now in the Virginia Supreme Court. He does not feel it is likely that the Supreme Court will challenge the opinion of the local judge. He does not think they will try to superimpose their judgement on a local judge. It could be sent back for another local review, but he will keep Council posted on this.

<u>New Business:</u>
All Council was happy for CDD Bixler who will be leaving to take a job in Staunton. She was thanked for all you have done for the town.

<u>Closed Meeting</u>:
Council Member Weaver moved to enter into a closed meeting pursuant to Code of Virginia §2.2-3711.A.3 for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The subject of the closed meeting is to discuss the acquisition of property for public use. Second by Council Member Hooser.

With no discussion, the motion passed unanimously. Entered into a closed meeting at 7:31 p.m.; reconvened at 7:49 p.m.

Mayor Boies said, "The Council of the Town of Strasburg hereby certifies by Roll Call vote that to the best of each member's knowledge (1)only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies and (2)only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council of the Town of Strasburg."

Each member should respond "I so certify" by Roll Call vote.

Vice Mayor Cherrix	**I so certify**
Council Member Hooser	**I so certify**
Council Member Massoud	**no longer in the meeting**
Council Member Monahan	**I so certify**
Council Member Nicholson	**I so certify**
Council Member Reynolds	**I so certify**
Council Member Ricard	**I so certify**
Council Member Weaver	**I so certify**
Mayor Boies	**I so certify**

Other Business:

Council Member Hooser asked about the pigeon poop at the corner of King and Massanutten Streets and asked if there was anything we could do about this. It needs a good power washing and something to keep the birds away. **Vice Mayor Cherrix** said deterrents do not work. **Town Manager Pearson** said the deterrents just move the pigeons from one area to another. Their feces damage infrastructure. He will make it a priority to get this area cleaned.

Council Member Nicholson asked about some signage and if it would qualify for any type of grant. **Town Manager Pearson** said we have a grant for the wayfinding signs and it has been on hold. He will check on others.

Being no further business, the work session adjourned at 7:53 p.m.

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CODE COMPLIANCE
OFFICIAL
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PUBLIC WORKS
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CROSS CREEK APARTMENTS
REVITALIZATION AREA RESOLUTION

VHDA Tracking Number: 2019-C-42
Development Name: Cross Creek
Development Jurisdiction: Town of South Hill
Name of Owner/Applicant: Cross Creek VA LLC

WHEREAS, the above-referenced development is in an area that is **either** (1) blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in such area are subject to one or more of the following conditions: dilapidation, obsolescence, overcrowding, inadequate ventilation, light or sanitation, excessive land coverage, deleterious land use, or faulty otherwise inadequate design, quality or condition; or

WHEREAS, (2) the industrial, commercial or other economic development of such area will benefit the town or county but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and

WHEREAS, private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable mix of residents in such area;

NOW, THEREFORE, BE IT RESOLVED, I certify that the above-referenced development is located in a Revitalization Area in my jurisdiction.

BE IT FURTHER RESOLVED THAT I understand this Certification will be used by the Virginia Housing Development Authority to determine whether the development qualifies for points available under VHDA's Qualified Allocation Plan.

Adopted this 11th day of February 2019 by the Council of the Town of South Hill.

By: Dean Marion
Dean Marion, Mayor

Attest: Anna B. Cratch
Anna B. Cratch, Town Clerk

CLOSED MEETING
AGENDA STATEMENT

Meeting Date: February 10, 2025 Item #07

MOTION TO GO INTO CLOSED MEETING

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may take action in open session following closed meeting].

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 purposes:

1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Town Attorney.

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*** ____________________

Wood _________ ***Vice Mayor Veitenthal*** _________ ***Sealock*** _________ ***Rappaport*** _________ ***Ingram*** ________ ***DeDomenico-Payne*** __________