



Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram
Councilman H. Bruce Rappaport
Councilman R. Wayne Sealock
Councilman Glenn E. Wood

OTHERS PRESENT: Town Manager Joseph W. Petty
Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Various members of the staff and public

NEW BUSINESS

Benefits Consulting Services – Purchasing Manager Michelle Campbell explained the solicitation process and after receiving four responses staff recommended One Digital of Richmond, VA in the amount of \$30,000/year. She explained that since the award was for multiple years it would exceed \$50,000, prompting Council's approval. Council confirmed that they would negotiate with healthcare providers and troubleshoot issues acting as a liaison for employees. It was noted the Town had used them in the past. Council agreed to add to the June 23rd consent agenda.

On-Call General Civil Engineering Services – Ms. Campbell explained the Request for Proposals (RFP) process and after an evaluation committee reviewed (13) proposals and conducted (6) interviews, the committee reached a consensus to recommend awarding (4) contracts noting they had the highest level of abilities and qualities. Council confirmed that this was not a substitute for hiring a Town Engineer, explaining that it was something the Town was already doing as it allowed a pool of engineers to assist staff especially with bigger projects. Council agreed to add to the June 23rd consent agenda.

FY25 Budget Amendment for Royal Lane Markings & Signage – Director of Finance BJ Wilson explained that the \$34,000.00 was for reimbursement of expenses incurred by the Town for marking and signage at Royal Lane. Town Manager Joe Petty advised that the work at Royal Lane/John Marshall Highway was expected to begin late summer as drawings were needed; however, he noted the curb painting and lane striping had begun on Royal. He advised that he had received some concerns upon removing 5-7 parking spaces on Royal Lane but assured Council that there was public parking further up the street. Council agreed to add to the June 23rd consent agenda.

FY25 Budget Amendment for Solid Waste Revenue – Mr. Wilson advised that this was additional revenue from the rate increase approved by Council in 2024. The additional revenue, he explained, was to be allocated to pay Warren County Municipal Tipping fees and allocated towards the replacement of a 2012 refuse truck. Councilman Wood asked if staff could look into an automated truck, noting that the cost was higher but could pay for itself since not as many employees were needed to operate it. Council voiced concern that there were some areas of Town that the automated truck would not be able to go because of overhead wires and vehicles on the street. Council agreed to add to the June 23rd consent agenda.

FY2024-2025 Write Off for Bad Debt – Mr. Wilson explained that the write off was done annually per the Bad Debt Policy approved by Council in 2013. He explained various ways utility bills became so high including but not limited to water leaks and serious medical conditions. He also explained the various ways the Town tried to collect the debt. Council agreed to add to the June 23rd consent agenda.



Request for Reimbursement of SUP Application Fee from Divinum Auxilium Academy – Director of Planning Lauren Kopishke explained that the applicant has requested a reimbursement of \$400.00, noting that the fee ordinance passed last week would have applied but the request came in before the ordinance was passed. Town Attorney George Sonnett passed out a state code reference pertaining to donations to charitable institutions and associations volunteer and nonprofit organizations (§15.2-953) noting the first paragraph states “*however, such institution or association shall not be controlled in whole or in part by any church or sectarian society*”. It was noted that the applicant provided a tax-exempt verification document that stated, “*we determined that you are a public charity...*”. Mayor Cockell opined that the Town Code had various areas where waivers could be asked of Council and she expressed hope that those could eventually be removed. She noted that application fees were set up with staff in mind, including advertisement costs. Councilwoman DeDomenico-Payne suggested going ahead and implementing the 25% reduction as stated in the fee ordinance just passed. Vice Mayor Veitenthal agreed with Councilwoman DeDomenico-Payne stating that a lot more time and review had gone into this SUP than others. Councilman Rappaport questioned whether the girls’ school at Bon-Aire requested the waiver/reimbursement. Council agreed to discuss this item further at the June 9th work session.

Special Use Permit Application for a Farmers Market Submitted by Julie Vaught on Behalf of Happy Creek Antiques at 515-B Commerce Avenue – Ms. Kopishke explained the process and definition of a Farmers Market noting that the applicant was proposing to install four to six raised garden beds in the existing parking lot for the purpose of growing and selling produce in an open-air setting and/or with temporary or partially enclosed structures. She continued explaining the three stages of the program being initiated by the applicant: Stage One (Spring 2025) - install four to six raised beds to grow and sell produce; Stage Two (Fall 2025/Spring 2026) - install additional beds and an inground garden, noting the inground beds would be used for the community to rent to grow their own produce; Stage Three (running possibly concurrently with Stages 1 & 2) – work with ACES to plant fruit bearing bushes and trees.

Councilman Sealock disclosed that the applicant was related to his wife’s family. Mayor Cockrell disclosed that the applicant was part of her family, and she met with the applicant and Planning Department Zoning officials.

Vice Mayor Veitenthal voiced concern that this area was already commercial and that any commercial business should be able to go there and not have to get a SUP. Much discussion ensued about the parking and striping conditions placed on the SUP by the Planning Commission but noted that the applicant was ok with those conditions. Council agreed to advertise for a public hearing on June 23rd.

Special Use Permit Application to Allow a Short-Term Rental, Submitted by Home Base Holdings LLC at 66 W Strasburg Road – Ms. Kopishke reviewed the request noting it was denied by the Planning Commission because there was no available parking. It was mentioned that there were “no parking” signs in the area that should be removed and asked that staff review this along with possibly painting the curbs in the area especially near the fire hydrant. There was much discussion about the overall parking requirements and situations throughout the Town and upon consensus Council asked that staff and the Planning Commission evaluate the parking overall in the Town Code. Council agreed to advertise for a public hearing on June 23rd.

UNFINISHED BUSINESS

Special Use Permit (SUP) Submitted by Divinum Auxilium Academy for Private School at 16 N Royal Avenue – Ms. Kopishke gave a recap of the request. Mr. Petty advised that due to the short distance and geometry of Union Street the traffic data was captured on both Union Street and Royal Avenue; therefore, he explained, data was compared to data collected in October 2023 and May 2025 to determine traffic peaks. He stated that the 2023 numbers indicated that nearly half of the vehicles during the peak hours were moderately speeding (less than 5 mph over the posted limit). He advised that he met on site with Public Works staff viewing various obstacles with the drop off and



pick up options. He hoped to review how the adjoining churches and the funeral home prime times affected the traffic on Union Street, along with the public parking lot already in existence. There was discussion on how many students were going to be enrolled and that an option to cap the number of students could be made as part of the condition of the SUP. Various Councilmembers voiced their concerns about the safety of children being number one priority but wanted to see the applicant resolve their drop off and pick up issues on their own even mentioning a possible two-year review. Mr. Sonnett cautioned Council about making conditions tonight, reminding them to do it during the public hearing. Council agreed to advertise for a public hearing on June 23rd.

Adjourned approximately 8:13pm.

Approved by Town Council

Date: 6/23/25