



Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Councilman H. Bruce Rappaport
Councilman R. Wayne Sealock
Councilman Glenn E. Wood

ABSENT: Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram

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

Purchase of a 20-foot Tilt Trailer and Purchase of a 12-foot Dump Trailer - Purchasing Manager Michelle Campbell gave an overview of both trailers explaining their replacements and procurement. The 20-foot trailer is a hydraulic tilt trailer to replace a 2004 16-foot manual tilt trailer. And the 12-foot dump trailer was to replace an 8-foot utility trailer both for use in the Public Works Department. Council briefly discussed various line-item costs including delivery and appreciated local businesses bidding. Council agreed to add both items to the consent agenda for August 25th.

Town of Front Royal Employee Handbook Update – Section 5: Paid Time Off (PTO) and Other Absences – Human Resources Director Laura McIntosh gave an overview of the requested changes to the Employee Handbook specifically the change to full-time paid time off benefits explaining that the changes consolidated the current sick and vacation leave policies into a unified Paid Time Off (PTO) Policy. She listed several key advantages to the adoption of the Policy: 1) longevity incentives, 2) competitive alignment and retention efforts, 3) administrative efficiency, 4) employee flexibility and 5) workplace culture. Finance Director BJ Wilson explained the Government Accounting Standards Board (GASB) 101 new liability requirements for compensated absences and advised that the Town had to do something as suggested by the auditors. Miss McIntosh continued with a presentation to Council that explained 1) review of current leave policies, 2) benchmarking to surrounding localities with graphs and charts showing the comparisons and 3) GASB 101. The goal she noted was to have competitive benefits to retain and attract employees. To reach this goal could be attained by two options: 1) increase sick and vacation benefits under the current system or 2) convert to PTO. She then continued to explain the option of PTO. She provided and explained the following: 1) a snapshot of what an employee could earn, 2) a proposed PTO Plan vs Comparators, 3) Sick Leave Reserve (SLR), 4) the current system vs the proposed system and 5) examples showing the payout.

Council questioned those who could not use their leave at the end of the year. Ms. McIntosh advised that the Town Manager reviews those requests and decides accordingly. It was clarified that employees use their leave the way they want to under the proposed PTO Policy. After much discussion about funeral leave, Council suggested to remove the 24 hours and replace it with a flat three days. Discussion ensued about holiday pay with relation to scheduled and unscheduled leave. Town Manager Joe Petty advised that he was comfortable with the change to the policy noting that Ms. McIntosh, Mr. Wilson and Town Attorney George Sonnett have reviewed it and are good with it. He noted that it has also been shared with staff to field any questions. He expressed the importance of long-term employees and retaining knowledge. Ms. McIntosh explained the Sick Leave Reserve (SLR) noting it was an individual reserve not a group reserve like traditional sick banks. Council liked the idea of incentivizing people to stay. Mr. Wilson advised that this was brought about by GASB 101 and hoped that Council could approve it August 25 for financial reasons.



Council agreed to add it to the August 25 agenda under Business Items. It was reiterated that the Funeral Leave would be amended to reflect three days.

Zoning Text Amendment to Town Code §175-84.B. to Add Language Restricting the Redevelopment of Historic Residential Sites to Single-family Dwelling Units in the Residential Area of the Town's Historic District, and §175-29 to Add Language Preventing the Conversion of Single-family Residential Structures into Multifamily or Two-family Dwellings - Director of Planning Lauren Kopishke explained that the Planning Commission and the Board of Architecture Review (BAR) met in a joint meeting to discuss this text amendment that, if approved, would limit all new construction in the residential portion of the Historic District to only single-family homes and preserve all existing single-family homes. Council voiced concern about the vacant lot that was approved for duplexes recently. Ms. Kopishke advised that approval would stand as is, but if the text amendment were approved duplexes and townhomes would no longer be permitted. It was also confirmed that the text amendment would prevent the conversion of single-family homes into multi-family structures (apartments). There was much discussion about how to enforce such a conversion, but concluded it would be difficult to catch them, but if they did, they could bring them into compliance. Vice Mayor Veitenthal expressed her love of preserving history, but the appetite of the market was not Victorian homes either building one or maintaining one. She opined that converting one into two units drives up eco-tourism and that most people who care to see the preservation can accomplish it without it being a single-family home. She voiced concern that Council was putting themselves in a box by restricting it to only new construction and not maintenance and charm of existing buildings. Councilman Rappaport opined that the intent was to maintain what we have noting that some property owners take care of their properties and some do not. Councilman Wood noted that the Planning and Zoning Department was working towards enforcement. Councilman Sealock gave an example of an elderly woman who voiced concerned that she could no longer take care of her house and would like to make the upstairs an apartment so she could keep her house. Council agreed to continue discussion at the first work session in September [September 2].

Town Charter Amendment – Town Manager Residency – Mayor Cockrell explained the reason why this item was being discussed and the importance of revising the Town Charter and subsequently the Town Code to reflect the changes to the Town Manager's residency requirements. She stated that a public hearing was required and if approved would move to the Town's General Assembly representative in November. After a brief discussion Council agreed to move it to a public hearing on August 25th.

ACTION ITEM

Zoning Text Amendment to Town Code §175-3 to Define Designated Special Circumstance Housing, and §§175-12.1, 175-18.2.B., 175-20.1, 175-30 and 175-37.3 to add Designated Special Circumstance Housing Performance Standards by Special Use Permit and Create §175-153 to add Designated Special Purpose Housing Performance Standards – Ms. Kopishke explained the text amendment was being proposed due to the number of applications recently submitted for lodging houses. She gave a presentation showing the basis and justification of the study. Mr. Petty advised that after further legal review it was recommended that this matter be acted on tonight to refer it back to the Planning Commission to ensure its compliance with state code §15.2-2291 as there seemed to be a conflict.

Councilman Wood moved seconded by Vice Mayor Veitenthal that Council refer the above text amendment to the Planning Commission to make potential changes in accordance with Virginia Code §15.2-2291.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport

No – N/A

Absent – Councilmembers Ingram and DeDomenico-Payne

Abstain – N/A

ROLL CALL



CLOSED MEETING

Councilman Rappaport moved seconded by Vice Mayor Veitenthal that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1) pursuant to §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, Clerk of Council

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport

No – N/A

Absent – Councilmembers Ingram and DeDomenico-Payne

Abstain – N/A

ROLL CALL

Councilman Wood moved seconded by Vice Mayor Veitenthal 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.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport

No – N/A

Absent – Councilmembers Ingram and DeDomenico-Payne

Abstain – N/A

ROLL CALL

Adjourned approximately 9:06pm.

Approved by Town Council

Date: 8/25/25